



Minutes of the meeting of the City Operations Committee

Date	February 3, 2020	2020-03
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
Absent	Councillor Dan Boyd Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Taylor Eshpeter, Manager of Engineering Services Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications	

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

1. Infrastructure Agreement – Hillcrest Water Supply Project

The City has a 2020 capital project to extend a water main across the Alaska Highway to provide another connection to the Hillcrest neighbourhood. In order to avoid conflict with a concurrent YG project to upgrade the Alaska Highway in the area, an agreement has been negotiated to combine the projects and have YG administer the contract for construction.

The proposed infrastructure agreement provides that YG will complete the design of the water main with review and approval by the City, and that the water main work will be incorporated into the YG tender for the overall highway improvements project. The City will be invoiced for the design and construction work.

The proposed agreement eliminates the risks associated with having two separate contracts in the same vicinity, managed by two different governments. Efficiencies and cost savings are also expected due to reduced coordination during design and construction.

The recommendation of the City Operations Committee is

THAT the Mayor be authorized to sign on behalf of the City of Whitehorse the Infrastructure Agreement with the Government of Yukon with respect to the Hillcrest Water Supply Project.



Minutes of the meeting of the Community Services Committee

Date	February 3, 2020	2020-03
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Stephen Roddick Councillor Jan Stick	
Absent	Councillor Dan Boyd Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications	

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



Minutes of the meeting of the Public Health and Safety Committee

Date	February 3, 2020	2020-03
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jan Stick – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu	
Absent	Councillor Dan Boyd Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications	

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



Minutes of the meeting of the Development Services Committee

Date	February 3, 2020	2020-03
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Stephen Roddick Councillor Jan Stick	
Absent	Councillor Dan Boyd Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Manager of Strategic Communications	

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

1. Climate Change – For Information Only

Matthew Trickett addressed the Committee to provide a packet of information regarding climate change issues. He stated the opinion that it is contradictory for Council to declare a climate change emergency and then host 2,000 amateur athletes in the Arctic Winter Games competitions, given the large carbon footprint of such events. Mr. Trickett also stated that, while the forests around Whitehorse need to be cleaned up due to the wildfire risk, healthy trees should not be cut down as they are carbon-beneficial.



Minutes of the meeting of the Corporate Services Committee

Date	February 3, 2020	2020-03
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Jan Stick	
Absent	Councillor Dan Boyd Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Taylor Eshpeter, Manager of Engineering Services Lindsay Schneider, Manager of Financial Services Catherine Constable, Manager of Legislative Services Landon Kulych, Manager of Parks and Community Development Myles Dolphin, Manager of Strategic Communications	

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

1. Seniors' Property Tax Deferment Program – For Information Only

Gabriele Watts addressed the Committee to bring awareness to the City's Senior Property Tax Deferment Program. She stated that most people are aware of other City initiatives for seniors, but the Property Tax Deferment Program is virtually unknown. She encouraged the City to provide better communication about the program and suggested that the information be included with the property tax notices.

2. Capital Re-budget and Contract Award – Quartz Road Lift Station SCADA

The SCADA Upgrade Project for the Quartz Road Lift Station was not completed in 2019 due to limited design capacity and competing administrative priorities. Radio communications are proposed for installations on remote stations to optimize costs,

realize real-time monitoring, improve the continuity and quality of data, better capture peak flows, and allow for the addition of security cameras. Flow data is required to meet conditions of the City's water licence and is essential data to optimize the operations of the water and sewer network.

One compliant bid was received in response to the tender issued for the Quartz Road Lift Station/Livingstone Trail Environmental Control Facility Outfall Flow Meter SCADA Project. An internal review committee agreed that the bidder is familiar with the scope of the work and has the knowledge and experience to complete the work successfully. The prices submitted are reasonable.

With a re-budget of 2019 funds, sufficient funds are available in the capital budget to complete this portion of the project. Additional radio control upgrades are planned at other sites in accordance with the project description and will be implemented in 2020. The project is entirely funded by Gas Tax.

The recommendation of the Corporate Services Committee is

THAT the remaining funds from the 2019 capital budget for the SCADA Program Project be re-budgeted to 2020 in an amount up to \$501,050; and

THAT Administration be authorized to award the contract for the 2019 Quartz Road Lift Station/Livingstone Trail Environmental Control Facility Outfall Flow Meter SCADA Project to Jaytech Electrical & Controls for a net cost to the City of \$164,025 plus GST.

3. Capital Re-budget and Contract Award – Trail Plan Consulting Services

An updated Trail Plan will inform future management and decision-making strategies, recommend growth opportunities, and support relationship-building initiatives. The project will be subject to an extensive public engagement process with the intention to develop a final plan that addresses strategic trail planning priorities spanning the next ten years. As the community continues to grow, the new Trail Plan will be an essential planning resource.

Six compliant proposals were received in response to the request for proposals issued in 2019 for consulting services to update the City Trail Plan. An internal committee reviewed the proposals in accordance with the Consulting Services Selection Procedures Policy.

With a re-budget of 2019 funds, sufficient funds are available in the capital budget to complete this project. The budget is funded entirely from Gas Tax.

The recommendation of the Corporate Services Committee is

THAT the remaining funds from the 2019 capital budget for the Trail Plan Update project be re-budgeted to 2020 in an amount up to \$70,000; and

THAT Administration be authorized to award the contract for consulting services for the Trail Plan Update project to LEES + Associates for a net cost to the City of \$69,741 plus GST.

4. Local Improvement Charges – Urban Electrification

In 1989 the City began assisting with the cost of electrifying urban property by financing it as a loan to the property owners and charging the cost back to the property as a local improvement charge. In order to have an application approved the applicant must have title to the property, current taxes must be paid in full, and the cost of the work must not exceed 75% of the assessed value of the property. The owners of the property located at 190 War Eagle Way in the Raven's Ridge Subdivision have met all the conditions of the urban electrification program. A bylaw is required to provide for a work of local improvement.

The recommendation of the Corporate Services Committee is

THAT the application under the urban electrification program for Lot 28 Raven's Ridge Subdivision be accepted; and

THAT Bylaw 2020-08, a bylaw to authorize a local improvement charge for urban electrification at 190 War Eagle Way in the Raven's Ridge Subdivision, be brought forward for consideration under the bylaw process.

5. Rescind Council Member Appointment to AYC

In 2019 three members of council were appointed to represent the City with the Association of Yukon Communities. However, Councillor Curteanu is a member of the AYC executive committee and therefore is not a representative of the City of Whitehorse. Rescinding her appointment will not impact her role on the executive committee or council's representation with the organization.

The recommendation of the Corporate Services Committee is

THAT the appointment of Councillor Jocelyn Curteanu as a Council representative to the Association of Yukon Communities, for the period November 1, 2019 to October 31, 2020, be rescinded.

6. Authorize Council Travel – FCM Annual Conference

The Council Remuneration Bylaw requires prior approval from council for all requests for funding or reimbursement of expenses incurred in conjunction with travel by members of council outside the City of Whitehorse. The 2020 Federation of Canadian Municipalities Annual Conference and Trade Show will be held in Toronto in early June. Three members of council have indicated their intention to attend.

The recommendation of the Corporate Services Committee is

THAT travel and per diem expenses be authorized for Councillors Boyd, Curteanu and Roddick to attend the 2020 Federation of Canadian Municipalities Annual Conference and Trade Show to be held in Toronto, Ontario in June.



Minutes of the meeting of the City Planning Committee

Date	February 3, 2020	2020-03
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jan Stick – Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick	
Absent	Councillor Dan Boyd Councillor Samson Hartland	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Mélodie Simard, Manager of Planning and Sustainability Services Myles Dolphin, Manager of Strategic Communications	

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

1. Public Hearing Report – Zoning Amendment – Keno Way CNC2 Zone

Bylaw 2019-20 contains a number of changes to the CNC2-Comprehensive Neighbourhood Commercial 2 zone in Whistle Bend prior to the commercial lots being offered for sale. The edits are intended to implement an urban form that will function similar to Main Street and complement the location of the town square as the centre of the neighbourhood.

No one appeared to speak to the bylaw at the public hearing. One written submission was received that expressed some concerns regarding building setbacks, reduced parking requirements, and the need for better bus service on Keno Way.

Bylaw 2019-20 does not propose any changes to the existing building setbacks in this zone. The design of Keno Way is similar to Main Street, including wide pedestrian boulevards that can be used for interim snow storage prior to removal. The proposed bylaw reduces parking requirements for both residential and commercial uses to the same requirements used downtown.

This amendment is intended to provide additional development space on the lots as well as promote the walkable design for Whistle Bend, making parking reductions for commercial businesses appropriate. However, overflow parking from residential units may create parking issues for businesses on Keno Way. Therefore, Administration is recommending that the parking reduction for commercial areas be retained, but residential parking requirements be reverted to one space per dwelling unit.

The City may explore increased bus service and route changes through future Transit planning and budgeting processes.

The recommendation of the City Planning Committee is

THAT Bylaw 2019-20, a bylaw to make several edits to the CNC2 zone on Keno Way in the Whistle Bend neighbourhood, be brought forward for second and third reading under the bylaw process; and

THAT Bylaw 2019-20 be amended at second reading to remove changes to residential parking requirements in the CNC2 zone.

2. Public Hearing Report – Zoning Amendment – 25 Rhine/468 Range Road

The owner of the properties located at 25 Rhine Way and 468 Range Road in the Takhini neighbourhood applied for a zoning amendment to allow for a boundary realignment and reduction of parking for a supportive housing development. Twelve people appeared at the public hearing to oppose the development, and the proponent spoke in support of the project. 50 written submissions were received, four in favour, 27 opposed and 19 expressing concerns. The opposition and concerns expressed were primarily centred around the reduced parking requirements and the resultant impacts on on-street parking and other traffic issues.

As a result of the input received, the proponent has amended the development plans to increase the number of parking spaces to more than the minimum required under the current zoning of the Range Road property. Therefore, the zoning amendment to reduce the number of required parking spaces is no longer needed.

To provide access for the underground parking that is part of the new design, the proponent proposes to increase the boundary realignment area by 15%. Administration supports this change as it improves the overall design of the project and provides a response to the public input, but will have minimal impact on the development potential of the remaining portion of the 25 Rhine Way property.

The recommendation of the City Planning Committee is

THAT Bylaw 2019-21, a bylaw to amend the zoning of a portion of 25 Rhine Way and 468 Range Road, located in the Takhini neighbourhood, to allow for a boundary realignment and reduced parking requirements for a supportive housing development, be brought forward for second and third reading under the bylaw process; and

THAT Bylaw 2019-21 be amended at second reading to maintain the minimum parking requirements as provided in Zoning Bylaw 2012-20; and

THAT Bylaw 2019-21 be amended at second reading to increase the boundary realignment area from 557 m2 to 888 m2, as shown on Appendix A.

3. International Development Week – For Information Only

A Committee member advised that February 2 to 8, 2020 is International Development Week and local organizations are holding events to celebrate the 30th anniversary of this initiative to support sustainable development.

4. Climate Change Emergency Report – For Information Only

A Committee member commended administration on the Climate Change Emergency report recently shared with Council and asked when the report will be released to the public. Administration advised that an administrative report will be prepared for a future Standing Committee meeting.

5. Strategic Planning – For Information Only

A Committee member noted that Climate Change Emergency issues will be considered during the upcoming strategic priorities sessions and asked when the updated strategic priorities will be finalized. Administration advised that finalization will depend on how quickly Council members can confirm their priorities. The priorities could be shared shortly after the planning sessions are finished, but the public document could take a few weeks longer to produce.

There being no further business, the meeting adjourned at 6:45 p.m.

Adopted at the regular council meeting on February 10, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk