

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, May 4, 2020 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS Virtual Yukon Mining and Geology Week – May 4 to 8, 2020

DELEGATES Gregory Bryce – Business License Fees

CITY PLANNING COMMITTEE

1. Zoning Amendment – 604 Black Street
2. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Council's 2020 Strategic Priorities
2. New Business



PROCLAMATION

VIRTUAL YUKON MINING AND GEOLOGY WEEK

May 4 to 8, 2020

WHEREAS Whitehorse has a rich and vibrant history of mining in and around the community; and

WHEREAS lasting benefits and legacies such as the McIntyre Creek area and the hundreds of kilometres of recreational trails that citizens enjoy in the Whitehorse area are a direct result of mining; and

WHEREAS pioneers and builders were visionaries that helped create the Whitehorse Copper Mine, which became the largest single employer of Whitehorse residents for decades; and

WHEREAS technology and innovation have ushered in a new era of modern and responsible mining practices that enable citizens to participate in an industry that is the largest private sector contributor to Yukon's economy; and

WHEREAS Virtual Yukon Mining and Geology Week celebrates Yukon's cornerstone industry by hosting a number of activities online, and providing educational opportunities where students, families and the general public can learn more about Yukon's rich geological endowment and the diversity of the citizens who work in it;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim the week of May 4th to 8th, 2020 to be ***Virtual Yukon Mining and Geology Week*** in the City of Whitehorse.

Dan Curtis
Mayor



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April 24, 2020

Mayor and Council
City of Whitehorse
2121 Second Avenue
Whitehorse, Yukon

Re: **Business license renewals during pandemic and related concerns**

1) Business license renewal:

The city license for this business was first issued in 1995, I believe; I took the business over in 2003 and have paid for annual licenses 17 times so far. Mine comes up for renewal on May 17 this year at a fee of \$160.

As a result of the coronavirus, all my expected guests scheduled from March to early June cancelled their reservations in March. This is normally a very slow season for me, but these did amount to six parties – from Canada, the U.S. and Germany – and 25 room-nights.

It is quite possible that I will not be able to accept *any* nightly guests for the rest of the year.

With a loss of potentially 100% of annual revenue in 2020 – generally in the \$19,000 to \$26,000 range in recent years – I have to cut costs where possible. So far, I have frozen my credit card processing account, a small saving of \$16 monthly. Three of my four advertising avenues were paid for last summer or early this year, but I may be able to cancel or postpone the fourth.

Request: Now I am asking the City to suspend the requirement for a paid business license for any business that is not operating as a result of the Covid-19 virus, and when (or if) the business resumes, to issue a license without penalties effective on the date of resumption of business.

The business owner could be required to sign a promise to notify the City when the business reopens, or that could be done on the basis of trust. An alternative would be to simply reduce the renewal fee to \$10 or \$20.

2) Other concerns about business licenses:

I ask the City to review several other matters related to business licenses. No immediate decisions are required.

- a) *License fee as proportion of revenue:* I have glanced on occasion at business licenses posted on the walls of other retail businesses, and believe I have seen some for categories listed as "Unclassified" for which the fee

was \$160, yet the businesses appeared to be ones that would have 30 to 50 times my revenue.

To me, it would make sense to charge different fees for businesses within differing ranges of gross annual revenue.

- b) *Equal application of requirement:* It is my impression that people renting out short-term accommodations under the AirB&B banner are not currently required to have business licenses in Whitehorse. If that is so, it strikes me as unfair.
- c) *Purpose and benefit of licenses:* When this business was started by my predecessor in 1995, it would have had to meet certain requirements under the City bylaw in order to be licensed.

I believe these included, or may have,

- a survey of property owners within some number of metres to determine if anyone objected;
- a requirement for a certain number of parking spaces (I have a double driveway)
- perhaps a review of building, furnace, plumbing and electrical permits

From 2003 to 2019, I have paid the City \$2,400 in license fees. (The rate increased from \$120 to \$144 in 2009 and to \$160 in 2014.) Yet, I have not once, in my memory, had contact with Bylaw in relation to this business.

Once the initial license has been issued, it is difficult to see what benefit these annual fees provide to the business or the public.

The only potential one that comes to mind would be confirmation for inquiring visitors from afar that the advertised business really existed, especially if they were being asked for a deposit. I do realize there are real estate scams out there, such as phony real estate agents "selling" houses they do not actually own, and there are lots of email scams aimed at B&B owners.

Does the City devote *any* time and effort to regulating B&Bs after the initial licensing?

Yours truly,

Gregory Bryce

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Jan Stick

Vice-Chair: Samson Hartland

May 4, 2020

Meeting #2020-12

-
1. Zoning Amendment - 604 Black Street
Presented by Planner Hannah McDonald
 2. New Business

ADMINISTRATIVE REPORT

TO: City Planning Committee
FROM: Administration
DATE: May 4, 2020
RE: Zoning Amendment – 604 Black Street

ISSUE

Application for a zoning amendment to reduce the side and rear yard setbacks at 604 Black Street to allow the construction of a suite above an existing garage.

REFERENCE

- 2010 Official Community Plan
- Zoning Bylaw 2012-20

HISTORY

The owner of 604 Black Street would like to build a suite above an existing garage on his property. The applicant has requested a zoning amendment to:

- (a) relax the side yard setback on the south-west side of his property from 1.5 metres to 1.2 metres; and
- (b) relax the rear yard set back from 3.0 metres to 2.0 metres.

The Residential Downtown (RD) zone allows for a maximum of four dwelling units per lot. The existing single family home on the property has been converted into a multiple housing development with three units. The suite above the garage would be the fourth unit on the property.

The application was reviewed by the City's Development Review Committee on April 1, 2020 and no further issues were identified.

ALTERNATIVES

1. Proceed with the amendment under the bylaw process.
2. Do not proceed with the amendment.

ANALYSIS

Official Community Plan (OCP)

The OCP designation for this area is Residential–Downtown. Policy 7.3.1 of the OCP states that increasing the intensity of residential developments is appropriate within this land-use designation, but that development should happen in a way that protects the unique character of the city's oldest existing neighbourhood.

In the current OCP the suggested maximum density for this land use designation is 90 units per hectare. This is roughly equivalent to four units on a typical Old Town lot.

Policy 5.1.3 of the OCP states that the City will pursue a dense, compact development pattern. Densification in the downtown neighbourhood is an important part of this approach.

Zoning

The subject area is zoned as RD. The existing garage currently meets the accessory structure setback requirements, 0.6 m for both the side and rear yards. However, once a dwelling is added as a second storey the garage transitions from an accessory structure to a principal use structure. This means that the new dwelling construction would have to respect the principal use setbacks of 1.5 metres (side yard) and 3.0 metres (rear yard).

Based on minimum lot sizes for the RD zone and other development regulations (such as setback requirements), it has proven difficult for RD property owners to maximize their allowable density unless they are willing to completely redevelop the property by demolishing all existing structures.

In 2011 the City updated the Zoning Bylaw to allow Garden Suites (i.e., permanent detached suites) in all country residential and urban single-family residential areas. This amendment (along with later changes to the RD zone and other zoning changes) was intended to help increase the supply of affordable and rental housing options.

Since 2011, many property owners in urban single-family residential areas have looked into converting existing accessory structures (mainly garages) into garden suites and have found similar issues around setbacks. These property owners built their accessory structures close to lot lines because the Zoning Bylaw allowed it, but this is now preventing them from adapting these structures into garden suites. If the rezoning at hand is approved, Council could also direct Administration to examine broader changes that would allow more property owners to convert accessory structures into garden suites.

Administration has pointed out to the applicant that he could relocate the existing garage so that it meets the principal use setback requirements. However, he does not see this as a cost effective option and prefers to ask that the setbacks be reduced.

Schedule

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	May 4, 2020
First Reading:	May 11
Newspaper Ads:	May 15 and 22
Public Hearing:	June 15
Report to Committee:	June 23
Second and Third Reading:	June 29

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2020-21, a bylaw to amend the zoning of 604 Black Street to reduce the south-west side lot setback from 1.5 metres to 1.2 metres and reduce the rear yard setback from 3.0 metres to 2.0 metres, be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2020-21

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to allow for the development of an additional housing unit in an existing structure at 604 Black Street in the Downtown area;

NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Section 9.11.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 9.11.7 b) as follows:
 "9.11.7 b) Lot 2, Block 131, located at 604 Black Street, is designated RDx(b) with the special modification being that the minimum south-west side yard setback is 1.2 m and the minimum rear yard setback is 2.0 m."
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 2, Plan 131, located at 604 Black Street, from RD–Residential Downtown to RDx(b)–Residential Downtown modified, as indicated on the sketch attached hereto as Appendix "A" and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

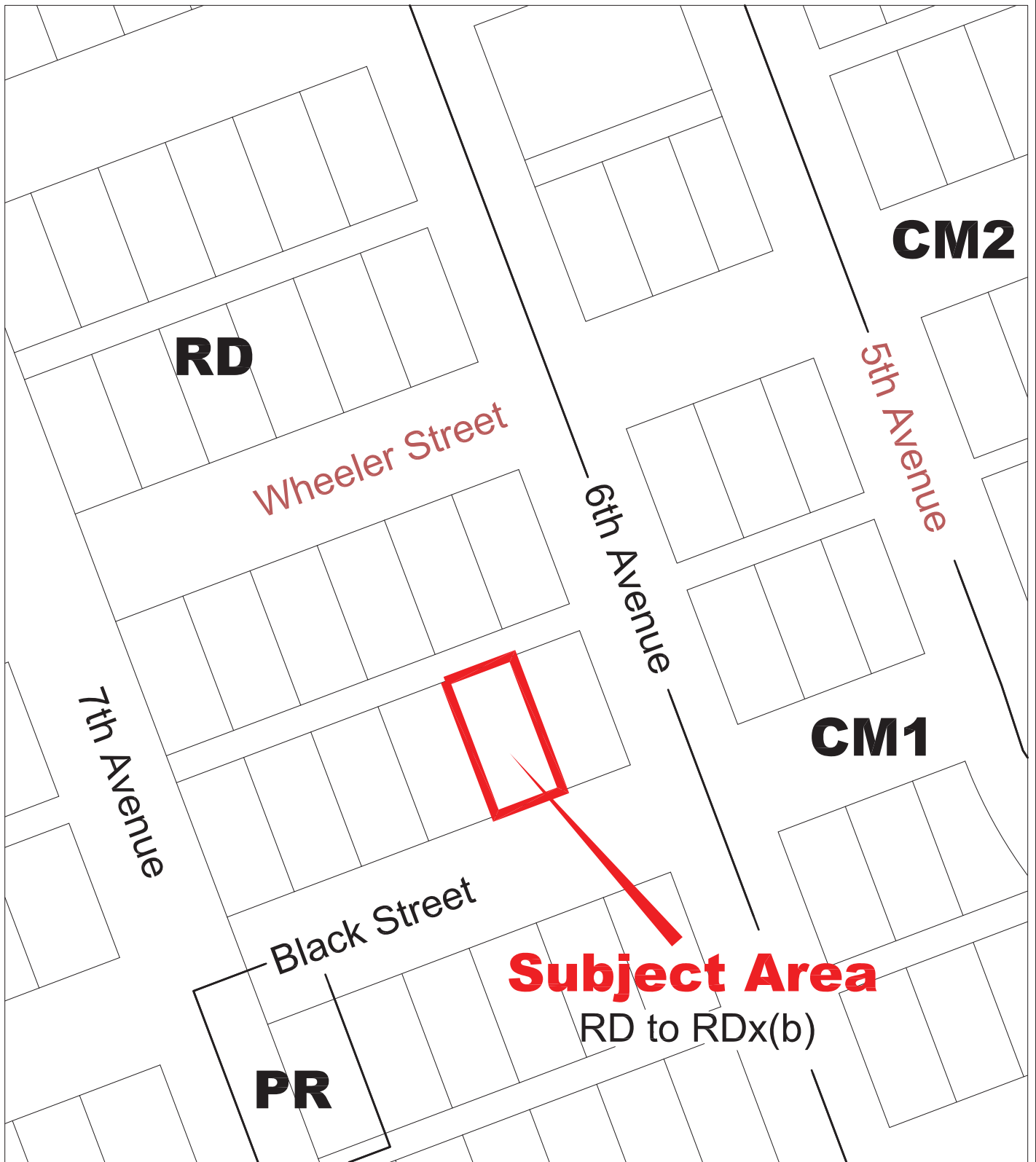
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Mayor


Assistant City Clerk



BYLAW 2020-21

A bylaw to amend the zoning of Lot 2, Block 131 (604 Black Street) to reduce one side yard setback to 1.2 m and the rear yard setback to 2.0 m to allow for an additional dwelling unit.

LEGEND

 SUBJECT AREA

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Samson Hartland

Vice-Chair: Laura Cabott

May 4, 2020

Meeting #2020-12

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu **Vice-Chair:** Dan Boyd

May 4, 2020

Meeting #2020-12

1. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE
Council Chambers, City Hall



Chair: Stephen Roddick **Vice-Chair:** Jan Stick

May 4, 2020

Meeting #2020-12

1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Jocelyn Curteanu

May 4, 2020

Meeting #2020-12

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Laura Cabott

Vice-Chair: Stephen Roddick

May 4, 2020

Meeting #2020-12

1. 2020 Strategic Priorities
Presented by City Manager Linda Rapp

2. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: May 4, 2020
RE: Council's 2020 Strategic Priorities

ISSUE

Public release of the Whitehorse City Council 2020 Strategic Priorities.

REFERENCE

Whitehorse City Council Strategic Priorities 2020 (attached)

HISTORY

Whitehorse City Council meets annually to evaluate the previous year's performance and to confirm strategic priorities. Mayor and Council along with senior management met on February 11 and 12, 2020 in a facilitated session with a consultant.

Council reviewed successes and areas for improvement from 2019 and confirmed its collective priorities for 2020. Senior management also shared divisional initiatives planned for early 2020. This information was being prepared for release to the public when the COVID-19 reality hit the Yukon and immediate priorities needed to shift to a public health emergency response.

ALTERNATIVES

1. Confirm Council's 2020 strategic priorities and authorize their release to the public.
2. Refer the 2020 strategic priorities back to Administration with additional direction.

ANALYSIS

Council's strategic priorities remain a focus for Council and it is important to share these priorities with the public. Council would like the public to understand that some projects and timelines may need to be adjusted due to the City's response requirements to the COVID-19 pandemic.

ADMINISTRATIVE RECOMMENDATION

THAT Council confirm its 2020 strategic priorities; and

THAT Council authorize the public release of Whitehorse City Council Strategic Priorities 2020.



Whitehorse City Council
Strategic Priorities
2020



Priority Setting Process

Council met on February 11 and 12, 2020 to review progress in 2019. Council, along with Senior Management, focused on enhancing organizational and governance excellence through the following activities:

- Identified topics of interest for discussion
- Explored each topic for organizational excellence ideas
- Determined organizational excellence strategies for implementation





Strategic Alignment

Strategic alignment binds the City's vision for the future and the policy decisions and resource allocations that guide the organization today. It reflects the organization's ability to identify strategic priorities consistent with its resource capacity. Priority setting is the process of turning strategy into results by aligning with actions, tactics with responsibilities and resources with timelines, ensuring Council and staff are on the same page.

Strategic Priorities for 2020



Environmental Stewardship

The City continuously strives to minimize its impact on the environment through strategic investments in greener buildings and vehicles, improvements in operations, enhanced energy management, and construction of infrastructure that encourages alternative transportation and is resilient to the impacts of climate change. In recognition of the impact climate change is having on our city and planet, City Council declared a Climate Change Emergency in the city of Whitehorse on September 23, 2019. This declaration will lead to prioritization of actions for related operational improvements and capital investments. These investments allow both the corporation and the community to consume less energy and create fewer greenhouse gases, and enhance Whitehorse residents' quality of life.



Transportation

As the city grows it is crucial to review and potentially adjust current transportation routes. Modes of transportation are changing and traffic impacts of developing neighborhoods (eg. Whistle Bend) are noticeable. There are many initiatives that will need to be considered collectively to plan for the future. Some of these include: Citywide Transportation Plan, Bicycle Network Plan, Transit Master Plan, Second Avenue Corridor Study, Official Community Plan & Transportation Demand Management Plan.



Infrastructure Renewal

The City plans on taking full advantage of the federal funding programs to move several infrastructure projects forward. The City facilities in the Building Consolidation Plan alone will have significant impact on efficiency. Several other projects to be led by Engineering, Operations and Water and Waste Services are also identified in the City's four-year Capital Plan. See Key Capital Projects on page 8.



Public Safety

The threat of a wildland fire is at the top of mind for fire services in both Government of Yukon and the City. Significant planning is underway to address public education and specific initiatives such as preventative prescribed burns, fire line/break, encouraging fire-smart activities, risk assessment, risk reduction planning and implementation planning.



Housing

Providing opportunities for housing development remains a priority. Besides releasing land for development, the update of the Official Community Plan, which is underway, will identify future areas for development. The City will continue to work with federal, territorial and First Nation government partners, and non-profit and private sector partners to help residents attain housing.



Council Priorities:

Now

- Asset Management Policy – September
- 2nd Avenue Options – August
- Transit Route Schedule – September
- Official Community Plan Draft 1 - October
- Climate Change Priority Projects – May

Next

- Transportation Plan: City-wide
- Zoning Bylaw
- Canada Winter Games 2027: City Role
- Asset Management Plan

Advocacy / Partnerships

- Government of Yukon - Funding For Recreation Infrastructure
- Government of Yukon - Electrical Vehicle Feasibility Study
- Government of Yukon - E-Waste
- Government of Yukon - Tire Pile Solutions
- RCMP - Update Meetings

Divisional Initiatives

Director of Community and Recreation Services

Divisional Priorities	Target Date
Transit Master Plan Implementation Priorities	Complete
· Technology RFP	
Parks and Rec Master Plan Implementation	Complete
· Facility Allocation Policy	
· New Recreation Booking Software	
Bylaw Services Review Implementation	Ongoing
· Meter infrastructure options and analysis	
Arctic Winter Games Venue Planning	Complete
Trail Plan Update RFP Award	Ongoing
Under Way/Next	
Grey Mountain Cemetery Expansion	
New Transit Route RFP	
Additional Projects	
Parking Meter Technology Upgrades RFP	
Public Art RFP	
Recreation Facility Planning	

Director of Corporate Services

Divisional Priorities	Target Date
Safety Management System: Priorities	Complete
Asset Management System: Scope	Complete
IT Strategy: Scope	Complete
Safety Management System Review: Implementation	July 2020
Procurement Policy Revision	Ongoing
Asset Management System: Prioritization	June 2020
Under Way/Next	
Developing Recruitment Framework	
2021 Municipal Election Planning	
Additional Projects	
Leveraging technology across the corporation: planning	
Major departmental safety program development	
Respectful workplace training development	

Divisional Initiatives

Director of Development Services

Divisional Priorities	Target Date
Local Improvement Charge Policy	June 2020
· Present Options	
Official Community Plan	October 2020
· Phase 3 “Create the Plan”	
Housing Incentive Policy	Complete
· Commence Council Process	
Under Way/Next	
Wildfire Prevention Strategy	
Safe At Home Partners Group – Implementation of Plan	
Schwatka Lake Area Plan Implementation/Permit Enforcement	
Additional Projects	
Community Advisory Board - Safe at Home	
Service Building Planning	

Director of Infrastructure and Operations

Divisional Priorities	Target Date
Operations Building Commissioning	May 2020
Fire Hall # 1 Construction	April 2020
Services Building Design RFP evaluation	April 2020
Under Way/Next	
Fire Chief Recruitment hired – Start Date : Jan 13/20	
Infrastructure Funding Strategy – Draft TPA	
Additional Projects	

Key Capital Projects

Replacement Transit Buses

BCP - Fire Hall #1 building

Waste Heat Recovery - CGC

Fuel Abatement

Emerging Pollutants: Wastewater Treatment

Citywide Transportation Plan

Hillcrest Reconstruction

Tlingit Street Reconstruction

Cook Street Reconstruction

Official Community Plan

Asset Management

Records Management

Leveraging Technology: IT Strategy

Canada Games Centre Waste Heat Recovery

Trail Plan Update

Parking Meter Technology Review

Mobile Radar Speed Trailer

Planning for Upgrades to the Mount McIntyre Recreation Centre

Planning for Upgrades to the Takhini Arena

City Council



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