



Minutes of the meeting of the City Planning Committee

Date Monday, October 16, 2017

Location Council Chambers, City Hall

Committee Members Present Mayor Dan Curtis
Deputy Mayor Dan Boyd
Councillor Jocelyn Curteanu
Councillor Samson Hartland
Councillor Roslyn Woodcock

Absent Councillor Robert Fendrick
Councillor Betty Irwin

Staff Present Linda Rapp, City Manager
Douglas Hnatiuk, Acting Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Richard Graham, Acting Director of Infrastructure and Operations
Jessica Apolloni, Manager of Strategic Communications
Mike Ellis, Acting Manager of Planning and Sustainability Services

Your Worship, the City Planning Committee respectfully submits the following report:

1. Public Hearing Report – Zoning Amendment, 51 Sunset Drive South

The owner of 51 Sunset Drive South has applied for a zoning amendment to relax the setback on the south side of her corner lot to allow for renovations to the existing home. The building is classified as non-conforming due to a change in zoning regulations made after the residence was built, and the *Municipal Act* prohibits alterations except to increase conformity. The applicant would like to begin building improvements this fall.

The same situation of corner lot non-conformance likely exists for many other properties facing Hillcrest Drive that were built before the setback was increased. Administration intends to investigate this further with the intent to bring as many houses as possible into a state of zoning conformance.

No one appeared to speak to the issue at public hearing and no issues were raised. One submission was received in support of the application.

The recommendation of the City Planning Committee is

THAT Bylaw 2017-31, a bylaw to amend the zoning at 51 Sunset Drive South to reduce the corner setback allowance for the frontage facing Hillcrest Drive, be brought forward for second and third reading under the bylaw process.

2. Yukon Airports Act – For Information Only

A Committee member asked for information regarding the City's involvement in the drafting of the *Airports Act*. Administration confirmed that City staff were involved in meetings with respect to zoning and other issues, but no formal consultation with Council was requested.



Minutes of the meeting of the City Operations Committee

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|----------------------------------|---|
| Date | Monday, October 16, 2017 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Deputy Mayor Dan Boyd Councillor Jocelyn Curteanu |
| Absent | Councillor Robert Fendrick Councillor Betty Irwin |
| Staff Present | Linda Rapp, City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications |

Your Worship, the City Operations Committee respectfully submits the following report:

1. Budget Amendment for Cart Procurement

The current capital expenditure program includes funds in both 2017 and 2018 for the purchase of new organics and waste carts. The City is currently out of carts and a contract has been awarded for the procurement of 200 organics carts and 100 waste carts. The purchase has been approved for Gas Tax funding, but a budget amendment is required to make all the funds available in 2017. This purchase covers current needs, but further budget submissions will be required to meet future needs.

The recommendation of the City Operations Committee is

THAT the 2017 to 2020 Capital Expenditure Program be amended by increasing the 2017 Carts – Whistle Bend project in the amount of \$14,000, funded by Gas Tax, with the funding for the 2018 Carts project being re-allocated to 2017.



Minutes of the meeting of the Community Services Committee

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|----------------------------------|---|
| Date | Monday, October 16, 2017 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Samson Hartland – Chair Mayor Dan Curtis Deputy Mayor Dan Boyd Councillor Jocelyn Curteanu Councillor Roslyn Woodcock |
| Absent | Councillor Robert Fendrick Councillor Betty Irwin |
| Staff Present | Linda Rapp, City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications |

Your Worship, the Community Services Committee respectfully submits the following report:

1. Proclamations – For Information Only

Mayor Curtis proclaimed October 16 to 22, 2017 to be Waste Reduction Week in the City of Whitehorse.

2. Contract Award – Parks and Recreation Master Plan

The 2017 capital budget includes funds for the development of a Parks and Recreation Master Plan. This plan will be the basic framework to define and guide parks and recreation development for the City for the next 12 years. A request for proposals was issued in August and three proposals were received. All three proposals met the technical requirements and the project costs are within budget.

The recommendation of the Community Services Committee is

THAT the consulting services contract for the development of the Parks and Recreation Master Plan be awarded to RC Strategies for a cost not to exceed \$74,996.00.

3. Festival and Special Event Grant Fund Allocations

The Festival and Special Event Grant fund is governed by Council Policy. This year 19 applications were received. The evaluation committee reviewed and rated 14 eligible applications and made recommendations for financial and in-kind support. A portion of the funding available was recommended in allocations to all 14 eligible groups, including two signature events. The evaluation committee recommends that \$14,700 be carried over for the 2018 granting session as it is anticipated that the Yukon Quest signature event request will be larger due to the race starting in Whitehorse in 2019.

In-kind requests were assessed by impacted departments to ensure that they can be accommodated within regular operating hours.

The recommendation of the Community Services Committee is

THAT Festival and Special Event Grant allocations for 2018 be approved as recommended by the evaluation committee, subject to funding from the 2018 budget; and

THAT any unexpended festival and special event grant funds be authorized for re-budgeting to 2018.

4. Fall Recreation Grant Allocations

The Recreation Grant Task Force reviewed 12 applications for fall recreation grants in accordance with the Recreation Grant Policy. Eleven applications were eligible for funding under the provisions of the policy.

The recommendation of the Community Services Committee is

THAT the allocation of recreation grants totalling \$48,624.00 be approved as recommended by the Recreation Grant Task Force; and

THAT any unexpended recreation grant funds and any refunds received prior to year-end be authorized for re-budgeting to 2018.



Minutes of the meeting of the Public Health and Safety Committee

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|----------------------------------|---|
| Date | Monday, October 16, 2017 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Deputy Mayor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Samson Hartland Councillor Roslyn Woodcock |
| Absent | Councillor Robert Fendrick Councillor Betty Irwin |
| Staff Present | Linda Rapp, City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications |

Your Worship, the Public Health and Safety Committee respectfully submits the following report:

1. Traffic Calming on Tamarack Drive – For Information Only

Chelsea Larouche addressed the Committee to request that traffic calming measures be applied to Tamarack Drive. She explained that Tamarack is a long street that allows for vehicle acceleration, and the combination of vehicles parked on the street and a public park on the side where there is no sidewalk means that the threat to pedestrians is high. Ms. Larouche advised that the Traffic Committee has denied the residents' application for traffic calming measures, and therefore she is coming to Council seeking a resolution. She noted that she has had previous experience with traffic concerns in other neighbourhoods, and expressed the opinion that the speed limit on all residential streets should be examined.



Minutes of the meeting of the Development Services Committee

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|----------------------------------|---|
| Date | Monday, October 16, 2017 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Samson Hartland Councillor Roslyn Woodcock |
| Absent | Councillor Robert Fendrick Councillor Betty Irwin |
| Staff Present | Linda Rapp, City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications Mike Ellis, Acting Manager of Planning and Sustainability Services |

Your Worship, the Development Services Committee respectfully submits the following report:

1. Grant Request for Yukoner Appreciation Day

For several years the downtown business community has held an annual Yukoner Appreciation Day to launch the holiday shopping season. The day is an important component of the Buy Local campaign promoted by the Whitehorse Chamber of Commerce. The Chamber has requested the City's support for this year's event on Friday, November 3rd by authorizing street closures, allowing food vendors on Third Avenue, providing free parking on Main Street, and installing the Christmas lights on Main Street in time for the event.

Rick Karp and Mike Pemberton spoke to the request on behalf of the Whitehorse Chamber of Commerce, providing details on the activities planned and the extent of the participation by local businesses.

The recommendation of the Development Services Committee is

THAT a grant not to exceed \$4,700.00 be approved to support Yukoner Appreciation Day, funded by the Economic Development departmental budget; and

THAT the non-enforcement of expired parking meter violations be approved on Main Street from 9:00 a.m. to 9:00 p.m. on Friday, November 3rd for Yukoner Appreciation Day.



Minutes of the meeting of the Corporate Services Committee

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|----------------------------------|---|
| Date | Monday, October 16, 2017 |
| Location | Council Chambers, City Hall |
| Committee Members Present | Councillor Roslyn Woodcock – Chair Deputy Mayor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Samson Hartland |
| Absent | Councillor Robert Fendrick Councillor Betty Irwin |
| Staff Present | Linda Rapp, City Manager Douglas Hnatiuk, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications Mike Ellis, Acting Manager of Planning and Sustainability Services |

Your Worship, the Corporate Services Committee respectfully submits the following report:

1. Budget Amendment – Whistle Bend Future Planning

The 2017 capital budget includes funds for planning the Town Square and Phase 8 of Whistle Bend. The subject area has been expanded to include the Ta'an Kwäch'än Council parcel and the 'fin' area near the old lagoon site in the planning project. The addition of new areas to the project requires a budget increase to cover the enhanced scope. The Government of Yukon provides funding to complete land use planning and consultation, engineering pre-design, and Yukon Environmental and Socio-economic Assessment Board submissions. All eligible expenses will be reimbursed by Yukon through quarterly invoicing. A budget amendment is required due to the increased scope of the project.

The recommendation of the Corporate Services Committee is

THAT the 2017 to 2020 Capital Expenditure Plan be amended to increase the 2017 Whistle Bend Phase 8 and Town Square planning budget from \$200,000 to \$300,000, funded by the Yukon Government.

There being no further business, the meeting adjourned at 6:41 p.m.

Adopted at the regular council meeting on October 23, 2017

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk