



Minutes of the meeting of the City Planning Committee

Date	June 23, 2020	2020-15
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jan Stick – Chair Councillor Samson Hartland – Vice Chair Deputy Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu – Electronic Participation Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Valerie Braga, Acting City Manager Doug Spencer, Acting Director of Community and Recreation Services Lindsay Schneider, Acting Director of Human Resources Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Mike Ellis, Senior Planner	

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

1. Public Hearing Report – Zoning Amendment – 5th and Rogers Parcel

The 5th and Rogers site is a large parcel consisting of undeveloped land owned by the Government of Yukon. The Master Plan for the site builds on the high-density, mixed-use vision for the area set out in the Official Community Plan and the City’s 2011 Downtown South Master Plan. To ensure conformance between the Official Community Plan and the Zoning Bylaw, the proposed zoning amendment would remove single detached and duplex housing as principal uses on the site.

No submissions were received for the public hearing and no issues were raised.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-18, a bylaw to amend the zoning of a portion of the parcel at 5048 5th Avenue to remove single detached and duplex housing as principal uses on the site, be brought forward for second and third reading under the bylaw process.

2. Public Hearing Report – Zoning Amendment – 604 Black Street

The owner of the property at 604 Black Street has applied to amend the zoning by reducing the rear yard setback and one of the side yard setbacks to allow for the construction of a suite above an existing garage. The Residential Downtown zone allows for a maximum of four dwelling units per lot. The suite above the garage would be the fourth unit on the property. The only submission received for the public hearing was from the proponent, explaining the need for the amendment due to the existing placement of the garage. No issues were raised.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-21, a bylaw to amend the zoning of 604 Black Street to allow for the development of a living suite above an existing garage, be brought forward for second and third reading under the bylaw process.

3. Zoning Amendment – Heavy Industrial Lot – Whitehorse Copper Area

The owners of a large lot in the Whitehorse Copper area have applied to change the zoning from Heavy Industrial to Service Industrial to allow for the construction of an office building, shop, and wash bay, and the consolidation of all their holdings at one location. Offices are not a permitted use under the current zoning.

The property's eastern boundary is shared with land zoned Country Residential 1, and its western boundary is approximately 50 metres from another area zoned for country residential use. Given the residential use of surrounding properties, the utility of this parcel being zoned for heavy industrial uses is diminished due to regulations that prohibit noxious uses from occurring in close proximity to residential uses.

The requested downzoning of industrial intensity of the property is not anticipated to result in any significant adverse impacts, since uses are generally already limited to intensities shared with the Service Industrial zone. The requested zoning change for the access right-of-way is also not anticipated to have significant adverse impacts.

Issues with respect to highway access, the volumes of water drawn and waste water discharged, and the ability to provide an adequate fire suppression system for the proposed office building would be addressed through the Development Permit process if this zoning amendment is approved.

The recommendation of the City Planning Committee is

THAT Bylaw 2020-26, a bylaw to change the zoning of Lot 287 (REM), Group 804 and a portion of the access road to the property in the Whitehorse Copper area, from Heavy Industrial and Greenbelt to Service Industrial, be brought forward for consideration under the bylaw process.

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Minutes of the meeting of the City Operations Committee

Date	June 23, 2020	2020-15
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Samson Hartland – Chair Deputy Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu – Electronic Participation Councillor Stephen Roddick Councillor Jan Stick	
Absent	Mayor Dan Curtis	
Staff Present	Valerie Braga, Acting City Manager Doug Spencer, Acting Director of Community and Recreation Services Lindsay Schneider, Acting Director of Human Resources Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Richard Graham, Manager of Operations	

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

1. Contract Award – Wheeled Front End Loader

The 2020 capital budget includes funds for the purchase of a wheeled front end loader to replace an aging piece of the City’s fleet. Two compliant bids were received in response to the tender issued.

Based on the total cost of ownership calculations, the highest ranked bidder has the knowledge and experience to complete the work successfully and the price submitted is reasonable and within budget.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for the supply and delivery of one wheeled front end loader to Finning Canada for a net cost to the City of \$ 301,500.13, plus GST.

2. Contract Award – Handy Bus

The 2020 capital budget includes funds for the purchase of a handy bus to replace an aging piece of the City's fleet. One compliant bid was received in response to the tender issued. The bidder has the knowledge and experience to complete the work successfully and the price submitted is reasonable and within budget.

In response to questions raised, administration advised that if another delivery model is adopted for Handy Bus services, these vehicles will be used for other purposes in accordance with the Transit Master Plan. The model being purchased is the same type as the vehicle being replaced, with the only modification being options for driver protection.

The recommendation of the City Operations Committee is

THAT administration be authorized to award the contract for the supply and delivery of one handy bus to Dynamic Specialty Vehicles for a net cost to the City of \$229,809.00, plus GST.

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Minutes of the meeting of the Community Services Committee

Date	June 23, 2020	2020-15
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Deputy Mayor Laura Cabott Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick	
Absent	Mayor Dan Curtis	
Staff Present	Valerie Braga, Acting City Manager Doug Spencer, Acting Director of Community and Recreation Services Lindsay Schneider, Acting Director of Human Resources Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services	

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

1. Request for Support – Community Service Provider – For Information Only

A written submission was received requesting storage space and the waiver of landfill fees on behalf of the Cod Father Family Support Society. The writer explained that he provides support to vulnerable people in the City, assisting them with projects that help them get back on their feet and feel good about themselves. He asked that landfill fees be waived for the people he assists as they cannot afford the fees. He also asked if the City can provide storage space for the supplies he needs to provide the assistance required.

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Minutes of the meeting of the Public Health and Safety Committee

Date	June 23, 2020	2020-15
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jan Stick – Vice Chair Deputy Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland	
Absent	Mayor Dan Curtis	
Staff Present	Valerie Braga, Acting City Manager Doug Spencer, Acting Director of Community and Recreation Services Lindsay Schneider, Acting Director of Human Resources Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Jason Everitt, Fire Chief Chris Green, Deputy Fire Chief	

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

1. Public Safety Protection Plan – For Information Only

The City worked collaboratively with Government of Yukon partners to design a city evacuation plan that could be utilized in the event of a significant threat such as wildfire. The public safety actions available to emergency managers encompass more options than just evacuation, and therefore the plan was developed to best support all options for protective actions, including shelter-in-place.

The options and guidelines included in the Public Safety Protection Plan will provide emergency managers with the proper tools to make informed decisions on the actions best required in the specific circumstances of an emergency. The plan also includes the logistics of executing each action. This plan is intended to be a living document that will be reviewed and refreshed on an annual basis.

In response to questions raised, administration advised that in addition to distribution via social media, other distribution and communication methods are still in development to ensure residents receive the information they need in the event of an emergency.

A committee member requested that measures be put in place to require the plan to be brought forward annually for review.

2. Race Relations – For Information Only

A Committee member commented on racism issues within law enforcement and commended the Bylaw Services department for working with the Kwanlin Dün First Nation Community Safety Officer program. An update on the City's collaboration with the First Nation and a quarterly meeting with the RCMP were requested.

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Minutes of the meeting of the Development Services Committee

Date	June 23, 2020	2020-15
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Deputy Mayor Laura Cabott Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick	
Absent	Mayor Dan Curtis	
Staff Present	Valerie Braga, Acting City Manager Doug Spencer, Acting Director of Community and Recreation Services Lindsay Schneider, Acting Director of Human Resources Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Greg Stone, Economic Development Coordinator	

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

1. Support for Local Businesses Impacted by COVID-19 – For Information Only

The City is continuing to explore opportunities and resources to support local businesses negatively impacted by the COVID-19 pandemic and subsequent measures imposed by the Government of Yukon for public safety.

While the full impact of the pandemic is unknown at this time, it is expected that some businesses may face hardship in both the short and medium to long term. To that end, Administration has identified measures to empower both short-term adaptations for 2020 and medium to long term adaptations for 2021 and beyond. Council direction would be required to pursue these measures.

When this report was prepared the City had not received specific recommendations or requests from the Whitehorse Chamber of Commerce.

Administration advised that community impacts must be considered before actions are taken to address specific requests. There are pressure points across all sectors, and

information from the broad business community needs to be considered before recommendations are made.

A committee member asked if other measures have been considered in addition to those listed in the report, and requested that a complete list of options be provided to council.

2. Development Permit Process – For Information Only

In response to concerns raised about delays in getting a development permit approved, administration advised that despite the pandemic, the Land and Building department is on pace to issue as many development permits as they did in 2019, and that was a record-breaking year.

Applications for large projects are tracking on time, but single-family applications are being delayed by about two weeks due to staffing levels and responsiveness to applicants. It was confirmed that a faulty application does not automatically bump the applicant to the back of the line as staff work with each applicant to assist them in meeting the requirements.

Administration advised that most sites available for single-family dwellings are in comprehensive zones that require more oversight and review, and issues arise particularly with respect to the drainage plan requirements. There is educational material available on the City's website to assist people in preparing their applications.

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Minutes of the meeting of the Corporate Services Committee

Date	June 23, 2020	2020-15
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Deputy Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu – Electronic Participation Councillor Samson Hartland Councillor Jan Stick	
Absent	Mayor Dan Curtis	
Staff Present	Valerie Braga, Acting City Manager Doug Spencer, Acting Director of Community and Recreation Services Lindsay Schneider, Acting Director of Human Resources Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Norma Felker, Acting Manager of Legislative Services Brittany Dixon, Manager of Financial Services	

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

1. Evaluation Criteria on Local Content for Requests for Proposals

At the regular council meeting on June 15, 2020 Councillor Cabott moved a motion respecting evaluation criteria for local content on all requests for proposals. Council’s decision at that time was to refer the matter to Standing Committee with a request to administration for more information.

In early June administration met with representatives of the Whitehorse Chamber of Commerce to receive input on issues related to the proposed Procurement Policy. This meeting was a follow-up to Council’s referral of the draft policy back to administration in February 2020 that had been delayed because of COVID-19. Discussion at the meeting illuminated the challenges in defining a “local business” and how local preference might operate. The other issue discussed concerned the suggestion for a “commencement” process that would advise Council of forthcoming procurements and give Council an opportunity to provide input regarding matters such as local procurement, sustainability,

best value and other principles guiding the City's procurement process. The Chamber agreed to consider these issues and provide input.

While local purchasing is desirable in principle, there are instances where the consulting expertise needed by the City requires a broader scope and experience than would be available locally. Prioritizing local businesses may not serve the City's needs in those cases. The Consulting Services Selection Procedures Policy is intended to weight the selection criteria according to the needs of the individual procurement.

In 2019 the City released eight requests for proposals. Although the weighting varied per project, the evaluation criteria required local familiarity. All eight proposals were awarded to local companies. Given that, it does not appear that the proposed changes to the policy would be of significant benefit to the local business community.

The motion to be considered is:

WHEREAS the COVID-19 global pandemic has caused health and safety measures to be put in place which have led to significant negative impacts on Whitehorse businesses; and

WHEREAS Whitehorse businesses need support to manage through this difficult and uncertain time; and

WHEREAS the Consulting Services Selection Procedures Policy adopted July 11, 2011 sets guidelines to be applied by administration on requests for proposals to retain consulting services; and

WHEREAS the said policy specifically provides that in instances where Council has expressed a desire to set the assigned weightings, the department manager will provide a written recommendation to Council regarding the assigned weights;

BE IT RESOLVED THAT

1. The weight allocation for the evaluation criteria for local content on all requests for proposals be set at 20 points; and
2. Where a written recommendation is provided to Council for which the local content evaluation is less than 20 points, Council shall consider and then either approve the recommendation or confirm the full 20 points; and
3. This direction shall remain in place until March 31, 2021 or until such earlier time as determined by resolution of Council.

2. 2019 Audited Financial Statements

The City's Auditors have completed a review of the 2019 financial statements, schedules, and notes. They confirm that these statements present fairly the financial position of the City of Whitehorse as at December 31, 2019. At the end of 2019 the City's overall financial position has improved.

The City's water and sewer services are operated as a separate utility, making it necessary to break out the operating costs. In order to maintain the separation between

taxpayer-funded activities and the operations of the utility, the surplus must be transferred to the Water and Sewer Reserve.

During discussion, a Committee member suggested that administration investigate paying down the City's debt, and questions were raised about lessons learned from the Operations Building Project.

The recommendation of the Corporate Services Committee is

THAT the audited City of Whitehorse 2019 Financial Statements be approved as presented, and

THAT the Water and Sewer Fund surplus of \$347,154 be transferred to the Water and Sewer Reserve.

3. Fees and Charges Bylaw Amendment – 2nd Quarter Changes

As part of the quarterly review process, the Financial Services Department compiles a list of suggested changes to the City's fees and charges as submitted by the management group. Second quarter changes include the deletion of redundant fees and the addition of a new fee for parkade rentals that will provide a more flexible payment option for long-term users.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2020-22, a bylaw to amend the Fees and Charges Bylaw in accordance with second quarter changes, be brought forward for consideration under the bylaw process

There being no further business, the meeting adjourned at 7:57 p.m.

Adopted at the regular council meeting on June 29, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk