



Minutes of the meeting of the Corporate Services Committee

Date	February 19, 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
Absent	Councillor Betty Irwin
Staff Present	Mike Gau, Acting City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Manager of Financial Services Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications

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

1. Public Input Report – 2018 to 2020 Operating Budget

Public input on the 2018 to 2020 operating and maintenance budget included a presentation from the Whitehorse Chamber of Commerce and two written submissions from citizens. The Chamber presented five recommendations with respect to the process used for developing the City's budgets. The written submissions noted the pressure that continual increases place on property owners and businesses.

The City reviews expenses annually to keep property tax increases to a minimal level, and prepares provisional budgets to anticipate future needs. In terms of user fees and development charges, the City currently has some of the lowest development fees across the country. User fees are reviewed annually and adjusted based on cost increases incurred.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-07, a bylaw to adopt the 2018 operating and maintenance budget and the provisional budgets for 2019 and 2020, be brought forward for second and third reading under the bylaw process; and

THAT the associated 2018 tax levy bylaw and the budget issues fees and charges amendment bylaw be brought forward for second and third reading under the bylaw process.



Minutes of the meeting of the City Planning Committee

Date February 19, 2018

Location Council Chambers, City Hall

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

Absent Councillor Betty Irwin

Staff Present
Mike Gau, Acting City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mélodie Simard, Acting Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Patrick Ross, Manager of Land and Building Services
Mike Ellis, Acting Manager of Planning and Sustainability Services

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

1. Telecommunications Antenna Structure Siting Policy

The Federal Minister of Industry is the approving authority for telecommunication antenna structures. In order to balance the increasing demand for wireless services with the needs of neighbourhoods and communities, Industry Canada requires that the City and the public be consulted regarding the proposed placement of certain telecommunication antenna structures. Industry Canada encourages local land-use authorities to develop their own protocols to address a proponent's requirements for an antenna structure. The protocols may also contain specific requirements for public consultation, co-location investigation and tower design criteria. The City's Land and Building Services Department is responsible for reviewing these submissions and providing a letter of support or non-support to proponents.

A draft policy was brought forward in December 2017. Throughout January local installers were contacted and invited to comment on the proposed policy. No comments were received. The policy document is now ready for adoption by council.

The recommendation of the City Planning Committee is

THAT the Telecommunication Antenna Structures Siting Policy dated February 2018 be adopted as presented.

2. Conditional Use Application – 22 Wann Road – For Information Only

The Yukon Department of Health and Social Services has applied for approval to operate a youth group home at 22 Wann Road in Porter Creek. The proposed use qualifies as “supportive housing” and is a conditional use under the current zoning of the property.

The proposed use will allow staff to support and assist youth transitioning from adolescence to young adulthood in a safe, structured environment that promotes autonomy and independence to develop knowledge, decision-making ability and other skills necessary for healthy community living.

In accordance with section 4.8 of the Zoning Bylaw, a public input session has been scheduled for the regular council meeting on February 26, 2018 so that council may hear and consider all submissions concerning the proposed conditional use.

3. Public Hearing Report – Zoning Amendment, Cannabis Retail Sales

Zoning Amendment Bylaw 2018-10 proposes that site eligibility for the retail sale of cannabis and cannabis-containing products be limited to the Marwell neighbourhood. Four submissions were received or presented at the public hearing, all either opposing the bylaw or expressing concerns. Most of the concerns raised were with respect to the suitability of Marwell for this business since the area lacks proper road, transit, walking, cycling and parking infrastructure.

The Marwell area was chosen primarily because the Yukon Government expressed a preference for a single building with a warehouse and retail component. Since in the first phase of implementation the Yukon Government intends to be the sole authority for the sale of recreational cannabis, this narrowed the list of suitable locations. Marwell is the preferred site due to its central location near downtown and the Yukon Liquor Corporation office, the presence of larger buildings with storage capacity, and the compatibility of the business with permitted land uses in the area.

The proposed bylaw implements the initial phase of legalization. Yukon’s framework for cannabis legalization acknowledges the need for additional time to develop regulations for private cannabis retailing. Once further details are finalized, the city will work with the public to identify suitable areas, including potential downtown locations.

The recommendation of the City Planning Committee is

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

4. Zoning Amendment – Housekeeping Edits

In response to issues that have arisen through daily use of the bylaw, administration is proposing a number of housekeeping edits to the Zoning Bylaw. These edits are primarily minor in nature and are intended to provide clarity and continuity throughout the bylaw. The proposed amendments include clarifications to certain definitions and rules regarding the development of family day homes and garden suites, providing clarity regarding lot size and building heights in certain zones, and clarifications regarding parking regulations.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-12, a bylaw to amend the Zoning Bylaw with respect to a number of minor housekeeping edits, be brought forward for consideration under the bylaw process.

5. Zoning Amendment – 112 and 114 North Star Drive

The owners of two adjacent properties in one of the Restricted Residential zones on North Star Drive in Copper Ridge have applied for a zoning amendment to permit the development of living suites on their properties. The current zoning does not allow suites. A living suite is a separate, self-contained dwelling unit within the house, and the proposed change is to allow for a maximum of one living suite per property.

Living suites provide additional dwelling units where there are existing municipal services such as sanitary, water, waste collection, and transit. Living suites also provide rental income to homeowners and housing options for tenants, which assists with housing affordability. The proposed amendment is supported by the Sustainability Plan and council's 2017 Strategic Plan update.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-13, a bylaw to amend the zoning of 112 and 114 North Star Drive to allow for the construction of living suites in the Restricted Residential Detached zone, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date February 19, 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 Roslyn Woodcock

Absent Councillor Betty Irwin

Staff Present
Mike Gau, Acting City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mélodie Simard, Acting Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Wayne Tuck, Manager of Engineering Services
Taylor Eshpeter, Assistant City Engineer

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

1. Contract Award – Sixth Avenue Reconstruction Project

The 2018 capital budget includes funds for the reconstruction of underground and surface works on Sixth Avenue from Ogilvie Street to Jarvis Street, excluding the block between Wheeler and Black Streets that was upgraded as part of the 2017 Wheeler Street reconstruction project. Two compliant bids were received in response to a tender issued. The tender review committee unanimously agreed that the low bidder is familiar with the scope of the project and has the knowledge, skills and experience to complete the work successfully.

The recommendation of the City Operations Committee is

THAT the construction contract for the Sixth Avenue Reconstruction project be awarded to PS Sidhu Trucking Ltd. for a net cost to the City of \$2,569,300.30.

2. Contract Award – Consultant Services, Fire Hall #1 Project

The 2018 capital budget includes funds for the redevelopment of Downtown Fire Hall #1 in accordance with the Fire Services strategy. The Motorways Garage located on Black Street between Front Street and Second Avenue has been identified as suitable for redevelopment as a replacement for the existing Fire Hall.

The City received one proposal in response to a request for proposals issued for consulting services to provide design and construction supervision services for the new Fire Hall. An internal evaluation team unanimously agreed that the sole proposal meets all criteria and the fees are within the total budget for the project.

The recommendation of the City Operations Committee is

THAT the consulting services contract for design and construction supervision for the Fire Hall #1 Project be awarded to Charles McLaren Architects Ltd. for a net cost to the City of \$298,573.00.

3. Contract Award – Consultant Services, Stations Non-destructive Testing

The City is seeking to assess the condition of the pipe assets within its pumping stations and lift stations to determine the scope of repairs that will be required in the near future. The tests will also serve to establish a baseline for a routine monitoring program. Visual and non-destructive tests will be performed at 16 stations to prioritize the stations needing repairs. These repairs will include the replacement of valves, flowmeters, and sections of pipes. The testing will also inform future asset management and budget planning activities.

Three valid proposals were received in response to a request for proposals issued. An internal review committee unanimously agreed that the proposal received from Vision Integrity Engineering Ltd. best meets the needs of the City.

This project was not included in the current capital expenditure program, but funding has now been secured from Gas Tax and a budget amendment is required if the project is to proceed.

The recommendation of the City Operations Committee is

THAT the 2018 to 2021 capital expenditure program be amended by adding the 2018 project titled Stations Non-Destructive Testing in the amount of \$100,000.00, funded by Gas Tax; and

THAT the consulting services contract for stations non-destructive testing, being the performance of an American Petroleum Institute 570 inspection of 16 water and wastewater stations, be awarded to Vision Integrity Engineering Ltd. for a net cost to the City of \$46,015.00.

4. Compost-Waste Packers – For Information Only

In response to delegate presentations regarding bear-resistant carts and bear-smart communities, more information was requested regarding alternative systems before council proceeds with a contract award for new solid waste packers.

The majority of bear-resistant collection systems on the market are compatible with side-loading packer trucks. Administration looked at several different systems that are currently available, most notably a bear-resistant container system similar to what the Carcross/Tagish First Nation and the Town of Canmore, Alberta are using.

A review of this type of system with potential contractors indicated that it would take months to determine the appropriate number and location of bins and install the concrete pads and fencing required. The system also creates education, public acceptance and enforcement challenges and costs for diversion compliance and illegal dumping.

Preliminary capital cost estimates for such a system are in the millions and operational budget impacts would be significant as well. Converting entirely to an alternative system would take a minimum of three to four years, and the city will still have to maintain current residential service during the transition. Meanwhile, the current equipment is nearing the end of its lifecycle.

In 2017, Environment Yukon invited the city to participate in a review of historic incidents of human-wildlife conflict. The city specifically assessed incidents with bears inside city limits from 2010 to 2017. On average there has been a consistent number of confirmed incidents per year, of which 70% list waste or organics as a primary attractant. However, approximately two-thirds of the incidents occur in rural residential areas outside the urban containment boundary and the residential collection system service area.

Administration has recommended that the city's first actions on human-bear conflicts should focus on public education, with the option to explore infrastructure solutions for rural residential neighbourhoods.

Elaine Carlyle addressed the Committee to express satisfaction that discussions are taking place on this issue. She asked the city to consider bear-resistant containers and a risk mitigation approach to the bear-human problem as it pertains to new areas such as Whistle Bend.



Minutes of the meeting of the Community Services Committee

Date February 19, 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 Roslyn Woodcock

Absent Councillor Betty Irwin

Staff Present
Mike Gau, Acting City Manager
Jeff O’Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mélodie Simard, Acting Director of Development Services
Peter O’Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications

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

1. Community Events – For Information Only

Committee members highlighted a number of recent community events including the conclusion of the Yukon Quest, and encouraged citizens and visitors to participate in the Sourdough Rendezvous events happening around the City this week.



Minutes of the meeting of the Public Health and Safety Committee

Date	February 19, 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
Absent	Councillor Betty Irwin
Staff Present	Mike Gau, Acting City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Dave Pruden, Manager of Bylaw Services

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



Minutes of the meeting of the Development Services Committee

Date February 19, 2018

Location Council Chambers, City Hall

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

Absent Councillor Betty Irwin

Staff Present
Mike Gau, Acting City Manager
Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mélodie Simard, Acting Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications

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

There being no further business, the meeting adjourned at 7:40 p.m.

Adopted at the regular council meeting on February 26, 2018

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk