



Minutes of the meeting of the Corporate Services Committee

Date	January 8, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, 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 Norma Felker, Acting Manager, Legislative Services Paul Zylstra, Acting Manager of Financial Services

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

1. Water Issues at Condo Corp #2 – *For Information Only*

Barb Reid addressed the Committee on behalf of Condo Corp #2 to explain that they have dealt with two major water leaks in the past two years that have had a huge financial impact. As a result of the most recent leak they received a water usage bill from the City that was more than double their usual bill. Ms. Reid expressed sincere thanks to City staff who have assisted them in dealing with these issues, and advised that the condo board continues to work on implementing new systems to manage the risk of further leaks. She also stated that the condo board will be formally requesting that the City consider alleviating some of the extra water costs.

2. Automated Vote Counting System Bylaw

The City plans to use an automated vote counting system for the 2018 election. As required by the *Municipal Act*, a bylaw has been drafted to describe the form of the ballot, procedures for how to vote, procedures, rules and requirements for counting and

recounting the votes, and procedures to ensure that each elector is able to vote securely. Once the bylaw has been given first and second reading it will be forwarded to the Minister for approval.

Upon approval, the bylaw will come back to Council for third reading and adoption. An additional bylaw to appoint election officials, establish other election procedures, and otherwise regulate the conduct of the 2018 election will be brought forward at a later date for consideration by Council.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-01, a bylaw to provide for the use of an automated vote counting system for the 2018 municipal election, be brought forward for consideration under the bylaw process.

3. 2017 Umbrella Grants Bylaw

The *Municipal Act* requires that grants and gifts be authorized by bylaw. The City provides a variety of grants and donations to groups and organizations throughout the year. To facilitate the allocation of grant and donation funds, Council adopted a policy that allows grants to be approved by council resolution and subsequently authorized in an umbrella grant bylaw at year-end. This system allows the distribution of funds to qualified and approved applicants in a timely manner. A bylaw to authorize the grants approved throughout 2017 in accordance with council policies and resolutions is now being brought forward for council authorization.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-02, a bylaw to authorize the allocation of various grants for the year 2017, be brought forward for consideration under the bylaw process.

4. 2017 Umbrella Budget Amendment Bylaws

The *Municipal Act* provides that council may by bylaw establish a procedure to authorize expenditures that vary from the annual capital expenditure program and the operating budget. In accordance with the provisions of the capital and operating budget bylaws, a number of properly authorized budget amendments occurred throughout 2017. These amendments are now being brought forward under umbrella bylaws for Council authorization under the bylaw process.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-03, a bylaw to amend the 2017 to 2020 capital expenditure program with respect to budget adjustments made throughout 2017, be brought forward for consideration under the bylaw process; and

THAT Bylaw 2018-04, a bylaw to amend the 2017 operating and maintenance program with respect to budget adjustments made throughout 2017, be brought forward for consideration under the bylaw process.

5. Financial Reporting Award – *For Information Only*

The Committee Chair advised that the City of Whitehorse is once again the recipient of the Canadian Award for Financial Reporting for the 2016 Annual Report. This is the 13th consecutive year that the City has received this award that recognizes achievement in comprehensive financial reporting. He congratulated the Financial Services Department and the staff of the Corporate Services Division.



Minutes of the meeting of the City Planning Committee

Date January 8, 2018

Location Council Chambers, City Hall

Committee Members Present
Councillor Robert Fendrick – Chair
Councillor Betty Irwin – Vice Chair
Mayor Dan Curtis
Councillor Dan Boyd
Councillor Jocelyn Curteanu
Councillor Samson Hartland
Councillor Roslyn Woodcock

Staff Present
Linda Rapp, City Manager
Jeff O’Farrell, 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
Patrick Ross, Manager of Land and Building Services
Mélodie Simard, Manager of Planning and Sustainability Services
Kinden Kosick, Planner

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

1. Subdivision Approval – Whistle Bend Phase 5

The City is working with the Government of Yukon on the development of the Whistle Bend Subdivision. A zoning amendment last November established the zoning designations for Phase 5 of the Whistle Bend project, and the Yukon Government has now applied for subdivision approval for the individual lot design within Phase 5.

The proposed subdivision comprises a number of zones and includes 100 single family lots, 64 townhouse lots, two multi-family lots, one institutional use lot, three large greenbelts, and 1 park lot. All of the proposed lots conform to the applicable regulations of the Zoning Bylaw.

Public use land dedication will be in the form of greenbelts that will also contribute to land dedications in further subdivisions. Residential Development Cost Charges for the residential lots will be collected at the time of lot sale and of building permit application.

The recommendation of the City Planning Committee is

THAT the subdivision of approximately 20.9 hectares of land for the creation of new residential lots, greenbelts, lanes, roads and a park for the area known as Whistle Bend Phase 5 be approved as shown on the proposed subdivision sketch, subject to the condition that the Government of Yukon enter into a Development Agreement with the City of Whitehorse for the construction of underground utilities, roads and lanes to service the proposed subdivision area and other areas of Whistle Bend Subdivision.

2. Request for Extension – Challenge Cornerstone Project

Last year the Challenge Disability Resource Group entered into a land sale agreement with the City with respect to a lot located at 704 Main Street. The agreement was subsequently amended to provide for a closing date of January 24, 2018. Challenge has now applied for an additional extension in accordance with the Land Disposition Policy. Council may grant a time extension to a maximum of 60 additional days if the proposed development for the property supports priorities established by Council in the City of Whitehorse Strategic Plan.

On behalf of the Challenge Disability Resource Group, Jillian Hardie and Tim Brady addressed the Committee in support of the project and the request for an extension.

The recommendation of the City Planning Committee is

THAT a 60-day extension of the closing date be authorized for the land sale agreement with the Challenge–Disability Resource Group with respect to Lot 2, Block 339, located at 704 Main Street, making the final closing date March 26, 2018.

3. Addition of Housing Lots to Existing Neighbourhoods

In 2017, in partnership with the Government of Yukon, the City embarked on a program to add additional housing lots to existing neighbourhoods. Thirteen sites were initially identified, but three sites were eliminated following the early consultation process. A zoning amendment bylaw for seven sites was brought forward last fall, and five sites were approved. The remaining three sites, located on Wann Road, Wilson Drive and Sandpiper Drive, are all zoned Single Family Residential. Under current zoning regulations, the three locations could potentially yield a maximum of nine housing units. Administration is now requesting that Council approve residential development on these sites.

The recommendation of the City Planning Committee is

THAT residential development be approved for locations on Sandpiper Drive, Wann Road and Wilson Drive.

4. OCP Amendment – Norcope Gravel Quarry

In March of 2017 council considered an application from Norcope Construction Group to amend the Official Community Plan designation of a parcel of vacant Commissioner's land located adjacent to the UTAH siding yard at kilometre 1415 on the Alaska Highway. The change in land use designation was requested to allow for a gravel quarry and industrial operation. At that time, Administration recommended that the application be defeated at first reading, and Norcope requested time to submit additional information to address the concerns raised.

Norcope has now submitted the additional information and the application for a reduced development area is coming back for consideration of first reading. A review of the Official Community Plan is scheduled to begin in the near future and a comprehensive city-wide study of quarry resources, requirements, and industrial/commercial land suitability will be part of that process.

If this proposal were to move forward, future development of the site beyond a quarry is likely unfeasible as the quarry floor would be a flat surface, but would be surrounded by high slopes with no provision for drainage. Both local First Nation governments have submitted letters stating that they do not support the proposed amendment, but would be open to discussion of gravel resources as part of the upcoming OCP review process.

Doug Gonder and Lesley Cabott spoke in support of the application and requested that the bylaw be given full public process.

The recommendation of the City Planning Committee is

THAT Bylaw 2017-14, a bylaw to amend the Official Community Plan to allow for the development of a gravel quarry at kilometre 1415 Alaska Highway, be brought forward under the bylaw process and defeated at first reading.

5. Zoning Amendment – Cannabis Retail Sales

In November of 2017 the Government of Yukon released its proposed framework for legalizing cannabis in Yukon. In the first phase of implementation, the Yukon Government intends to be the sole authority for the sale of recreational cannabis for commercial purposes.

Administration is recommending that site eligibility for the sale of cannabis and cannabis-containing products be limited to the Marwell neighbourhood. A zoning amendment is being brought forward to authorize the retail sale of cannabis and cannabis-containing products under a distinct retail services category titled "Retail Services, Restricted". This category would be included as an allowable principal use in the CIM–Mixed Use Commercial/Industrial zone of Marwell. The bylaw proposes changes to existing definitions to exclude the use from other retail areas, and includes proposed definitions to accompany the new use.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-10, a bylaw to amend retail service definitions in the Zoning Bylaw and restrict locations for the retail sale of cannabis and cannabis-containing products, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date	January 8, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, 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

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

1. **Snow Removal** – *For Information Only*

A committee member commended City crews for the great work done in dealing with the recent huge snowfall.



Minutes of the meeting of the Community Services Committee

Date	January 8, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Robert Fendrick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, 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

Your Worship, there is no report from the Community Services Committee



Minutes of the meeting of the Public Health and Safety Committee

Date	January 8, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, 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

Your Worship, there is no report from the Public Health and Safety Committee



**Minutes of the meeting of the
Development Services Committee**

Date January 8, 2018

Location Council Chambers, City Hall

Committee Members Present Councillor Betty Irwin – Chair
Councillor Jocelyn Curteanu – Vice Chair
Mayor Dan Curtis
Councillor Dan Boyd
Councillor Robert Fendrick
Councillor Samson Hartland
Councillor Roslyn Woodcock

Staff Present Linda Rapp, City Manager
Jeff O’Farrell, 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

Your Worship, there is no report from the Development Services Committee

There being no further business, the meeting adjourned at 6:55 p.m.

Adopted at the regular council meeting on January 15, 2018

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk