



Minutes of the meeting of the Corporate Services Committee

Date	March 21, 2022	2022-06
Location	Council Chambers, City Hall	
	Councillor Michelle Friesen – Chair	
	Deputy Mayor Kirk Cameron – Vice-Chair	
Committee Members Present	Mayor Laura Cabott	
	Councillor Jocelyn Curteanu	
	Councillor Dan Boyd**	
	Councillor Ted Laking	
	Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Interim City Manager	
	Valerie Braga, Director of Corporate Services	
	Krista Mroz, Acting Director of Community Services	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations	
	Svetlana Erickson, Manager of Financial Services	
	Wendy Donnithorne, Manager of Legislative Services	

** Indicates electronic participation

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

1. Re-budgeting Capital Expenditures

As in previous budget cycles, some capital projects budgeted for the 2021 budget fiscal year were not fully completed. Department managers were asked to review their outstanding capital projects and identify any that required re-budgeting. Financial Services and Senior Management reviewed the projects, and a list of recommended projects for re-budgeting has been prepared and is presented as Appendix A.

Factors used when considering the re-budget recommendations include reasons for the delay; previous re-budgeting history; scope of original approved budget (no re-profiling allowed); and verifying that the initial budget allocation was not increased without additional funding sources identified.

For these projects to be completed, expenditures authorized in 2021 have to be re-budgeted into 2022 by amending the Capital Budget Bylaw.

Council had various questions regarding the re-budgeted items. It was clarified that various projects were being re-budgeted as they are either multi-year projects, experienced implementation delays, had contractor/consultant/staff capacity issues, or were impacted by supply chain delays.

The recommendation of the Corporate Services Committee is

THAT Council direct 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 be brought forward for consideration under the bylaw process.

2. Resolution for the Association Yukon Communities General Meeting

The Association of Yukon Communities annually invites communities to submit Resolutions they feel require the support of the membership at the AGM. Council members have suggested this year the City of Whitehorse submit two Resolutions, one proposing that the term of office for municipal councils be increased to four years, and one proposing that the Government of Yukon consult directly with municipalities on financial relief to offset the increased costs and lost revenues experienced by Yukon municipalities due to COVID-19.

The recommendation of the Corporate Services Committee is

THAT Council direct that Resolutions proposing a term of four years for municipal councils and a financial relief program for municipalities due to the impacts of the COVID-19 pandemic be forwarded to the Association of Yukon Communities for consideration by the membership at the 2022 Annual General Meeting.



Minutes of the meeting of the City Planning Committee

Date	March 21, 2022	2022-06
Location	Council Chambers, City Hall Councillor Dan Boyd ** Councillor Ted Laking – Chair	
Committee Members Present	Mayor Laura Cabott Deputy Mayor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Pat Ross, Manager of Land and Building Services Mathieu Marois, Planner Wendy Donnithorne, Manager of Legislative Services	

** Indicates electronic participation

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

1. Alkan Lease Rate Review

On February 21, 2022, Administration brought forward Bylaw 2022-11, a bylaw to approve a lease agreement, signed by Alkan Air Ltd. (Alkan), for a 0.168 ha portion of Lot 400, Group 804, Plan 24926 LTO (27 Miles Canyon Road). The proposed lease rate is \$9,050 per year, which represents 10% of market value of land (as per the Lease, Encroachment and Property Use Policy), plus all applicable property taxes, insurance premiums, and utility charges.

At the Planning Committee meeting on February 21, 2022, a representative for Alkan spoke as a delegate and requested a reduction in the proposed lease rate. Council resolved to send the lease back to Administration for further review of options to reduce the proposed lease rate.

Administration has now reviewed several options for a lower lease rate, including policy options, comparison to other jurisdictions, size of the lease area and seasonal consideration and are now bringing them forward for consideration. Based on that review and the site considerations, the proposed terms of the lease continue to be recommended for the proposed lease.

The recommendation of the City Planning Committee is

THAT Council direct Bylaw 2022-11, a bylaw to enter into a new lease agreement with Alkan Air Ltd. for a 0.168 ha portion of Lot 400, Group 804, Plan 24926 LTO (27 Miles Canyon Road) for purpose of maintaining a float plane operation, be brought forward for consideration under the bylaw process.

2. Conditional Use Application – 238 Tlingit Street – For Information Only

An application has been received to develop a light equipment sales/rentals operation with a 157 m² caretaker residence. The purpose of the proposed use is to operate a U-Haul rental business, which would complement the existing commercial storage business that the proponents own and operate on the adjacent lot. A caretaker residence larger than 120 m² is a conditional use in the FN-CIM zone, requiring a decision by Council.

Kwanlin Dün First Nation (KDFN) has not yet exercised zoning powers to regulate development on FN-zoned land. The Zoning Bylaw contains additional zone designators for each FN-zoned piece of land that show interim zone regulations that apply. In this instance, the land is zoned FN-CIM, which indicates that until such time as KDFN exercises zoning powers that govern this parcel, the zoning regulations of the CIM zone apply.

The Zoning Bylaw requires that conditional use applications be decided by Council following a public input session. Council may approve, deny, or approve with conditions applications for development permits for conditional uses

In accordance with section 4.8 of Zoning Bylaw 2012-20, a public input session has been scheduled for the regular council meeting on March 28, 2022. A total of 26 letters were sent to property owners within a 100 metre radius of the site. Government of Yukon, Kwanlin Dün First Nation and the Ta'an Kwäch'än Council were also notified by mail and email. A notice of the proposed development was placed in local newspapers on March 11, 2022.

3. Zoning Amendment – 1 Drift Drive

The owners of 1 Drift Drive in Copper Ridge have applied to rezone their property from RR – Restricted Residential Detached to RS – Residential Single Detached. Adjacent properties along Drift Drive are zoned RS (Appendix A). 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.

In 2018, two adjacent properties at 112 and 114 North Star Drive successfully rezoned their lots to allow for living suites in their RR-zoned properties. Both amendments were approved by Council under Bylaw 2018-13.

Administration confirmed that rezoning the lot to RS would fit with the surrounding community, be consistent with the intent of the OCP Emerging Directions and the City's Sustainability Plan, and likely have minimal impact to the neighbourhood from a traffic, parking or privacy perspective.

The recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2022-12, a bylaw to amend the zoning of 1 Drift Drive to allow for a living suite, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the Development Services Committee

Date	March 21, 2022	2022-06
Location	Council Chambers, City Hall	
	Councillor Jocelyn Curteanu - Chair	
	Councillor Mellisa Murray – Chair	
Committee Members Present	Mayor Laura Cabott	
	Councillor Dan Boyd**	
	Deputy Mayor Kirk Cameron	
	Councillor Michelle Friesen	
	Councillor Ted Laking	
Staff Present	Jeff O’Farrell, Interim City Manager	
	Valerie Braga, Director of Corporate Services	
	Krista Mroz, Acting Director of Community Services	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations	
	Wendy Donnithorne, Manager of 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	March 21, 2022	2022-06
Location	Council Chambers, City Hall Councillor Ted Laking – Chair Councillor Dan Boyd – Vice-Chair**	
Committee Members Present	Mayor Laura Cabott Deputy Mayor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Krista Mroz, Acting Director of Community Services Mike Gau, Director of Development Services Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Taylor Eshpeter, Manager of Engineer	

**Indicates electronic participation

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

1. **Procurement Commencement – Asphalt Surface Overlay**

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 Asphalt Surface Overlay Program involves resurfacing of roads that have deteriorated below acceptable condition but do not require full reconstruction.

Funding for this project is included in the approved 2022-2025 Capital Expenditure Program Appendix A.

The recommendation of the City Operations Committee is

THAT Council authorize Administration to commence the procurement of project 240c00410 Asphalt Surface Overlay Program.

2. Procurement Commencement – Rural Roads Surfacing 2022

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.

Funding for this project is included in the approved 2022-2025 Capital Expenditure Program. Gas Tax funding has been secured and a Transfer Payment Agreement is in place for the full amount of the project.

The recommendation of the City Operations Committee is

That Council authorize Administration to commence the procurement of project 240c00309 Rural Roads Surfacing.



Minutes of the meeting of the Community Services Committee

Date	March 21, 2022	2022-06
Location	Council Chambers, City Hall	
	Councillor Mellisa Murray – Chair	
	Councillor Michelle Friesen – Vice-Chair	
Committee Members Present	Mayor Laura Cabott	
	Councillor Dan Boyd**	
	Deputy Mayor Kirk Cameron	
	Councillor Jocelyn Curteanu	
	Councillor Ted Laking	
Absent		
	Jeff O'Farrell, Interim City Manager	
	Krista Mroz, Acting Director of Community Services	
	Valerie Braga, Director of Corporate Services	
Staff Present	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations	
	Landon Kulych, Manager of Recreation Services	
	Wendy Donnithorne, Manager of Legislative Services	

**Indicates electronic participation

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

1. Winter access at Grey Mountain Cemetery

Marney Paradis addressed the Committee to advise of her disappointment with winter access at the Grey Mountain Cemetery. Administration confirmed that various options are available and are flexible in accommodating any requests they receive.

2. Accessibility at Grey Mountain Cemetery

The Grey Mountain Cemetery is managed in accordance with the City of Whitehorse *Cemeteries Bylaw*. The cemetery is open to public access year round. Between May 1st and September 30th the Grey Mountain Cemetery is available for vehicle access from

8:00 am to 5:00 pm daily with Parks staff on site performing care, maintenance, and site supervision seven days per week.

During the winter months of October 1st to April 30th, operations at the Grey Mountain Cemetery are limited. Maintenance activities cease and staff attend the site as required. Snow accumulates and covers the assets on site including the roads, plots, and headstones. Should a winter interment be booked, a section of the cemetery road is scheduled to be plowed for access and staff remove snow by hand from the row of headstones to the required plot.

Vehicle access is restricted in the winter, and visitors must park at the cemetery entrance and enter at their own accord. Arrangements can be made with the Parks office and within two business days, access can typically be scheduled. On average, there are less than six requests annually, which are usually accommodated in less than 48 hours.

Committee members further explored the current service levels, the number of requests on average, and infrastructure at the cemetery. Members indicated they would like to explore more options to accommodate citizens who wish to visit the places of loved ones during the winter months, including providing snow removal services for accessibility on specific days, weekly or monthly, along with the current “on request” process.

The recommendation of the Community Services Committee is

THAT this matter be referred back to Administration for further analysis.



Minutes of the meeting of the Public Health and Safety Committee

Date	March 21, 2022	2022-06
Location	Council Chambers, City Hall Deputy Mayor Kirk Cameron – Chair Councillor Jocelyn Curteanu – Vice-Chair	
Committee Members Present	Mayor Laura Cabott Councillor Dan Boyd** Councillor Michelle Friesen Councillor Ted Laking Councillor Mellisa Murray	
Absent		
Staff Present	Jeff O'Farrell, Interim City Manager Valerie Braga, Director of Corporate Services Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, 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 submit the following report:

1. 20-Year Fire Risk Reduction Strategy

Dave Loeks addressed the Committee regarding the possibility of wide spread fire in the City and does the City have an alert system in place to notify residents. Mr. Loeks detailed risks especially with embers travelling great distances and in particular noted the need to “fire safe” the hospital to mitigate the potential need to evacuate it, and the need to provide for increased information to residents about evacuation plans, including for those not on social media.


Committee members had questions regarding Fire Smart and indicated that Whitehorse Alert is available to notify residence of an emergency. It was also noted that information

is available on current evacuation plans and means, and these would be further shared and communicated.

There being no further business, the meeting adjourned at 7:51 p.m.



Laura Cabott, Mayor



Wendy Donnithorne, City Clerk



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