



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	November 18, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Stephen Roddick Councillor Jan Stick
<b>Absent</b>	Councillor Jocelyn Curteanu Councillor Samson Hartland
<b>Staff Present</b>	Valerie Braga, Acting City Manager Jeff O'Farrell, Director of Community and Recreation Services Michael Reyes, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Geoff Quinsey, Manager of Water and Waste Services

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

### **1. Contract Extension – Landfill Operations**

The contract for the operation of the Waste Management Facility expired in June of this year and a tender to procure the work was not finalized in time to allow for award ahead of the expiry date. To ensure no gap in service, the existing contract was extended to November 30, 2019.

Due to operational demands in the Water and Waste Department and the loss of a key member of the administrative team, the department has been unable to maintain the original schedule intended for this procurement. This contract is one of the most expensive operational contracts that the City procures from private industry. It is critical that the tender reflect the most up to date operational practices and the current realities of the City's solid waste management system.

Administration is proposing that the existing contract be extended to allow sufficient time to complete the procurement process. The cost has been accounted for in the approved 2019 operating budget and the 2020 provisional operating budget.

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

THAT Administration be authorized to extend the contract for the 2014 Solid Waste Disposal – Landfill Operations to Castle Rock Enterprises to June 30, 2020 for a net cost to the City of \$255,458.28 plus GST.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	November 18, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Stephen Roddick Councillor Jan Stick
<b>Absent</b>	Councillor Jocelyn Curteanu Councillor Samson Hartland
<b>Staff Present</b>	Valerie Braga, Acting City Manager Jeff O'Farrell, Director of Community and Recreation Services Michael Reyes, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Landon Kulych, Manager of Parks and Community Development Krista Mroz, Manager of Recreation and Facility Services

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

**1. Ushiku Sister City Exchange Program – For Information Only**

The next exchange visit of Whitehorse students to Ushiku, Japan is scheduled for the summer of 2020. The 2020 Summer Olympics will take place in Tokyo from July 24<sup>th</sup> until August 9<sup>th</sup>. The timing of the Olympics affects travel logistics, Ushiku student school schedules, and the availability of host families before, during and after the Olympics. It has therefore been decided by the administration of both cities that Whitehorse will postpone sending students to Ushiku until the summer 2021.

As 2020 marks the 35<sup>th</sup> anniversary of the exchange between the two cities, Whitehorse will organize a small cultural event to mark the milestone, celebrate our friendship and connection with our sister city, and increase awareness about the program for 2021. The timing of this cultural event has not yet been determined.

**2. Winter Clothes Drive** – For Information Only

The Committee was advised that the Kwanlin Dün First Nation is holding a winter clothing drive to collect new and gently used winter clothing. If anyone has items of winter clothing to donate, please take them to the Kwanlin Dün Health Centre.



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

**Date** November 18, 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 Laura Cabott

**Absent** Councillor Jocelyn Curteanu  
Councillor Samson Hartland

**Staff Present** Valerie Braga, Acting City Manager  
Jeff O'Farrell, Director of Community and Recreation Services  
Michael Reyes, Acting Director of Corporate Services  
Mike Gau, Director of Development Services  
Peter O'Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services

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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>	November 18, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Stephen Roddick Councillor Jan Stick
<b>Absent</b>	Councillor Jocelyn Curteanu Councillor Samson Hartland
<b>Staff Present</b>	Valerie Braga, Acting City Manager Jeff O'Farrell, Director of Community and Recreation Services Michael Reyes, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services

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

**1. Building Height and Wall Concerns – For Information Only**

Robert Wills addressed the Committee to express concerns regarding the safety and stability of buildings being built in Whitehorse. He explained that recent trends in construction have resulted in buildings with few interior walls and considerable glazing on exterior walls, therefore providing little lateral strength. Buildings must be able to resist lateral movement such as occurs with high winds and earthquakes. The taller the structure, the greater the risk of collapse and danger to the public.

Mr. Wills said that the issue has been raised by structural engineers across the country. He also stated that the National Building Code does not match the standards of other countries. He asked council to pursue changes to the National Building Code.



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	November 18, 2019
<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 Jan Stick
<b>Absent</b>	Councillor Jocelyn Curteanu Councillor Samson Hartland
<b>Staff Present</b>	Valerie Braga, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Michael Reyes, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Brittany Dixon, Acting Manager of Financial Services Catherine Constable, Manager of Legislative Services

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

**1. Request for Support – Indigenous Day Live 2020 – For Information Only**

Sky Bridges addressed the Committee on behalf of APTN to request support for Indigenous Day Live 2020.

**2. Contract Award – Supply of Printers and Printer Services**

The printers being used throughout the City are all over eight years old and are nearing the end of their life cycle. In response to a request for proposals issued, two compliant proposals were received.

The proposals were evaluated by an internal committee in accordance with the Purchasing and Sales Policy and the criteria established in the request for proposals. The capital and operating budgets contain sufficient funds for the annual capital requirements and the operation portion of this contract.

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

THAT administration be authorized to award the contract for the supply of printers to MRG Technologies Inc. in the amount of \$130,000 plus GST; and:

That administration be authorized to award the contract for the supply of printer supplies and maintenance to MRG Technologies Inc. in an amount not to exceed \$99,000 plus GST, covering the next three-year period.

**3. Urban Electrification Local Improvement**

In 1989 the City began assisting with the cost of electrifying urban property by financing it as a loan to the property owners and charging the cost back to the property as a local improvement charge. In order to have an application approved the applicant must have title to the property, current taxes must be paid in full, and the cost of the work must not exceed 75% of the assessed value of the property. The owners of the property located at 10 Haldane Place in Pineridge have met all the conditions of the urban electrification program. A bylaw is required to provide for a work of local improvement.

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

THAT the application under the urban electrification program for Lot 26 Pineridge Subdivision, located at 10 Haldane Place, be accepted; and

That Bylaw 2019-17, a bylaw to authorize local improvement charges for urban electrification at 10 Haldane Place, be brought forward for consideration under the bylaw process.

**4. Third Quarter Capital Variance Report**

As part of the City's third quarter variance reporting there is a requirement for managers to review their planned capital spending. Most projects are proceeding as planned and a few have been successfully completed under budget. Other projects are either expected to carry forward into 2020 through the capital re-budget process or will be cancelled as they have been re-scoped and resubmitted as part of the next capital budget.

A budget amendment is required in order to reduce the 2019 capital budget by \$1,685,552 with all of the funds returning to reserves or external funding sources

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

THAT amendments totalling \$1,685,552 to the 2019 to 2022 capital expenditure program be authorized as detailed in Appendix 2 to the November 18<sup>th</sup> Administrative Report.



**5. Third Quarter Operating Variance Report – For Information Only**

The 2019 third quarter variance projection shows that total operating revenues will be under budget by \$652,427 and expenses will be under budget by \$1,137,139. Therefore, operating projections to December 31, 2019 as compared to the revised budget indicate an operating surplus of \$484,712.

A Committee member raised concerns with respect to the garage charges.

Overall department spending is controlled. Based on the total operating budget, the third quarter positive variance is well within 1% of the City's total operating budget.

**6. Draft Yukon Climate Change Strategy – For Information Only**

A committee member advised that the Yukon Government has released a document titled ***Our Clean Future***. This document is the draft climate change, energy and green economy strategy for Yukon. It was recommended that all members of council and senior management review this document before the strategic plan update process begins next year.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	November 18, 2019
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Stephen Roddick
<b>Absent</b>	Councillor Jocelyn Curteanu Councillor Samson Hartland
<b>Staff Present</b>	Valerie Braga, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Michael Reyes, Acting Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Patrick Ross, Manager of Land and Building Services Catherine Constable, Manager of Legislative Services Landon Kulych, Manager of Parks and Community Development Mélodie Simard, Manager of Planning and Sustainability Services

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

**1. Rezoning Process – For Information Only**

Cam Kos addressed the Committee to request that potential developers be required to provide a development plan with any request for a zoning amendment. He noted that past experience shows that the proposals change and the eventual outcome is different from the original proposal.

Mr. Kos stated that there are lots available for multi-residential development and therefore spot zoning such as recently occurred in Porter Creek is not necessary. He suggested that existing large residential lots should remain available for people who are looking for larger properties.

Mr. Kos also suggested that a second public hearing for a proposed rezoning should be scheduled if there is new information available regarding the project proposed for the site.

**2. Bylaw for the Sale and Transfer of Land Beside 2 North Star Drive**

On September 9, 2019, Council referred Bylaw 2019-16 and the issue of a lot expansion versus an easement agreement back to Administration for additional information.

The request for an easement went through the appropriate process and was denied by the approving authority. The decision is final as the Easement Authority Bylaw does not provide an appeal process. An encroachment agreement is not a recommended action as it does not provide security of tenure for the property owners.

Administration has determined that the portion of the public utility lot sought by the property owner is not currently being used for any utility except for the ATCO switch cube, and the City does not anticipate having any future need for it. If the land is sold, protection of the ATCO switch cube by an easement within the privately titled land would be a requirement of the sale agreement. Any future utility installations would need to be installed within the remaining public boulevard and/or other areas within the Falcon Drive right-of-way, which is already the case for most of the length of Falcon Drive.

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

THAT Bylaw 2019-16, a bylaw to authorize the sale and disposition of a portion of P.U.L. 19 to the owners of 2 North Star Drive, be brought forward for consideration under the bylaw process.

**3. Lease Agreements – Pioneer Hotel 1 and Pioneer Hotel 2**

Pioneer Hotels 1 and 2 (also known as Jenni House and Hatch House, respectively) are heritage structures owned by the City of Whitehorse. The current tenants are both non-profit organizations that have been leasing the premises for a number of years.

Based on the demonstrated programming successes and cooperation between the Yukon Film Society and the Yukon Literacy Coalition, administration is recommending extending the leases for a five-year term. Both organizations have proven to be good tenants, and are positive contributors to the community.

In response to a question raised about other possible tenants, administration advised that interest in leasing these buildings has historically been very low and therefore a request for expressions of interest was not pursued.

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

THAT Bylaw 2019-22, a bylaw to authorize a lease agreement with the Yukon Film Society with respect to Pioneer Hotel 1, also known as Jenni House, be brought forward for consideration under the bylaw process; and

THAT Bylaw 2019-23, a bylaw to authorize a lease agreement with the Yukon Literacy Coalition with respect to Pioneer Hotel 2, also known as Hatch House, be brought forward for consideration under the bylaw process.

**4. Zoning Amendment – 25 Rhine Way/468 Range Road**

Councillor Boyd declared an interest in the proposed project and recused himself.

The owner of the properties located at 468 Range Road and 25 Rhine Way is proposing to develop a seniors' community on the two lots, with the first phase being a supportive housing development at 468 Range Road. The owner has applied to rezone a portion of the 25 Rhine Way property to allow for a boundary realignment and a reduction of the parking requirements.

The current zoning of 25 Rhine Way is Comprehensive Residential Multiple Family 2 and the zoning of 468 Range Road is Mixed-Use Commercial. The proposed zoning for both 468 Range Road and a portion of 25 Rhine Way is Mixed-Use Commercial (modified). Supportive housing is an allowable use under the CM1 zone, with a special modification to reduce the parking requirement.

Dave Borud addressed the Committee on behalf of the proponent to explain that the proposed project will provide housing for people having difficulty in their own homes but not ready for a care facility. This client group doesn't drive and therefore the parking reduction is fair and adequate for independent adult living transitioning to supported care.

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

THAT Bylaw 2019-21, a bylaw to amend the zoning of a portion of 25 Rhine Way and 468 Range Road in the Takhini neighbourhood to allow for a boundary realignment and reduced parking requirements for a supportive housing development, be brought forward for consideration under the bylaw process.

**5. Zoning Amendment – Keno Way**

Administration is proposing a number of changes to the Comprehensive Neighbourhood Commercial 2 zone in advance of the sale of commercial lots on Keno Way in Whistle Bend.

The proposed changes are intended to implement a more urban design that would function similar to Main Street and complement the location of the town square as the centre of the neighbourhood. This zone was developed as part of the master plan design work for Whistle Bend. It has only been applied to lots on Keno Way.

The changes proposed in this bylaw are generally intended to promote an urban design for Keno Way that is focused on a pedestrian friendly scale and uses that will create vitality along the street.

The proposed bylaw refines the principal uses to promote customer-oriented development that will result in a vibrant streetscape. It will also allow for a greater scale of development on each lot that is more in line with urban, downtown development than suburban development.

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

THAT Bylaw 2019-20, a bylaw to amend the Comprehensive Neighbourhood Commercial 2 zone, be brought forward for consideration under the bylaw process.

There being no further business, the meeting adjourned at 8:10 p.m.

**Adopted** at the regular council meeting on November 25, 2019.

*ORIGINAL MINUTES SIGNED BY:*

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk