

CITY OF WHITEHORSE – STANDING COMMITTEES

Tuesday, September 6, 2022 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS Living Donation Week

DELEGATIONS Randy Lamb – Whitehorse Community Garden

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Second Quarter Capital Budget Variance
2. Second Quarter Operating Budget Variance – For Information Only
3. Commencement Report – Motor Grader
4. Project Scope Amendment – Wood and Steele Street Reconstruction
5. New Business

CITY PLANNING COMMITTEE

1. Zoning Amendment – Ta'an Kwäch'än Council Parcel C-9B
2. Zoning Amendment – Ta'an Kwäch'än Council Parcel C-16B
3. Zoning Amendment – 12 Sybil Circle
4. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business



PROCLAMATION

LIVING DONATION WEEK - September 11-17, 2022

WHEREAS “Living Donation Week” raises awareness about living organ donation and pays tribute to the life-saving gifts of living organ donors, and;

WHEREAS living organ donation gives a transformative gift of life for people who need a life-saving kidney or liver transplant, and;

WHEREAS This week celebrates the strength and resilience of transplant recipients, living donors, caregivers and dedicated transplant teams who give hope to those who are urgently waiting for a transplant, and;

WHEREAS The City of Whitehorse supports organizations and individuals committed to raising awareness about diseases, conditions and illnesses that affect all Canadians;

NOW THEREFORE, I, Mayor Laura Cabott, do hereby proclaim September 11 – 17, 2022 as “Living Donation Week” in the City of Whitehorse.

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



Chair: Kirk Cameron

Vice-Chair: Jocelyn Curteanu

September 6, 2022

Meeting #2022-19

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Michelle Freisen

Vice-Chair: Kirk Cameron

September 6, 2022

Meeting #2022-19

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1. Second Quarter Capital Budget Variance
Presented by Manager Svetlana Erickson
 2. Second Quarter Operating Budget Variance – For Information Only
Presented by Manager Svetlana Erickson
 3. Commencement Report – Motor Grader
Presented by Manager Richard Graham
 4. Project Scope Amendment – Wood and Steele Street Reconstruction
Presented by Manager Taylor Eshpeter
 5. New Business

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	September 6, 2022
RE:	Second Quarter Capital Budget Variance Report

ISSUE

Financial Services has reviewed capital budget projections submitted by department managers and is providing a high-level summary of anticipated capital spending and proposed amendments to the 2022 to 2025 Capital Expenditure Program.

REFERENCE

- [Bylaw 2021-41 Capital Expenditure Program 2022-2025](#)
- 2022 Capital Budget Amendments (Appendix A attached)
- 2022 Capital Budget Proposed Amendments (Appendix B attached)

HISTORY

The approved Capital Expenditure Program for 2022 is as follows:

\$ 9,880,123 – Approved 2022 Expenditures – Appendix A (Bylaw 2021-41)
\$ 31,588,000 – Projects Added to Appendix A – due to confirmation of external funding
\$ 55,812,101 – Capital Projects Re-Budgeted from 2021 (Bylaw 2022-08)
\$ 5,529,249 – Capital Budget Amendments by Council Resolutions
\$102,809,473 – Total Current Approved Capital Expenditures

ANALYSIS

As part of the City's second quarter variance reporting, managers are required to review their planned capital spending. Although there have been some delays due to staff vacancies, COVID-related material shortages, and contractor/consultant availability, many projects are proceeding as planned. However, several projects are expected to come forward through the re-budget process or be resubmitted as part of the 2023 budgeting process, and one project has been canceled. These projects have not been included in this report. Four projects have been completed under budget. A budget amendment is recommended to reduce the 2022 capital budget by \$109,393, as per Appendix B, with the funds returning to a mix of reserves (\$41,669) and external funding sources (\$67,723).

ADMINISTRATIVE RECOMMENDATION

THAT Council authorizes amendments totalling \$109,393 to reduce the 2022 to 2025 Capital Expenditure Program.

APPENDIX A
2nd QUARTER CAPITAL VARIANCE
2022 CAPITAL BUDGET AMENDMENTS

APPROVED CAPITAL EXPENDITURE PROGRAM	BYLAW	AMOUNT
Approved 2022 Capital Expenditure Program (Bylaw Appendix A)	Bylaw 2021-41	9,880,123
APPROVED CAPITAL EXPENDITURE PROGRAM	\$	9,880,123

2022 REVISIONS

PROJECTS WITH FUNDING AGREEMENTS (BYLAW APPENDIX B)	PROJECT	AMOUNT
Crestview Water Improvements	240c00222	650,000
Rural Roads Surfacing	240c00309	650,000
Asphalt Surface Overlay Program	240c00410	2,290,000
Traffic Signals - Fourth & Main Street	240c00619	282,000
Copper Haul Road Improvements	240c00622	810,000
Hamilton Boulevard & Falcon Drive South Roundabout	240c00720	1,600,000
Hidden Valley Storm Pond Outfall	240c00814	350,000
Lewes Boulevard Bus Lane	240c01421	700,000
Water & Waste Services Computerized Maintenance Management System	300c00221	250,000
Additional Van Building Maintenance	320c00222	85,000
Transit Bus Midlife Refurbishments	320c00319	205,000
Additional Loader Water & Waste Services and Transportation	320c00322	415,000
Additional Parks and Trails Equipment	320c00522	182,000
Additional Transit Buses	320c00722	1,250,000
Additional 2 Dump Trucks With 1 Sander	320c00822	610,000
Fleet Management Study	320c00919	50,000
Para Ramp Infills	500c00409	80,000
Modernized Transit Route Implementation	580c00122	125,000
Porter Creek Flush Line Repair Valve Chamber 1	650c00222	1,000,000
Emerging Pollutants: Wastewater Treatment	650c00320	65,000
Livingstone Lagoon Desludging	650c00321	900,000
Selkirk Ph Second Barrier Treatment	650c00421	1,000,000
Sanitary Sewer Grit Assessment & Upgrades	650c00422	150,000
Waste Management Facility Monitoring Wells Repairs	650c00521	150,000
Takhini Storm Upgrades	650c00622	150,000
Transfer Station Upgrades	650c00819	2,200,000
Utility Stations Scada Upgrades	650c00822	290,000
Marwell Lift Station Diesel Pumps Upgrade	650c00922	550,000
Compost Equipment Replacement	320c00513	370,000
Transit & Parks Building Tlingit Street Biomass Heating Upgrades	320c00521	600,000
Class T Machine Room Upgrades	320c00921	350,000
Mt. McIntyre Upgrade	320c01119	8,500,000
Waste Management Facility Electric Fence & Stormwater Management	650c00122	100,000

2022 REVISIONS (CONTINUED)

PROJECTS WITH FUNDING AGREEMENTS (BYLAW APPENDIX B)	PROJECT	AMOUNT
Enhanced Water Meter Reading System	650c00322	160,000
CGC Compressor Replacement	320c01021	200,000
Accessible Playground CGC Additional Rubber Surface	750c01022	100,000
Lighting Control System Upgrade CGC	750c00122	100,000
Robert Service Way Riverbank Protection	240c01109	250,000
Heritage Bldg Roof Replacement	320c02016	380,000
Fire Hall #1 Access Improvements	240c00122	97,000
Asphalt Paths Rehabilitation	240c00221	100,000
Selkirk Street Active Transportation	240c00822	40,000
Adaptive Management Plan	240c01022	75,000
Arnell Storm Sewer Outfall Improvements	240c01220	150,000
Rotary Beach Volleyball Court Upgrade	740c00122	42,000
Winze Park Pump Track	740c00322	240,000
Frank Slim Building Ventilation Energy Upgrade	320c00721	50,000
Fire Hall #1 Backup Generator	360c00322	65,000
Compost Building Ventilation Upgrade	360c00622	300,000
Whitehorse Operations Building Biomass Heating	320c01121	1,750,000
Arena Swing Gate Replacements - Takhini Arena	750c00322	30,000
CGC Retile Pool Basin / Deck & Change Rooms	360c00222	500,000
PROJECTS WITH FUNDING AGREEMENTS (BYLAW APPENDIX B) TOTAL		\$ 31,588,000

APPROVED RE-BUDGETS	BYLAW	AMOUNT
Capital Projects from 2021 approved for re-budget to 2022	Bylaw 2022-08	55,812,101
TOTAL APPROVED RE-BUDGETS		\$ 55,812,101

BUDGET AMENDMENTS: COUNCIL REVISIONS	PROJECT	RESOLUTION	AMOUNT
Increase 2022 budget for the Range Road South Lift Station funded from Water and Sewer reserve until the Canada Community-Building funding is in place.	240c00311	2022-03-03	2,814,249
Amend 2022-2025 capital budget to include a new project: Snow and Ice Control Policy Review funded from the General Reserve.	500c00222	2022-03-04	100,000
Increase 2022 capital budget for Lewes Boulevard Bus Lane project funded from the Capital Reserve.	240c01421	2022-07-04	400,000
Increase 2022 budget for the Marwell Lift Station Forcemain Repair Project funded from capital reserve until the Canada Community-Building funding is in place.	240c00119	2022-08-04	115,000
Decrease 2022 budget for the Arnell Storm Sewer Project funded from Canada Community Building Fund.	240c01220	2022-08-04	(150,000)
Increase 2022 budget for the Robert Service Campground Building Project funded from General Reserve.	320c00420	2022-08-05	750,000
TOTAL BUDGET AMENDMENTS: COUNCIL REVISIONS			\$ 5,529,249

TOTAL 2022 CAPITAL EXPENDITURE PROGRAM AS AT JUNE 30, 2022	\$ 102,809,473
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APPENDIX B
2nd QUARTER CAPITAL VARIANCE
2022 CAPITAL BUDGET PROPOSED AMENDMENTS

PROJECT	STATUS	AMOUNT
320c00317 Garbage/Compost Packer Replacement	Completed And Under Budget	7,037
320c00421 Additional Van - Operations Building Maintenance	Completed And Under Budget	731
320c01016 Replacement Transit Buses	Completed And Under Budget	60,686
740c00220 Whistle Bend Tree Replacement	Completed And Under Budget	938
740c00121 City Of Whitehorse Public Art Collection	Cancelled - No Bidders On Procurement	40,000
TOTAL COMPLETE OR CANCELLED JOBS		\$ 109,393

Total Amount Not Utilized And Remaining In Reserves	41,669
Total Amount Not Utilized And Remaining In External Funding Sources	67,723
TOTAL FUNDING SOURCES NOT UTILIZED	\$ 109,393

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	September 6, 2022
RE:	Second Quarter Operating Variance Report – For Information Only

ISSUE

Financial Services has reviewed operating expenditure projections submitted by department managers and is providing a forecast of operating results to the end of the 2022 fiscal year.

REFERENCE

[Bylaw 2022-01 2022-2024 Operating Budget](#)

2022 Operating Budget Amendments (Appendix A attached)

2022 Operating Variance Report (Appendix B attached)

HISTORY

Council adopted an operating budget for 2022 totalling \$93,505,993. This comprises an initial budget of \$93,426,404 plus subsequent Council approved amendments totalling \$79,589, as shown in Appendix A.

At the end of second quarter, management had been asked to review spending as compared to budget and to forecast expected final results to the end of the year. Through analysis of the variance reported from budgeted operations, as shown in Appendix B, the City is anticipating an operating surplus for 2022 of \$30,682.

ANALYSIS

The 2022 operating budget includes some financial considerations for impacts of the COVID-19 pandemic which were considered best estimates at the time the budget was approved. Adjustments were made during the budget preparation to reduce the actual to budget variance caused by staff vacancies in an effort to keep the tax rate increase low.

The 2022 second quarter variance projection shows that total operating revenues are expected to be over budget by \$199,896 and expenses will be over budget by \$169,214. Therefore, projections to December 31, 2022 as compared to the revised budget indicate an operating surplus of \$30,682. When viewed by fund, the projected surplus is as follows:

PROJECTED VARIANCE

FUND	PRIMARY DRIVER	DEFICIT (SURPLUS) TO BUDGET
General Fund	Higher Government Transfers and transfers from reserve offset by increased costs for snow	\$(46,763)
Water and Sewer	Operating costs due to weather conditions and inflationary increases	\$16,081
PROJECTED SURPLUS		\$(30,682)

Overall department spending is controlled. Based on the total operating budget of \$93,505,994, second quarter variance of \$30,682 is under 1% of the City's total operating budget.

APPENDIX A
2nd QUARTER OPERATING VARIANCE
2022 OPERATING BUDGET AMENDMENTS

AMENDMENT	BYLAW / RESOLUTION NUMBER	REVENUE	EXPENSES
APPROVED BUDGET	Bylaw 2022-01	\$ 93,426,404	\$ 93,426,404
BUDGET AMENDMENTS			
2022-2024 Operating Impact for Fleet Vehicles - Garage Charge Recovery	ADM-1	77,089	
2022-2024 Operating Impact for Fleet Vehicles - Garage Charge Expenses	ADM-1		77,089
Fees and Charges (2nd Quarter changes)	BYLAW 2022-19	2,500	
Fees and Charges (2nd Quarter changes)	BYLAW 2022-19		2,500
SUMMARY OF AMENDMENTS		\$ 79,589	\$ 79,589
REVISED BUDGET AS AT JUNE 30, 2022		\$ 93,505,993	\$ 93,505,993

APPENDIX B
2nd QUARTER OPERATING VARIANCE
2022 OPERATING VARIANCE REPORT

REVENUE (BRACKETS INDICATE HIGHER THAN ANTICIPATED REVENUES)		
Garage Charge Recovery		(282,553)
Government Transfers		(169,781)
Water & Sewer Recovery		(112,703)
Miscellaneous Revenue		(6,934)
Transit Daily Fares		75,000
Parking Meter Collection & Fines		297,075
TOTAL REVENUES	\$	(199,896)
EXPENSES (BRACKETS INDICATE LOWER THAN ANTICIPATED SPENDING)		
Employee Wages & Benefits		(1,960,855)
Training		(95,029)
Insurance		90,269
Transfer To Parking Reserve		94,844
Relocation Expense		100,179
Electrical		118,417
Heating Costs		137,802
Transfer To Equipment Reserve		161,142
Gas, Diesel & Def		163,692
Environmental Testing/Contracts		176,089
Miscellaneous Expenses		191,125
HR Legal Fees & Consultants		249,722
Garage Charges		282,553
Additional Snow Removal Costs		459,264
TOTAL EXPENSES	\$	169,214
PROJECTED SURPLUS	\$	(30,682)
DEFICIT (SURPLUS) BY FUND		
01 GENERAL FUND		(46,763)
02 WWS FUND		16,081
PROJECTED SURPLUS	\$	(30,682)

REVENUE

- Garage Charge Recovery is offset by Garage Charge Expenses. Garage Charge Expenses are higher than anticipated due to weather related issues.
- Government Transfers are higher than budgeted due to an increase in the City's Carbon Tax rebate that was not known at time of budget preparation.
- Water and Sewer Recovery is an internal transfer intended to fund the cost of using general government resources for the utility. The transfer is projected to be higher than budgeted as the projected expenses for operating the utility has increased during the year.

- Miscellaneous Revenue is made up of multiple amounts which vary from budget including investment income, lease revenue, advertising and searches and certificates.
- Transit revenue is below expected levels due to free month of public transit during landslides in Spring 2022 as well as budget was driven by expected increases in ridership due to the implementation of the Modernized Transit Plan, which was put on hold.
- Revenues for parking meter collection and fines have not returned to pre-pandemic levels. Main drivers of this variance include increase in work from home, decreased business hours, patio program taking up parking spaces, as well as steady increase in public transportation ridership and bicyclists.

EXPENSES

- Wages and Benefits are expected to come in lower than anticipated due primarily to staff vacancies in Financial Services, Business and Technology Systems, and Transit Services.
- Employee Training expenditures are projected to be below budgeted levels as an increase in virtual conferences and other web-based opportunities have resulted in lower costs.
- Insurance is higher than budget due to an increase in rates that was unknown at the time of budget preparation.
- Transfer to the parking reserve is higher than budget due to an increased use of parkades, which under the reserve bylaw transfer to reserve at a higher proportion than parking meter revenue (which were unfavourable at Q2)
- Relocation Expense is due to an increase in out of territory hires requiring relocation.
- Electrical is higher than budget largely in sewer collection due to higher waste water flows and precipitation.
- Heating costs is projected to be higher than budget due to the increased cost of fuel.
- Transfer to Equipment Reserve is higher than budget due to an increase use in equipment.
- Gas, oil and diesel is higher than budget due to the increased cost of fuel and increased number of hours on the equipment due to increased demand for snow clearing.
- Environmental Testing / Contracts is higher than anticipated due the outcome of a final license renewal.
- Human Resources Legal Fees & Consultants are projected higher than budget due to additional legal assistance and external resources required for collective bargaining, arbitrations, and HR related inquiries.
- Snow Removal costs have increased due to an increase in precipitation and demand.
- Miscellaneous expenses are made up of multiple amounts which vary from budget including, damage claims, permits and inspections, printer/copier supplies, equipment and rentals, ground engagement tools, credit card service fees and some reserve transfers.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	September 6, 2022
RE:	Request to Commence Procurement – Motor Grader

ISSUE

Council approval to commence the procurement of one motor grader.

REFERENCE

[Procurement Policy 2020-03](#)

[2022-2025 Capital Expenditure Plan](#) Project #320c01022

HISTORY

In accordance with Section 3.5.1 of the Procurement Policy 2020-03, forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council. In addition, in accordance with Section 3.1.1 of the Procurement Policy 2020-03, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more and of procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest.

This project involves the supply and delivery of one Motor Grader to support Transportation Maintenance across the City. Funding for this project was advanced from 2023 to 2022 as approved by Council on July 25, 2022.

This procurement is anticipated to be over \$500,000.

ALTERNATIVES

1. Authorize Administration to commence the procurement; or
2. Refer the matter back to Administration.

ANALYSIS

This piece of equipment is integral to the operation of the City's snow and ice control and road maintenance programs. The procurement was originally planned for the 2023 budget cycle and was advanced to 2022 by Council on July 25, 2022 due to current long lead times for equipment, industry supply issues, and volatility in equipment pricing. Based on the latest industry feedback, it is anticipated that the lead time for this equipment may be approximately 12 months from date of order.

This procurement was not included on the recent bimonthly reporting for upcoming procurements for September and October as the upcoming procurement submission deadline (July 19) was prior to approval (July 25) of the budget for this project. The procurement commencement report is being advanced in the interest of time.

Purchasing

A Request for Tender (RFT) 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.

Procurement Policy Principles

Compliance: The RFT will follow City policy and procedures for procurements.

Supplier Access, Transparency, and Fairness: The RFT will be publicly available on the City's e-procurement platform, www.whitehorse.bonfirehub.ca

Best Value: The RFT will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

Efficient and Effective Procurement: The procurement of fleet equipment has been successfully completed numerous times by the City.

Local Procurement: Local expertise is known to exist to supply this type of equipment.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement of Capital Project #320c01022 – Supply and Delivery of one Motor Grader.

ADMINISTRATIVE REPORT

TO:	Corporate Services Committee
FROM:	Administration
DATE:	September 6, 2022
RE:	Project Scope Amendment – Wood and Steele Street Reconstruction

ISSUE

A scope Amendment is required for the Wood and Steele Street reconstruction project (from Front Street to 2nd Avenue) to substitute the Steele Street portion with a portion of Jarvis Street.

REFERENCE

- [2022-2025 Capital Expenditure Program](#) #240c00321 – Downtown Reconstruction Wood and Steele.
- [2022-2025 Capital Expenditure Program](#) #240c00515 – Downtown Reconstruction Jarvis Street East.
- Project Scope Change - Location Drawing

HISTORY

The project scope for the 2022 Wood and Steele Street Reconstruction Project encompasses detailed design for the reconstruction of Wood and Steele Street from Front Street to 2nd Avenue. This project was intended to coincide with the City Services Building reconstruction, which is currently on hold due to budget constraints and evaluation of alternate options for project delivery.

The underground utilities on both Wood and Steele Streets are considered to be approaching the end of their service life; however, the road surface on Wood Street has deteriorated beyond its useful while Steele Street is in acceptable condition. Jarvis Street was identified in the 2022-2025 Capital Expenditure Program for reconstruction in 2023 due to the deteriorated road surface, gaps in sidewalk infrastructure and aging sewer infrastructure.

There are efficiencies in project delivery by expediting the Jarvis Street reconstruction project and combining it with the Wood Street reconstruction. Reconstruction work on Steele Street will be delayed until the condition of the infrastructure or the City Services building project require it.

The proposed municipal improvements associated with the Wood and Jarvis street Reconstruction Project include:

- Construction of water, sanitary, and storm mains;
- Construction of sanitary and water services to existing properties;
- Construction of shallow utilities and street lights;

- Consideration for Traffic Signals at Wood & Second Avenue;
- Construction of curb and gutter, sidewalks and asphalt; and
- Landscaping.

A Request For Proposals for design services of the Wood and Steele Street reconstruction has not been issued to date.

ALTERNATIVES

1. Amend the project scope as recommended; or
2. Refer back to Administration for further analysis.

ANALYSIS

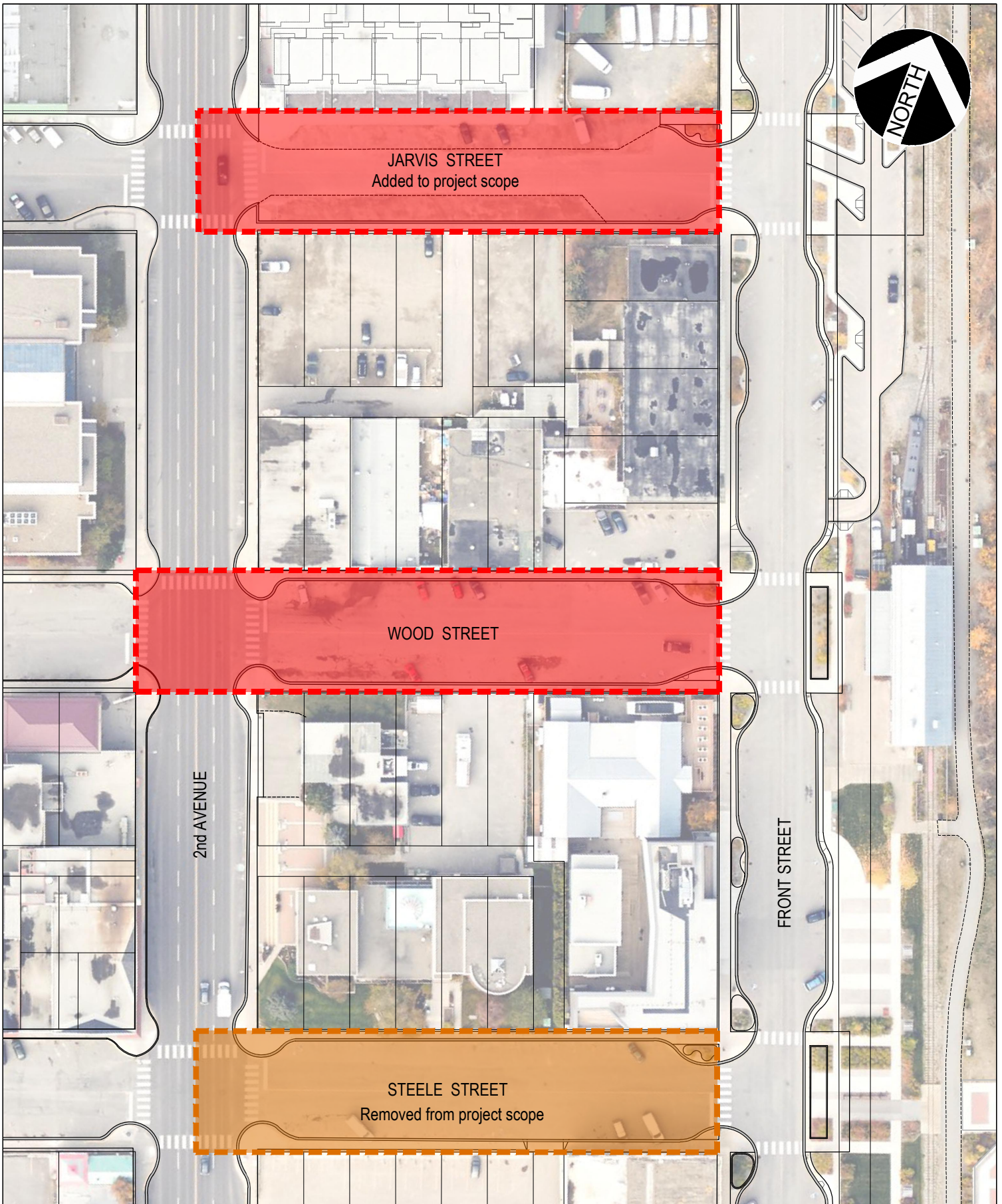
The condition of Wood and Jarvis Streets between Front Street and 2nd Avenue necessitate advancing full reconstruction. Administration recommends the scope of the downtown reconstruction project of Wood and Steele Street be amended to include Jarvis Street in place of Steele Street.

The estimated design and construction inspection services budget for project #240c00321 Downtown Reconstruction Wood and Steele was \$320,000, funded by Canada Community-Building Fund (formerly Gas Tax). There is no change to the budget for this project.

The scope amendment of Wood and Jarvis Street reconstruction will ensure that the downtown infrastructure renewal projects continue to move forward and revitalize some of the City's aging infrastructure.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the scope change to amend Capital Project #240c00321 to be Wood and Jarvis Street Reconstruction – Front Street to 2nd Avenue.



**DOWNTOWN RECONSTRUCTION
WOOD STREET & JARVIS STREET
PROJECT SCOPE CHANGE**



CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Ted Laking

September 6, 2022

Meeting #2022-19

-
1. Zoning Amendment – Ta'an Kwäch'än Council Parcel C-9B
Presented by Acting Manager Mathieu Marois
 2. Zoning Amendment – Ta'an Kwäch'än Council Parcel C-16B
Presented by Acting Manager Mathieu Marois
 3. Zoning Amendment – 12 Sybil Circle
Presented by Acting Manager Mathieu Marois
 4. New Business

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: September 6, 2022
RE: Zoning Amendment – Ta'an Kwäch'än Council Parcel C-9B

ISSUE

An application to amend the zoning of a portion of Ta'an Kwäch'än Council (TKC) Settlement Land Parcel C-9B from FP – Future Planning to RCT – Comprehensive Residential Townhouses for a proposed residential development.

REFERENCES

- [2020 WSP Planning & Preliminary Engineering Design Report for Whistle Bend Future Areas & Town Square](#)
- [2002 Ta'an Kwäch'än Council Self-Government Agreement](#)
- [2018 Joint Declaration of Commitment](#)
- [2010 Official Community Plan](#)
- [2040 Proposed Official Community Plan \(August 2022\)](#)
- [Zoning Bylaw 2012-20](#)
- Location Map (Appendix A)
- Proposed Zoning Amendment Bylaw 2022-35

HISTORY

TKC Settlement Land Parcel C-9B (Parcel C-9B) is a 20.0-hectare parcel, located in the neighbourhood of Whistle Bend, north of Witch Hazel Drive. The proposed rezoning is for a portion of the parcel, approximately one hectare in area (Appendix A). The current zoning of the subject site is FP – Future Planning which requires rezoning to allow for development.

Planning for the Whistle Bend neighbourhood began in 2006 with a Master Plan approved in 2009 for the development of phases 1 to 7. In 2020, the City completed the planning and preliminary engineering work for three new areas: Areas A, B, and C. Parcel C-9B accounts for approximately 44 per cent of Area B. TKC participated as a partner in the planning and design process for the new development areas. A TKC workshop was held on June 11, 2018 with TKC Chief and Council, TKC citizens, the City, and the Government of Yukon to explore options and opportunities for Parcel C-9B and to ensure that the surrounding area was designed to be compatible with TKC's vision. TKC however elected to continue with additional internal planning prior to designing Parcel C-9B.

Through a survey to its citizens in 2019, affordable housing was identified as a major issue. TKC intends to construct a residential development that will result in approximately 24 affordable townhouses to address this issue. It is expected that the City will maintain the road which will require an easement. This can be addressed in the future subdivision

approval process through a development agreement. TKC will develop the townhouses and will lease them to TKC citizens and remain the landlord. In the future, there may also be an option to offer leasehold interests to occupants or future lessees.

YESAB

A proposal for the subject development was submitted to YESAB on June 30, 2022 and is currently under review. Any terms and conditions outlined in the decision document will be addressed in the subdivision approval process through a development agreement.

Development Review Committee

The proposal was reviewed by the Development Review Committee (DRC) on July 6, 2022. The Committee raised concerns regarding the road alignment and TKC's inability to subdivide to create leasehold titled parcels until their SGA is updated.

A subsequent meeting was held with the proponent and the DRC's concerns were addressed. TKC confirmed that the residential development will initially be used to develop housing for their citizens. TKC also confirmed that they intend to update their SGA to allow for the creation of potential leasehold titled parcels of their land that would allow for additional residential development opportunities. TKC also clarified that the road and the location and orientation of the development area are to allow the road to be extended in the future to service further developments on Parcel C-9B.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	September 6, 2022
First Reading:	September 12, 2022
Newspaper Advertisements:	September 16 and September 23, 2022
Public Hearing:	October 11, 2022
Report to Committee:	October 24, 2022
Second and Third Reading:	November 7, 2022

ALTERNATIVES

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

ANALYSIS

Site Context

The area to the south of the subject site is zoned RCM2 – Comprehensive Residential Multiple Family 2 but has yet to be developed, and the area to the west is zoned RCS3 – Comprehensive Residential Single Family 3. East and north of the subject site is an undeveloped treed area which forms the remainder of Parcel C-9B, which will remain FP-zoned at this time. Existing dwellings southwest of the subject site are zoned RCT. The proposed rezoning of the subject site to RCT will therefore complement the existing residential neighbourhood.

TKC Self-Government Agreement

Per section 28.1 of the Self-Government Agreement (SGA), TKC shall not exercise its powers to enact laws in relation to certain defined matters, including planning, zoning, and land development, for specific Settlement Land, which includes the Parcel C-9B, unless agreed upon by the City or the Government of Yukon. Therefore, TKC must proceed through the City's rezoning process to rezone the subject portion of Parcel C-9B.

Joint Declaration of Commitment

The Joint Declaration of Commitment signed by the City, Kwanlin Dün First Nation, and TKC in 2018 affirmed that the three parties would be respectful and supportive as neighbours and friends and collaborate on outstanding issues, with future generations in mind, to their mutual benefit. This zoning amendment process provides an opportunity to demonstrate this commitment.

2010 Official Community Plan and Proposed Official Community Plan (August 2022)

The subject site is designated as Residential - Urban in the 2010 OCP, as well as in the proposed 2040 OCP, which allows for a variety of residential development. The proposed rezoning will align with this intent by enabling a residential development in close proximity to services and amenities either already provided or planned to be provided within the Whistle Bend neighbourhood.

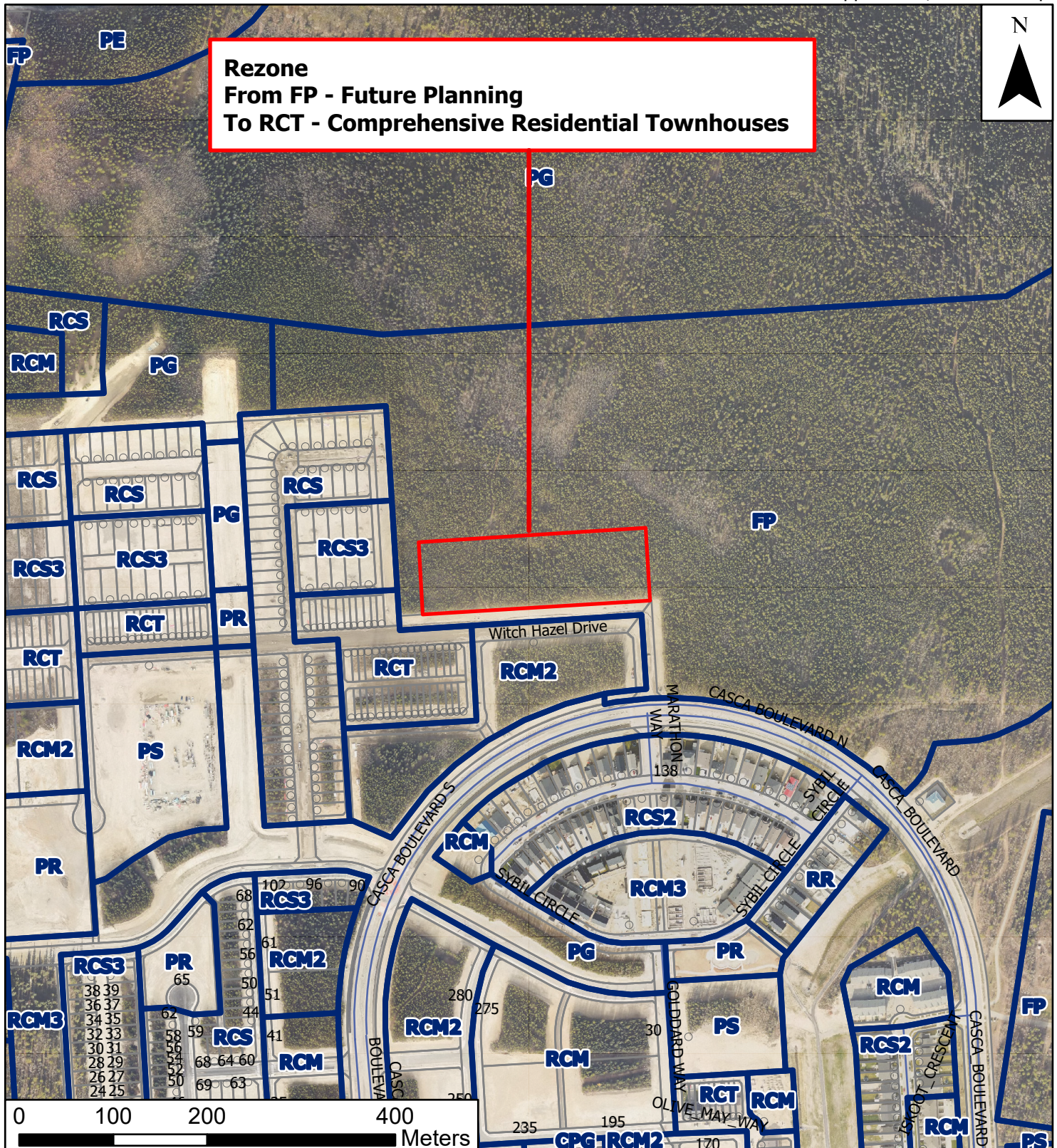
Zoning Approach

The current zoning of the subject site is FP, which is intended to protect land until such a time that planning has occurred to determine the appropriate zoning. It was determined that the most appropriate zoning for the subject site is RCT. The purpose of the RCT zone is to provide a comprehensive development zone for higher density, ground oriented, fee simple townhouses, developed as part of a complete neighbourhood.

The RCT zone would allow TKC to provide a mixture of housing to their citizens in conjunction with another residential development on TKC Settlement Parcel C-16B, also currently going through the rezoning process and intended for single detached dwellings and mobile homes. The RCT zone is also compatible with the adjacent residential neighbourhood as lots nearby are zoned RCT.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2022-35, a bylaw to amend the zoning of TKC Settlement Land Parcel C-9B, to allow for a residential development, be brought forward for consideration under the bylaw process.



DATE:

September 6, 2022

FILE NO:

Z-16-2022

 Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Bylaw 2022-35

A Bylaw to amend the zoning of a portion of TKC Settlement Land Parcel C-9B from FP - Future Planning to RCT - Comprehensive Residential Townhouses.



CITY OF WHITEHORSE
BYLAW 2022-35

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 Whitehorse Zoning Bylaw be amended to allow for a residential development on a portion of Ta'an Kwäch'än Council Settlement Land Parcel C-9B; and

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

1. The zoning map attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a portion of Lot 1405, Quad 105D/14, Whistle Bend Subdivision from FP–Future Planning to RCT-Comprehensive Residential Townhouses, as indicated on Attachment 1 and forming part of this bylaw.
2. 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:

Laura Cabott, Mayor

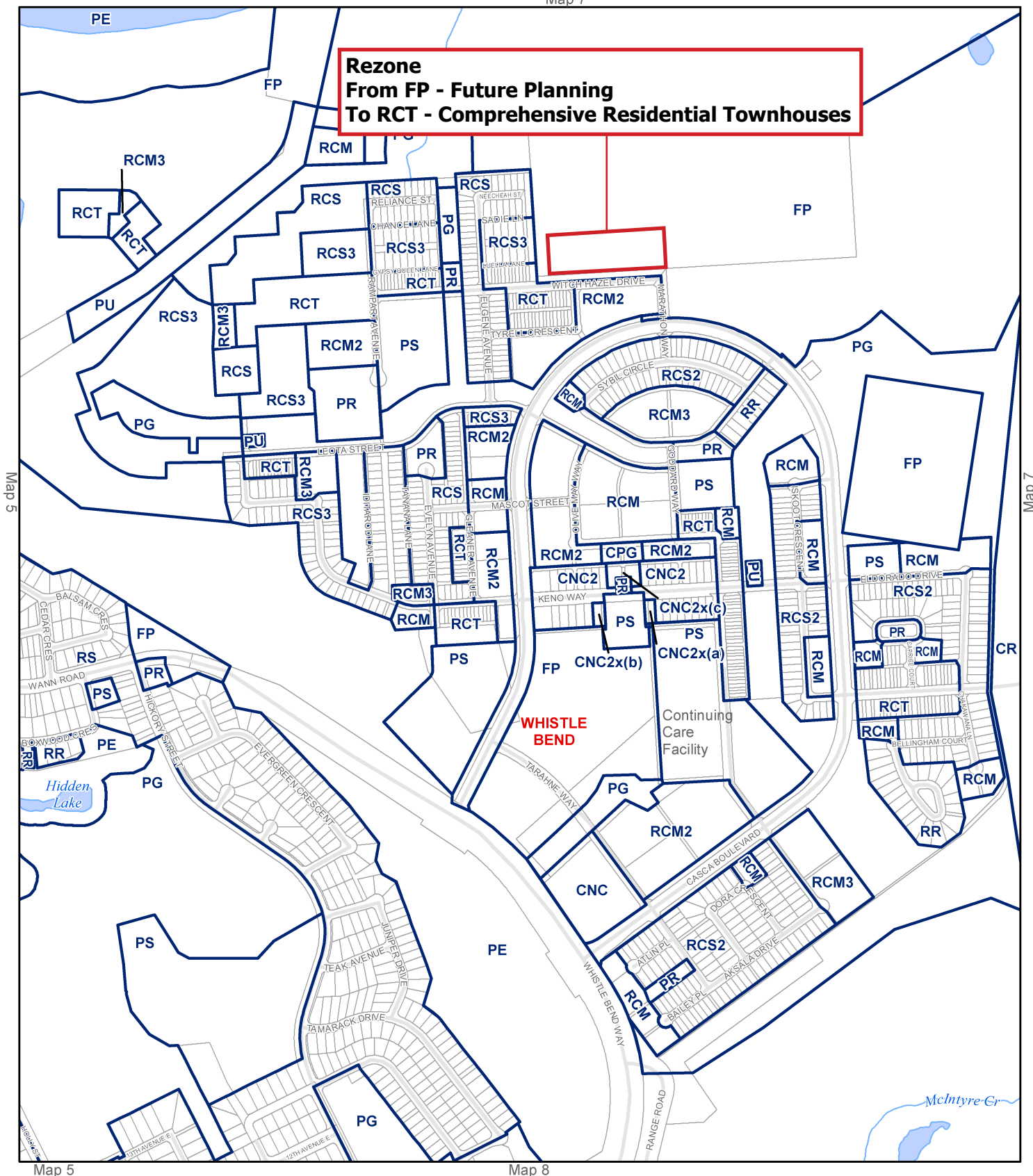
Wendy Donnithorne, City Clerk

MAP 6

WHISTLE BEND
Appendix B

Map 7

**Rezone
From FP - Future Planning
To RCT - Comprehensive Residential Townhouses**



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



0 440
Meters

Projection: NAD 1983 UTM Zone 8

Consolidation date:
December 17, 2021

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: September 6, 2022
RE: Zoning Amendment – Ta'an Kwäch'än Council Parcel C-16B

ISSUE

An application to amend the zoning of a portion of Ta'an Kwäch'än Council (TKC) Settlement Land Parcel C-16B from FP – Future Planning to RSx – Residential Single Detached (modified) for a proposed residential development.

REFERENCES

- [2002 Ta'an Kwäch'än Council Self-Government Agreement](#)
- [2018 Joint Declaration of Commitment](#)
- [2010 Official Community Plan](#)
- [2040 Proposed Official Community Plan \(August 2022\)](#)
- [Zoning Bylaw 2012-20](#)
- Location Map (Appendix A)
- Proposed Zoning Amendment Bylaw 2022-36

HISTORY

TKC Settlement Land Parcel C-16B (Parcel C-16B) is a 4.35-hectare parcel, located at 1805 Birch Street in the neighbourhood of Porter Creek. The proposed rezoning from FS – Future Planning to RS – Residential Single Detached is for a portion of the parcel, approximately 2.1 hectares in area (Appendix A). A special modification is also proposed to permit mobile homes as a principal use.

Through a survey TKC distributed to its citizens in 2019, affordable housing was identified as a major issue. TKC intends to construct a residential development that will result in approximately 25 lots to address this issue. It is expected that the City will maintain the road which will require an easement. This can be addressed in the subdivision approval process through a development agreement. TKC will develop the dwellings and will lease them to TKC citizens and remain the landlord. In the future, there may be an option to offer leasehold interests to occupants or future lessees.

Sections of the rezoning area to the south and to the west are also planned to be retained as a treed buffer.

YESAB

A proposal for the subject development was submitted to YESAB on June 30, 2022 and is currently under review. Any terms and conditions outlined in the decision document will be addressed in the subdivision approval process through a development agreement.

Development Review Committee

The proposal was reviewed by the Development Review Committee (DRC) on July 6, 2022. The Committee raised concerns regarding the lot configuration and TKC's inability to subdivide to create leasehold titled parcels until their SGA is updated. There were also concerns that the topography of the subject site may impact the development feasibility of the rezoned area.

A subsequent meeting was held with the proponent and the DRC's concerns were addressed. TKC confirmed that the residential development will initially be used to develop housing for their citizens. TKC also confirmed that they intend to update their SGA to allow for the creation of leasehold titled parcels of their land that would allow for additional residential development opportunities. TKC also revised the rezoned area and amended the configuration of the proposed lots to address concerns with the topography of the subject site.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	September 6, 2022
First Reading:	September 12, 2022
Newspaper Advertisements:	September 16 and September 23, 2022
Public Hearing:	October 11, 2022
Report to Committee:	October 24, 2022
Second and Third Reading:	November 7, 2022

ALTERNATIVES

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

ANALYSIS

Site Context

Parcel C-16B is located west of the Alaska Highway on Birch Street in the Porter Creek neighbourhood. There are two lots to the south of Parcel C-16B that contain a City water main and are undevelopable. To the north of the subject site, is a property zoned CH – Highway Commercial. Properties south of the water main are zoned RS and the Benchmark Trailer Park, which contains mobile homes, is also located less than a kilometre to the north. The proposed rezoning of the subject site to RS, modified to permit mobile homes, will therefore align with the existing residential properties in the area.

TKC Self-Government Agreement

Per section 28.1 of the Self-Government Agreement (SGA), TKC shall not exercise its powers to enact laws in relation to certain defined matters, including planning, zoning, and land development, for specific Settlement Land, which includes the Parcel C-16B, unless agreed upon by the City or the Government of Yukon. Therefore, TKC, must proceed through the City's rezoning process in order to rezone the subject portion of Parcel C-16B.

Joint Declaration of Commitment

The Joint Declaration of Commitment signed by the City, Kwanlin Dün First Nation, and TKC in 2018 affirmed that the three parties would be respectful and supportive as neighbours and friends and collaborate on outstanding issues, with future generations in mind, to their mutual benefit. This zoning amendment process provides an opportunity to demonstrate this commitment.

2010 Official Community Plan and Proposed Official Community Plan (August 2022)

The subject site is designated as Residential - Urban in the OCP, as well as in the proposed 2040 OCP, which allows for a variety of residential development. The proposed rezoning will align with this intent by enabling a residential development in close proximity to services and amenities already provided within the Porter Creek neighbourhood.

Zoning Approach

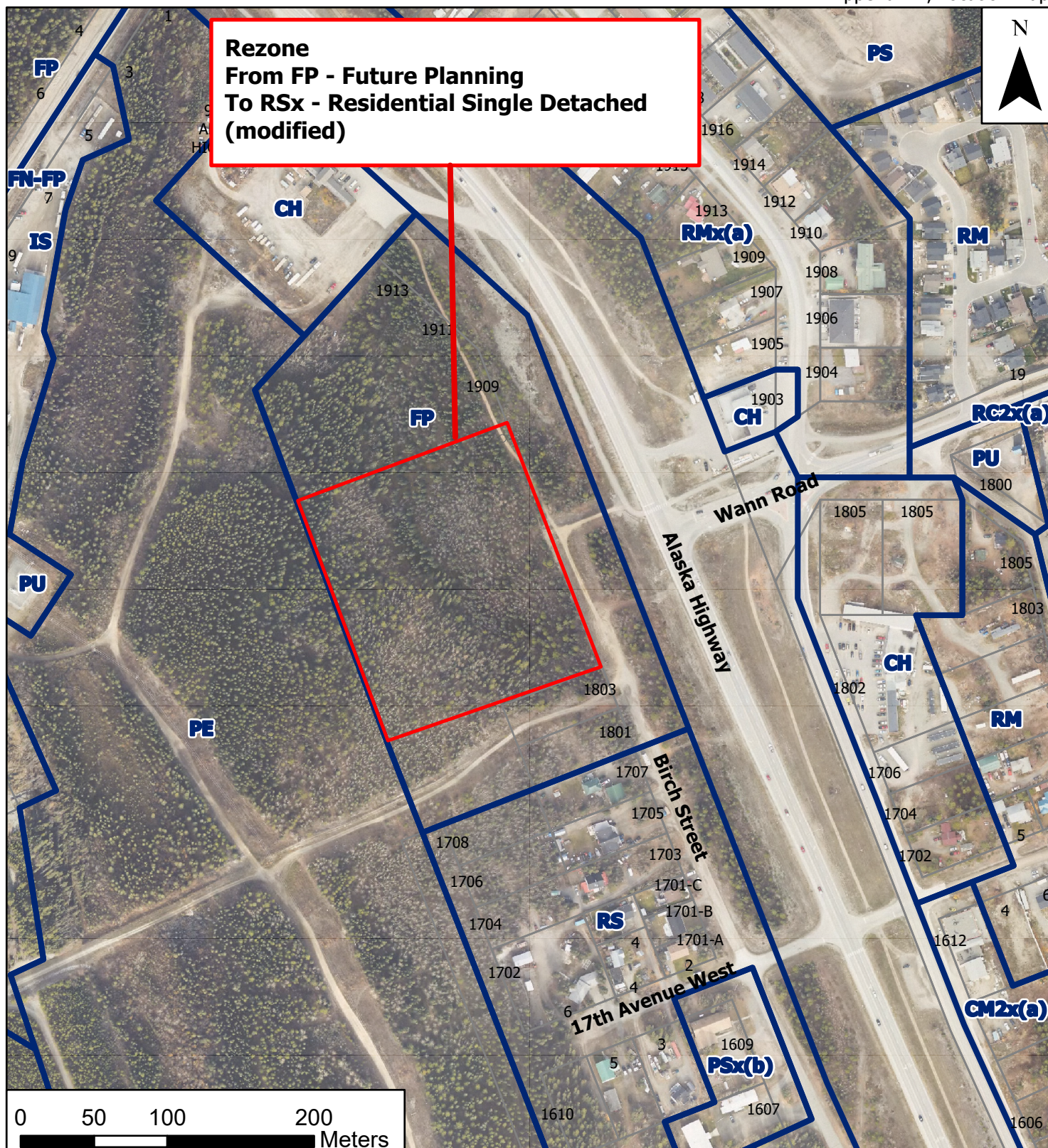
The current zoning of the subject site is FP, which is intended to protect land until such a time that planning has occurred to determine the appropriate zoning. It was determined that the most appropriate zoning for the subject site is RS with a special modification permitting mobile homes, which are otherwise a conditional use in the RS zone. The purpose of the RS zone is to provide a zone for single detached housing on urban lots with a broad range of residential related uses, including single detached, duplex, and triplex housing.

The RS zone allows TKC to provide a mixture of housing to their citizens in conjunction with another residential development on TKC Settlement Parcel C-9B, also currently going through the rezoning process and intended for townhouses. Additionally, the proposed residential development seeks to provide affordable housing for TKC citizens in immediate need of housing and allowing mobile homes as a principal use provides a greater variety of housing options, allowing TKC to house its citizens in a cost-effective and timely manner.

The RS zone and mobile homes are also compatible with residential neighbourhoods in the area which are zoned RS and RP.


ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2022-36, a bylaw to amend the zoning of TKC Settlement Land Parcel C-16B, to allow for a residential development, be brought forward for consideration under the bylaw process.



DATE:
September 6, 2022

FILE NO:
Z-17-2022

 Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Bylaw 2022-36

A proposal to amend the zoning of a portion of TKC Settlement Land Parcel C-16B from FP - Future Planning to RSx - Residential Single Detached (modified).



CITY OF WHITEHORSE
BYLAW 2022-36

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 Whitehorse Zoning Bylaw be amended to allow for a residential development on Ta'an Kwäch'än Council Settlement Land Parcel C-16B; and

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

1. Section 9.15.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 9.15.7 e) as follows:

“e) A portion of Lot 1608, Porter Creek Subdivision, located at 1805 Birch Street, is designated RSx with the special modification being that mobile homes are permitted as a principal use.”
2. The zoning map attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a portion of Lot 1608, Porter Creek Subdivision from FP–Future Planning to RSx(e)-Residential Single Detached Modified, as indicated on Attachment 1 and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

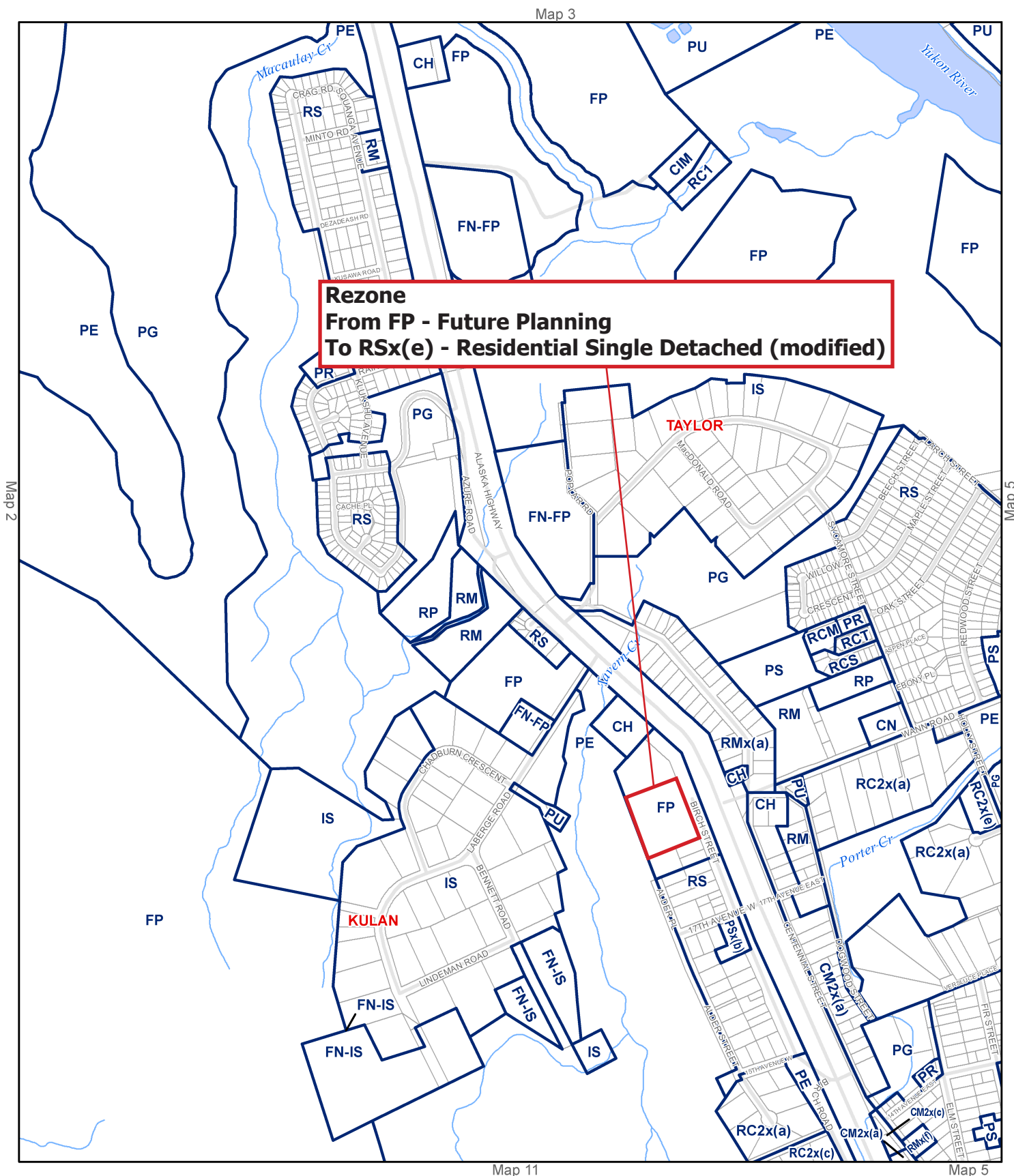
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



0 590

Meters

Projection: NAD 1983 UTM Zone 8

Consolidation date:
December 17, 2021

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: September 6, 2022
RE: Zoning Amendment – 12 Sybil Circle

ISSUE

An application to amend the zoning at 12 Sybil Circle from RR – Restricted Residential Detached to RRx – Restricted Residential Detached (modified) to allow a garden suite as a secondary use.

REFERENCES

- [2010 Official Community Plan](#)
- [2040 Proposed Official Community Plan \(August 2022\)](#)
- [2022-2024 Strategic Priorities](#)
- [Zoning Bylaw 2012-20](#)
- Zoning Amendment Bylaw 2015-07
- Zoning Amendment Bylaw 2018-13
- Zoning Amendment Bylaw 2020-25
- Zoning Amendment Bylaw 2022-12
- Location Map (Appendix A)
- Proposed Zoning Amendment Bylaw 2022-37

HISTORY

The owners of 12 Sybil Circle have applied to rezone their property from RR – Restricted Residential Detached to RRx (modified) to allow a garden suite as a secondary use. A garden suite is a secondary dwelling unit located on a lot where the principal use is either single detached housing or a fee simple duplex. The current RR zone does not permit secondary suites.

In 2015, Phase 3 of Whistle Bend, which included the subject property, was redesigned to reduce the number of infrastructure connections along Casca Boulevard and to create a consistent look and feel to Casca throughout the neighbourhood. The design changed from having lots fronting Casca Boulevard and accessed by a lane to instead have lots front onto a local street. This redesign involved rezoning an area including the subject property from RCS – Comprehensive Residential Single Family to RR to provide a variety of housing options (Zoning Amendment Bylaw 2015-07). The RCS zone would have however allowed a garden suite on the subject property.

In 2016, City Administration issued an online survey to all RR property owners regarding the possible allowance of secondary suites in the RR zone. This was done to investigate the feasibility of a future zoning amendment that would allow secondary suites for all properties in the RR zone, in response to multiple inquiries. Approximately 25 per cent of

property owners completed the survey and of those who responded, approximately 55 per cent supported the initiative to allow secondary suites in the RR zone. Administration did not pursue any comprehensive changes to the RR zone at that time. Several standalone RR-zoned properties have however been successfully rezoned to allow secondary suites since then (Zoning Amendment Bylaws 2018-13, 2020-25, and 2022-12).

On July 27, 2022, the rezoning application was reviewed by the Development Review Committee (DRC) and DRC recommended that the allowance of secondary suites be applied equally to all RR-zoned lots. A comprehensive rezoning that would allow secondary suites on all RR-zoned properties is however not being considered at this time as the proposed OCP is anticipated to be adopted in the near future. After the adoption of the proposed OCP, the Zoning Bylaw will be reviewed and the requirements of the RR zone will be reconsidered at that time.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	September 6, 2022
First Reading:	September 12, 2022
Newspaper Ads:	September 16 and September 23, 2022
Public Hearing:	October 11, 2022
Report to Committee:	October 24, 2022
Second and Third Reading:	November 7, 2022

ALTERNATIVES

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

ANALYSIS

Site Context

The subject property is located near the intersection of Casca Boulevard and Sybil Circle in Whistle Bend (Appendix A). Properties to the west of the subject property, on the other side of the road, are zoned RCS2 – Comprehensive Residential Multiple Family 2 and RCM3 – Cottage Cluster Homes. East of the subject property is zoned PG – Greenbelt.

Rezoning the subject property to RRx (modified) to allow a garden suite would not contrast with the surrounding area. Garden suites are required to have a gross floor area of 100 m² or less and a height of 7.0 m or less and therefore can resemble accessory structures which are permitted in the zone.

2010 Official Community Plan, Proposed Official Community Plan (August 2022) and 2022-2024 Strategic Priorities

The subject lot is designated as Residential – Urban in the 2010 Official Community Plan (OCP), as well as the proposed 2040 OCP, which allows for a variety of residential development in close proximity to services and amenities. The rezoning will align with the intent of the OCP policies which promote a compact development pattern city-wide to ensure existing infrastructure is used most efficiently. The rezoning also aligns with policies

supporting the creation of inclusive neighbourhoods by providing a diversity of housing types that may be accessible to a wide range of people.

The proposal also aligns with Council's 2022-2024 Strategic Priority to improve housing supply and to ensure a variety of housing within the City.

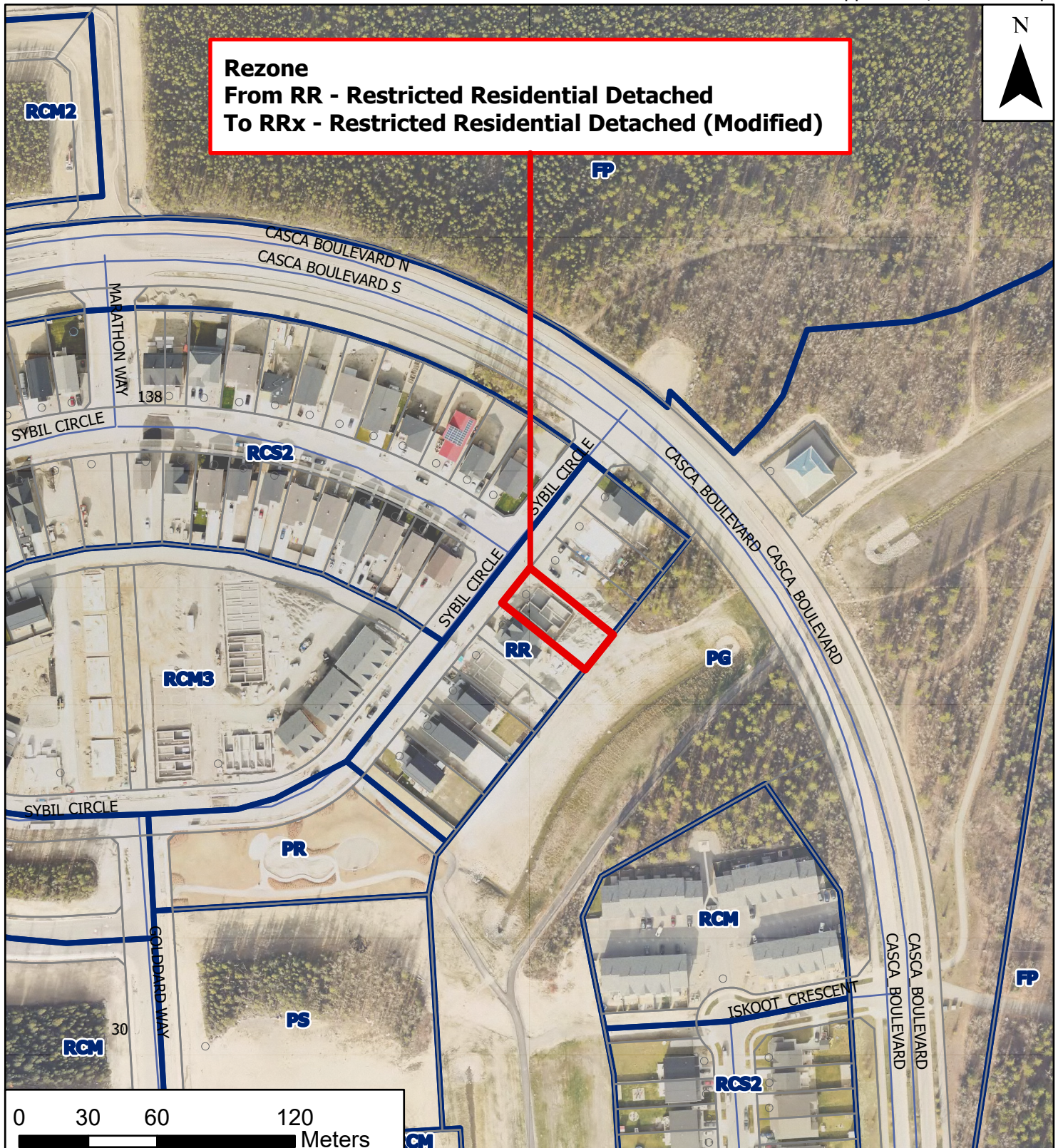
Zoning Bylaw

The purpose of the RR zone is to provide single-detached housing on larger lots with a restricted range of housing forms and uses. It only permits single-detached housing and parks as principal uses and accessory buildings and minor home based businesses as secondary uses. The RR zone has been in place since 1991 and places emphasis on larger, more exclusive lots. It was created before the promotion of dense and compact development became a planning best practice.

The Zoning Bylaw regulations ensure garden suites remain secondary to the principal residence and have a low impact to the surrounding neighbourhood. A garden suite on the subject property would have minimal impact to the surrounding neighbourhood from a residential character, traffic, parking, or privacy perspective considering the required maximum gross floor area and height which limit the amount of people able to be accommodated by this secondary use.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2022-37, a bylaw to amend the zoning of 12 Sybil Circle, to allow a garden suite as a secondary use, be brought forward for consideration under the bylaw process.



DATE:

September 6, 2022

FILE NO:

Z-18-2022

 Subject Site

CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

Bylaw 2022-37

A Bylaw to amend the zoning of 12 Sybil Circle from RR - Restricted Residential Detached to RRx - Restricted Residential Detached (Modified).



CITY OF WHITEHORSE
BYLAW 2022-37

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 Whitehorse Zoning Bylaw be amended to allow for a garden suite at Lot 447, Plan 2017-0051 LTO YT, municipally known as 12 Sybil Circle; and

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

1. Section 9.14.6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 9.14.6 b) as follows:

“b) Lot 447, Plan 2017-0051 LTO in the Whistle Bend subdivision, located at 12 Sybil Circle, is designated RRx(b) with the special modification being that a garden suite is allowed as a secondary use.”
2. The zoning map attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 447, Plan 2017-0051 LTO, from RR–Restricted Residential Detached to RRx(b)-Restricted Residential Detached, as indicated on Attachment 1 and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

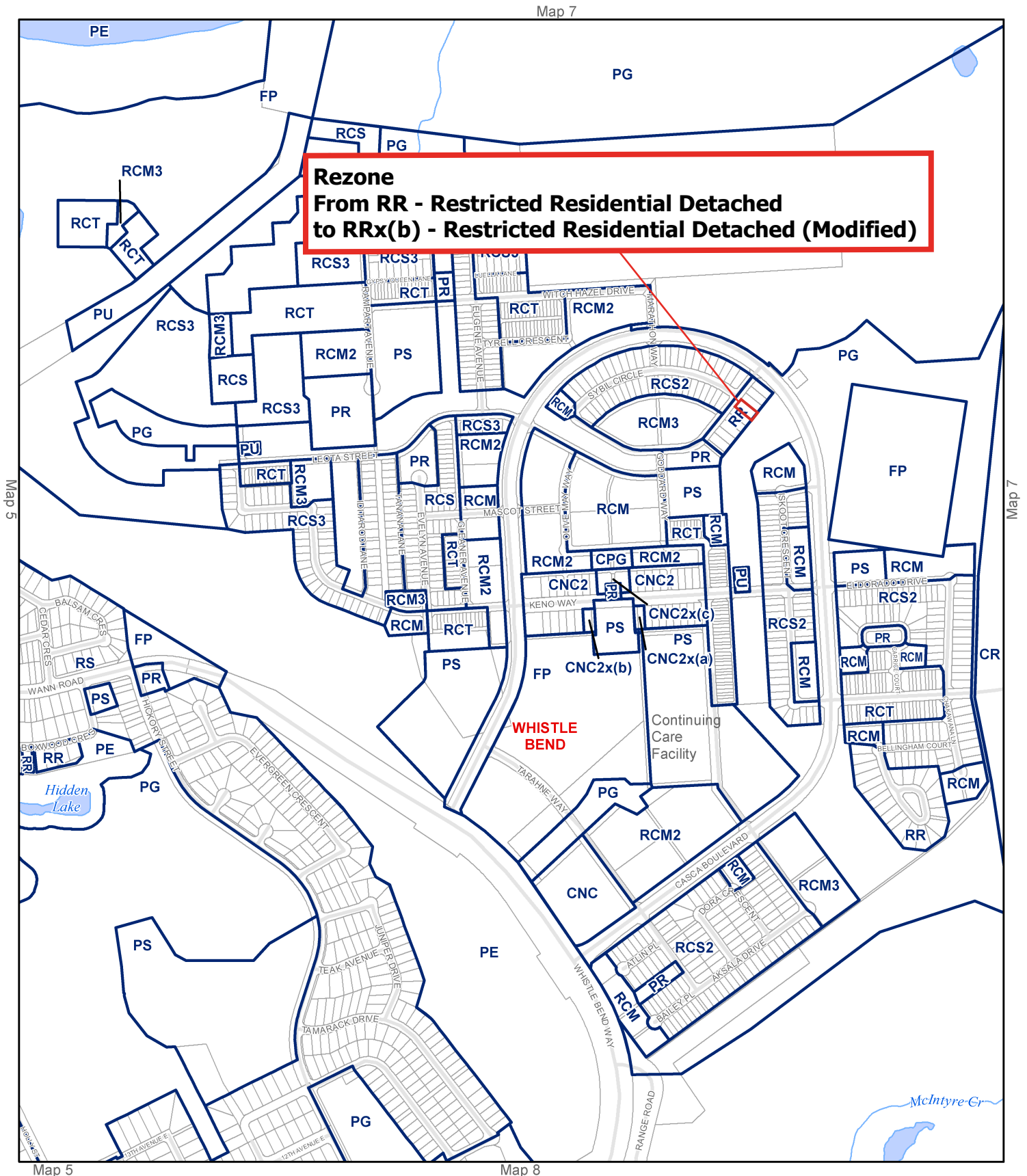
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



0 440
Meters
Projection: NAD 1983 UTM Zone 8

Consolidation date:
December 17, 2021

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Mellisa Murray

September 6, 2022

Meeting #2022-19

1. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Dan Boyd

September 6, 2022

Meeting #2022-19

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Mellisa Murray

Vice-Chair: Michelle Friesen

September 6, 2022

Meeting #2022-19

1. New Business