

**CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2022-08**

**DATE:** Monday, April 25, 2022  
**TIME:** 5:30 p.m.

**Mayor** Laura Cabott  
**Deputy Mayor** Kirk Cameron  
**Reserve Deputy Mayor** Jocelyn Curteanu

## **AGENDA**

**CALL TO ORDER** 5:30 p.m.

**AGENDA** Adoption

### **PROCLAMATIONS**

**MINUTES** Regular Council meeting dated April 11, 2022

### **DELEGATIONS**

**PUBLIC HEARING** Bylaw 2022-12 – Zoning Amendment (1 Drift Drive)

### **STANDING COMMITTEE REPORTS**

**Corporate Services Committee** – *Councillors Friesen and Cameron*

Council Strategic Priorities

Forthcoming Procurements – For Information Only

Budget Amendment – Marwell Lift Sanitary Forcemain Repair

Budget Amendment – Robert Service Campground Building

**City Planning Committee** – *Councillors Boyd and Laking*

Sidhu Trucking – For Information Only

**Development Services Committee** – *Councillors Curteanu and Murray*

**City Operations Committee** – *Councillors Laking and Boyd*

Procurement Commencement – Traffic Signals Fourth & Main

**Community Services Committee** – *Councillors Murray and Friesen*

Spring Recreation Grant Allocations

**Public Health and Safety Committee** – *Councillors Cameron and Curteanu*

### **NEW AND UNFINISHED BUSINESS**

### **BYLAWS**

### **ADJOURNMENT**

MINUTES of **REGULAR** Meeting #2022-07 of the Council of the City of Whitehorse called for 5:30 p.m. on Monday, April 11, 2022, in Council Chambers, City Hall.

PRESENT: Mayor Laura Cabott  
Councillors Dan Boyd\*\*  
Kirk Cameron  
Jocelyn Curteanu\*\*  
Michelle Friesen  
Ted Laking  
Mellisa Murray\*\*

ALSO PRESENT: Interim City Manager Jeff O'Farrell  
Acting Director of Community Services Krista Mroz  
Director of Corporate Services Valerie Braga  
Director of Development Services Mike Gau  
Director of Corporate HR Lindsay Schneider  
Director of Operations Tracy Allen\*\*  
Manager of Legislative Services Wendy Donnithorne

\*\*Indicates Electronic Participation

Mayor Cabott called the meeting to order at 5:30 p.m.

**CALL TO ORDER**

**2022-07-01**

It was duly moved and seconded  
THAT the Agenda be adopted as presented.

**AGENDA**

Carried Unanimously

**2022-07-02**

It was duly moved and seconded  
THAT the minutes of the regular Council meeting dated March 28, 2022  
be adopted as presented.

**MINUTES**

March 28, 2022

Carried Unanimously

**DELEGATION**

The Whitehorse Chamber of submitted a letter to Mayor and Council regarding review of the Vehicle for Hire Bylaw, indicating support for a broad review of the bylaw including safety and modernization of the industry.

WHITEHORSE CHAMBER  
OF COMMERCE  
Vehicle for Hire Bylaw

**COMMITTEE REPORTS**

**Public Health and Safety Committee**

The Committee was provided with an update and information on emergency measures planning. City of Whitehorse Fire Chief led a joint presentation with Yukon Government Wildland Fire Management and Emergency Measures Operations which included updates on Fire Smart, and flood forecasting and preparation noting that seasonal planning is currently underway.

**JOINT EMERGENCY  
PREPAREDNESS –  
For Information Only**

Administration confirmed that Council and Citizens will be kept up to date on all Flood preparedness leading into summer.

Discussion

**2022-07-03**

Following a lengthy discussion and several motions to amend the recommendation of the Standing Committee, it was duly moved and seconded

THAT Council direct Administration to conduct further policy analysis and stakeholder engagement on potential bylaw amendments and program improvements focused on addressing gender based violence and taxi safety for women based on the recommendations of the Taxi Safety Report; and

**TAXI SAFETY & VEHICLE  
FOR BYLAW  
AMENDMENTS**

THAT Council direct Administration to return to Council with a proposal for future bylaw amendments including fleet requirements to address passenger safety once the first phase has been completed.

Carried (4-3)

IN FAVOUR    Councillors Curteanu, Friesen, Laking and Murray

OPPOSED     Mayor Cabott, Councillors Boyd and Cameron

**Corporate Services Committee**

**2022-07-04**

It was duly moved and seconded  
THAT Council direct the 2022 – 2025 Capital Expenditure Program be amended by increasing the budget for the Lewes Boulevard Bus Lane project #240c01421 in the amount of \$400,000 funded from the Capital Reserve until an amended Canada Community Building Fund Transfer Payment Agreement has been approved.

BUDGET AMENDMENT –  
Lewes Boulevard Bus Lane

Carried (6-1)

- IN FAVOUR Mayor Cabott , Councillors Boyd, Cameron, Curteanu,  
Friesen, and Murray
- OPPOSED Councillor Laking

**City Planning Committee**

**2022-07-05**

It was duly moved and seconded  
THAT Council approve the Conditional Use application to allow a 157 m<sup>2</sup> caretaker residence as a secondary use, as shown on the submitted plans, at 238 Tlingit Street.

PUBLIC INPUT REPORT –  
238 Tlingit Street

Carried Unanimously

**Development Services Committee**

The Committee was provided with additional information on specific issues related to the Pop-up Patio Program. At the March 7, 2022 Standing Committee meeting, Administration reported on the City's Pop-up Patio Program which resulted in Council approving a bylaw amendment to reduce the bagged meter fee for the 2022 season. During that process, Council passed a Resolution directing Administration to review the *Lease, Encroachment and Property Use Policy* with respect to the 6 m separation requirement between the outer edge of a pop-up patio to the nearest inside limit of the adjacent traffic lane (Section 2.10.7 (2)) and the liability insurance requirements

POP UP PATIO  
PROGRAM UPDATES –  
For Information Only

(Section 4.2) to see if there were any options to increase participation in the program.

**City Operations Committee**

There was no report from the City Operations Committee

No Report

**Community Services Committee**

Mayor Cabott proclaimed April 2022 as the Daffodil Campaign month in the City of Whitehorse.

PROCLAMATION –  
Daffodil Campaign – For  
Information Only

**BYLAWS**

**2022-07-06**

It was duly moved and seconded  
THAT Bylaw 2022-08, a bylaw to amend the 2022 to 2025 Capital Expenditure Program by re-budgeting 2021 capital expenditures in the amount of \$55,812,101, having been read a first and second time, now be given third reading.

**BYLAW 2022-08**

AMEND  
2022 TO 2025 CAPITAL  
EXPENDITURE PROGRAM  
(re-budget 2021 capital  
expenditures)

THIRD READING

Carried (6-1)

IN FAVOUR Mayor Cabott, Councillors Boyd, Cameron, Curteanu,  
Friesen and Murray  
OPPOSED Councillor Laking

Recorded Vote

**2022-07-07**

It was duly moved and seconded  
THAT Bylaw 2022-11, a bylaw to enter into a lease agreement with Alkan Air Ltd. for the purpose of maintaining a float plane operation, having been read a first and second time, now be given third reading.  
Carried Unanimously

**BYLAW 2022-11**

LEASE AGREEMENT  
(Alkan Air Float Plane Base)

THIRD READING

There being no further business, the meeting adjourned at 8:12 p.m.

**ADJOURNMENT**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

ADOPTED by Resolution at Meeting #2022 -

## MEMORANDUM

FILE #: Z-03-2022

TO: Mayor and Council

FROM: Administration

DATE: April 19, 2022

SUBJECT: Public Hearing at Regular Council Meeting April 25, 2022

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Please be advised there will be a Public Hearing at the Regular Council Meeting of April 25, 2022, to hear from interested parties related to the following Zoning Bylaw amendment:

**Bylaw 2022-12, a bylaw to amend the zoning at 1 Drift Drive in Copper Ridge from RR – Restricted Residential Detached to RS – Residential Single Detached.**

The City has received an application to amend the zoning of 1 Drift Drive in Copper Ridge. Adjacent properties along Drift Drive are zoned RS. The RR zone only permits single detached housing on large serviced lots. The RS zone permits a broader range of housing options, including duplexes, triplexes, and residential care homes as primary uses and bed and breakfasts, and living and garden suites as secondary uses.

The owners of the subject lot have expressed intent to create a living suite, which necessitates a zone change. A living suite is a separate, self-contained dwelling unit within the house, such as a basement apartment.

Bylaw 2022-12 received First Reading on March 28, 2022. Notices were published in the newspapers on April 1 and 8, 2022. A total of 108 letters were sent to property owners within 100 meters of the parcel as stipulated in the Zoning Bylaw. Yukon Government Land Client Services, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were notified by email.

Mélotie Simard  
Manager, Planning and Sustainability Services

cc: Director of Development Services  
Manager of Planning and Sustainability Services



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Michelle Friesen – Chair Deputy Mayor Kirk Cameron – Vice-Chair Mayor Laura Cabott Councillor Jocelyn Curteanu** Councillor Dan Boyd Councillor Ted Laking** Councillor Mellisa Murray	
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Lindsey Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Taylor Eshpeter, Manager of Engineering Services Peter O'Blenes, Manager of Property Management Wendy Donnithorne, Manager of Legislative Services	

\*\* Indicates electronic participation

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

### 1. Council Strategic Priorities

Members of the Whitehorse City Council were elected on October 21<sup>st</sup>, 2021 and sworn in on November 1<sup>st</sup> 2021. After going through orientations and training and becoming familiar with their roles they began discussing strategic priorities for their term of office.

The process of discussing and identifying strategic priorities involved a number of facilitated sessions in January, February and March of 2022. The result of these efforts was the 13 page report attached as the reference to this Administrative Report.

Members noted the importance of the priorities and the broad policy direction this will represent for Council's term and to communicate the City's priorities to the public. It was



confirmed that the document would be formatted as well as a poster which would be put in City buildings and distributed electronically. A Committee member requested that the census information and data be updated if available before being released to the public.

**The recommendation of the Corporate Services Committee is**

THAT Council adopt strategic priorities by Council Resolution.

**2. Forthcoming Procurements (May and June) – For Information Only**

In accordance with section 3.5.1 of the Procurement Policy, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council on a bi-monthly basis. Department managers reviewed their capital projects and operating requirements and provided information on their anticipated procurements for the period of May and June 2022. A total of 10 projects are scheduled for procurement in this time frame.

A Committee member requested the procurement for the engineering detailed design be brought forward commencement report should be brought forward under the provisions of the Procurement Policy for the Downtown Reconstruction: Wood & Steele (1<sup>st</sup> to 2<sup>nd</sup> Avenue) due to the potentially high profile and significance to the comment.

Other members noted that the information at this time in a commencement report would be quite general, and it would likely be more appropriate to come forward with a more detailed commencement report after detailed design and as looking to go to tender.

**3. Budget Amendment – Marwell Lift Sanitary Forcemain Repair**

Major rehabilitation work to the Marwell Lift Station was carried out in 2017/2018, which included replacement of most of the mechanical piping within the station and the addition of a new valve chamber between the station and the Yukon River. At the time of the major rehabilitation work a small section of existing forcemain pipe from the station building to the new valve chamber was uncovered and was found to be in poor condition. An engineering consultant's assessment identified that this small section of pipe is well beyond its useful life and should be replaced as soon as possible.

Committee members noted that the better option may be to go with the pipe material option that would be deemed best to work for a longer period of time, and requested additional information about total cost and availability of the seamless pipe option.

**The recommendation of the Corporate Services Committee is**

THAT Council direct the 2022 to 2025 Capital Expenditure program be amended by increasing the budget for the Marwell Lift Station Forcemain Repair project #240c00119 in the amount of \$115,000, funded from the Capital Reserve until an amended Canada Community-Building-Fund Transfer Payment Agreement has been approved; and

THAT Council direct the 2022 to 2025 Capital Expenditure program be amended by decreasing the budget for the Arkell Storm Sewer Outfall Improvements project

#240c01220 in the amount of \$150,000, funded from the Canada Community-Building Fund.

**4. Budget Amendment – Robert Service Campground Building**

This new building was to intended to replace the old campground office structure that will not only be a benefit out of town campers but also expand potential recreation opportunities for the Whitehorse community. The new building would extend the use of that property into multiple seasons as well as create additional space for more recreational programing either direct (i.e. City day camps) or indirectly (i.e. community groups, weddings, etc.).

The tender closed on March 25,2022 and three compliant submissions were received with the lowest bid exceeding the approved capital budget by \$750,000.

The total approved budget for this project was \$3,129,777 with the bulk of the funding coming from the Investing in Canada Infrastructure Program (ICIP) with an approved contribution of \$2,815,000 and the remainder from City reserves.

A Committee member questioned whether the project could be delayed to allow industry to return to “normal” and costs to return to more typical levels. Administration confirmed that this is not likely to happen for the next 3 to 5 years. It was also clarified that there were little if no further design changes that could be made to reduce costs in addition to the reduced bathroom facilities, kitchen and landscaping changes that had already been made.

Committee members also inquired about revenue generating options such as programming for children and the potential for enhancing recreational infrastructure which supports Council’s strategic priorities.

**The recommendation of the Corporate Services Committee is**

THAT Council direct the 2022 to 2025 Capital Expenditure Plan be amended by increasing the 2022 project number 320c00420 in the amount of \$750,000, funded by the General Reserve to cover the additional costs.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall Councillor Dan Boyd – Chair Councillor Ted Laking**	
<b>Committee Members Present</b>	Mayor Laura Cabott Deputy Mayor Kirk Cameron Councillor Jocelyn Curteanu** Councillor Michelle Friesen Councillor Mellisa Murray	
<b>Staff Present</b>	Jeff O’Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Wendy Donnithorne, Manager of Legislative Services	

\*\* Indicates electronic participation

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

**1. Sidhu Trucking – For Information Only**

Ian Robertson and Paramjit Sidhu addressed the Committee to request that the City reconsider the request for lot expansion of the property at Lot 68, 163 Collins Lane which would require an amendment to the OCP and disposition of land from Yukon government. The commercial lot expansion would be for storage of equipment and turn around for large equipment. The application is supported with an independent report by an environmental consultant.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall Councillor Jocelyn Curteanu** Councillor Mellisa Murray – Chair	
<b>Committee Members Present</b>	Mayor Laura Cabott Councillor Dan Boyd Deputy Mayor Kirk Cameron Councillor Michelle Friesen Councillor Ted Laking**	
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Wendy Donnithorne, Manager of Legislative Services	

\*\*Indicates electronic participation

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



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Ted Laking** Councillor Dan Boyd –Chair Mayor Laura Cabott Deputy Mayor Kirk Cameron Councillor Jocelyn Curteanu** Councillor Michelle Friesen Councillor Mellisa Murray	
<b>Staff Present</b>	Jeff O’Farrell, Interm City Manager Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Taylor Eshpeter, Manager of Engineering Services Wendy Donnithorne, Manager of Legislative Services	

\*\*Indicates electronic participation

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

### **1. Procurement Commencement – Traffic Signals Fourth and Main**

In accordance with Section 3.1.1 of the Procurement Policy 2020-03, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest. This procurement is anticipated to be over \$500,000.

The project involves reconstruction of the Fourth Avenue and Main Street Traffic Signals, including rebuilding and extending the pedestrian bulb-outs at each corner of the intersection to improve traffic calming and increase the pedestrian realm at this intersection.

Funding for this project is provided through the Canada Community Building Fund (formerly Gas Tax) and is included in the approved 2022 re-budget of capital expenditures and the 2022-2025 Capital Expenditure Program

Committee members had various questions about turn signals, audible and visual countdown and push buttons on all four corners. Administration confirmed that all options will be taken into consideration and would clarify specific questions about the features of crosswalk signals.

**The recommendation of the City Operations Committee is**

THAT Council authorize Administration to commence the procurement of project 240c00619 Traffic Signals Fourth and Main Project.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall	
	Councillor Mellisa Murray – Chair	
	Councillor Michelle Friesen – Vice-Chair	
<b>Committee Members Present</b>	Mayor Laura Cabott	
	Councillor Dan Boyd	
	Deputy Mayor Kirk Cameron	
	Councillor Jocelyn Curteanu**	
	Councillor Ted Laking**	
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager	
	Krista Mroz, Acting Director of Community Services	
	Valerie Braga, Director of Corporate Services	
	Lindsay Schneider, Director of Corporate HR	
	Mike Gau, Director of Development Services	
	Keri Rutherford, Acting Manager of Recreation and Facility Services	
	Wendy Donnithorne, Manager of Legislative Services	

\*\*Indicates electronic participation

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

### 1. Spring Recreation Grants Allocations

Councillor Murray indicated a conflict of interest and left Chambers for the item.

Council policy governs the allocation of recreation grants. The Recreation Grant Task Force met on April 5, 2022 to discuss and compile recommendations for funding in accordance with the Recreation Grant Policy.

A total of \$250,000 is available for two granting sessions in 2022. The funding available for this session for all Recreation Grant categories is \$175,000 plus any refunds received.

The Recreation Grant Task Force received and reviewed 30 applications totalling \$152,800 in requests. Applications were submitted under the Recreation Grant Policy and the four funding categories: Ongoing Projects and Initiatives, New Projects and Initiatives, Training and Leadership Development, and Operational Support.

Where funding recommendations do not reflect the full amount of funding requests, it is because certain elements of an application may be fundable under another program, or it is reflective of the condition of the application, or there are insufficient grant funds to fully cover the request.

**The recommendation of the City Community Services Committee is**

THAT Council approve the allocation of \$141,600 for Recreation Grants as recommended by the Recreation Grant Task Force.

Councillor Murray returned to Chambers.

**2. Proclamation – For Information Only**

Mayor Cabott proclaimed April 22, 2022 to be ***Earth Day*** in the City of Whitehorse.





## Minutes of the meeting of the Public Health and Safety Committee

<b>Date</b>	April 19, 2022	2022-08
<b>Location</b>	Council Chambers, City Hall Deputy Mayor Kirk Cameron – Chair Councillor Jocelyn Curteanu – Vice-Chair**	
<b>Committee Members Present</b>	Mayor Laura Cabott Councillor Dan Boyd Councillor Michelle Friesen Councillor Ted Laking** Councillor Mellisa Murray	
<b>Absent</b>		
<b>Staff Present</b>	Jeff O'Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of Corporate HR Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Wendy Donnithorne, Manager of Legislative Services	

\*\* Indicates electronic participation

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

There being no further business, the meeting adjourned at 7:30 p.m.