



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	September 8, 2020	2020-19
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Jason Everett, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Mélodie Simard, Manager of Planning and Sustainability Services Erica Beasley, Planner 2	

---

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

### **1. Commercial and Industrial Land Study – For Information Only**

In 2018, a consulting team was hired to prepare the Commercial and Industrial Land Study. The study is now complete and is available online. Having an adequate supply of commercial and industrial land available within Whitehorse is important for supporting the Whitehorse and Yukon economies. An initial step in the supply chain is for the City to designate a sufficient amount of commercial and industrial lands in the upcoming Official Community Plan. The study identifies a current shortage of these lands and forecasts a need for approximately 87 hectares over the next ten years and approximately 120 hectares over the next 20 years.

Several potential land supply strategies are explored in the study, with descriptions provided of the various advantages and disadvantages of each, and factors that would influence timing, costs, and lot yield. An aggressive infill strategy could meet much of the projected 2030 demand. Multiple strategies will need to be pursued to satisfy full demand over the longer term.

The study's analysis is high-level, and the City will need to undertake further studies for site specific geo-technical assessment of potential development areas. Several recommendations are offered for updating and improving land supply processes that will require intergovernmental collaboration to implement.

The recommendations of the study will be used by Administration to draft policies and create new land designations in the upcoming first draft of the Whitehorse 2040 Official Community Plan.

## **2. Second Public Hearing Report – OCP Amendment – Tank Farm Phase 1**

The proposed bylaw to amend the Official Community Plan with respect to a portion of the Tank Farm site was amended on July 13, 2020 and a second public hearing on the proposed bylaw was held on August 10<sup>th</sup>. A total of 25 written submissions were received, 11 in support, 11 opposed, two expressing concerns, and one providing general input. Numerous issues were raised regarding public amenities, land use, site preparation and quarrying activities, remediation activities, and planning and sustainability processes.

If Council agrees that commercial/industrial type uses are acceptable in the designated portion of the Tank Farm site, the details of how this is achieved could be implemented through a Zoning Bylaw amendment, as well as a development agreement registered through subdivision approval. However, basic restrictions have also been added to the Official Community Plan through the amendment to this bylaw that was approved by Council prior to the second public hearing.

Administration recommends that any future zoning amendment or development agreement through subdivision should include regulations to mitigate concerns raised by the public.

### **The recommendation of the City Planning Committee is**

THAT Bylaw 2020-10, a bylaw to amend the Official Community Plan designation of a portion of the Tank Farm site from Residential–Urban to Mixed-Use–Industrial/Commercial, be brought forward for second reading under the bylaw process.

## **3. Public Hearing Report – Zoning Amendment – 39 14<sup>th</sup> Avenue**

The owners of the property located at 39 – 14<sup>th</sup> Avenue would like to build a living suite in their single detached home. A living suite is a separate, self-contained dwelling unit within a single detached house. The applicant has requested a zoning amendment to allow living suites as a secondary use. At the public hearing, three written submissions were received, two in support from the proponent and a neighbouring property owner, and one opposed, signed by seven nearby residents. The issues raised included changes in the character of the neighbourhood, the rezoning process, improper use of a public utility lane adjacent to the property, contravention of City bylaws, and insufficient on-site parking.

A very limited range of uses is allowed under the current zoning of the property. In comparison, the single-family residential zoning of surrounding properties allows a wider range of uses and dwelling types. This demonstrates that a living suite would be consistent with the existing uses allowed for most properties in the neighbourhood. If this amendment is approved, it is unlikely that it will have a significant impact on the character of the area.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2020-25, a bylaw to amend the zoning at 39 – 14<sup>th</sup> Avenue to allow living suites as a secondary use, be brought forward for second and third reading under the bylaw process.

**4. Contract Award – Consulting Services for Whistle Bend Town Square**

In 2020, a conceptual design for the Whistle Bend Town Square was completed as part of a larger future planning exercise. The process included gathering input from community members and stakeholders. The conceptual design shows the town square as consisting of three distinct spaces: an upper plaza and a lower plaza area (both located south of Keno Way), and a pocket park located north of Keno Way. The future planning work increased the anticipated number of Whistle Bend residents to 10,000.

The City is now seeking an engineering consultant to undertake detailed design and construction administration for the Whistle Bend Town Square project. One compliant submission was received in response to the request for proposals issued. The contract will be awarded in two stages. Stage 1 is limited to design. Stage 2 is for construction administration and may be awarded at a later date, subject to budget approvals both for construction and the construction administration.

**The recommendation of the City Planning Committee is**

THAT Administration be authorized to award the consulting services contract for Stage 1, Detailed Design, for the Whistle Bend Town Square project to Associated Engineering Ltd. for a net cost to the City of \$122,546 plus GST.

▣



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	September 8, 2020	2020-19
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Jason Everett, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

---

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

**1. COVID-19 Issues – For Information Only**

A Committee member explained his reasons for wearing a face mask to the meeting, and noted that his experience in doing so has provided insight into the difficulties of wearing a mask on an on-going basis. He expressed support and gratitude for the efforts of essential workers during the COVID-19 pandemic.

■



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	September 8, 2020	2020-19
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Jason Everett, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

---

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



## Minutes of the meeting of the Public Health and Safety Committee

<b>Date</b>	September 8, 2020	2020-19
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Councillor Jan Stick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Jason Everett, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Doug Spencer, Manager of Bylaw Services Catherine Constable, Manager of Legislative Services	

---

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

### 1. Local Content Weighting – Fire Services Review

Fire Services is preparing to release a request for proposals for consultant services for a Fire Services Review. This project will include a detailed examination of the current level of service for the Whitehorse Fire Department and comparison to identified community risks that require operational efforts to mitigate or address. This detailed review will also consider factors and services currently established in Whitehorse and the surrounding area that can be readily deployed to support or mitigate an emergency situation.

Considerations will include current levels of training, policy and guidelines, equipment and apparatus, communications, staffing, organization, locations established, coverage effectiveness and response times, in accordance with established and accepted criteria and guidelines.

Fire Services proposes that the evaluation criteria for local content be set at zero points due to the fact that this field is highly specialized and appropriate consultants are unlikely to be found locally. Additionally, it is important to have an external provider perform this review from an unbiased and non-influenced perspective. It is highly unlikely that a local consultant would not in some way be connected to the Fire Service, either locally or through the Government of Yukon.

**The recommendation of the Public Health and Safety Committee is**

THAT Administration be authorized to set the weighting for local content at zero points in the request for proposals for consulting services for the Fire Services Review.

**2. Local Content Weighting – Parking Meter Technology**

Bylaw Services is preparing to release a request for proposals to review, analyse and recommend an appropriate parking meter technology that provides the best value to the City of Whitehorse.

Both the 2019 Downtown Parking Management Plan and 2018 Bylaw Services Operational Review identified recommendations to improve and modernize the parking system in the downtown business core with the aim of improved user experience and convenience. Some of these recommendations related to the implementation of parking technologies and a downtown parking meter replacement initiative that would integrate with the selected mobile applications and an optional cashless payment system.

Other benefits of a modernized parking system beyond customer service improvements include the potential ability to generate accurate and timely usage reports and the potential capability of future integrations with handheld ticketing technology.

Bylaw Services proposes that the evaluation criteria for local content be set at 15 points. It is believed that the research and analysis required can be conducted locally as local consultants have previously conducted parking and traffic-related studies.

**The recommendation of the Public Health and Safety Committee is**

THAT Administration be authorized to set the weighting for local content at 15 points in the request for proposals for consulting services for the Parking Meter Technology project.

▣



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	September 8, 2020	2020-19
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Jason Everett, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

---

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



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	September 8, 2020	2020-19
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Jason Everett, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Michael Abbott, Assistant City Engineer	

---

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

### **1. Management and Confidential Exclusion Employment Bylaw**

Management and Confidential Exclusion employees have been working without an employment bylaw in place since January 1, 2019. As part of the process of renewing the bylaw, various terms and conditions were reviewed and comparisons were made to local organizations and other municipalities.

The major changes to the bylaw include alignment of conditions for employees hired both before and after 2016 to increase fairness, an increase to the health spending allowance and the employer contribution to the employees’ RRSP accounts. The proposed bylaw also increases the hours of work for management from 35 hours to 37.5 hours per week to better align with the hours that Yukon government managers are currently working.

In addition, a market rate survey showed that many of the management positions were under-market, and the proposed bylaw creates adjusted salary ranges for each position in the management group.

Since 2019, City budgets have anticipated a cost increase in wages and benefits for this group. As these funds were not spent, they were transferred to a reserve for this purpose. Therefore, there are sufficient funds within the 2020 budget to enact the changes proposed within this bylaw. Future budget years will address the balance.

**The recommendation of the Corporate Services Committee is**

THAT Bylaw 2020-30, a bylaw to provide for the terms and conditions of employment for management and confidential exclusion employees for the period January 1, 2019 to December 31, 2022, be brought forward for consideration under the bylaw process.

**2. Budget Amendment, Hillcrest Water Supply Project**

The City allocated funds in the 2020-2023 Capital Expenditure Program to extend a water main across the Alaska Highway to provide another connection to the Hillcrest neighbourhood. The City and Government of Yukon (YG) have entered into an Infrastructure Agreement where the work will be executed by YG as part of its Alaska Highway upgrade project in the area. The agreement expanded the scope of the water main replacement to align with the highway reconstruction limits.

The project was initially intended to extend over two years, but is now planned for completion in 2020. The scope of the project has also been expanded to include the full replacement of the portion of the water main fronting the businesses between Roundel Road and Burns Road.

The amount required to cover the construction costs, including construction contingency and engineering design fees, is estimated at an additional \$265,000, funded from Gas Tax. An amendment to the existing Gas Tax agreement will be made.

**The recommendation of the Corporate Services Committee is**

THAT the 2020-2023 capital expenditure program be amended by increasing the 2020 Hillcrest Water Supply project in the amount of \$265,000, not including GST, funded from the capital reserve to cover the additional costs until an amended Gas Tax Transfer Payment Agreement is received.

**3. Amendment to the City Manager Bylaw**

The current City Manager Bylaw was adopted in 2018, but included no direction regarding how the city manager's performance reviews would be addressed. In 2020, Council met with a consultant who helped with the preparation of a performance review process. An amendment to the existing bylaw is required to incorporate the proposed process into the bylaw.

**The recommendation of the Corporate Services Committee is**

THAT Bylaw 2020-24, a bylaw to amend the City Manager Bylaw with respect to the performance review process, be brought forward for consideration under the bylaw process.

There being no further business, the meeting adjourned at 7:20 p.m.

**Adopted** at the regular council meeting on September 14, 2020.

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk