



Minutes of the meeting of the Development Services Committee

Date May 14, 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
Peter O'Blenes, Director of Infrastructure and Operations
Michael Reyes, Manager of Business and Technology Systems
Norma Felker, Acting Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications

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



Minutes of the meeting of the Corporate Services Committee

Date	May 14, 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 Peter O'Blenes, Director of Infrastructure and Operations Michael Reyes, Manager of Business and Technology Systems Lindsay Schneider, Manager of Financial Services Norma Felker, Acting Manager of Legislative Services Douglas Hnatiuk, Manager of Parks and Community Development Myles Dolphin, Acting Manager of Strategic Communications Dexter Kotylak, Trail Crew Supervisor

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

1. **Budget Amendment – Trail Plan Implementation**

The 2018 capital budget includes funding for two projects for the Parks and Community Development Department that have now received supplemental funding from outside sources. Budget amendments are required to accept the new funding and increase the capital expenditure program accordingly.

Funding has been secured from the Summer Work Experience Green Jobs Initiative and the Trans Canada Trail 2018-2019 capital improvement plan. The funds will be used to hire two new persons for the trail crew, and to improve the Whitehorse Connector Trail that includes the Riverfront and Millennium Trails. Trail upgrades will focus on posts and signage and resurfacing portions of the paved trail.

The recommendation of the Corporate Services Committee is

THAT the 2018 to 2021 capital expenditure program be amended by increasing the 2018 Trail Plan Implementation project (740c00409) in the amount of \$24,424.00, funded by the Canada Parks and Recreation Association in the amount of \$11,424.00 for additional staffing costs, and by the Trans Canada Trail in the amount of \$13,000.00 for the additional signage costs; and

THAT the 2018 to 2021 capital expenditure program be amended by increasing the 2018 Paved Trail Resurfacing capital project (740c00610) in the amount of \$10,000.00, funded by the Trans Canada Trail for the additional costs for paved trail resurfacing.

2. Local Improvement – Electrical Services

In 1989 the City began assisting with the cost of electrifying urban property by financing it and charging the cost back to the property as a local improvement charge. In order to have an application approved the applicant must have title to the property, current taxes must be paid in full, and the cost of the work must not exceed 75% of the assessed value of the property. The owners of the property located at 35 Cousins Airfield Road have met all the conditions of the urban electrification program. A bylaw is required to provide for a work of local improvement.

The recommendation of the Corporate Services Committee is

THAT the application under the urban electrification program from David and Tabitha Brown for Lot 1445-2, Quad 105D/14 be accepted; and

That Bylaw 2018-33, a bylaw to authorize a work of local improvement for urban electrification at 35 Cousins Airfield Road, be brought forward for consideration under the bylaw process.

3. Election Procedures Bylaw

The *Municipal Act* regulates the conduct of municipal elections. However, council is required to pass a bylaw in each election year to establish procedures specific to the conduct of the election in Whitehorse. The bylaw being brought forward appoints the Returning Officer and delegates to the Returning Officer the authority to administer the conduct of the election. The bylaw also establishes the time and place for the submission of nominations, provides for a Board of Revision, and sets the honorariums to be paid to election officials. The bylaw also establishes the use of an electronic list of electors to enable a “vote anywhere” system, and provides that eligible voters who are not on the list of electors will be able to swear in at the polls.

In conjunction with the bylaw previously adopted to provide for the use of an automated vote counting system for this and future elections, the proposed bylaw addresses all of the variables specific to the municipal election in Whitehorse.

Administration confirmed that the bylaw provides for proxy voting in order to offer more options to electors due to the fact that the election period is only 18 days long. It was also confirmed that election staff do not verify the eligibility of candidates as each person who submits a nomination is required to sign under oath a declaration that they meet all eligibility requirements.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-32, a bylaw to regulate the conduct of the 2018 municipal election, be brought forward for consideration under the bylaw process.

4. Authorize Council Travel

Council's Expense Policy requires prior approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel by members of council outside the City of Whitehorse. The annual conference of the Federation of Canadian Municipalities will be held in Halifax in early June. Various members of council have indicated their intention to attend.

The recommendation of the Corporate Services Committee is

THAT travel expenses for council members attending the 2018 Annual Conference of the Federation of Canadian Municipalities in Halifax be authorized as follows:

1. Travel expenses for Mayor Curtis; and
2. Travel and per diem expenses from the councillor-initiated allocation for Councillors Curteanu, Fendrick and Woodcock



Minutes of the meeting of the City Planning Committee

Date May 14, 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
Peter O'Blenes, Director of Infrastructure and Operations
Michael Reyes, Manager of Business and Technology Systems
Norma Felker, Acting Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Mélodie Simard, Manager of Planning and Sustainability Services

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

1. Public Hearing Report – Zoning Amendment (21 – 12th Avenue

The owner of 21 – 12th Avenue in Porter Creek has applied to change the zoning of the property to allow for the construction of a five-unit townhouse development. At the public hearing for this zoning amendment one person raised concerns regarding traffic safety issues adjacent to the property. 40 written submissions were received, 38 opposed and two expressing concerns. Issues raised included concerns regarding multiple housing and increased density in Porter Creek, traffic and safety issues, and also concerns regarding the existing state of the property.

The submissions received placed value on the low density and large lot size character of Porter Creek as well as the limit on building height. Concerns were expressed about perceived increases in noise, traffic and pets as well as a greater load on water and sewer services. The proposed change in zoning would allow a 20% increase in density on this lot, increasing the maximum allowable number of dwellings from four to five units.

Cam Kos addressed the committee to provide information on past zoning amendment applications in this area of Porter Creek that were either approved with conditions or denied. The Committee requested additional details regarding the history of development in the area.

The location of the property lends merit for the amendment as it is adjacent to a major collector road that is a transit route and is also close to other amenities and services. However, administration currently does not have adequate information such as traffic impacts to recommend more than five units.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-22, a bylaw to amend the zoning of 21 -- 12th Avenue, be brought forward for second and third reading under the bylaw process; and

THAT the bylaw be amended at second reading to cap the number of allowable dwelling units on the property at a maximum of five units.

2. Zoning Amendment – 51 Keewenaw Drive

The owner of 51 Keewenaw Drive in Copper Ridge has applied to amend the zoning of the property to allow for the development of a 10-unit townhouse complex without a commercial component. The lot is currently zoned Neighbourhood Commercial, but the close proximity to existing businesses in Granger makes the feasibility of commercial establishments challenging at this site. The subject lot is a corner property, bordered on two sides by road frontage. The other two sides are bordered by an area zoned Parks and Recreation that includes a play structure. Public transit is available on the adjacent North Star Drive. These factors contribute to the site's general suitability for higher density residential development. The townhouse proposal would add diversity to the housing stock of Copper Ridge.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-30, a bylaw to amend the zoning at 51 Keewenaw Drive to allow for a 10-unit townhouse development without a commercial component, be brought forward for consideration under the bylaw process.

3. Zoning Amendment – 19 McIntyre Drive

The Kwanlin Dün First Nation has applied to change the zoning of a vacant lot on McIntyre Drive to allow for the development of a multi-purpose building. The proposed zoning will allow for a building that accommodates a combination of office space and community gathering space. The proposed development will add institutional and neighbourhood amenities to the area.

The lot is located on McIntyre Drive, which is a collector road that is designed to accommodate a traffic level higher than what it currently experiences. As such, the

development is not anticipated to generate traffic-related issues. McIntyre Drive is also serviced by a City bus route, making the site accessible for transit riders.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-34, a bylaw to amend the zoning at 19 McIntyre Drive in the McIntyre Subdivision to allow for the development of a multi-purpose building, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date May 14, 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
Peter O'Blenes, Director of Infrastructure and Operations
Michael Reyes, Manager of Business and Technology Systems
Wayne Tuck, Manager of Engineering Services
Norma Felker, Acting Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications
Richard Graham, Manager of Operations

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

1. Contract Award – Rural Roads Project

The 2018 capital budget includes funds for the resurfacing of roads and intersections in the Cowley Creek Subdivision. The project will resurface roads with bituminous surface treatment and pave intersections with warm mix asphalt. One bid was received in response to the tender issued. The internal review committee agreed that the sole bidder is familiar with the scope of the work and has the skills and ability to conduct the work successfully. The prices submitted are reasonable, and sufficient funds are available in the budget through Gas Tax funding to complete the project.

The recommendation of the City Operations Committee is

THAT Administration be authorized to award the contract for the 2018 Rural Roads project to Skookum Asphalt Ltd. for a net cost to the City of \$348,216.63, plus GST.

2. Contract Award – Supply of Dump Truck

The 2018 capital budget includes funds for the replacement of a tandem axle dump truck in accordance with the City's vehicle and equipment replacement administrative directive. Only one bid was received in response to the tender issued. The internal review committee determined that the sole bid meets all tender specifications and the price submitted is reasonable. Sufficient funds are available in the capital budget to complete this purchase.

The recommendation of the City Operations Committee is

THAT Administration be authorized to award the contract for the supply of one tandem axle dump truck to Inland Kenworth for a net cost to the City of \$251,857.34 plus GST.

3. Contract Award – Landfill Excavation Phase II West

Current operating conditions in the City's Waste Management Facility are reaching 100% capacity due to a large volume of construction demolition material received in 2017. The 2018 capital budget includes funds for the completion of earthwork to get Phase II ready for continued landfilling. The project will complete the excavation of earth from the Phase II West area of the landfill for the rehabilitation and construction of new roads and the stockpiling of cover material.

Three bids were received in response to the tender issued. An internal review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The prices submitted are reasonable. Sufficient funds are available in the capital budget, funded by Gas Tax, to complete this project.

The recommendation of the City Operations Committee is

THAT Administration be authorized to award the contract for the Landfill Excavation Phase II West project to Cobalt Construction for a net cost to the City of \$315,590.00 plus GST.



Minutes of the meeting of the Community Services Committee

Date May 14, 2018

Location Council Chambers, City Hall

Committee Councillor Jocelyn Curteanu – Chair
Councillor Robert Fendrick – Vice Chair

Members Mayor Dan Curtis
Councillor Dan Boyd
Present Councillor Samson Hartland
Councillor Betty Irwin
Councillor Roslyn Woodcock

Staff Linda Rapp, City Manager
Present Jeff O'Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Peter O'Blenes, Director of Infrastructure and Operations
Michael Reyes, Manager of Business and Technology Systems
Norma Felker, Acting Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications

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

1. AYC Annual Meeting – For Information Only

Committee members provided an update on the activities and events at the annual meeting of the Association of Yukon Communities. Highlights included the election of Tara Wheeler from Carmacks as the new President and the information that the three resolutions submitted by the City of Whitehorse were endorsed by the membership.

2. Community Events – For Information Only

The Mayor highlighted activities that took place during Yukon Mining and Geology Week and thanked Councillor Hartland for his work with the Yukon Exploration and Discovery Camp.



Minutes of the meeting of the Public Health and Safety Committee

Date May 14, 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
Peter O'Blenes, Director of Infrastructure and Operations
Michael Reyes, Manager of Business and Technology Systems
Norma Felker, Acting Manager of Legislative Services
Myles Dolphin, Acting Manager of Strategic Communications

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

1. Community Activities – For Information Only

The Mayor highlighted a number of recent activities including the Partners in Safety event celebrating North American Occupational Safety and Health Week, a table-top exercise conducted by Yukon Emergency Services, and various events during Mental Health Awareness Week.

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

Adopted at the regular council meeting on May 22, 2018

ORIGINAL MINUTES SIGNED BY:

"Robert I. Fendrick"

Robert I. Fendrick, Deputy Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk