



Minutes of the meeting of the Corporate Services Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Michelle Friesen – Chair Councillor Kirk Cameron – Vice-Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O’Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. Seniors’ Utility Grant – For Information Only

Linda Casson addressed the Committee to point out that the *Senior Utility Charges Rebate Bylaw* as currently written does not apply to seniors living on country residential properties. She suggested a number of options to make the bylaw more equitable with respect to garbage services charges, and encouraged Council to amend the bylaw so that it applies to all seniors, no matter where they live within the City.

2. Third Quarter Capital Budget Variance Report

As part of the City’s third quarter variance reporting there is a requirement for managers 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. Eight projects have been successfully completed under budget, and four have been cancelled.

A number of projects are expected to carry forward into 2022 through the capital re-budget process or be resubmitted as part of the next Capital Budget.

A budget amendment is required in order to reduce the 2021 Capital Budget by \$278,507 with most of the funds returning to reserves.

The recommendation of the Corporate Services Committee is

THAT amendments totalling \$278,507 be authorized to reduce the 2021 to 2024 Capital Expenditure Program, with the total amount not utilized and remaining in reserves being \$236,191, and the total amount not utilized and remaining in external funding sources being \$42,316.

1. Amend the completed and under budget Municipal Election Voter List System Project 300c00520 in the amount of \$15,000;
2. Amend the completed and under budget Additional One-Ton Service Truck – Water-Sewer System Maintenance Project 320c00220 in the amount of \$2,419;
3. Amend the completed and under budget Energy Upgrades Canada Games Centre Project 320c01114 in the amount of \$1,824;
4. Amend the completed and under budget Transit Handy Bus Replacement Project 320c01509 in the amount of \$3,073;
5. Amend the completed and under budget Parking Technologies Options, Analysis and Recommendation Project 400c00220 in the amount of \$7,122;
6. Amend the completed and under budget Permanent Crosswalks – Front and Main Street Project 500c00121 in the amount of \$3,386;
7. Amend the completed and under budget Waste Management Facility Alternative Daily Cover Grizzly Plates Project 650c00721 in the amount of \$12,000;
8. Amend the cancelled Zoning Bylaw Re-Write Project 720c00318 in the amount of \$125,000;
9. Amend the cancelled Indigenous Languages Place Name Incorporation Project 720c00319 in the amount of \$49,825;
10. Amend the cancelled Neighbourhood Sign Creation and Refurbishment Project 720c00614 in the amount of \$6,035;
11. Amend the cancelled Chadburn Lake Park Identity/Branding Project 720c00618 in the amount of \$29,823;
12. Amend the completed and under budget Canada Games Centre Change Room Upgrades Project 750c00419 in the amount of \$23,000.

3. Third Quarter Operating Budget Variance Report – For Information Only

The 2021 third quarter variance projection shows that total operating revenues are expected to be over budget by \$54,353 and expenses are expected to be under budget by \$527,446.

The 2021 Operating Budget includes some financial considerations for impacts of the COVID-19 pandemic based on best estimates. Additional losses in the form of unrealized revenues may be incurred. At this time, projections to December 31, 2021 as compared to the revised budget indicate an operating surplus of \$581,799.

Overall department spending is controlled. Based on the total Operating Budget, the third quarter variance is well within 1% of the City's total Operating Budget.

4. 2022 Schedule for Standing Committee and Council Meetings

Adoption of an annual meeting schedule provides a measure of certainty for both Council and Administration, and assists 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. It 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.

The recommendation of the Corporate Services Committee is

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

THAT the first meeting cycle in January be re-scheduled to the 10th and 17th respectively, and the second meeting cycle in January be re-scheduled 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.

5. Council Member and Other Annual Appointments

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

Council also authorizes the appointment of citizens to advisory boards or committees. Citizen appointments to the Board of Variance are required in accordance with the *Municipal Act* and the *Board of Variance Bylaw*. The existing members of the Board of Variance have served one term and are eligible for re-appointment for a second term. All five members have indicated their willingness to continue as board members for an additional five-year term.

The recommendation of the Corporate Services Committee is

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 Mellisa Murray	Councillor Ted Laking
Crime Stoppers	Councillor Michelle Friesen
Whitehorse Chamber of Commerce	Councillor Dan Boyd
Canadian Capital Cities Organization	Councillor Kirk Cameron

The recommendation of the Corporate Services Committee is

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

The recommendation of the Corporate Services Committee is

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.



Minutes of the meeting of the City Planning Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor 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, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Patrick Ross, Manager of Land and Building Services Wendy Donnithorne, Manager of Legislative Services Karmen Whitbread, Planner Norma Felker, Assistant City Clerk	

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

1. Zoning Bylaw Amendment – 115 Range Road

The owner 115 Range Road has applied to rezone the property from IA–Airport to CH–Highway Commercial. The company has stopped using this property for their helicopter business operations as the site no longer meets the requirements for helicopter uses. The property is surrounded by properties zoned Highway Commercial, and is accessed by signalized intersections from the Alaska Highway and Two Mile Hill. The proposed zoning permits a range of commercial uses and aligns with the intent of the land use designation under the Official Community Plan.

The recommendation of the City Planning Committee is

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.

2. Housing Development Incentive – 25 Gleaner Avenue

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. The development meets the criteria for the RCM2—Comprehensive Residential Multiple Family 2 Zone development incentive, which provides for a reduction of Development Cost Charges.

The proponent has provided appropriate site plans and construction drawings and has been issued a development permit for the project that includes four buildings, each comprised of eight two-bedroom units. The resulting density meets the minimum requirements for eligibility for an RCM2 Zone development incentive and conforms to all City zoning and building regulations.

The recommendation of the City Planning Committee is

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



Minutes of the meeting of the Development Services Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Mellisa Murray – Vice-Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Kirk Cameron Councillor Michelle Friesen Councillor Ted Laking	
Staff Present	Jeff O’Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Sara Thomson, A/Manager of Planning and Sustainability Services Norma Felker, Assistant City Clerk	

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

1. Raven Recycling Update – For Information Only

Heather Ashthorn, Executive Director of Raven Recycling, addressed the Committee to provide an update on the accomplishments and activities of the organization over the past ten years. She encouraged Council to consider the cap on diversion credits, provide better enforcement to keep recyclable materials and metals out of the landfill, empower the Extended Producer Responsibility Action Committee, and work with Raven to develop a shared responsibility system.

2. Environmental Grant Fund Allocations

The City has a \$25,000 annual budget to fund projects that advance the Whitehorse Sustainability Plan. The purpose of the Environmental Grant Program is to encourage and enable societies, commercial organizations, and schools to be active partners in achieving the City’s sustainability goals.

Six applications were received for the annual major grant intake. After a review by an internal committee, three applications were found to be eligible and have been recommended for funding.

In response to questions raised, Administration confirmed that the number of applicants and grants disbursed varies from year to year, and that the funds budgeted for environmental grants cannot be allocated to other programs. A Committee member asked for more detailed information about the proposed projects.

The recommendation of the Development Services Committee is

THAT the allocation of Environmental Grants in the amount of \$15,974 be approved as recommended by the review committee.

<u>Grant Recipient</u>	<u>Amount</u>
Whitehorse Tool Library Whitehorse Tool Library	\$1,900
Yukon Queer Society Grow and Go	\$6,824
Yukon Invasive Species Council Sweet Clover Outreach	<u>\$7,250</u>
Total	\$15,974

3. Better Build Program – For Information Only

A Committee member noted that new legislation with respect to the *Better Build Program* is being introduced by the Yukon government. Committee members expressed a number of concerns about both the lack of consultation before the legislation is introduced, and the uncertainties and potential costs that the program as currently envisioned could place on municipalities. Some members noted that delaying the legislation would allow more time to work through the issues with municipalities, recognizing that the timing of introducing legislation is Yukon government's decision.

Committee members also noted the benefits of the program, the urgency of the need due to the climate crisis, and the amount of interest and demand by homeowners for this kind of program. The proposed legislation is largely enabling, and program details will be developed and set out in future regulations. The proposed YG-Municipalities Joint Working Group may provide opportunities to identify and address challenges associated with municipal responsibilities for collection and program administration, as well as the opportunity to work in partnership to mitigate those challenges.



Minutes of the meeting of the City Operations Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Ted Laking – Chair Councillor Dan Boyd – Vice Chair Mayor Laura Cabott Deputy Mayor Mellisa Murray Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen	
Staff Present	Jeff O’Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

Your Worship, there is no report from the City Operations Committee.



Minutes of the meeting of the Community Services Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Mellisa Murray – Chair Councillor Michelle Friesen – Vice-Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Ted Laking	
Staff Present	Jeff O’Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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



Minutes of the meeting of the Public Health and Safety Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Kirk Cameron – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Laura Cabott Deputy Mayor Mellisa Murray Councillor Dan Boyd Councillor Michelle Friesen Councillor Ted Laking	
Staff Present	Jeff O'Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

There being no further business, the meeting adjourned at 7:37 p.m.



Laura Cabott, Mayor

Norma L. Felker, Assistant City Clerk

ADOPTED at meeting #2021-23 dated November 29, 2021.