

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, November 22, 2021 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

Orange Days – November 25 to December 10

DELEGATIONS

Linda Casson – Seniors' Utility Rebate

Raven Recycling – 2021 Update

CORPORATE SERVICES COMMITTEE

1. Third Quarter Capital Budget Variance Report
2. Third Quarter Operating Budget Variance Report – For Information Only
3. 2022 Schedule for Standing Committee and Council Meetings
4. Council Member and Other Annual Appointments
5. New Business

CITY PLANNING COMMITTEE

1. Zoning Bylaw Amendment – 115 Range Road
2. Housing Development Incentive – 25 Gleaner Avenue
3. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Environmental Grant Fund Allocations
2. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business



PROCLAMATION

Orange Days

16 Days of Activism against Gender-Based Violence

November 25 – December 10

WHEREAS from November 25th, the ***International Day for the Elimination of Violence against Women***, to December 10th, ***Human Rights Day***, the 16 Days of Activism against Gender-Based Violence Campaign is a time to promote action to end violence against women and girls around the world; and

WHEREAS the City of Whitehorse recognizes that no level of violence is acceptable and that the elimination of violence against women and girls must be a priority; and

WHEREAS the United Nations has declared 16 Days of Activism against Gender-Based Violence to raise awareness and take action to end violence against women and girls, using the colour orange as a symbol of hope for a brighter future; and

WHEREAS community-based organizations in the City of Whitehorse are also committed to ending violence against women and girls, both at home and abroad; and

WHEREAS the City of Whitehorse will light up City Hall in orange during these 16 days to raise awareness and to stand in solidarity with the victims of gender-based violence and with those who defend women's human rights;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim November 25th to December 10th to be "***Orange Days***" in the City of Whitehorse to promote awareness of the United Nations Campaign of ***16 Days of Activism Against Gender-Based Violence***.

Laura Cabott
Mayor

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Kirk Cameron

November 22, 2021

Meeting #2021-23

-
1. Third Quarter Capital Budget Variance Report
Presented by Director Valerie Braga
 2. Third Quarter Operating Budget Variance Report –For Information Only
Presented by Director Valerie Braga
 3. 2022 Schedule for Standing Committee and Council Meetings
Presented by Director Valerie Braga
 4. Annual Appointments – Council and Administration
Presented by Director Valerie Braga
 5. New Business

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	November 22, 2021
RE:	Third Quarter Capital Budget Variance Report

ISSUE

Financial Services has reviewed capital budget projections submitted by department managers and is providing a high level summary of anticipated capital spending and proposed amendments to the 2021 to 2024 Capital Expenditure Program.

REFERENCE

Bylaw 2020-36 Capital Expenditure Program 2021-2024
2021 Capital Budget Amendments ("Appendix 1" attached)
2021 Third Quarter Capital Budget Proposed Amendments ("Appendix 2" attached)

HISTORY

The approved Capital Expenditure Program for 2021 is as follows:

\$ 30,949,735 – Approved 2021 Expenditures – Appendix A (Bylaw 2020-36)

\$ 14,889,300 – Projects Added to Appendix A – due to confirmation of external funding

\$ 32,980,778 – Capital Projects Re-Budgeted from 2020 (Bylaw 2021-10)

\$ 5,261,332 – Capital Budget Amendments by Council Resolutions

\$ 84,081,145 – Total Current Approved Capital Expenditures

ANALYSIS

As part of the City's third quarter variance reporting, managers are required to review their planned capital spending. Although there have been some delays due to staff vacancies, COVID-related material shortages and contractor/consultant availability, many projects are proceeding as planned. A number of projects are expected to come forward through the re-budget process or be resubmitted as part of the 2022 budgeting process, and four projects have been cancelled. Eight projects have been completed under budget. A budget amendment is recommended in order to reduce the 2021 capital budget by \$278,507 with most of the funds returning to reserves.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize amendments totalling \$278,507 to reduce the 2021 to 2024 Capital Expenditure Program.

Appendix 1
Third Quarter Capital Variance
2021 Capital Budget Amendments

AMENDMENT DESCRIPTION	PROJECT NUMBER	BYLAW OR RESOLUTION	ADMINISTRATIVE REVISION AMOUNT	COUNCIL REVISION AMOUNT	TOTAL
APPROVED 2021 CAPITAL EXPENDITURE PROGRAM (APPENDIX "A")		Bylaw 2020-36			\$ 30,949,735
2021 REVISIONS					
APPENDIX "B" PROJECTS WITH FUNDING AGREEMENTS					
HILLCREST RECONSTRUCTION	240c00209		800,000		
SANITARY MAIN REPLACEMENT- RAY STREET	240C00120		200,000		
BRIDGE DECK RENOVATIONS	240c00114		600,000		
SCHOOL ZONE IMPROVEMENTS	240c00220		520,000		
RURAL ROAD SURFACING	240c00309		600,000		
UTILITY STATIONS AND FORCE MAIN CONDITION ASSESSMENT	240c00320		380,000		
HAMILTON BOULEVARD AND FALCON DRIVE SOUTH ROUNDABOUT	240c00720		50,000		
RANGE ROAD SOUTH ASPHALT PATH EXTENSION	240c00921		365,000		
LEWES BOULEVARD BUS LANE PROJECT	240c01421		45,000		
GROUNDWATER MONITORING WELL INSTALLATION	240c01721		300,000		
WASTEWATER LAGOON REPAIRS	650c00221		200,000		
WASTE MANAGEMENT FACILITY ALTERNATIVE DAILY LANDFILL COVER	650c00721		98,800		
WELL 6 PUMP REPLACEMENT	240c00219		300,000		
CONDENSER/WATER TOWER REPLACEMENT	320c00717		430,000		
WATER & SEWER STUDY (CITY WIDE)	240c01116		500,000		
TRAFFIC SIGNALS-FOURTH AND MAIN STREET	240c00619		335,000		
ASPHALT PATHS CROSSING IMPROVEMENTS	240c01219		120,000		
SELKIRK PH SECOND BARRIER TREATMENT	650c00421		250,000		
SOLID WASTE MANAGEMENT PLAN	650c00121		385,000		
LIVINGSTONE TRAIL ENVIRONMENTAL CONTROL FACILITY SITE UPGRADE	650c00918		200,000		
WASTE MANAGEMENT FACILITY MONITORING WELLS REPAIRS	650c00521		50,000		
STORM SEWER IMPROVEMENTS 4TH AND BAXTER	240c00710		460,000		
GROUNDWATER PROTECTION PLANNING AND IMPLEMENTATION	240c01316		540,000		
RANGE ROAD SOUTH LIFT STATION	240c00311		2,400,000		
GALENA WATERMAIN IMPROVEMENTS	240c00121		1,550,000		
HERITAGE BUILDING ROOF REPLACEMENT	320c02016		305,000		
ICE RESURFACER REPLACEMENT	320c00215		430,500		
WHISTLE BEND LIFT STATION STANDBY PUMP	650c00818		50,000		
SCHWATKA LAKE WEST SHORE AREA IMPROVEMENTS	240c01420		650,000		
LIVINGSTONE LAGOON DESLUDGING	650c00321		30,000		
MCINTYRE DRIVE TRAFFIC CALMING	240c00621		200,000		
TRANSIT&PARKS BUILDING TLINGIT STREET BIOMASS HEATING UPGRADES	320c00521		75,000		
CANADA GAMES CENTRE PARKING LOT UPGRADES	750c00221		75,000		
TAKHINI ARENA AIR SEALING ENERGY UPGRADE	320c00821		30,000		
REPLACEMENT TRANSIT BUSES	320c01016		1,200,000		
TRANSIT BUS MIDLIFE REFURBISHMENTS	320c00319		165,000		
TOTAL APPENDIX "B" PROJECTS WITH FUNDING AGREEMENTS					\$ 14,889,300
APPROVED RE-BUDGETS					
Capital Projects from 2020 approved for re-budget to 2021		Bylaw 2021-10		32,980,778	
TOTAL APPROVED RE-BUDGETS					\$ 32,980,778
BUDGET AMENDMENTS: Council Revisions					
Amend 2021-2024 capital budget to include a new project: Fuel Abatement Project funded from General Reserve	440c00118	2021-01-03		350,000	
Increase 2021-2024 budget for the Asphalt Surface Overlay Project funded by the Yukon Government's contribution agreement	240c00410	2021-03-04		210,000	
Amend 2021-2024 budget to include a new project: Pump for the Lift Station #1 funded from Water and Sewer reserve until the Gas Tax funding is in place	650C00921	2021-07-03		90,000	
Amend 2021-2024 budget to include a new project: Downtown Speed Limit Reductions funded from General Reserve	240c01921	2021-10-08		6,500	
Increase 2021-2024 budget for the Jumpstart Playground Site Prep Project funded from capital reserve until the Gas Tax funding is in place	740c00420	2021-11-02		264,832	
Amend 2021-2024 budget to include a new project: Downtown Fire Hydrants Replacement funded from Water and Sewer Reserve	240c02021	2021-12-06		60,000	
Increase 2021-2024 budget for the Building Consolidation- Services Building funded by the Capital Reserve	320c01117	2021-21-05		3,900,000	
Amend 2021 capital budget to include a new project: Land Acquisition - 7720 7th Avenue funded from Land Bank Reserve	720c00221	2021-15-07 & BYLAW 2021-037		380,000	
TOTAL BUDGET AMENDMENTS: Council Revisions					\$ 5,261,332
TOTAL BUDGET AMENDMENTS: Administrative Revisions					\$ -
TOTAL 2021 REVISIONS					\$ 53,131,410
TOTAL 2021 CAPITAL EXPENDITURE PROGRAM AS AT SEPTEMBER 31, 2021					\$ 84,081,145

APPENDIX 2
Third Quarter Capital Variance Administrative Recommendation

THIRD QUARTER		
PROJECT	STATUS	AMOUNT
300c00520 MUNICIPAL ELECTION VOTER LIST SYSTEM	Completed and Under Budget	15,000
320c00220 ADDTL 1 TON SERVICE TRUCK- WATER SEWER SYSTEM MAINTENANCE FGE	Completed and Under Budget	2,419
320c01114 ENERGY UPGRADES - CANADA GAMES CENTRE	Completed and Under Budget	1,824
320c01509 TRANSIT HANDY BUS REPLACEMENT	Completed and Under Budget	3,073
400c00220 PARKING TECHNOLOGIES OPTIONS ANALYSIS AND RECOMMENDATION	Completed and Under Budget	7,122
500c00121 PERMANENT CROSSWALKS - FRONT AND MAIN STREET	Completed and Under Budget	3,386
650c00721 WASTE MANAGEMENT FACILITY ALTERNATIVE DAILY COVER GRIZZLY PLATES	Completed and Under Budget	12,000
720c00318 ZONING BYLAW REWRITE	Cancelled - Resubmitted 2022	125,000
720c00319 INDIGENOUS LANGUAGES PLACE-NAME INCORPORATION	Cancelled - Other Government Capacity & Jurisdictional Issues	49,825
720c00614 NEIGHBOURHOOD SIGN CREATION & REFURBISHMENT	Cancelled - Contractor Availability	6,035
720c00618 CHADBURN LAKE PARK IDENTITY/BRANDING	Cancelled - Other Government Capacity & Jurisdictional Issues	29,823
750c00419 CGC CHANGEROOM LOCKER UPGRADES	Completed and Under Budget	23,000
Total		\$278,507
Total amount not utilized and remaining in reserves		\$236,191
Total amount not utilized and remaining in external funding sources		\$42,316
Total		\$278,507

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	November 22, 2021
RE:	Third Quarter Operating Budget Variance Report – For Information Only

ISSUE

Financial Services has reviewed operating expenditure projections submitted by department managers and is providing a forecast of operating results to the end of the 2021 fiscal year.

REFERENCE

Bylaw 2021-01 – 2021 to 2023 Operating Budget
2021 Operating Budget Amendments (Appendix A, attached)
Third Quarter Operating Variance Report – (Appendix B, attached)

HISTORY

The approved Operating Budget for 2021 is as follows:

\$ 88,005,931 – Approved 2021 Bylaw – Appendix A (Bylaw 2021-21)
\$ (167,566) – Administrative and Council Amendments
\$ 88,186,272 – Total Current 2021 Operating Budget

ANALYSIS

At the end of the third quarter, management was asked to review spending as compared to budget and to forecast expected final results to the end of the year. Through analysis of the variance reported from budgeted operations, as shown in Appendix B, the City is anticipating an operating surplus for 2021 of \$581,799.

The 2021 operating budget includes some financial considerations for impacts of the COVID-19 pandemic which were based on best estimates at the time the budget was approved. These adjustments include reduced revenue expectations at the Canada Games Centre for the first three months of the year and increased transit bus cleaning costs for the year. However, additional losses to the City in the form of unrealized revenues are expected to be incurred. These are included in Appendix B.

The 2021 third quarter variance projection shows that total operating revenues are expected to be over budget by \$54,353 and expenses will be under budget by \$527,446. Therefore, projections to December 31, 2021 as compared to the revised budget indicate an operating surplus of \$581,799. When viewed by fund, the projected surplus is as shown in the following chart.

Projected Variance		
Fund	Deficit/(Surplus) to budget	Primary driver
General Fund	\$(54,353)	Reduced Recreation, Parking and Transit revenues offset by staff vacancies, contract services and training
Water and Sewer	\$(527,446)	Staff vacancies
Projected Surplus	\$ (581,799)	Normal Operations + COVID-19 IMPACT

Overall department spending is controlled. Based on the total operating budget of \$88,005,931, the third quarter variance of \$581,799 is well within 1% of the City's total operating budget.

Appendix A
Third Quarter Operating Variance
2021 Operating Budget Amendments

AMENDMENT DESCRIPTION	BYLAW/RESOLUTION	REVENUE	EXPENSES
Approved Budget	Bylaw 2021-01	\$ 88,173,497	\$ 88,173,497
Budget Amendments			
Fees and Charges - 1st Quarter changes	Bylaw 2021-20	175	175
Increase 2021-2022 Council Donation Budget to accommodate Canada Winter Games bid funded by the General Reserve	2021-12-09	10,000	10,000
Fees and Charges - 2nd Quarter changes	Bylaw 2021-32 & 2021-13-04	2,600	2,600
Transfer Water and Sewer Operating Surplus to other departments for Water, Waste and Sewer related work (2nd Quarter Changes)	ADM-21	40,000	40,000
Reallocate 2021-2023 budget funds to correct overstated wages and cost recovery in Engineering	ADM-26	(220,341)	(220,341)
Summary of Amendments		(167,566)	(167,566)
Revised Budget		\$ 88,005,931	\$ 88,005,931

APPENDIX B
Third Quarter Operating Variance Report

THIRD QUARTER	
REVENUE – Brackets indicate higher than anticipated revenues	
Development Cost Charges revenue	(450,000)
Garage Charge Recovery	(353,343)
Government Transfers	(279,197)
Building Permits	(110,000)
Miscellaneous Income	(59,186)
Park user fees	90,450
Water and Sewer Recovery	96,677
Transit Revenue	120,610
Parking Meter Collection and Fines	206,700
Recreation and Facilities Passes/Memberships	682,936
Total Revenues	(54,353)
EXPENSES – Brackets indicate lower than anticipated spending	
Wages & Benefits	(1,608,181)
Contract Services	(218,787)
Training	(172,266)
Consultants	(146,414)
Miscellaneous	(18,998)
Development Incentives	115,619
Transfers to Reserves	142,025
Repair Materials & Parts	203,343
Garage Charges	353,343
Electrical	372,870
Transfer to DCC Reserve	450,000
Total Expenses	\$ (527,446)
Surplus	\$ (581,799)

Revenue

- Increases in Development Cost Charge revenue and the transfer to the DCC Reserve are higher than anticipated due to higher than expected residential development and the land lottery sales.
- Garage Charge Recovery is offset by Garage Charge Expenses. Garage Charge Expenses are higher than anticipated due to weather related issues.
- Government Transfers are higher than budgeted due to an increase in the City's Carbon tax rebate, unplanned revenue for the extension of the Bylaw Officer loaned to the Government of Yukon under the Civil Emergency Measures Act, and a slight increase in the COVID-19 Safe Restart funding due to a reallocation of the funds.
- Building permits exceed projections due to higher than expected residential development.
- Miscellaneous income is made up of multiple amounts which vary from budget including development fees, advertising revenue, penalties and interest and compost fees.

- Park user fees are projected below budget as the Robert Service Campground was not opened for overnight camping in 2021.
- Water and Sewer Recovery is an internal transfer intended to fund the cost of using general government resources for the utility. The transfer is projected to be lower than budgeted as the projected expenses for operating the utility is significantly lower due to vacancies in the water and sewer department.
- Transit revenue is below expected levels as daily transit fares continue to be impacted by the pandemic.
- Revenues for parking meter collection and fines have not returned to pre-pandemic levels. However monthly parking pass sales for reserved parking slips are higher than budget as construction companies have rented several slips as they build in the downtown area.
- Recreation and facility passes and membership revenue is below budget due to continued public health restrictions and ongoing public apprehension in returning to public facilities.

Expenses

- Wages and Benefits are expected to come in lower than anticipated due primarily to staff vacancies in Water and Waste Services, Business and Technology Systems, Financial Services, Transit Administration.
- Contract Services are expected to be lower than budgeted due to contractor availability and a delay in union contract negotiations until 2022.
- Employee Training is down as there are fewer training opportunities and a reduced ability to travel this year as a result of the pandemic.
- Consulting services are projected to be below budget in Planning and Sustainability, Legislative Services and Land Development due to departmental competing priorities and availability of staff to manage projects.
- Miscellaneous expenses are made up of multiple amounts which vary from budget including, damage claims, permits and inspections, printer/copier supplies, equipment and rentals, ground engagement tools, credit card service fees and some reserve transfers.
- Development Incentives are higher than budgeted as increased residential building has resulted in more uptake on the program.
- Transfers to reserve are higher than budgeted due mainly to an increased transfer to the equipment reserve as a result of higher than anticipated garage charges.
- Electrical is higher than budgeted mainly in the Water and Sewer area due to a large freshet requiring additional pumping and the ownership of the Wyvern Lift Station transferring from the Government of Yukon to the City.
- Repair Materials and Parts is projected to exceed budget, mainly in the fleet maintenance area resulting from heavier use of equipment during the heavy snow fall and unexpected failure.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	November 22, 2021
RE:	2022 Council and Standing Committee Meeting Schedule

ISSUE

Adoption of the 2022 meeting schedule for Regular Council and Standing Committee meetings.

REFERENCE

Council Procedures Bylaw 2021-12

Appendix A - Proposed 2022 Council and Standing Committee Meeting Schedule

HISTORY

The *Council Procedures Bylaw* provides that, unless otherwise confirmed by Council, it shall hold Standing Committee meetings in on the first and third Mondays of each month and Regular Council meetings on the second and fourth Mondays of each month.

To facilitate the scheduling of special events and planned recesses, each fall Council approves the schedule for Standing Committee and Regular Council meetings for the coming calendar year. Accordingly, the current schedule was approved to the end of December, 2021.

Adoption of a meeting schedule provides a measure of certainty for both Council and Administration, and assists Administration with scheduling certain requirements such as public hearings and public input sessions. It also assists Council members in scheduling time for holidays and other events.

Adopting a schedule in advance does not preclude changes that may be required during the course of the year due to special circumstances or events. Council may, by resolution, reschedule meetings at any time to accommodate such events. Also, in 2022 there are five Mondays in both May and October that may be used for additional meetings if required.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the 2022 Council and Standing Committee Meeting Schedule as presented; and

THAT the first meeting cycle in January be rescheduled to the 10th and 17th respectively, and the second meeting cycle in January be rescheduled to the 24th and 31st respectively; and

THAT the second meeting cycle in August be cancelled to accommodate a summer recess; and

THAT the second meeting cycle in December be cancelled to accommodate a winter recess.

Proposed 2022 Council and Standing Committee Meeting Schedule

*January meetings re-scheduled to accommodate the 2021 winter recess
Includes a summer recess in August and a winter recess in December*

Date	Meeting Type	Date	Meeting Type
January 10	Committee	July 4	Committee
January 17	Regular	July 11	Regular
January 24	Committee	July 18	Committee
January 31	Regular	July 25	Regular
February 7	Committee	August 1	Committee
February 14	Regular	August 8	Regular
February 21	Committee	Meetings cancelled for a summer recess	
February 28	Regular		
March 7	Committee	September 6 (Tuesday)	Committee
March 14	Regular	September 12	Regular
March 21	Committee	September 19	Committee
March 28	Regular	September 26	Regular
April 4	Committee	October 3	Committee
April 11	Regular	October 11 (Tuesday)	Regular
April 19 (Tuesday)	Committee	October 17	Committee
April 25	Regular	October 24	Regular
May 2	Committee	November 7	Committee
May 9	Regular	November 14	Regular
May 16	Committee	November 21	Committee
May 24 (Tuesday)	Regular	November 28	Regular
June 6	Committee	December 5	Committee
June 13	Regular	December 12	Regular
June 20	Committee	Meetings cancelled for a winter recess	
June 27	Regular		

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	November 22, 2021
RE:	Council Member and Other Annual Appointments

ISSUE

Council member appointments to special and ad hoc committees, and renewal of appointments for members of the Board of Variance.

REFERENCE

Municipal Act

Board of Variance Bylaw 2011-46

City Manager Bylaw 2018-17(as amended and consolidated with Bylaw 2020-37)

Emergency Measures Bylaw 2013-36

Appendix A – Annual Appointment Resolutions

HISTORY

Each year Council approves the appointment of Council members to various ad hoc committees, and confirms the appointment of Council members to special committees.

Appointments are annually confirmed for three special committees. The *Municipal Act* requires the Mayor and Council to annually adopt a Capital Budget and an Operating Budget. The *Emergency Measures Bylaw* establishes a Civil Emergency Measures Commission consisting of the Mayor and Council. The Commission is responsible for planning and co-ordinating the measures to be taken in the event of an emergency in the City of Whitehorse. The City Manager Bylaw requires the Mayor and Council to annually review the performance of the City Manager.

Traditionally, appointments to ad hoc and special committees are made by the end of October, but in an election year the appointments are usually delayed to allow time for the newly-elected Council to determine which members will serve for the coming year.

Council also authorizes the appointment of citizens to advisory boards or committees. These appointments are also traditionally made in October to coincide with the municipal election cycle. Citizen appointments to the Board of Variance expired on October 31st and therefore new appointments are necessary.

A Board of Variance is required under the *Municipal Act*. In accordance with the Act, persons may apply for a variance or exemption from an official community plan or zoning bylaw if there are practical difficulties or unnecessary hardships in meeting the requirements of the official community plan or zoning bylaw because of the exceptional narrowness, shortness, shape, topographical features or any other unusual condition of their property.

Pursuant to *Board of Variance Bylaw 2011-46*, the Board consists of five members who review and make decisions on applications for such variances. The existing members have served one term and all have indicated their willingness to continue as board members for an additional five-year term.

The dates shown in the recommendations reflect the anticipated date of ratification by Council.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve Council member and Board appointments as presented.

APPENDIX A

THAT Council member appointments to ad hoc committees be approved as follows for the period from November 30, 2021 to October 31, 2022:

Association of Yukon Communities	Councillor Ted Laking Councillor Mellisa Murray
Crime Stoppers	Councillor Michelle Friesen
Whitehorse Chamber of Commerce	Councillor Dan Boyd
Coalition of Capital Cities	Councillor Mellisa Murray

THAT Special Committee appointments be approved as follows for the period from November 30, 2021 to October 31, 2022:

City Budget Committee	Mayor and all Council
City Manager's Evaluation Committee	Mayor and all Council
Civil Emergency Measures Commission	Mayor and all Council

THAT Paul Burbidge, Krysti Horton, Jane Koepke, Doug Mayr and Dennis Shewfelt be re-appointed to the Board of Variance for a five-year term expiring October 31, 2026.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Ted Laking

November 22, 2021

Meeting #2021-23

-
1. Zoning Bylaw Amendment – 115 Range Road
Presented by Planner Karmen Whitbread
 2. Housing Development Incentive – 25 Gleaner Avenue
Presented by Manager Pat Ross
 3. New Business

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	November 22, 2021
RE:	Zoning Amendment – 115 Range Road

ISSUE

An application to amend the zoning of 115 Range Road from IA–Airport to CH–Highway Commercial.

REFERENCE

- 2010 Official Community Plan (OCP)
- Zoning Bylaw 2012-20
- Commercial Industrial Land Study (2020)
- Locational Map (Appendix A)
- Current and Proposed Permitted Uses (Appendix B)
- Bylaw 2021-39 (Appendix C)

HISTORY

The owner of 115 Range Road has applied to rezone their property from IA–Airport to CH–Highway Commercial. The company has stopped using this property for their helicopter business and has leased helipads at the Erik Nielson Whitehorse International Airport. There is not a proposed use associated with the application.

NAV Canada has confirmed that the subject site no longer meets the requirements for an H2 or H3 helipad, which are typically used for tour and other smaller helicopter uses. NAV Canada also stated the area is too congested with existing businesses to be a suitable location for a busy helipad, as they would be exposed to noise and hazards. Therefore, the location is no longer desirable as a helipad due to the changing context of the area.

The proposal was reviewed by the Development Review Committee on October 6, 2021 and no significant concerns were raised.

ALTERNATIVES

1. Proceed with the zoning amendment under the bylaw process.
2. Do not proceed with the zoning amendment.

ANALYSIS

Site Context

The site is located at 115 Range Road, south of Two Mile Hill. The site is surrounded by properties zoned CH–Highway Commercial to the north and south, PU–Public Utilities to the east, and the Alaska Highway to the west (Appendix A). The site has

access to the Alaska Highway via a signalized intersection with Range Road and a signalized intersection with Two Mill Hill connecting to the Alaska Highway.

Official Community Plan

The subject site is designated Mixed-Use Industrial/Commercial in the OCP. This designation is intended to provide a range of light industrial and commercial uses. The proposed CH- Highway Commercial zone aligns with the intent of the designation.

The current OCP is in the process of being updated. The OCP Emerging Directions report includes a proposed policy direction to encourage intensification of underutilized land in existing employment areas. The proposed rezoning would facilitate intensification of the site by providing for more flexible and intensive land uses.

Zoning Bylaw

The subject site is currently zoned IA–Airport, which is highly restrictive to airport and aircraft sales and service uses. NAV Canada has confirmed the site is no longer suitable as a helipad, which means the site could only potentially be used for aircraft sales and services under the current zoning. The site is located approximate 1.5 to 2 km from the Erik Nielson Whitehorse International Airport and is disconnected from any other land zoned IA–Airport.

The proposed CH–Highway Commercial zone permits a range of commercial uses, primarily along arterial roadways (Appendix B). Therefore, the proposed CH–Highway Commercial zone fits with the context of the surrounding uses, zones, and adjacent highway and will allow for intensification of this highway commercial area.

Commercial Industrial Land Study

The Commercial Industrial Land Study (2020) identifies a need for an additional 32 hectares of Mixed-Use Commercial/Industrial land by 2040, and also recommends the intensification of commercial/industrial sites. The IA–Airport zone is an industrial zone. Therefore, rezoning the subject site from an industrial zone to a commercial zone will have no adverse impact on the supply of commercial/industrial land in the city, as both are captured within the Mixed-Use Commercial/Industrial supply and would help facilitate the intensification of this site.

Transport Canada Airport Regulations

Transport Canada (TC) airport regulations apply restrictions to the height of buildings, structures, and objects in order to protect aircrafts from hazards, protect airport operations, and ensure future development is compatible with the safe operation of aircraft and the airport. This site is within the approach path of runway 14R–32R. However, the CH–Highway Commercial maximum building height regulation of 10 metres is below the maximum height restriction of 15 metres in the TC regulations.

Conclusion

The current IA–Airport Zone is considered outdated since the subject site is no longer feasible as a helipad and is disconnected from the Erik Nielson Whitehorse International Airport. Rezoning the site to CH–Highway Commercial will permit a range of commercial uses.

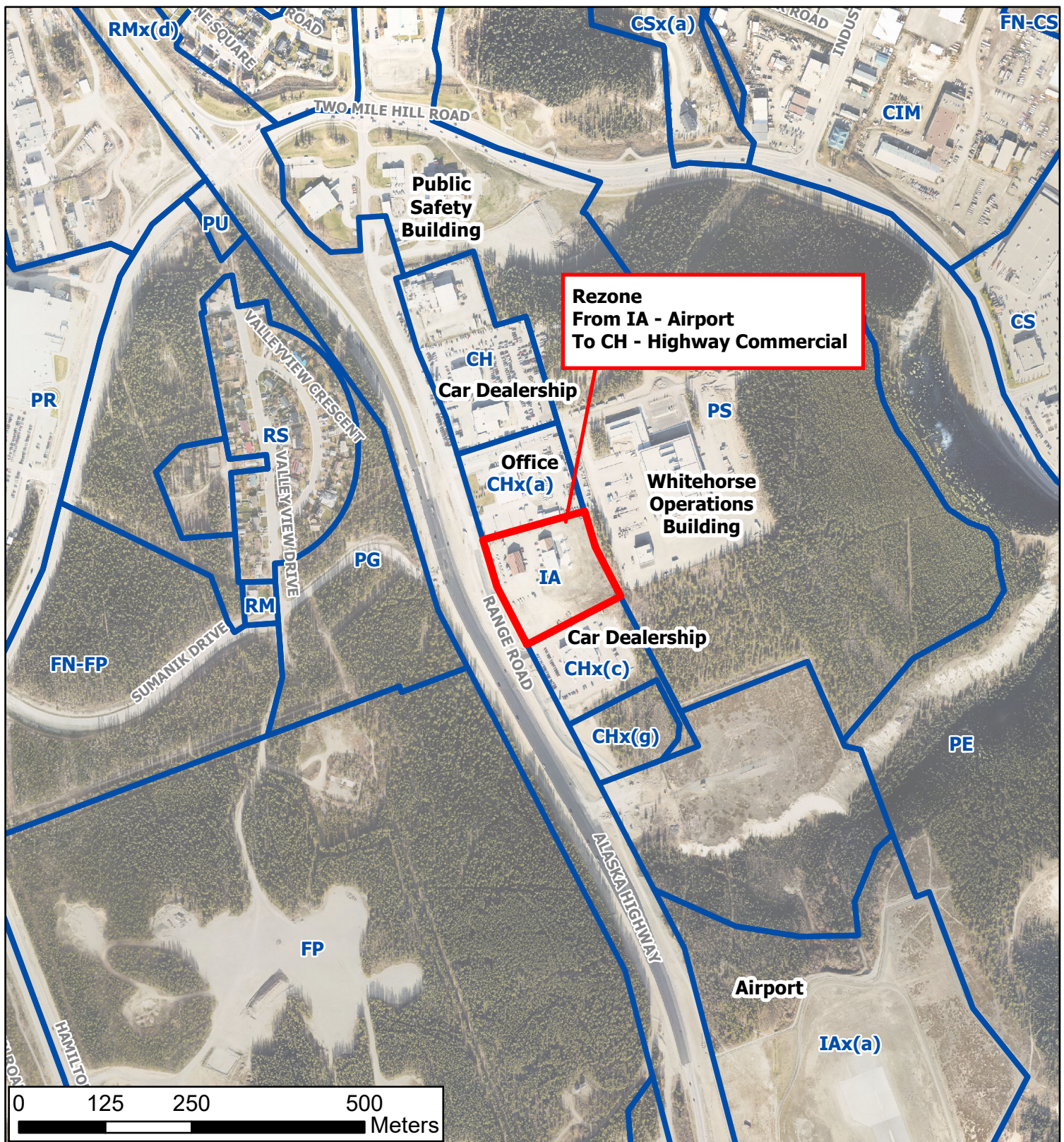
ANTICIPATED AMENDMENT SCHEDULE

The anticipated schedule noted below is subject to change:

Planning Committee	November 22, 2021
1 st Reading	November 29, 2021
Newspaper Ads	December 3 and 10, 2021
Public Hearing	January 17, 2022
Report to Committee	February 7, 2022
2 nd and 3 rd Reading	February 14, 2022


ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2021-39, a bylaw to amend the zoning at 115 Range Road from IA–Airport to CH–Highway Commercial, be brought forward for consideration under the bylaw process.



DATE:
Nov 22, 2021

FILE NO:
Z-11-2021

 115 Range Road

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Bylaw 2021-39

A Bylaw to amend the Zoning of 115 Range Road from IA to CH to allow for highway commercial use.



Appendix B: Current and Proposed Permitted Uses

Current Permitted Uses	Proposed Permitted Uses
IA – Airport	CH – Highway Commercial
<p>11.1.2 <u>Principle Uses</u></p> <ul style="list-style-type: none"> a) aircraft sales/service b) airports 	<p>10.3.2 <u>Principal Uses</u></p> <ul style="list-style-type: none"> a) animal clinics b) animal shelters c) commercial storage d) community recreation services e) crematoria f) custom indoor manufacturing g) eating and drinking establishments h) emergency and protective services i) equipment sales/rentals, heavy j) fleet services k) gas bars l) garden centres m) hostels n) hotels o) household repair services p) indoor participant recreation services q) motels r) outdoor recreation equipment rentals/sales s) parks t) recreational vehicle parks u) retail services, convenience v) retail services, general less than 500m² w) vehicle sales and service x) warehouse sales y) trucking terminals
<p>11.1.3 <u>Secondary Uses</u></p> <ul style="list-style-type: none"> a) accessory building/structure b) eating and drinking establishments c) fleet services d) institutional services 	<p>10.3.3 <u>Secondary Uses</u></p> <ul style="list-style-type: none"> a) accessory building/structure b) caretaker residence c) offices (above the ground floor) d) outdoor storage
<p>11.1.4 <u>Conditional Uses</u></p> <ul style="list-style-type: none"> a) Land treatment facilities 	<p>10.3.4 <u>Conditional Uses</u></p> <ul style="list-style-type: none"> a) offices (ground floor) b) scientific and cultural exhibits

CITY OF WHITEHORSE

BYLAW 2021-39

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to allow for the development of highway commercial lots on 115 Range Road;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 115 Range Road from IA – Airport to CH – Highway Commercial, as indicated on the Attachment 1 and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

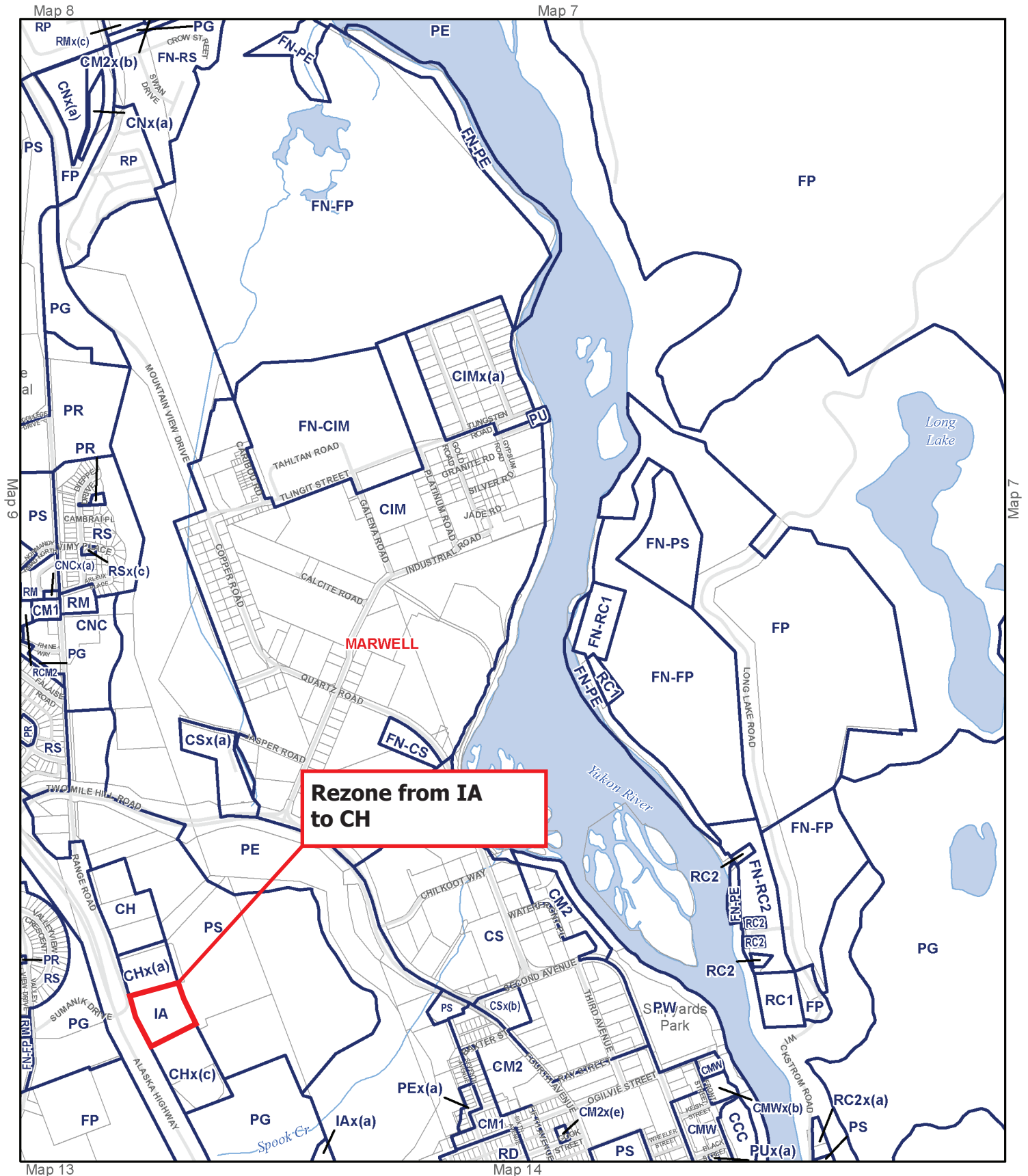
Mayor

City Clerk

MAP 10

MARWELL

LONG LAKE ROAD



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



0 630
Meters
Projection: NAD 1983 UTM Zone 8

Consolidation date:
October 6, 2020

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	November 22, 2021
RE:	Housing Development Incentive Approval – 25 Gleaner Avenue

ISSUE

Approval of a housing development incentive for a 32-unit housing development.

REFERENCE

- *Housing Development Incentives Policy*
- *City Grant-making Policy*
- *Zoning Bylaw 2012-20*

HISTORY

The City has received an application for a housing development incentive for the construction of a 32-unit condominium development at 25 Gleaner Avenue in Whistle Bend. This housing development meets the criteria for the RCM2 Zone Development Incentive, and Administration is bringing the application forward for Council approval, as specified in the policy.

In response to Council's strategic priorities on housing, this policy is meant to encourage smaller, denser housing forms in targeted areas. Under this policy, developments that meet the specified criteria are eligible for a reduction of Development Cost Charges (DCCs).

Per the policy, an RCM2 Zone Development Incentive would grant a developer an unlimited reduction of DCCs if the density achieved is 50% greater than the minimum required density in the RCM2 zone. The total value of DCCs for this project, without incentive, is \$69,920.

ALTERNATIVES

1. Approve the Development Incentive.
2. Do not approve the Development Incentive.

ANALYSIS

Project Details

The proponent has provided appropriate site and development plans and has been issued a development permit for the project. The project includes four buildings, each comprised of eight two-bedroom units. The property, located at 25 Gleaner Avenue, is 0.403 hectares in size and the resulting density of the project is 79 units per hectare.

This meets the minimum requirement for eligibility for an RCM2 Zone Development Incentive and conforms to all City zoning regulations. Therefore, the development incentive application is being brought forward for Council approval.

As there are no ongoing requirements associated with the RCM2 Zone Incentive, no Development Incentive Agreement is required.

City Grant-making Policy

The City Grant-making Policy states that cumulative grants per organization shall not exceed a total of \$50,000 per year. As the incentive for this project is a reduction in fees and not a tax grant, an exception to the *City Grant-making Policy* does not need to be considered.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve an RCM2 Zone Housing Development Incentive with respect to the construction of 32 condominium units at 25 Gleaner Avenue in Whistle Bend.

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Mellisa Murray

November 22, 2021

Meeting #2021-23

-
1. Environmental Grant Fund Allocations
Presented by Acting Manager Sara Thompson
 2. New Business

ADMINISTRATIVE REPORT

TO:	Development Services Committee
FROM:	Administration
DATE:	November 22, 2021
RE:	Environmental Grant Fund Allocations

ISSUE

Approval of the recommendations for the allocation of Environmental Grants.

REFERENCE

Environmental Grant Policy
Appendix A – Environmental Grant Summary Chart
Whitehorse Sustainability Plan (2015)

HISTORY

The Environmental Grant Fund is governed by Council's Environmental Grant Policy. The City of Whitehorse is committed to encouraging and enabling societies, commercial organizations, and schools to be active partners in achieving the City's sustainability goals.

The Environmental Grant Fund provides up to \$25,000 annually to projects that advance the Whitehorse Sustainability Plan. The allocation of funds are divided into two tiered groups of funding: minor grants (up to \$1000) and major grants (\$1001 to \$25,000).

While both tiers are governed by the Environmental Grant Policy, applications for minor grants are accepted year-round and are evaluated and approved by an internal administrative committee. Major grants have one annual intake (October 15th) and are evaluated by an administrative committee and approved by Council.

Submitted applications for major grants first must meet the initial eligibility criteria as identified in the policy (for example, ongoing wages are not an eligible expense). If eligible, the project is evaluated on factors such as how it supports the Whitehorse Sustainability Plan, public and community benefit, eligible costs, and likelihood of success. Any funds not granted at this time will remain in the Environmental Reserve and will no longer be allocated for Environmental Grant projects in this fiscal year.

ALTERNATIVES

1. Approve recommendations for Environmental Grants allocations.
2. Refer the matter back to Administration.

ANALYSIS

The Administrative committee met on October 26, 2021 to review and evaluate eligible applications. Funding available to support applications in this major grant intake is \$19,934. Six applications were received with a total requested amount of \$46,541. However, not all of the applications met the initial eligibility criteria of the Policy. Administration is recommending that the three eligible applications with a total request of \$15,974 be approved for funding.

Approved applicants are to be notified in a letter issued by the City of Whitehorse.

The applications received, together with the recommendations of the application review committee, are listed in the summary sheet identified as Appendix A – Environmental Grant Summary.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve Environmental Grant allocations in the amount of \$15,974.

Appendix A - Grant Summary
2021 Environmental Grants - Major

#	Applicant	Priority/Type	Project	Total Project Cost	Amount Requested from CoW	Previously Funded	Last Amount Funded	Amount Recommended
1	Whitehorse Tool Library	Ongoing Projects and Intiatives	Whitehorse Tool Library	\$ 2,300.00	\$ 1,900.00	Not previously funded	\$ -	\$ 1,900.00
2	Yukon Queer Society	New Projects and Intiatives	Grow & Go	\$ 13,173.00	\$ 6,824.00	Not previously funded	\$ -	\$ 6,824.00
3	Yukon Invasive Species Council	Ongoing Projects and Intiatives	Sweet Clover Outreach	\$ 15,202.00	\$ 7,250.00	Fall 2018	\$ 2,900.00	\$ 7,250.00
	Total: 3 Applications		Total Amount Requested:		\$15,974.00			
			Total Amount Available:		\$19,934.00			\$ 15,974.00

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Dan Boyd

November 22, 2021

Meeting #2021-23

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Mellisa Murray

Vice-Chair: Michelle Friesen

November 22, 2021

Meeting #2021-23

-
1. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Jocelyn Curteanu

November 22, 2021

Meeting #2021-23

-
1. New Business