



Minutes of the meeting of the Community Services Committee

Date	January 23, 2023	2023-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Michelle Friesen – Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Ted Laking	
Absent	Councillor Kirk Cameron Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Kevin Lyslo, Acting Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Rebecca Webber, Assistant City Clerk	

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

1. **Residential Schools**

A Committee member acknowledged the continued discovery of unmarked graves at former residential school sites, specifically the most recent discoveries by the Star Blanket Cree Nation and by the Wauzhushk Onigum Nation. The Committee member also presented supports available to individuals who have been impacted by residential schools.

2. **New Business – Notice of Motion**

In response to the request from the City of Chortkiv, Ukraine to establish a “twin city” relationship with the City of Whitehorse, Mayor Cabott presented a Notice of Motion for discussion at the next Regular Council meeting on January 30, 2023.



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

Date	January 23, 2023	2023-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Michelle Friesen Councillor Ted Laking	
Absent	Councillor Kirk Cameron Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Kevin Lyslo, Acting Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Rebecca Webber, Assistant City Clerk Kyle Morrison, Acting Manager of Bylaw Services	

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

1. Vehicle for Hire Bylaw Amendments

In December of 2022, Administration presented *Vehicle for Hire* amendments to require audio recording in all taxis and update Section “B” Voluntary Fine Schedule to account for the changes. The proposed amendments also include an additional provision to make it an offence for any person to temporarily shut off, delete, or tamper with recordings and 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) were also proposed. The amended bylaw was also updated to reflect the inclusion of audio requirements throughout.

Committee members raised questions about the proposed fines and the intent to prohibit all recordings in taxis should the amendments not proceed. A Committee

member also questioned whether options to retain recordings for a longer period of time had been considered. Administration clarified that fines would apply to either company owners or operators, and confirmed that bylaw officers exercise discretion and attempt to work with owners and operators during the investigative process. Administration further confirmed that they are presently working with the industry to seek alternate solutions regarding recording retention.

The Recommendation of the Public Health and Safety Committee is

THAT Council direct that Bylaw 2022-47, a bylaw to amend the *Vehicle for Hire Bylaw*, be brought forward for consideration under the bylaw process.

2. Radon

Mayor Cabott brought forward the issue of radon to raise awareness (which is the second leading cause of lung cancer next to smoking), noting that the Yukon Lung Association is offering free testing until the end of March 2023.



Minutes of the meeting of the Corporate Services Committee

Date	January 23, 2023	2023-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Ted Laking - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Michelle Friesen	
Absent	Councillor Kirk Cameron Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Kevin Lyslo, Acting Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Rebecca Webber, Assistant City Clerk Svetlana Erickson, Manager of Financial Services Peter O'Blenes, Manager of Property Management Bryony McIntyre, Chair of Housing and Land Development Advisory Committee	

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

1. **Housing and Land Development Advisory Committee – Work Plan and Update**

The Committee was presented with an update from the Housing and Land Development Advisory Committee including the proposed Work Plan for the next six months for Council consideration.

Committee members posed questions around the proposed Work Plan including the scope of work and timelines for recommendations be made to Council. Administration and the Advisory Committee Chair, Bryony McIntyre, provided clarity on the work

underway and what Council can expect from the Advisory Committee in the coming months.

The Recommendation of the Corporate Services Committee is

THAT Council approve the proposed Work Plan from the Housing and Land Development Advisory Committee.

2. 2022 Umbrella Budget Amendments (Capital and Operating)

Section 239 of the *Municipal Act* provides that Council may establish by bylaw a procedure to authorize expenditures that vary from the annual Capital and Operating Expenditure Programs. In accordance with the provisions of the Capital and Operating Budget bylaws, a number of authorized budget amendments occurred throughout 2022. These amendments are now being brought forward under umbrella bylaws for approval.

The Recommendation of the Corporate Services Committee is

THAT Council direct that Bylaw 2023-03, a bylaw to amend the 2022 to 2025 Capital Expenditure Program with respect to budget adjustments made throughout 2022, be brought forward for consideration under the bylaw process; and

THAT Bylaw 2023-04, a bylaw to amend the 2022 to 2024 Operating Budget with respect to budget adjustments made throughout 2022, be brought forward for consideration under the bylaw process.

3. Authorization of Tax Lien Summary List

Each year the City is required to prepare a list of properties with outstanding taxes from the previous year. Each property on this list will be levied an administration fee and be subject to further collection procedures if the account is not paid within 60 days. If the taxes remain outstanding, the title to the property is transferred to the City, and assuming the City has no use for the property, it is disposed of at fair market value. At the time of preparation, the 2022 list included 112 properties with a total outstanding tax, penalty, and interest balance of \$318,223.80.

In response to Committee questions, Administration clarified the next steps following authorization.

The Recommendation of the Corporate Services Committee is

THAT Council direct that the City Seal be affixed to the 2022 Tax Lien Summary List to authenticate the list.

4. Write-Off Uncollectable Accounts

The City follows the Generally Accepted Accounting Principles (GAAP) established by the Public Sector Accounting Board. In all cases listed in the proposed bylaw, in-house collection procedures have been exhausted, and it has been determined that there is little chance of recovery. In order to be compliant with GAAP and write off the amounts, Section 233(3) of the *Municipal Act* requires that Council cancel the amounts via bylaw.

In response to questions raised by the Committee, Administration confirmed that a more consistent approach is being developed through this process, and while uncollectable accounts are “written off” by the City, the money is still technically owed and the debt to the City remains.

The Recommendation of the Corporate Services Committee is

THAT Council direct that Bylaw 2023-09, a bylaw to authorize the write-off of uncollectible accounts, be brought forward for consideration under the bylaw process.

5. Commencement Report and Budget Amendment – Whitehorse Operations Building Office Expansion

The Committee was presented with a Commencement Report regarding the Whitehorse Operations Building Office Expansion. The City received only three bids with the lowest bid approximately \$10M over the December 2021 amended budget of \$26.2M. The City subsequently cancelled the project.

Administration has analyzed 11 potential options to address the City’s office space constraints and update facilities. Administration determined to proceed with the option of expanding the existing administrative office at the WOB and updating the structural issues and energy efficiencies of the existing City Hall Building. The expansion of the WOB will accommodate approximately 60 City of Whitehorse office staff who are temporarily located in leased facilities or City buildings that are nearing the end of their life cycle.

In response to Committee questions, Administration provided additional information about proposed timelines and various elements of the project.

The Recommendation of the Corporate Services Committee is

THAT Council direct that the remaining funds from the 2022 Capital Budget for Project 320c01117 Service Building be re-budgeted to 2023 into three separate projects, WOB expansion for \$15,254,000, City Hall energy efficiencies for \$8,390,000 and Transit Hub for \$900,000; and

THAT Administration be authorized to commence the procurement for the Whitehorse Operations Building Office Expansion.



Minutes of the meeting of the City Planning Committee

Date	January 23, 2023	2023-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Ted Laking - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Michelle Friesen	
Absent	Councillor Kirk Cameron Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Kevin Lyslo, Acting Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Rebecca Webber, Assistant City Clerk Mélodie Simard – Manager of Planning and Sustainability Services	

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

1. **Zoning Amendment – 10 Finch Crescent**

The owners of 10 Finch Crescent have applied to rezone their lot from RR to RRx (Modified) to allow a living suite as a secondary use and increase the maximum site coverage from 35 per cent to 40 per cent. The increased site coverage will support the construction of a one storey ground level living suite. The current RR zone does not permit living suites.

In response to Committee questions, Administration provided information regarding the zoning and lot setback requirements, and confirmed that adverse impacts to adjacent properties are not expected.

The Recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2023-01, a bylaw to amend the zoning of 10 Finch Crescent from RR – Restricted Residential Detached to RRx – Restricted Residential Detached (Modified), be brought forward for consideration under the bylaw process.



**Minutes of the meeting of the
Development Services Committee**

Date	January 23, 2023	2023-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd - Chair Mayor Laura Cabott Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Ted Laking	
Absent	Councillor Kirk Cameron Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Kevin Lyslo, Acting Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Rebecca Webber, Assistant City Clerk	

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



**Minutes of the meeting of the
City Operations Committee**

Date	January 23, 2023	2023-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd - Chair Mayor Laura Cabott Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Ted Laking	
Absent	Councillor Kirk Cameron Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Acting Director of Community Services Valerie Braga, Director of Corporate Services Kevin Lyslo, Acting Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Rebecca Webber, Assistant City Clerk	

Your Worship, there is no report from the City Operations Committee.

There being no further business the meeting adjourned at 7:42 P.M.

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk

