



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

**Date** January 21, 2019

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Jocelyn Curteanu – Chair  
Councillor Stephen Roddick – Vice Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Laura Cabott  
Councillor Samson Hartland  
Councillor Jan Stick

**Staff Present**  
Linda Rapp, City Manager  
Jeff O'Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Peter O'Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Myles Dolphin, Acting Manager of Strategic Communications  
Norma Felker, Assistant City Clerk

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



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	January 21, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu 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 Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk

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



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	January 21, 2019
<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 Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Brittany Dixon, Manager of Financial Services Chandra Singh, Manager of Human Resources Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Lis Csoma, Accounts Receivable Supervisor Norma Felker, Assistant City Clerk

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

### **1. Public Input Report – 2019 Operating Budget**

Public input received regarding the operating budget requested opportunities for re-use at the waste management facility, increased trail patrols and enforcement, increased winter trail maintenance, and the abandonment of the Official Community Plan review.

North American municipal best practices are used at the City's waste management facility, and re-use stores or scavenging are not allowed due to liability issues.

The proposed budget continues to allocate funding for a trail enforcement position in the Bylaw Department, and the request for increased patrols has been forwarded to the Department for consideration when developing work plans and future budgets.

Winter trail maintenance is currently done on some trails in the City. The Snow and Ice Control Policy will come forward later this year, at which time Council will review the service levels for all streets and trails.

The current Official Community Plan needs to be updated to reflect new growth projections, trends, best practices, and community priorities. The development of a new Official Community Plan is an important priority as it provides overall direction for other City policies, plans, and regulations.

Additional public input expressed support for continuing the existing levels of service for winter road maintenance and Canada Games Centre programming. The Whitehorse Chamber of Commerce commended Council for minimizing increases to taxes and fees in the proposed budget while maintaining the service standards our community expects.

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

THAT Bylaw 2018-59, a bylaw to adopt the 2019 Operating and Maintenance Budget and the 2020 and 2021 Provisional Budgets, be brought forward for second and third reading under the bylaw process; and

THAT the associated 2019 Tax Levy Bylaw and Fees and Charges Amendment Bylaw also be brought forward for second and third reading under the bylaw process.

**2. Contract Award – Employee Assistance Program**

The provisional budget for 2019 includes funding for employee support services as part of the City's Employee Assistance Program. In response to a request for proposals issued, two compliant proposals were received. The recommended proposal meets all the terms and conditions of the request for proposals.

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

THAT Administration be authorized to award the contract for the Employee Assistance Program project to Homewood Health Inc. for a net cost to the City of \$52,000 per year for a total of \$156,000.00 for the three-year contract period.

**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 approval 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 2018 Tax Lien List to authenticate the list.

**4. Appoint Council Member to AYC Board**

Council annually appoints two of its members to represent the City on the Board of the Association of Yukon Communities. One of the City's members has since been named as a Director at Large, and a new appointment is required to represent the City on the Board.

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

THAT Councillor Stephen Roddick be appointed to represent the City of Whitehorse on the Board of the Association of Yukon Communities for a term to expire October 31, 2019.



## Minutes of the meeting of the City Planning Committee

**Date** January 21, 2019

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Stephen Roddick – Chair  
Councillor Jan Stick – Vice Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Jocelyn Curteanu  
Councillor Laura Cabott  
Councillor Samson Hartland

**Staff Present**  
Linda Rapp, City Manager  
Jeff O’Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Myles Dolphin, Acting Manager of Strategic Communications  
Mélodie Simard, Manager of Planning and Sustainability Services  
Patrick Ross, Manager of Land and Building Services  
Norma Felker, Assistant City Clerk

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

**1. Proposal for a Territorial Park – For Information Only**

On behalf of the Friends of McIntyre Creek, Michael Bendall, Dorothy Bradley, James Welscott and Celeste Sunquist-Bendall encouraged the City to enter into a collaborative park planning process with the Government of Yukon and local First Nations to create a McIntyre Creek Territorial Park. The proposed park would provide permanent protection status for McIntyre Creek.

The group advised that letters of support for the proposed park have been received from the Porter Creek Community Association and WildWise Yukon, and that funding for the proposed park development may be available from the Canada Nature Fund. It was noted that the organization has made no official approach to the Government of Yukon, the Kwanlin Dün First Nation or the Ta’an Kwäch’än Council. However, initial contacts from both First Nations have indicated support for the project as it would help to protect the historical and cultural significance of the area.

**2. Zoning Amendment – Administrative Edits**

In response to issues that have arisen through daily use of the bylaw, administration is proposing a number of administrative edits to the Zoning Bylaw. These edits are primarily minor in nature and are intended to provide clarity and continuity throughout the bylaw. Administrative edits to the Zoning Bylaw are typically brought forward on a periodic basis.

The proposed amendments include, among others, clarifications to certain definitions, general development regulations, specific use regulations, parking regulations and lot coverage and setback regulations in specific zones. One mapping change is proposed for a potential school site in Whistle Bend, and two offences are proposed to be added to the list of ticket-able offences.

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

THAT Bylaw 2019-07, a bylaw to amend the Zoning Bylaw with respect to a number of administrative edits, be brought forward for consideration under the bylaw process.

**3. Renew Subdivision Approval – Whistle Bend Phase 4**

Subdivision approval for phase 4 of the Whistle Bend neighbourhood was granted by Council in 2016 and an extension was granted until January 11, 2019. It is anticipated that construction of phase 4 will be completed this year in two separate parts. Because the construction is incomplete, the subdivision approval is required to be renewed by Council.

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

THAT subdivision approval be renewed for the subdivision of approximately 43.7 hectares of land for the creation of new residential lots, greenbelts, lanes, roads and a park in the area known as Whistle Bend Phase 4, as shown on the proposed subdivision sketch.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	January 21, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Laura Cabott 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 Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Geoff Quinsey, Manager of Water and Waste Services Norma Felker, Assistant City Clerk

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

**1. Contract Award – Consultant Services – Compost Facility Expansion**

A request for proposals for engineering design and construction administration of the compost facility expansion project was released in 2018 and two proposals were received. The highest scoring proposal exceeds the existing budget and therefore a budget amendment is required. The funds remaining in the 2018 capital budget for this project also need to be re-budgeted to 2019.

The compost facility expansion project has been approved for Gas Tax funding. An amendment to the Gas Tax agreement will be sought based on the amended budget. In the interim, the budget increase will be funded from the Capital Reserve. When additional Gas Tax funds are approved and received, the reserve will be reimbursed.



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

THAT the remaining funds from the 2018 capital budget for the compost facility expansion project be re-budgeted to 2019 in the amount of \$87,312.39; and

THAT the 2019 to 2022 capital expenditure program be amended by increasing the 2019 capital budget for the compost facility expansion project from \$87,312.39 to \$269,534.36, funded by the Capital Reserve; and

THAT Administration be authorized to award the consulting services contract for the design and construction supervision of the compost facility expansion project to Tetra Tech Canada Inc. for a net cost to the City of \$269,534.36 plus GST.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	January 21, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick
<b>Staff Present</b>	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk

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

**1. Trail Development Policy – For Information Only**

Keith Lay addressed the Committee on behalf of Active Trails Whitehorse Association to ask if any new trail proposals have been received since the Trail Development Policy was approved by Council in June of 2018. He also asked when the Whitehorse North Trails Task Force will be reconvened and requested information on the designation of the McCauley Creek Crossing Trail.

**2. Various Community Events – For Information Only**

Mayor Curtis highlighted several community events that took place last week, including an inter-governmental forum with the Kwanlin Dün First Nation and the Ta’an Kwäch’än Council, and the unveiling of the new additions to the “Welcome to Whitehorse” signs.

Mayor Curtis also congratulated Blood Ties Four Directions on the opening of their "Tiny House" development on Sixth Avenue. The Mayor noted that this development was achieved with collaboration from the City and the Government of Yukon, but the driving force behind the project was the hard work and dedication of this non-profit society.

There being no further business, the meeting adjourned at 6:57 p.m.

**Adopted** at the regular council meeting on January 28, 2018

*ORIGINAL MINUTES SIGNED BY:*

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk