



Minutes of the meeting of the Development Services Committee

Date	May 28, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Councillor Jocelyn Curteanu – Vice Chair Deputy Mayor Robert Fendrick Councillor Dan Boyd Councillor Samson Hartland Councillor Roslyn Woodcock
Absent	Mayor Dan Curtis
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Wayne Tuck, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Assistant City Clerk Myles Dolphin, Acting Manager of Strategic Communications Sabine Schweiger, Environmental Coordinator

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

1. **Bicycle Master Plan**

As a planning tool, the Bicycle Network Plan allows incremental improvements to cycling routes to be done during planned roadway design, construction, re-construction or re-surfacing projects. An adopted plan provides the necessary documentation to assist with securing external capital funding for larger initiatives such as new connections between routes or upgrading a cycle lane to a separated cycle path.

Designated routes and appropriate infrastructure are key components to increasing cycling safety. They also increase the level of comfort for pedestrians in high density areas, and for drivers of vehicles in areas of high traffic and speed. The additional benefit is an increase in cycling rates in the community with the potential to reduce vehicle congestion. The Bicycle Network Plan recommends the appropriate cycling infrastructure based on traffic volume and speed, and will help Whitehorse upgrade routes to meet national urban road and cycling infrastructure design guidelines.

Jean Paul Molgat congratulated the City on the Bicycle Network Plan and requested one addition – that the route from the Alaska Highway along Hillcrest Drive through to Granger be identified as a priority item in addition to the other priorities listed. In support of the request he explained that this route is shorter than alternate routes from the Hillcrest area and deals with only one major intersection, making it not only quicker but also safer.

The recommendation of the Development Services Committee is

THAT the City of Whitehorse Bicycle Network Plan 2018 be adopted as presented as a guiding document.



Minutes of the meeting of the Corporate Services Committee

Date	May 28, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice-Chair Deputy Mayor Robert Fendrick Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Betty Irwin
Absent	Mayor Dan Curtis
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Wayne Tuck, Acting Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Manager of Financial Services Norma Felker, Assistant City Clerk Myles Dolphin, Acting Manager of Strategic Communications

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

1. Grants for Community Service and Municipal Charges for 2018

Council annually allocates funds to assist non-profit charitable and/or recreational organizations in the payment of municipal property taxes and other specific municipal charges. Grant allocations are recommended based on the tiered criteria contained in the Municipal Charges and Community Service Grants Policy. Applicants are required to submit their latest financial statements so that their applications can be assessed against the policy's criteria. All recommended allocations are consistent with the policy.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-35, a bylaw to authorize grants for municipal charges and community services for the year 2018, be brought forward for consideration under the bylaw process

2. City Manager Bylaw

The *Municipal Act* requires that a new bylaw be enacted when there is a change in city manager. The proposed bylaw includes the terms of the existing bylaw as revised to reflect the requirements of the *Municipal Act* and other changes required by council. These changes were discussed with and approved by a majority of council prior to a Letter of Offer being issued to the successful candidate.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-17, a bylaw to appoint a city manager and delegate certain administrative powers to the position, be brought forward for consideration under the bylaw process.

3. Election Procedures – Proxy Voting

Proxy voting provisions were included in the proposed Election Procedures Bylaw in order to allow electors to exercise their franchise even if they will be out of the City during the election period. This option for voting is proposed due to the very tight timelines imposed by the *Municipal Act*. Even with the one additional advance poll day proposed in the bylaw, there are only 12 ½ days during which an elector may vote. The bylaw allows electors who know that they will be out of the city during the election period to appoint a trusted proxy to vote on their behalf.

Special ballot provisions mandated under the *Municipal Act* are intended to allow absentee electors to vote by mail. However, due to the vagaries of Canada Post and the fact that courier companies as well as Canada Post do not include Whitehorse in their guaranteed delivery schedules, getting a ballot to an elector in time for it to be completed and returned by October 18th is not assured. Additionally, the City is not in a position to provide alternative methods such as telephone or online voting for the 2018 election. To do so would have required considerably more advance planning than we have time for at this stage in an election year, and it also would have required related budget approvals.

Some members of the Committee noted that the proxy provisions as written would not prevent a proxy holder from voting for his or her own choices if the elector that assigned the proxy is not required to specifically identify the candidates he or she wants to see elected. In response to questions raised, administration confirmed that wording could be provided for amending the bylaw at second reading to limit the holder of a proxy certificate to voting as specifically instructed by the elector that assigned the proxy.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2018-32, a bylaw to regulate the 2018 municipal election in the City of Whitehorse, be brought forward for second and third reading as presented.



Minutes of the meeting of the City Planning Committee

Date May 28, 2018

Location Council Chambers, City Hall

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

Absent Mayor Dan Curtis

Staff Present
Linda Rapp, City Manager
Jeff O’Farrell, Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Wayne Tuck, Acting Director of Development Services
Peter O’Blenes, Director of Infrastructure and Operations
Norma Felker, Assistant City Clerk
Myles Dolphin, Acting Manager of Strategic Communications
Mélodie Simard, Manager of Planning and Sustainability Services
Patrick Ross, Manager of Land and Building Services

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

1. Zoning Amendment – 11 Tarahne Way

The owner of 11 Tarahne Way in Whistle Bend has applied to change the zoning of the property to allow for the development of a townhouse complex. The current zoning only allows for high density apartment style housing and residential care homes as principal uses. The requested zoning is medium density, compatible with lower density housing types. The Whistle Bend Master Plan designates this lot for high density housing adjacent to a commercially-zoned lot and a public transit route.

Many of the existing multi-family sites in Whistle Bend have not been developed to their maximum capacity. Continued reduction of the overall number of units will impact the success of commercial and transit viability and the sustainability of the neighbourhood.

Randy Audette, the property owner, advised the committee that there is currently low market demand for apartment style condos at this location, mainly due to the fact that there is as yet no commercial development in the area.

Mr. Audette stated the belief that his development plans for this site would result in the desired density with fewer units due to the fact that he plans to build larger units that could support families rather than singles or couples.

While approving the application would result in new development in 2018, it would likely result in about 15 less dwelling units being constructed than the current zoning allows. Providing the maximum number of units possible in Whistle Bend would preserve the integrity of the neighbourhood plan and protect the City's larger wilderness areas from eventual urban sprawl for as long as possible.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-37, a bylaw to amend the zoning of 11 Tarahne Way in Whistle Bend to allow for a reduced-density development, be brought forward under the bylaw process and defeated at first reading.

2. Land Acquisition and Disposition – Takhini North

City-owned Lot 352 in Takhini North was created from a collection of partially vacant parcels formerly administered by the Government of Yukon. This consolidation in combination with the topography of the area created a pinched access and servicing corridor and therefore the parcel was not released for sale. The City has now arranged to acquire a portion of the adjacent Lot 341 at current value to allow for the construction of the improvements required to make the lot ready for sale. As no budget has been approved for the proposed acquisition or required improvements, it is recommended that the purchase be funded by the Land Bank Reserve.

If the land acquisition is approved, the parcel will be consolidated with the existing Lot 352 to improve the access and servicing potential. The lot will then be put up for sale using a bid process with a market value upset price.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-36, a bylaw to acquire and dispose of a portion of Lot 341 in Takhini North, be brought forward for consideration under the bylaw process, and

THAT the 2018 to 2021 capital expenditure program be amended by adding a new 2018 project for Takhini North lot development in the amount of \$70,000.00, funded by the Land Bank Reserve.

3. Zoning Amendment – 21 – 12th Avenue

The owner of 21 – 12th Avenue in Porter Creek has applied to amend the zoning of the property to allow for a five-unit, two-storey townhouse development. Following public hearing, administration recommended that the proposed bylaw be amended to place a maximum cap of five dwelling units on the property.

Council requested additional information regarding other examples of building heights as well as information about access to and parking near the subject property.

Adjacent to the subject lot, the curb is painted to indicate no vehicle parking within 7 metres on the east side and 1.5 metres on the west side of the crosswalk. This is similar to other crosswalks throughout the city. The greater distance on the east side of the crosswalk ensures pedestrians have adequate visibility for incoming traffic.

In the short-term the City will install no-parking signs to reinforce that the area is restricted from parking. The City is also examining the possibility of reducing the width of the travelled portion of the road by repainting the white line separating the travelled lane and the parking lane. The white line will be located closer to the centre of the road with the intention that this will help reduce vehicle speeds on 12th Avenue. Some studies are planned which may recommend physical design improvements to the corridor from a traffic, safety, and mobility perspective. In 2020, the City has provisional capital budget funding for a 12th Avenue Collector Road Master Plan. In addition, the School Mobility Review project is currently underway.

Some Committee members expressed concern about the allowed building height under the proposed zoning. Administration confirmed that council could amend the bylaw at second reading to limit the height of the development in order to keep the building height in line with existing buildings in the area. Wording could be provided if there is a desire to consider limiting the building height when the bylaw comes back to Council for second and third reading.

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.

4. Conditional Use Application – 161 War Eagle Way – For Information Only

The owner of 161 War Eagle Way has applied to construct a 6-bedroom dwelling with a detached garage on the property. There is also a proposed garden suite to be situated above the garage. The dwelling is being designed to operate a four-room bed and breakfast lodging which requires conditional use approval by Council.

In conformance with the Zoning Bylaw, a public input session has been scheduled for the regular council meeting on June 11, 2018 so that council may hear and consider all submissions concerning the proposed conditional use.



Minutes of the meeting of the City Operations Committee

Date	May 28, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Deputy Mayor Robert Fendrick Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
Absent	Mayor Dan Curtis
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Wayne Tuck, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Assistant City Clerk 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 – Supply of Loader

The approved 2018 capital budget includes funds for the purchase of a loader as a replacement unit for an aging piece of the City’s fleet. Four bids were received in response to the tender issues, but three bids were found to be non-compliant and were therefore rejected. The sole remaining bid complies with all tender specifications and is within budget.

The recommendation of the City Operations Committee is

THAT Administration be authorized to award the contract for the supply of one wheel loader to Finning Canada for a net cost to the City of \$358,707.00 plus GST.

2. Contract Award – Consulting Services SCADA Design and Construction

Supervisory Controls and Data Acquisition (SCADA) provides the City with real-time collection and monitoring of data from remote utilities stations. Funds were allocated in the 2018 capital budget for the upgrade of the existing SCADA system. In response to a tender issued for consulting services for design and construction supervision for the SCADA upgrade project, five proposals were received.

The proposals were reviewed by an internal committee with criteria established in the policy for Consulting Services Selection Procedures. One proposal did not meet the minimum technical threshold and was rejected. The remaining four proposals were then evaluated for local content and fees. The review committee agreed that the highest scoring proposal meets all requirements and the proposed fees are within budget.

The recommendation of the City Operations Committee is

THAT Administration be authorized to award the SCADA Consulting Services Design and Construction Supervision contract to Dorward Engineering Services Ltd. for a net cost to the City of \$80,975.00 plus GST



Minutes of the meeting of the Community Services Committee

Date	May 28, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Deputy Mayor Robert Fendrick Councillor Dan Boyd Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Absent	Mayor Dan Curtis
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Wayne Tuck, Acting Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Norma Felker, Assistant City Clerk Myles Dolphin, Acting Manager of Strategic Communications

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



Minutes of the meeting of the Public Health and Safety Committee

Date	May 28, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – Vice Chair Deputy Mayor Robert Fendrick Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Betty Irwin
Absent	Mayor Dan Curtis
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Wayne Tuck, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Assistant City Clerk Myles Dolphin, Acting Manager of Strategic Communications Dave Pruden, Manager of Bylaw Services

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

1. Vehicle for Hire Bylaw

In November of 2017 a number of local women’s advocacy groups made presentations to council regarding the issue of taxi safety. The groups also brought forward a number of recommendations for improving the safety of taxi passengers. Administration was subsequently directed to engage stakeholders, industry and other levels of government in a review of the current Vehicle for Hire Bylaw and the recommendations, and to draft changes to the bylaw to address the safety concerns raised.

After an extensive consultation process, a new Vehicle for Hire Bylaw is being brought forward that addresses safety-related issues as well as a number of other issues with respect to the vehicle for hire industry.

The recommendation of the Public Health and Safety Committee is

THAT Bylaw 2018-26, a bylaw to regulate Vehicles for Hire, be brought forward for consideration under the bylaw process.

2. All-Terrain Vehicle Bylaw

The existing All-Terrain Vehicle Bylaw restricts the use of all-terrain vehicles to persons who are in full compliance with the bylaw and meet all the provisions of the bylaw. As such, youth are unable to participate in sporting events or activities on the parcel of land that the City has leased to the Yukon Cross Country Motorcycle Association. In addition, many riders operating dirt bikes on the leased land are in contravention of the bylaw.

In response to these issues, the existing bylaw was reviewed and a number of changes have been recommended to bring activities on the leased land and on privately owned parcels of land into compliance. The Yukon Cross Country Motorcycle Association has committed to educating users of the leased area and to installing signage in the area to advise its users of their legal obligations while operating within the City.

Due to the age of the current bylaw and the number of changes proposed, a new bylaw is being brought forward instead of an amendment to the existing bylaw.

On behalf of the Active Trails Whitehorse Association, Keith Lay asked if the use of the lease parcel for the Yukon Cross Country Motorcycle Association will be limited to members only. In the event that this limitation will apply, a number of changes to the bylaw were suggested to improve safety and security. Mr Lay also suggested that Council should wait to see how well this experiment works before any additional sites are approved on a temporary basis.

The recommendation of the Public Health and Safety Committee is

THAT Bylaw 2018-27, a bylaw to regulate the control, operation and use of all-terrain vehicles in the City of Whitehorse, be brought forward for consideration under the bylaw process.

3. Community Standards Bylaw

Some City employees have been reporting incidents of bullying in City facilities and on City buses. Such behaviours affect staff and patron experiences in a negative way. As a result of consultation with other levels of government and stakeholders in the community, Administration has drafted a bylaw that deals with bullying behaviours occurring in City facilities.

The proposed bylaw will only cover behaviours that have not yet crossed the threshold of becoming a criminal matter. As such, the bylaw may offer an intermediate solution that may stop the escalation of bullying to the criminal domain. The proposed bylaw also provides a platform for education, penalties, and, in worst-case scenarios, court orders for dealing with offenders.

With the scope of the bylaw only addressing City facilities, the demand on resources should be minimal. At the same time, the bylaw will offer staff and the public greater safety in City facilities.

The recommendation of the Public Health and Safety Committee is

THAT Bylaw 2018-29, a bylaw to deal with bullying in City facilities, be brought forward for consideration under the bylaw process.

There being no further business, the meeting adjourned at 8:00 p.m.

Adopted at the regular council meeting on June 11, 2018

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk