



Minutes of the meeting of the Corporate Services Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jocelyn Curteanu – Vice-Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Brittany Dixon, Acting Manager of Financial Services Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. Re-budgeting 2020 Capital Expenditures

A large number of projects included in the 2020 capital budget were not fully completed. A variety of reasons account for the lack of completion, including the fact that some are multi-year projects for which the funding is designated in the first year. However, the primary factors for 2020 relate to the COVID-19 pandemic.

If these projects are to be completed, funds that were set aside in 2020 have to be re-budgeted into 2021. The management group reviewed their outstanding capital projects and identified those that require re-budgeting.

It is anticipated that most of the projects being brought forward will be completed this year. The majority of the projects are funded from outside sources such as Gas Tax and government grants. The remainder are funded from appropriate City reserves. There are no requests for additional funds.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-10, a bylaw to amend the 2021 to 2024 capital expenditure program by re-budgeting 2020 capital expenditures in the amount of \$32,980,778 be brought forward for consideration under the bylaw process.

2. Fees and Charges Amendments – 1st Quarter Changes

As part of the annual budget process, the Financial Services Department conducts a quarterly review of the Fees and Charges Bylaw and compiles a list of suggested additions and amendments as submitted by the management group.

First quarter changes are recommended with respect to development permits that include some fee increases, the deletion of redundant fees, and amendments to fee descriptions to provide clarity. New fees have been added for cancellation and non-renewal penalties related to bus advertising contracts, and the addition of a new transit group pass for the duration of an education semester.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-20, a bylaw to amend the Fees and Charges Bylaw in accordance with first quarter changes, be brought forward for consideration under the bylaw process.

3. Properties Subject to Tax Lien

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. The list requires the authentication of council before being published in the local papers. Each property is levied an administrative fee and will be subject to further collection procedures if the account is not paid within 60 days. The tax lien list will be published in February, and will be updated prior to publication to remove those properties whose outstanding taxes have been paid.

The recommendation of the Corporate Services Committee is

THAT the City Seal be affixed to the 2020 Tax Lien Summary List to authenticate the list.

4. Council Grant – Safe at Home

Safe at Home has asked for 250 complimentary bus tickets to be used as an incentive for people to participate in the Point in Time Count in Whitehorse. The Point in Time Count helps to determine the extent of homelessness in the community and involves trained volunteers attending at emergency shelters to count and survey those who may be experiencing homelessness. The count supports better understanding and planning, and also allows community organizations and governments to assess their progress in reducing homelessness. The City is a partner in the Safe at Home Plan, and there are sufficient funds in the Council Donations account to cover this expenditure.

The recommendation of the Corporate Services Committee is

THAT a grant in the amount of \$575 be approved to Safe at Home for bus tickets to be used in the 2021 Point in Time Count, funded from the council donation account.

5. Services Building Update – For Information Only

A committee member requested that an update on the Services Building project be provided to an upcoming Standing Committee meeting.



Minutes of the meeting of the City Planning Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Past Manager of Legislative Services Wendy Donnithorne, Manager of Legislative Services Sidharth Agarwal, Planner 2 Norma Felker, Assistant City Clerk	

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

1. Public Hearing Report – Zoning Amendment – 410 Cook Street

The owners of 410 Cook Street in the downtown area have applied for a zoning amendment to reduce the parking and loading requirements in order to allow for a micro-unit housing development. The property is located in the Mixed-use Commercial 2 zone, which requires the applicant to provide visitor parking spaces, a loading stall, and residential parking for one space per two units.

The applicant proposes a four-storey mixed use development with 16 micro-unit apartments and two commercial spaces. The proposed reduction in parking will apply only to residential units that are less than 40 square metres in size.

At the public hearing, 15 submissions were received with eight opposed, four in support, and three expressing concerns or general inquiries. Among other issues, the primary concerns raised included inadequate parking for future residents, increased on-street parking and road safety issues, and inadequate space for landscaping. While the City

doesn't have information on car-ownership in Whitehorse, studies have suggested that the availability of parking is a significantly less important criterion among renters of micro-unit apartments as compared to renters of conventional apartments. In other municipalities it is reported that parking requirements are barriers to the creation of affordable housing.

The proposed development is supported by Official Community Plan policies, the Safe at Home action plan, and Council's 2020 strategic priority to provide opportunities for affordable housing development. Through densification, it will also help to reduce sprawl and traffic, and provide more opportunities for residents to walk or bike to work.

A committee member noted that the statistics regarding vehicle ownership may not provide a complete picture, since people in Whitehorse have more need for a vehicle for uses other than commuting to work.

The recommendation of the City Planning Committee is

THAT Bylaw 2021-11, a bylaw to amend the zoning at 410 Cook Street to reduce the minimum parking requirements to allow for micro-unit housing development, be brought forward for second and third reading under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Councillor Samson Hartland – Vice Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past Manager of Legislative Services Michael Abbott, Associate Manager, Engineering Services Norma Felker, Assistant City Clerk	

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

1. Procurement Commencement – Rural Roads Surfacing Project

The 2021 capital budget includes funding for the Rural Roads Surfacing project. Gas Tax funding has been secured and a Transfer Payment Agreement is in place for the full amount of the project. The roads scheduled for Bitumen Surface Treatment resurfacing are all in the Mary Lake Subdivision, and are roads that have deteriorated below acceptable condition but do not yet require full reconstruction. Regular overlay is required to keep the City's roads in safe condition. The overlay program extends the useful life of the roads and maintains an acceptable level of service to the public. If this program is not regularly implemented, the City would be adding to the existing infrastructure deficit.

If the procurement commencement is approved, a request for tender will be publicly issued and the lowest compliant bid will be eligible for contract award. Purchase approval will be obtained in accordance with the Procurement Policy.

The recommendation of the City Operations Committee is

THAT administration be authorized to commence the procurement of the 2021 Rural Roads Surfacing project.

2. Procurement Commencement – Schwatka Lake West Shore Improvements

The 2021 capital budget includes funding for the construction of the Schwatka Lake West Shore Area Improvements project. Gas Tax funding has been secured and a Transfer Payment Agreement is in place for the full amount of the project. The project will construct two parking areas on the west shore of Schwatka Lake. The increased parking will allow for the creation of ten to 14 new float plane dock sites.

If the procurement commencement is approved, a request for tender will be publicly issued and the lowest compliant bid will be eligible for contract award. Purchase approval will be obtained in accordance with the Procurement Policy.

A committee member expressed concern regarding the minimal information included under the sustainable procurement category, and stated the opinion that sustainability criteria should be built into the City's contract specifications as a routine practice.

The recommendation of the City Operations Committee is

THAT administration be authorized to commence the procurement of construction services for the Schwatka Lake West Shore Area Improvements project.

3. Snow Removal – For Information Only

A committee member reminded businesses and residents to ensure that bike racks remain usable when clearing snow is done on their properties.



Minutes of the meeting of the Community Services Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Deputy Mayor Jan Stick Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past 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	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Deputy Mayor Jan Stick Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. Tank Farm Area Burning – For Information Only

A committee member requested an update on the anticipated duration of the brush burning currently under way in the Tank Farm area.




Minutes of the meeting of the Development Services Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice-Chair Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

There being no further business, the meeting adjourned at 7:00 p.m.

Adopted at the regular council meeting on March 22, 2021.



Deputy Mayor Jan Stick



Norma L. Felker, Assistant City Clerk

