



Minutes of the meeting of the Community Services Committee

Date	December 5, 2022	2022-27
Location	Council Chambers, City Hall	
	Councillor Michelle Friesen – Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Ted Laking* Deputy Mayor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Jessica Harach, Acting Assistant City Clerk	

* Indicates electronic participation

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

1. New Business - Jamie Shaw Memorial Basketball Tournament

A Committee member showcased the Jamie Shaw Memorial Basketball Tournament, held at F.H. Collins December 7th through 10th. The Committee member also highlighted the Jamie Shaw Memorial Fund, which provided financial support for access to training and development for athletes and coaches in the Yukon.

2. Delegate – Keith Lay – Amendments to the Snowmobile Bylaw

Delegate Keith Lay proposed that the City amend the Snowmobile Bylaw to designate specific trails for use by snowmobiles. It is the delegate's belief that snowmobiles should be excluded from non-motorized trails.



Minutes of the meeting of the Public Health and Safety Committee

Date	December 5, 2022	2022-27
Location	Council Chambers, City Hall	
	Councillor Jocelyn Curteanu - Chair	
	Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd	
	Councillor Kirk Cameron	
	Councillor Michelle Friesen	
	Councillor Ted Laking*	
	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff Present	Valerie Braga, Director of Corporate Services	
	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations and Infrastructure	
	Jessica Harach, Acting Assistant City Clerk	
	Kyle Morrison, Acting Manager of Bylaw Services	

* Indicates electronic participation

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

1. Vehicle for Hire Bylaw Amendments

In April of 2022, Council directed Administration to conduct program and policy analysis, focusing on measures to reduce gender based violence and increase taxi safety for women. The first phase identified a number of improvements to enhance existing programs, including the implementation of mandatory audio recording in taxis.

The mandate of audio recording in taxis requires amendments to current security camera requirements in the *Vehicle for Hire Bylaw* and updates to section "B" Voluntary Fine Schedule. Additional provisions are being proposed to make it an offence for any person to temporarily shut off, delete, or tamper with recordings and for an unauthorized person to view security camera footage. The proposed amendments will also allow for access to security footage to company owners strictly for the purposes of resolving customer complaints and to the City, for legal and insurance purposes.

Committee members questioned if the proposed fines were too low for the seriousness of the infractions and raised concerns that recording retention periods may not be long enough.

The Committee requested that Administration undertake further research in regards to an amended fee structure and recording retention time prior to bylaw consideration.



Minutes of the meeting of the Corporate Services Committee

Date	December 5, 2022	2022-27
Location	Council Chambers, City Hall	
	Councillor Kirk Cameron - Chair	
	Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd	
	Councillor Jocelyn Curteanu	
	Councillor Michelle Friesen	
	Councillor Ted Laking	
	Deputy Mayor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
	Valerie Braga, Director of Corporate Services	
	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations and Infrastructure	
	Jessica Harach, Acting Assistant City Clerk	
	Svetlana Erickson, Manager of Finance	

* Indicates electronic participation

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

1. Upcoming Procurements (January and February) – For Information Only

In accordance with the Procurement Policy, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council on a bi-monthly basis.

Managers have been asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of July and August 2022; information on six projects that meet this requirement were provided.

2. Public Input Report – Capital Budget Bylaw

The Committee was provided with an overview of the public input received in regards to the Capital Budget Bylaw. The submissions received included support for the proposed

investments into snow and ice control equipment, water and sewer infrastructure, enhancements to active transportation, and the planned zoning bylaw rewrite.

One submission was received encouraging the City to prioritize investments in sustainable solutions to adapt to and mitigate the impacts of climate change on the environment. Administration clarified in the report that the proposed Capital Expenditure Program includes several projects with a focus on climate change adaptation and mitigation.

The recommendation of the Corporate Services Committee is

THAT Council directs that Bylaw 2022-41 a bylaw to adopt the 2023-2026 Capital Expenditure Program, be brought forward for 2nd and 3rd reading under the bylaw process.

3. Inclusivity Advisory Committee Appointments

Earlier this year, Council approved the proposed Terms of Reference for an Inclusivity Advisory Committee and instructed Administration to begin the application process for membership.

Following a public application process, Administration presented Council with the applications for membership. Administration is recommending appointment of eight candidate members, based on the Committee's proposed mandate, applicant experience and range of perspectives related to issues of inclusivity and diversity on the city.

Further, a number of housekeeping matters are required following commencement of the Housing and Land Development Advisory Committee to update membership and to assign ongoing operational support by Administration to the Committees under the Advisory Committees Bylaw.

The recommendation of the Corporate Services Committee is

That Council direct Bylaw 2022-50, a Bylaw to amend the Advisory Committee Bylaw, be brought forward for consideration under the bylaw process to establish the Inclusivity Advisory Committee and address housekeeping changes as presented; and

That upon approval of Bylaw 2022-50, that Council, by Resolution, appoint the following members to the Inclusivity Advisory Committee for a two year term:

- Shonagh McCrindle
- Ramesh Ferris
- Nancy Kidd
- Stace Burnard
- Pawan Bhardwaj
- Christina Zahar
- Bill Bruton
- Sharlaina Bain

That by Resolution, Council revoke the appointment of David Irvine from the Housing and Land Development Advisory Committee, and confirm the appointment of Tiffany Eckert-Maret to that Committee for a two year term aligned with the timing of the initial appointments.

4. Protocol Policies – Proclamations, Flags, and Decorative Crosswalks

The Committee was presented with the proposed updates to the Flag Protocol and Proclamations policies, as well as the proposed new Decorative Crosswalk policy.

The Flag Protocol Policy sets out the procedures and protocols for the City to display flags in front of municipal facilities and for special occasions when groups request a flag be displayed in conjunction with a proclamation.

The Proclamations Policy outlines the process to request proclamations and the approval process to do so.

The City has installed several decorative crosswalks in response to community requests and global events. The policy will formalize the request process and cost-sharing arrangements for groups making the request.

A Committee member noted their concern with the crosswalk cost-sharing proposal. Administration clarified that the policy as proposed is a balance between taxpayer and organization funding. Council may also decide to provide a grant to an organization to aid with the cost of installation.

The recommendation of the Corporate Services Committee is

THAT Council adopt as presented the amendments to the Flag Protocol Policy and the Proclamations Policy, and adopt the new Decorative Crosswalk Policy dated December 2022.



Minutes of the meeting of the City Planning Committee

Date	December 5, 2022	2022-27
Location	Council Chambers, City Hall	
	Councillor Ted Laking - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Deputy Mayor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Jessica Harach, Acting Assistant City Clerk Mathieu Marois, Senior Planner Kinden Kosick, Subdivision and Lands Coordinator	

* Indicates electronic participation

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

1. Public Hearing Report – Zoning Amendment – 11 Oak Street

The Committee was presented with a Public Hearing Report on a bylaw to amend the zoning at 11 Oak Street.

A Public Hearing was held on November 14, 2022. One written submission was received in support, with some concerns expressed. The proponent also spoke at the public hearing but did not have any comments relating to the zoning amendment.

Concerns were raised regarding increased on-street parking, and the potential for the garden suite to be used for short-term rentals. The subject property would meet the parking requirements as specified in the Zoning Bylaw for this type of development. The Zoning Bylaw does not currently provide any controls for short-term rentals.

Administration confirmed that the structure in question is an existing structure that would be converted to a garden suite upon approval of the Zoning Amendment.

The recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2022-38, a bylaw to amend the zoning of 11 Oak Street from RS – Restricted Single Detached to RSx – Restricted Single Detached (modified), be amended to reduce the rear yard setback to 0.9 m only for a garden suite, be brought forward at second and third reading under the bylaw process.

2. Subdivision Approval – TKC Parcel C-9B

The basic concept for Whistle Bend was developed in 2006 and a master plan for the neighbourhood was 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 development areas in Whistle Bend: Areas A, B, and C. Area C was selected as the next development area after the completion of the initial seven phases.

Administration is bringing forward an application from TKC to create 24 townhouse lots, road and lane, and a buffer parcel on the south west corner of C-9B. This subdivision approval is being proposed following approval of Bylaw 2022-35, a bylaw to amend the zoning of this area from FP-Future Planning to RCT-Townhouse.

The recommendation of the City Planning Committee is

THAT Council approve the subdivision of an approximately 1.45 ha portion of Lot 1405, Quad D/14, Plan 2003-0231 LTO (Ta'an Kwäch'än Council Settlement Parcel C-9B in Whistle Bend), for the creation of new residential lots, buffer, lanes, and roads, as shown on the proposed subdivision sketches, subject to the condition that the Ta'an Kwäch'än Council enter into a Development Agreement with the City of Whitehorse for the construction of underground utilities, roads and lanes to service the proposed subdivision, Public Use Land Dedication, and Development Cost Charges.



Minutes of the meeting of the Development Services Committee

Date	December 5, 2022	2022-27
Location	Council Chambers, City Hall	
	Deputy Mayor Mellisa Murray - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Ted Laking	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Jessica Harach, Acting Assistant City Clerk Jason Bradshaw, Manager of Transit Services	

* Indicates electronic participation

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

1. Modernized Transit Routes Update

The City has not made structural changes to its transit system for over ten years and due to city growth and increases in traffic congestion, Transit Services can no longer consistently meet the existing schedule.

Administration has developed a conceptual transit schedule and identified the need to introduce two new additional routes, which would increase current service offering of six to eight routes in total.

The proposed new concept, which may change following public engagement, is expected to cost approximately \$557,000 per year more than the previous concept. This is primarily due to the need for two additional routes, which increases total transit service hours by approximately 35%. Once routes are confirmed, a budget amendment would be required at a future date to allow for implementation in 2023.

Administration confirmed that the decision currently before Council is to approve moving forward to advance work related to the proposed routes, including determining exact timing of the routes and launching the public engagement process; financial decisions would come at a later time.

The recommendation of the Development Services Committee is

THAT Council direct Administration to proceed with the proposed conceptual transit system changes and advance work to determine timing, prior to launching public engagement.

2. Delegate – Tara Goodwin-Chief – Business Licences Rental Properties

Delegate Tara Goodwin-Chief proposed that the City of Whitehorse require a business licence for all rental properties, including those excluded in the Business Licence Bylaw. The delegate also requested that building file reports be easier to obtain by tenants living in the subject property. It was noted by the delegate that there can be safety issues with non-compliant properties and making these reports easier to obtain could provide important information and peace of mind to tenants.



Minutes of the meeting of the City Operations Committee

Date	December 5, 2022	2022-27
Location	Council Chambers, City Hall	
	Councillor Dan Boyd - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Ted Laking Deputy Mayor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Jessica Harach, Acting Assistant City Clerk Peter O'Blenes, Manager of Property Management	

* Indicates electronic participation

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

1. Update on Major City Building Renovations – For Information Only

As part of the Building Consolidation project, an expansion to City Hall, as well as an ancillary downtown Transit Hub, was planned to accommodate the staff displaced by the closure of the outdated Municipal Services Building. However, the lowest bid received for the City Hall expansion component was approximately \$10 million over the approved budget; subsequently the City cancelled the tender and began exploring alternate options for the required additional office space.

A consultant has been retained to help further advance the City Hall Energy/Envelope Upgrade and the Downtown Transit Hub phases of the overall project. The Transit Hub component as currently proposed involves repurposing the old Fire Hall #1 to a downtown heated Transit Hub with accessible public washrooms.

The remaining phase of the project, being the administrative space component, is the most complex. Administration considered a variety of options utilizing existing City properties as well as looking at options with external providers or alternate ownership

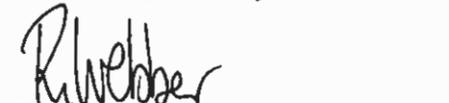
structures. In the end, as a result of factors such as cost efficiency, staff efficiency, operating efficiency, grant funding expiry dates, and public efficiency, the preferred site for expansion is at WOB.

In January, Administration intends to bring a Commencement Report forward requesting that Council authorize the WOB expansion option. An amendment to clarify the project scope and reallocate funding is also anticipated at that time; no additional funding will be asked for.

There being no further business the meeting adjourned at 8:29 P.M.



Laura Cabott, Mayor



Rebecca Webber, Assistant City Clerk

