



Minutes of the meeting of the Corporate Services Committee

Date	February 21, 2022	2022-04
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Michelle Friesen – Chair Councillor Kirk Cameron – Vice-Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Jocelyn Curteanu Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	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 Services** Mike Gau, Director of Development Services Tracy Allen, Director of Operations Svetlana Erickson, Manager of Financial Services Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

**Indicates electronic participation

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

1. Public Input Report – 2022 to 2024 Operating Budget

The 2022 to 2024 Operating Budget was presented on January 31st. There were four presentations from delegates at the public input session and six emails received from residents and organizations with multiple comments and suggestions.

The majority of comments received focussed on the need for year-round maintenance of the active transportation network. A number specifically called for improvements to winter road clearing and additional personnel and equipment deal with snow removal on lesser priority roads and cycling routes, due to both climate change and the growing usage of the active transportation network.

A primary school council expressed concern over snow accumulations in front of their school and requested that communications between the Department of Education, the City, and equipment operators be improved, and that snow removal at all schools in the City be included in the planned review of snow removal policies.

One submission suggested that the mandate of Bylaw Services be amended to improve the walkability and accessibility of downtown sidewalks. Another encouraged improving transit within neighbourhoods as well as enhanced trail connectivity.

In addition, a number of comments and suggestions were received that were outside the scope of the 2022-2024 Operating budget.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2022-01, a bylaw to adopt the 2022 Operating Budget and the provisional budgets for 2023 and 2024, be brought forward for second and third reading under the bylaw process; and

THAT the associated Tax Levy Bylaw 2022-02, and Fees and Charges Amendment Bylaw 2022-03 be brought forward for second and third reading under the bylaw process.

2. Council Summaries for 2021

The Procedures Bylaw requires Administration to provide summary reports for the previous calendar year for each member of Council with respect to their attendance record, any travel undertaken in the performance of their duties, expense claims submitted, and their voting records with respect to issues that came before Council for a vote. Due to the 2021 Municipal Election, this report shows the records for members of Council elected or re-elected and beginning their service as Council members on November 1, 2021.

Following presentation at the Committee meeting, some minor adjustments were made to complete the accounting for Council training.

The recommendation of the Corporate Services Committee is

THAT the 2021 Council Member summary reports on attendance, expense claims, travel and voting records for the members of Council elected in 2021 be accepted as presented.

3. Curling Club Lease – For Information Only

A Committee member cited a request for lease forgiveness received from the Whitehorse Curling Club due to the impact of COVID-19, and asked if there is anything that can be done to assist the club. Discussion on the issue noted the importance of the facility, especially in light of the bid to host the 2027 Canada Winter Games, and the possible consequences of the club defaulting on their lease. Administration agreed to confirm what is being requested by the Curling Club, the assistance available from other governments, and to report back as an update at an upcoming CAR meeting.



Minutes of the meeting of the City Planning Committee

Date	February 21, 2022	2022-04
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Dan Boyd – Chair Councillor Ted Laking – Vice-Chair Mayor Laura Cabott Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	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 Services** Mike Gau, Director of Development Services Tracy Allen, Director of Operations Pat Ross, Manager of Land and Building Services Wendy Donnithorne, Manager of Legislative Services Karmen Whitbread, Senior Planner Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

1. **Lease Agreement – Alkan Air Float Plane Base**

A parcel of land on Miles Canyon Road has been leased to Alkan Air Ltd. for the purpose of operating a float plane base on Schwatka Lake. That lease expired in 2021 and is now in an over-hold status. Administration has negotiated the terms of a new lease with Alkan Air Ltd. that includes a reduced lease area and the elimination of itinerant plane docking and fuel sale obligations. The proposed lease is now being brought forward for approval under the bylaw process.

Wendy Tayler, President and CEO of Alkan Air Ltd., addressed the Committee to advise that the new lease includes a one thousand percent increase to the lease rate. She requested that the lease rate be set at a seasonal rate based on the fact that it is only

used from May 1st to October 31st annually. Administration advised that a seasonal lease was not considered because the land will be occupied year-round.

Committee members discussed the significant increase in the lease rate and the terms of the current Lease, Encroachment and Land Use Policy, and the consensus was that further review is required.

The recommendation of the City Planning Committee is

THAT the proposed lease agreement with Alkan Air Ltd. for a float plane base on Schwatka Lake be sent back to Administration for further review.

2. Tank Farm Master Plan – Procurement Commencement

The development of a master plan for the Tank Farm Area involves high-level residential neighbourhood planning for approximately 116 hectares of vacant, underutilized, and brownfield lands located adjacent to the Alaska Highway between the Valleyview, McIntyre, and Hillcrest neighbourhoods.

A variety of landowners are involved with this study area, including private entities, the Kwanlin Dün First Nation, Ta'an Kwäch'än Council, a utility provider, a not-for-profit organization, the Government of Yukon, the Government of Canada, and the City of Whitehorse. In 2012, the previous owner of two of the largest parcels in the area completed concept plans for the site. These concept plans will form the starting point for this project and will be updated and expanded to include the entire study area.

A master plan is required to ensure that the Tank Farm area is developed logically and in a coordinated manner. Once completed, the Tank Farm Master Plan will provide high-level direction for future detailed engineering and land use planning work such as zoning, subdivision, and development permits. A request for proposals will be publicly issued to hire a consultant to lead the project, including completing background studies, concept plans, and a master plan.

The recommendation of the City Planning Committee is

THAT Administration is hereby authorized to commence the procurement of planning services for the Tank Farm Master Plan project number 720c00220.



Minutes of the meeting of the Development Services Committee

Date	February 21, 2022	2022-04
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Mellisa Murray – Vice-Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Kirk Cameron Councillor Michelle Friesen Councillor Ted Laking	
Staff Present	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 Services** Mike Gau, Director of Development Services Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

1. **Framework for a Housing and Land Development Advisory Committee**

Council is considering forming a Housing and Land Development Advisory Committee to address issues of housing shortage and affordability by considering land supply, land development, and permitting processes. Such a Committee could provide expert advice to Council from the community

Administration is bringing forward information on a potential Committee framework including terms of reference, mandate, composition, and potential costs. It is proposed that the work of the Committee would be focussed on the elements of the housing development policies and process where the City holds authority such as planning of new development areas, issuance of building permits, development incentives, and key zoning regulations. In addition, there may be areas where the Committee could consider

where the City collaborates with the Yukon government, First Nations governments and the private sector in making land available for housing development.

If Council confirms its intent to move forward with the creation of this committee, Administration will begin setting up the required Committee supports and the draft Terms or Reference will be used to advertise and invite applications for committee members.

Committee members discussed the proposed membership of the Advisory Committee, including whether or not a Council member should be included as well as additional members to represent broader social perspectives on housing. It was noted that the committee objective and focus was on land development and housing, looking at policy and technical aspects within the City's authority, and the proposed membership is based on this focus.

A number of administrative edits to the draft terms of reference were recommended to reflect both a land development and housing mandate before proceeding to initiate the membership applications and set up the committee supports.

The recommendation of the Development Services Committee is

THAT Administration is hereby directed to proceed with the development of a Housing and Land Development Advisory Committee.



Minutes of the meeting of the City Operations Committee

Date	February 21, 2022	2022-04
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Ted Laking – Chair Deputy Mayor Dan Boyd – Vice-Chair Mayor Laura Cabott Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	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 Services** Mike Gau, Director of Development Services Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

1. Gravel Shortage Issue – For Information Only

Doug Gonder of Norcope Enterprises advised the Committee that the City is facing a shortage of gravel for the upcoming construction season. He noted that this could impact the budgets on current projects, including residential building, as a particular quality of gravel is required for concrete. Mr. Gonder stated that he has been looking for a new gravel source since 2010, but the Official Community Plan review has impacted quarry extraction. He urged Council to stop delaying the approval of new quarry leases via the Official Community Plan process.

A Committee member noted that there should be caution about assuming widespread concern based on one perspective. Another member noted that a number of contractors have expressed concern about the availability of gravel, and have stated that costs will be driven up if gravel has to be sourced from greater distances. Administration confirmed that City approvals are in place for identified quarry sites within City limits, but it is up to the landowners to release the land for quarry use.



Minutes of the meeting of the Community Services Committee

Date	February 21, 2022	2022-04
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Mellisa Murray – Chair Councillor Michelle Friesen – Vice-Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Ted Laking	
Staff Present	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 Services** Mike Gau, Director of Development Services Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk Lloyd Borres – Technical Support Specialist	

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

1. Vehicle Access to the Cemetery

A Committee member reiterated previously expressed concerns about restricted vehicle access at Grey Mountain Cemetery, and noted that this restriction limits access for seniors and persons with mobility challenges. These access difficulties are currently being magnified by the accumulation of snow at the cemetery entrance. Other members agreed that the matter should be examined further to determine what measures could be taken to improve accessibility.

The recommendation of the Community Services Committee is

THAT Administration is hereby directed to explore options to improve accessibility at Grey Mountain Cemetery.

2. Community Events – For Information Only

A Committee member acknowledged February 21st as International Mother Language Day and noted that Wednesday, February 23rd is National Anti-Bullying Day. Citizens were encouraged to wear pink on Wednesday to show support for a campaign to “Be a Buddy, Not a Bully”.



Minutes of the meeting of the Public Health and Safety Committee

Date	February 21, 2022	2022-04
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Kirk Cameron – Chair Councillor Jocelyn Curteanu – Vice-Chair Mayor Laura Cabott Deputy Mayor Dan Boyd Councillor Michelle Friesen Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	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 Services** Mike Gau, Director of Development Services Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. **Opioid Health Emergency** – For Information Only

A Committee member advised that a number of members of Council met with Blood Ties to continue the conversation about what Council can do to provide support. It was suggested that the donation of bus passes and advertising space on buses may be specific ways to support this organization.


In response to questions raised, Administration advised that other levels of government already supply free bus passes to those who need them. It was also noted that the City is developing materials such as posters to put in public spaces and using its communications platforms to raise awareness and increase education about opioid use and available supports.

It was duly moved and seconded
THAT the meeting be continued past 8:30 p.m.

Carried Unanimously

Committee members discussed the donation of bus passes and other types of support, and it was determined that a broader level of discussion is needed before additional specific commitments for support can be made.

There being no further business, the meeting adjourned at 8:40 p.m.



Laura Cabott, Mayor



Wendy Donnithorne, City Clerk



ADOPTED at the regular Council meeting on February 28, 2022.