



Minutes of the meeting of the Public Health and Safety Committee

Date	June 20, 2022	2022-14
Location	Council Chambers, City Hall Councillor Kirk Cameron – Chair Mayor Laura Cabott	
Committee Members Present	Deputy Mayor Ted Laking Councillor Dan Boyd** Councillor Jocelyn Curteanu Councillor Michelle Friesen** Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Interim City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Pat Ross, Acting Director of Development Services Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services	

** Indicates electronic participation

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

1. **New Business – Traffic Calming Measures on Residential Streets – For Information Only**

A committee member brought forward the issue of speeding in residential neighbourhoods and asked about the process for community members to request traffic calming measures in their neighbourhoods. Administration informed the Committee that there is an online request form to submit which would initiate an investigation and subsequent recommendations by City staff. It was also noted that there is no standing budget for traffic calming measures and that requests have increased substantially in the past year. A Committee member commented on the problem of a number of streets in residential areas having a higher speed limit than the main downtown thoroughfares.

2. **New Business – Camping Within City Limits – For Information Only**

Given that an Emergency Response Centre to provide emergency shelter for Yukoner's who may come under evacuation order was recently established at the Canada Games

Centre, a Committee member inquired if, these resources were also available to citizens facing homelessness in the City of Whitehorse.

Administration noted that the Emergency Response Centre at the Canada Games Centre was established by the Yukon Government through their Emergency Measures Office to lodge potential evacuees and that the City has no role in the operation of it. A Committee member also inquired into amending the Parks and Public Spaces Bylaw to allow for tenting outside of a designated campground. Administration responded that they are currently in communication with the Yukon Government's Department of Health and Social Services to monitor homelessness within the City. While there has been no recent increase in the number of people tenting in the City, the Department of Health and Social Services is formulating options for potential venues should they be required. Mayor Cabott noted that she has met with the Minister of Health and Social Services to discuss options for the homelessness issue.

3. New Business – Harm Reduction Resources – For Information Only

A Councillor requested clarification on the use of City of Whitehorse social media accounts to promote harm reduction resources. Administration confirmed that they would consider appropriate messaging.



Minutes of the meeting of the Corporate Services Committee

Date	June 20, 2022	2022-14
Location	Council Chambers, City Hall	
	Councillor Kirk Cameron – Chair	
	Mayor Laura Cabott	
	Deputy Mayor Ted Laking	
Committee Members Present	Councillor Dan Boyd**	
	Councillor Jocelyn Curteanu	
	Councillor Michelle Friesen**	
	Councillor Mellisa Murray	
	Jeff O'Farrell, Interim City Manager	
	Landon Kulych, Acting Director of Community Services	
	Valerie Braga, Director of Corporate Services	
Staff Present	Pat Ross, Acting Director of Development Services	
	Tracy Allen, Director of Operations	
	Wendy Donnithorne, Manager of Legislative Services	
	Svetlana Erickson, Manager of Finance	
	Luke Pantin, Economic Development Coordinator	

** Indicates electronic participation

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

1. **2021 Financial Statements**

For 2021, Council adopted an operating and capital budget totalling \$174,093,569. This amount includes the initially adopted budget plus Council approved amendments made during the year. Internal reports were made available for management to measure progress against the budget throughout the year, and quarterly variance reports were presented to Council after both the second and third quarters. Per the *Municipal Act*, at year end the final statements are audited and must be forwarded to Council and then on to the Government of Yukon prior to June 30 each year.

The City's Auditors completed their review of the statements, schedules, and notes which were presented to the Committee as Appendix A of the report. They confirmed

that these statements fairly present the financial position of the City of Whitehorse as of December 31, 2021.

At the end of 2021 the City's overall financial position had improved, with the accumulated surplus increasing by just over \$16,770,040 to \$529,021,602.

While the City's reserves hold over \$63.3 million, the bulk of the accumulated surplus is already spent and has been invested in infrastructure known as tangible capital assets. The City's total reserve and general surplus levels are within acceptable ranges given the extent of the overall financial framework.

As the Water and Sewer Services of the City are operated as a separate utility, it is necessary to break out the operating costs as shown in Schedule 2 of Appendix A of the report. The schedule shows a surplus of \$332,592 which, in order to maintain the separation between taxpayer funded activities and the operations of the utility, must be returned to rate payers. The surplus is the result of administrative expenses falling below budgeted levels as well as a carry forward of surplus' from prior years. The balance in this reserve as of December 31, 2021 is \$14.7 million.

As part of their engagement, the City's Auditors annually provide suggestions for improvements to the City's financial control systems. No items of concern were brought forward, however the Auditors recognized ongoing process improvements and encouraged this to continue specifically in the following areas:

- Inter-departmental communication enhancements
- Employee Off-boarding Procedures
- Continued Cybersecurity Enhancements

Committee members expressed concerns with the required format of the financial report. Administration reported that a more user friendly analysis is being prepared and will form part of the City's 2021 Annual report. Committee members also asked for clarification on the City's approach to paying down its debt which Administration confirmed was based on the negotiated agreements between the City and its lenders.

The recommendation of the Corporate Services Committee is

THAT Council approve the audited City of Whitehorse 2021 Financial Statements as presented, and

THAT the Water and Sewer Fund surplus of \$332,592 be transferred to the Water and Sewer Reserve.

2. Fees and Charges Amendments – 2nd Quarter Changes

As part of the quarterly review, the Financial Services Department compiles a list of suggested changes to the City's fees and charges as submitted by the management group.

The changes include revision to descriptions, inclusion of fees previously missed on the schedules, new Fire and some new and revised Transit fees.

A Committee member inquired if the increased rates were communicated to haulers. Administration confirmed that they will follow up to ensure that appropriate communication was made.

The recommendation of the Corporate Services Committee is

THAT Council direct that Bylaw 2022-19, a bylaw to amend the Fees and Charges Bylaw in accordance with the second quarter review, be brought forward for consideration under the bylaw process; and

THAT the 2022 to 2024 Operating Budget be increased upon adoption of Bylaw 2022-19 in the amount of \$2,500 for 2022, \$5,000 for 2023, and \$10,000 for 2024, offset by transfers to the General Reserve for the additional revenue.

3. Forthcoming Procurements (July and August) – For Information Only

In accordance with 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.

Managers have been asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of July and August 2022; information on six projects that meet this requirement were provided.

A Committee member asked about the need to build a cold storage warehouse, and questioned if office space was included in the project. Administration confirmed that minimal office space will be part of the project and that this is a necessary project to free up the current warehouse property and move the warehouse near operational staff while also providing a location for biomass to heat the warehouse and Whitehorse Operations Building.

4. Semi-Annual Procurement Update (January to June) – For Information Only

In accordance with section 3.5.2 of the Procurement Policy, Administration is required to provide publicly to Council a semi-annual update on certain procurement projects. A detailed listings of procurements to June 20, 2022 was provided to the Committee.

To date, total Emergency Procurements related to the 2022 Landslides was \$770,000, and further expenditures are expected to occur.

Committee members asked for clarification on the single source and sole source contracts. Administration noted that many procurements only had one bid submitted. It was also noted that the contract to migrate council chambers audio-visual equipment was cancelled with only a penalty to be paid and not the full amount which is noted in the report.

5. Economic Development Strategy – Budget Amendment

In 2015, the City adopted an Economic Development strategy (EDS) which has since expired. The new EDS will be guided by Council's Strategic Priorities (2022-2024), the Official Community Plan (OCP), and will take approximately one year to be completed.

This project requires external consulting expertise for which the 2022-2025 Capital Expenditure Program earmarked \$75,000, subject to external funding. The project was approved by Council as part of the 2022 Appendix 'B' Capital Expenditure Program in the amount of \$75,000 subject to external funding. The City's application for funding through the Government of Yukon's Economic Development Fund to hire a consultant was denied.

The EDS will provide a framework for community-based decisions aimed at enhancing the City's economic base and building a healthy, stable community. Development of the strategy will be guided by Council's strategic priorities (2022-2024) and other relevant City strategies and plans, including the OCP and the 2015-2050 Sustainability Plan. It will also include input gathered through stakeholder engagement and from primary and secondary research sources.

Committee members inquired as to why the City was not eligible for the funding from the Yukon Government and if the City could seek other sources. Administration noted that the fund is heavily subscribed and focussed on small businesses. It was also noted that the City does not appear to be eligible for other known sources of funding for this project.

The recommendation of the Corporate Services Committee is

THAT the 2022 to 2025 capital expenditure program be amended by moving 2022 Appendix "B" project 700c00120 Economic Development Strategy in the amount of \$75,000 to Appendix A and funding this project from the General Reserve.

6. Association of Yukon Communities Board Member Appointment

Councillor Laking and Councillor Murray were appointed as the City's two representatives in November 2021 for one year (expiring October 31, 2022).

With Councillor Ted Laking being elected to the Executive as President of the AYC, the City is able to appoint an additional Council member to the AYC Board of Directors.

It has been proposed that for the current opening for the City's representative on the AYC board that Councillor Michelle Friesen be appointed as a City representative.

The recommendation of the Corporate Services Committee is

THAT the appointment of Councillor Ted Laking as a City representative to the Association of Yukon Communities be rescinded; and

THAT Michelle Friesen be appointed as a City representative to the Association of Yukon Communities for a term to expire on October 31, 2022.

7. New Business - Report on Federation of Canadian Municipalities Conference – For Information Only

A Committee member reported on the recent Federation of Canadian Municipalities Conference that was attended in person by two members of Council earlier this month. It was noted that both Councillors were able to connect and meet with other community representatives on many topics including housing, cost of living and climate change.

8. New Business - First Nations 101 Training – For Information Only

A Committee member brought forward the issue of First Nations 101 training and whether it is mandatory for City employees. Administration noted that while it was previously mandatory for all City staff to complete this training, it is now mandatory for Transit staff but continues to be available to all staff.

9. New Business - Notice of Motion re: Municipal Charges and Community Service Grants Policy and City Grant Policy

Councillor Laking gave notice that at the next regular council meeting on June 27, 2022 he would bring forward the following Notice of Motion:

“THAT the funding formula and caps for Municipal Charges and Community Services Grants and the City Grant Making Policy be reviewed for 2023”.



Minutes of the meeting of the City Planning Committee

Date	June 20, 2022	2022-14
Location	Council Chambers, City Hall Deputy Mayor Ted Laking - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd** Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen** Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Interim City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Pat Ross, Acting Director of Development Services Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Mathieu Marois, Senior Planner	

** Indicates electronic participation

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

1. Zoning Amendment – KDFN Parcel C – 112B

An application was received to amend the zoning of Kwanlin Dün First Nation (KDFN) Settlement Land Parcel C-112B-2, and a portion of KDFN Settlement Land Parcels C-112B-1 and C-112B-3, from FP – Future Planning to RCS2 – Comprehensive Residential Single Family 2 consisting of Phase I and Phase II of a proposed residential development.

Kwänlin Dün First Nation owns four settlement parcels in Copper Ridge, west of Falcon Drive. The parcels are separated from each other by a City-owned road alignment, which is expected to service the development.

KDFN has applied to rezone a portion of the lands to develop the first two phases of a proposed three phase residential subdivision. The third phase will be rezoned at a later date once development of the first two phases has begun.

The proponent completed an analysis of the Phase I area which included review of existing lot configurations and sizes in recent Whitehorse subdivisions, and zoning. The

proposed lot configurations were limited due to the existing road alignment separating the parcels.

The analysis concluded that Comprehensive Residential Single Family 2 zoning was the preferred option for both phases, yielding approximately 25 lots for single detached homes or duplexes for Phase 1 in addition to approximately 72 lots for single detached homes or duplexes for Phase 2. The lots will result in land leases to potential residents. The proposed development has been reviewed by the Yukon Environmental and Socio-economic Assessment Board and the City's Development Review Committee. All identified site and environmental conditions have been addressed, and the proponent will maintain access to the trails west of the development with connector walkways and reroute any trails impacted by the development. The proposed rezoning will complement the existing residential neighbourhood to the east of the subject site.

Committee members asked if any further planning exercises were required.

Administration noted that only phase 3 requires additional process, which would occur at a later date once development of the first two phases has begun.

The recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2022-26, a bylaw to amend the zoning of KDFN Settlement Land Parcel C-112B-2, and a portion of KDFN Settlement Land Parcels C-112B-1 and C-112B-3 to allow for a residential development, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the Development Services Committee

Date	June 20, 2022	2022-14
Location	Council Chambers, City Hall	
	Councillor Mellisa Murray – Chair	
	Mayor Laura Cabott	
Committee Members Present	Deputy Mayor Ted Laking	
	Councillor Dan Boyd**	
	Councillor Kirk Cameron	
	Councillor Jocelyn Curteanu	
	Councillor Michelle Friesen**	
	Jeff O'Farrell, Interim City Manager	
	Landon Kulych, Acting Director of Community Services	
Staff Present	Valerie Braga, Director of Corporate Services	
	Pat Ross, Acting Director of Development Services	
	Tracy Allen, Director of Operations	
	Wendy Donnithorne, Manager Legislative Services	

** Indicates electronic participation

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



Minutes of the meeting of the City Operations Committee

Date	June 20, 2022	2022-14
Location	Council Chambers, City Hall	
	Deputy Mayor Ted Laking - Chair	
	Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd**	
	Councillor Kirk Cameron	
	Councillor Jocelyn Curteanu	
	Councillor Michelle Friesen**	
	Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Interim City Manager	
	Landon Kulych, Acting Director of Community Services	
	Valerie Braga, Director of Corporate Services	
	Pat Ross, Acting Director of Development Services	
	Tracy Allen, Director of Operations	
	Wendy Donnithorne, Manager Legislative Services	

** Indicates electronic participation

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

1. New Business - Update on Mary Lake Bituminous Surface Treatment – For information only

A Committee member requested an update from Administration regarding the Bituminous Surface Treatment, or “BST” in the Mary Lake neighbourhood and noted the importance of this project, keeping the community informed, and that concerns from the subdivision about this year’s work and the condition of the road continues.

Administration responded that sweeping has been completed with a final inspection planned for August. Some deficiencies have been noted for the contractor to resolve prior to final acceptance.



Minutes of the meeting of the Community Services Committee

Date	June 20, 2022	2022-14
Location	Council Chambers, City Hall	
	Councillor Mellisa Murray – Chair	
	Mayor Laura Cabott	
Committee Members Present	Deputy Mayor Ted Laking	
	Councillor Dan Boyd**	
	Councillor Kirk Cameron	
	Councillor Jocelyn Curteanu	
	Councillor Michelle Friesen**	
	Jeff O’Farrell, Interim City Manager	
	Landon Kulych, Acting Director of Community Services	
Staff Present	Valerie Braga, Director of Corporate Services	
	Pat Ross, Acting Director of Development Services	
	Tracy Allen, Director of Operations	
	Wendy Donnithorne, Manager of Legislative Services	
	Jason Bradshaw, Manager of Transit	

** Indicates electronic participation

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

1. Cemeteries Bylaw Amendments

On March 21, 2022 a community delegate presented to Council regarding accessible cemetery visitation during the winter months. Council referred this issue back to Administration for review and consultation with frequent winter visitors to the Grey Mountain Cemetery.

Administration has considered options as a result of that consultation and subsequently reviewed the Cemeteries Bylaw. The proposed revisions to the Cemeteries Bylaw contain amended hours of operation to increase public access in the winter months. Administration also took the opportunity to review and update other sections of the bylaw that required minor edits identified through daily use of the bylaw.

The current hours of operation for the Grey Mountain Cemetery are daily from 8:00 am to 11:00 pm (year round). Vehicle access is available May 1 to September 30, 8:00 am to 5:00 pm and by request with 48 hours notice from October 1 to April 30.

As a result of feedback received, Administration recommends that winter access to the Grey Mountain Cemetery be expanded by three days and include November 10th, 11th and December 25th between 8:00 am – 5:00 pm annually. Administration will also continue to implement the “by request” model for vehicle access to the cemetery for any day in the winter someone may desire access.

In addition to winter access dates in November and December the following changes to the Cemeteries Bylaw are being recommended;

- Inclusive language update to the definition of “IMMEDIATE FAMILY”;
- Clarification on interment times and when the after hour fees are required to be paid;
- Minor changes to section 23 to clarify approvals for monument installation. “A monument shall not be installed without the approval of the Manager or Attendant”;
and
- Some general housekeeping edits.

The recommendation of the Community Services Committee is

THAT Council direct that Bylaw 2022-24, a bylaw to amend the Cemeteries Bylaw, be brought forward for consideration under the bylaw process.

2. Modernized Transit Route Update – For Information Only

In 2018, the City commissioned a Transit Master Plan (TMP), which was subsequently adopted as a guiding document by Council. Within the consultant’s preparation of the document, several stakeholder engagement sessions were conducted. Input was collected from the public, First Nations, student groups, government services (municipal & territorial), and frontline workers.

Given Whitehorse’s relatively low population and growing communities outside of the downtown core, the proposed transit network would be structured to take advantage of three strategic transfer hubs (City Hall, CGC, and YukonU). This change would allow for transit resources to be refocused towards higher demand areas to improve travel options, route directness, on-time reliability, and service frequency. It will also limit unnecessary trips downtown for transfers.

The proposed new network and service plan is intended to better meet the needs of more residents and visitors as well as provide greater service frequency during peak periods when demand is the highest. Most service areas will see an increase to peak-time transit services to at least twice an hour, with Downtown seeing frequency as often as every 10 minutes. Generally, any increase in service frequency leads to a greater ridership from spontaneous transit use.

The phased approach underway will allow for minor alterations (bus stop locations, timing, etc.) following a period of monitoring and evaluation which may address concerns that are raised.

To build awareness of the changes, the City has released PSAs and advertising such as signage for transit buses, benches, stops, and handheld schedules. To explain the new routes and schedule, Transit services has been monitoring the City's social media and providing clarifications, as well as responding to direct questions through email and phone. Transit Services is also considering an online engagement session to demonstrate how to use the schedule and route system and to answer questions.

A Committee member asked whether the developed draft plan went back to the public prior to the launch of the new schedule and if it would be regular practice to do so. Administration noted that the normal practice is not to go back to the public with a draft plan given the earlier consultations. Administration also clarified that there were a number of participants in the original public engagement, with around 250 surveys completed, 30 "virtual city-hall" participants, and Yukon University who brought forward student ideas and concerns.

Committee members were also curious about the effects of travel times for riders. Administration clarified that while some riders may have an increased travel time, the City has outgrown the existing system, the current schedule does not reflect the actual travel times, and the new project attempts to better connect Whitehorse, versus creating a downtown express.

A Committee member mentioned that it is never easy to implement a new transit system, and wanted to commend the work that the Transit staff had done to create a new transit schedule. It was also noted that there would be further discussion on a Notice of Motion regarding the new schedule and timing of the implementation of the new Modernized Transit Schedule.

3. New Business – Modernized Transit Route Concerns – For Information Only

Community member Nesty Paron addressed the Committee about his concerns with the Modernized Transit Route. He stated that with the new schedule he could no longer make it to work on time without undue hardship. He asked that Council consider postponing the implementation of the modernized transit route until the public can be consulted about the schedule and various changes made.

4. New Business - Notice of Motion re: Modernized Transit Route Implementation

Councillor Curteanu gave notice that at the next Regular Council meeting on June 27, 2022 she would bring forward a motion that reads:

WHEREAS The City of Whitehorse aims to be a leader in sustainable transportation; and

WHEREAS The City of Whitehorse developed a Transportation Demand Management (TDM) Plan to encourage more sustainable travel habits and notes the improvement of public transit as one of its six strategies; and

WHEREAS In 2018, the City of Whitehorse commissioned a Transit Master Plan that resulted in a significant recommendation to improve existing route alignment and scheduling, to better match ridership demand; and

WHEREAS The City of Whitehorse contracted Stantec Consulting Group to continue work in 2020 on the Modernized Transit Route Plan with the goal to create a plan that reflects the community's needs for the municipality's transit system; and

WHEREAS The City released the Modernized Transit Route Plan to the public with the scheduled implementation date of July 1, 2022; and

WHEREAS The public feedback following the city-wide release of the Modernized Transit Route Plan has been overwhelmingly negative, highlighting substantial concerns and confusion;

I MOVE THAT:

1. City Council direct Administration to review the feedback received through emails, social media and other sources resulting from the public release of the Modernized Transit Route Plan; and
2. City Council direct Administration to organize more public engagement opportunities to collect additional input with respect to the Modernized Transit Route Plan; and
3. City Council direct Administration to analyze the information received/collected from the public and recommend potential improvements to better serve the City of Whitehorse transit ridership; and
4. City Council direct Administration to calculate the estimated cost(s) to implement any recommended improvements to the Modernized Transit Route Plan; and
5. City Council direct Administration to delay the implementation of the Modernized Transit Route Plan to provide the time needed to action the items detailed above and prepare an Administrative report to be presented to City Council for consideration in December 2022.

5. National Indigenous Peoples Day

Mayor Laura Cabott proclaimed June 21st, 2022 to be National Indigenous Peoples Day in the City of Whitehorse.

There being no further business, the meeting adjourned at 8:11 PM.



Laura Cabott, Mayor



Wendy Donnithorne, City Clerk



ADOPTED at the regular Council meeting dated June 27, 2022