

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, September 19, 2016 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

Culture Days

Mental Illness Awareness Week & World Mental Health Day

## **DELEGATES**

## **COMMUNITY SERVICES COMMITTEE**

1. Arts Policy Review
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Changes to Council Meeting Schedule
2. New Business

## **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment, Comprehensive Zones
2. Conditional Use Application for 907 Fir Street – *For Information Only*
3. New Business

## **CITY OPERATIONS COMMITTEE**

1. New Business



## **PROCLAMATION**

### **CULTURE DAYS**

**September 30<sup>th</sup> – October 2<sup>nd</sup>, 2016**

WHEREAS culture constitutes one of the main identity factors of the City of Whitehorse and the quality of life of its citizens; and

WHEREAS culture is an intrinsic component of individual and societal development; and

WHEREAS the City of Whitehorse has implemented projects that affirm its cultural identity and the active participation of its citizens in the cultural life of the municipality; and

WHEREAS the cultural community has set up an annual national event called Culture Days that consolidates a number of cultural events under a common theme across Canada by promoting the widest possible access to the arts, heritage, and culture; and

WHEREAS Culture Days is based on a true concern for cultural democratization;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim September 30<sup>th</sup> to October 2<sup>nd</sup>, 2016 to be Culture Days in the City of Whitehorse.

Dan Curtis  
Mayor



## PROCLAMATION

### MENTAL ILLNESS AWARENESS WEEK

October 2 to 8, 2016, and

### WORLD MENTAL HEALTH DAY

October 10 annually

WHEREAS there is no greater health challenge facing our country than mental health; and

WHEREAS huge numbers of Canadians experience mental health issues, which means that virtually all Canadians are impacted by mental illness; and

WHEREAS it is projected that by 2020 depression will be one of the leading disabilities in the world; and

WHEREAS most people who experience mental health issues suffer in silence, fearing judgement and rejection; and

WHEREAS Mental Illness Awareness Week provides opportunities to bring attention to mental health issues, helping to create a culture of acceptance and support for mental health; and

WHEREAS World Mental Health Day is a day for global mental health education, awareness and advocacy; and

WHEREAS the ***Light up Purple*** event in conjunction with World Mental Health Day provides opportunities to talk about mental health issues and what needs to be done to make mental health care a reality for people worldwide;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim the first full week in October to be ***Mental Illness Awareness Week*** and October 10<sup>th</sup> to be ***World Mental Health Day*** in the City of Whitehorse.

Dan Curtis  
Mayor

CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE

Date: Monday, September 19, 2016

Location: Council Chambers, City Hall

Chair: Samson Hartland Vice-Chair: Jocelyn Curteanu



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2. New Business	

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 19, 2016
<b>RE:</b> Arts Policy Review

### **ISSUE**

Arts Policy Review

### **HISTORY**

The City adopted an Arts Policy in January 2000. The policy has been well received by the public and the arts community and has been used successfully for a number of projects including the Canada Games Centre and the Public Safety Building. On August 8<sup>th</sup> Council passed a resolution requiring a review of the existing policy before a construction tender is issued for the new Operations Building.

### **ALTERNATIVES**

1. Undertake a narrow scope review that would deal with housekeeping items and Council's specific concerns, including a desire for more clarity on a few clauses.
2. Undertake a thorough review of the policy, including researching best practices, considering options for establishing a fund, combining the Arts Policy and Arts Collection Policy and incorporating public consultation.

### **ANALYSIS**

Council has requested a review of the policy prior to issuing a construction tender for the new operations building. That timing would be very difficult for a thorough review of the policy as it is anticipated that the tender process will commence in early 2017.

A gap analysis is being developed for all City policies, and a thorough review of the Arts Policy could be scheduled according to determined priorities. In order for a thorough review process to be effective the City must consider the arts community's ability to participate in a meaningful way, and the required resources would have to be assigned.

A narrow scope review could be designed to accomplish the following objectives:

- Complete housekeeping items such as updating department and position names;
- Provide clear definitions for public facilities and public buildings;
- Provide clarity on where art can be placed when funded through this policy;
- Establish a regular review period and process;
- Collect feedback and input from arts community representatives; and
- Consider the benefit of establishing a fund for this aspect of a project rather than including it as part of the overall project

### **ADMINISTRATIVE RECOMMENDATION**

That Council direct that a narrow scope review of the Arts Policy be conducted at this time, dealing specifically with housekeeping items, definitions, and the need for clarity on a number of clauses.

CITY OF WHITEHORSE  
PUBLIC HEALTH AND SAFETY COMMITTEE

Date: Monday, September 19, 2016

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Robert Fendrick



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CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date: Monday, September 19, 2016

Location: Council Chambers, City Hall

Chair: Betty Irwin Vice-Chair: Dan Boyd



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**CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA**

**Date:** Monday, September 19, 2016

**Location:** Council Chambers, City Hall

**Chair:** Dan Boyd      **Vice Chair:** Roslyn Woodcock



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## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 19, 2016
<b>RE:</b> Changes to Council Meeting Schedule

### **ISSUE**

Approve changes to the January 2017 council meeting schedule

### **REFERENCE**

Council Procedures Bylaw 2013-22

### **HISTORY**

In past years when there have been five Mondays in January Council has adjusted the meeting schedule to eliminate a meeting in the first week of the year. This allows adequate notice periods for public input into bylaws if required, and accommodates staff and council members who are travelling during the holiday season.

### **ALTERNATIVES**

1. Approve schedule changes as proposed
2. Do not schedule changes to the normal meeting cycle

### **ANALYSIS**

The Procedures Bylaw stipulates that Standing Committee meetings be held the first and third Mondays of each month and that Regular Council meetings be held on the second and fourth Mondays. A resolution of Council is required to re-schedule meetings.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that the Standing Committee meetings for January 2017 be re-scheduled to January 9 and January 23; and

THAT the Regular Council meetings for January 2017 be re-scheduled to January 16 and January 30

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

**Date:** Monday, September 19, 2016

**Location:** Council Chambers, City Hall

**Chair:** Robert Fendrick

**Vice-Chair:** Samson Hartland



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File #: Z-06-2016

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 19, 2016
<b>RE:</b> Public Hearing Report – Zoning Amendment, Comprehensive Zones

### **ISSUE**

A report on the public hearing for a zoning amendment for administrative edits to the Comprehensive Development zones

### **REFERENCE**

Municipal Act (2002)

Zoning Bylaw 2012-20

Bylaw 2016-28

### **HISTORY**

Comprehensive Development zones were introduced to the Zoning Bylaw in 2007. The purpose was to introduce specific provisions that would lead to more attractive developments, with porches for architectural interest, variations in colour and material for visual interest, and pedestrian-oriented site design. The comprehensive development zones also dictate the type of building development and minimum and maximum densities in multiple family zones.

The zones were introduced as a result of public comment on the development in older city neighbourhoods. As denser development forms were implemented into subdivision design, administration saw the need for more comprehensive development regulations to ensure “density with dignity”. Denser neighbourhoods promote sustainability, affordability, and greater choice for residents, so that they can “age in place”.

The proposed amendment would increase the minimum and maximum densities in the RCM–Comprehensive Residential Multiple Family and RCM2–Comprehensive Residential Multiple Family 2 zones. Other minor clarifications or corrections are also proposed in this bylaw.

Bylaw 2016-28 received first reading on August 8, 2016. Notices were published in local newspapers on August 19 and 26. A total of six letters were sent to property owners of undeveloped RCM and RCM2 lots. The Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta’an Kwäch’än Council were also notified by mail.

A public hearing was held on September 12, 2016. No one appeared at the public hearing and one written submission expressing concerns was received.

Two issues were raised including:

- Concern that increasing density will lead to parking issues; and
- The proposed amendment is not consistent with the vision of the Wilderness City

## **ALTERNATIVES**

Option 1: Proceed with second and third reading under the bylaw process.

Option 2: Do not proceed with second and third reading.

## **ANALYSIS**

### **Concern that increasing density will lead to parking issues**

One written submission was received raising concern that increased density will lead to issues with parking. The proposed changes will likely lead to an increase in the viable number of units on RCM and RCM2 zoned lots. However, any development in these zones will still need to provide parking as per the regulations in section 7 of the Zoning Bylaw.

As the RCM and RCM2 zones are located in neighbourhoods outside of Downtown, they would not be eligible for relaxations as set out in section 7.3.7 of the Zoning Bylaw and would need to provide a minimum of one parking space per dwelling unit.

### **The proposed amendment is not consistent with the vision of the Wilderness City**

A concern was raised that the proposed amendment is not consistent with the vision of the Wilderness City as it will negatively impact green space. However, the proposed amendment will not impact existing green space as it applies to existing lots in existing neighbourhoods. There is no new development proposed in connection with this zoning amendment.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2016-28, a bylaw to amend certain regulations in the Comprehensive Development zones, be brought forward for second and third reading under the bylaw process.

File #: PB-03-2016

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 19, 2016
<b>RE:</b> Conditional Use Application – 907 Fir Street – <i>For Information Only</i>

### **ISSUE**

Application for conditional use approval to allow for a Major Home-based Business (commercial kitchen) in a detached building in the RS–Residential Single Detached zone.

### **REFERENCE**

Zoning Bylaw 2012-20                      2010 Official Community Plan                      Location Map

### **HISTORY**

Property owner Luke Legault has applied to the City for Conditional Use approval to allow for a Major Home-based Business at 907 Fir Street in Porter Creek. Approval would allow Mr. Legault to convert a portion of the existing garage building at the rear of his property into a commercial kitchen. The space would be used for food preparation associated with Mr. Legault’s catering business, The Wandering Bison. A commercial kitchen would be allowed within the property’s principal building as a Minor Home-based Business, without requiring City Council approval.

The application was discussed by the Development Review Committee on April 13, 2016. Atco Electrical Co requested that a commercial utility meter be installed on the garage building. The Water and Waste Services Department recommended that the applicant purchase an organics collection cart specifically for the business to ensure proper disposal of food waste. No other concerns were raised for the Conditional Use.

The proposed schedule for the application is as follows:

Letter Notification	September 8
Newspaper Ads	September 16 and 23
Planning Committee	September 19
Public Input Session	September 26
Report to Committee	October 3
Council Decision	October 11

### **ANALYSIS**

#### **Property Description and Proposal**

Mr. Legault’s property at 907 Fir Street measures approximately 1,860 m<sup>2</sup> in size and is located in an area zoned RS–Residential Single Detached. The property backs onto an area zoned PG–Greenbelt. Development on the parcel includes a single detached

house (~160 m<sup>2</sup> footprint), a garage (~100 m<sup>2</sup>), a greenhouse (~85 m<sup>2</sup>), two small carports (each ~20 m<sup>2</sup>), a shed (~20 m<sup>2</sup>), and a paved driveway (~30 m in length).

Mr. Legault is proposing to develop a commercial kitchen that would be contained within a portion of the garage located at the rear of the property. The building is currently equipped with electrical servicing, but requires water and sewer services to be installed, which would branch from the services of the principal building/residence.

The applicant has indicated that vehicular traffic at the site would be maintained at its current level, since the catering business is based on deliveries to off-site locations. Mr. Legault and his wife are the only employees of the business and both reside on the site.

### **Zoning Requirements**

The RS–Residential Single Detached zone allows for Major Home-based Business as a Conditional Use, subject to approval by City Council following a public input session. The use is defined as “a secondary use of a dwelling unit or an accessory building for one or more businesses which do not generally generate traffic.”

The bylaw requires a minimum off-street parking provision of one space for each single detached dwelling and one space for each Major Home-based Business. The subject property has a 30 m driveway that can accommodate both parking requirements and provide additional parking. The Zoning Bylaw does not allow for exterior storage associated with home-based businesses in this location. The net floor area of a home-based business located within a garage shall be no larger than 50 m<sup>2</sup>.

### **Considerations for Approval**

The Zoning Bylaw provides a list of considerations for Conditional Use approval which include, but are not limited to:

- Compatibility of the proposed use with existing uses and development;
- Provision of off-street parking and changes to traffic volumes;
- Ability of infrastructure to support the proposed use;
- Impact on neighbours relating to noise, hours of operation, and other factors;
- Demonstrated need for the use;
- Compatibility with plans and policies, including the stated purpose of the zone where the use is to take place; and
- Concerns and support indicated through public submissions.

Council may specify conditions to include in the Development Permit issued for a Conditional Use in order to mitigate concerns raised during the application process.

### **PUBLIC INPUT SESSION SCHEDULED**

In conformance with section 4.8 of the Zoning Bylaw, a Public Input Session has been scheduled for the regular council meeting on September 26, 2016. A total of 21 letters were sent to property owners within a 100 m radius of the subject parcel. The Kwanlin Dün First Nation, Ta’an Kwäch’än Council, Yukon Government Lands Management Branch, and the Porter Creek Community Association were also notified by mail. A notice of the proposed development has been placed in local newspapers for September 16 and 23, 2016.



SCALE: NTS  
 DATE: September 8, 2016  
 FILE No: PB-03-2016  
 I:\AAA\_PROCESS\_FILES\Conditional use permits\\*.dwg

DWN. BY: KK  
 R.No: 0

CITY OF WHITEHORSE - PLANNING & DEVELOPMENT SERVICES

**LOCATION SKETCH - IMAGE UNDERLAY**  
 Proposed Conditional Use - Major Home-Based Business (Commerical Kitchen)  
 907 Fir Street



CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA

Date: Monday, September 19, 2016

Location: Council Chambers, City Hall

Chair: Roslyn Woodcock Vice-Chair: Betty Irwin



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Pages

1. New Business