

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, March 6, 2023 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS International Women's Day - March 8, 2023

DELEGATIONS

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. 2023 – 2025 Operating Budget Bylaw (Public Input Report)
2. Commencement Report - Crosstown Water Main
3. Budget Amendment - Commercial Industrial Land Planning and Design – Ice Lake Road South Area
4. New Business

CITY PLANNING COMMITTEE

1. Conditional Use Application – Yukon Breeze Sailing Society (Public Input Report)
2. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CITY OPERATIONS COMMITTEE

1. New Business



PROCLAMATION

INTERNATIONAL WOMEN'S DAY

March 8, 2023

WHEREAS ***International Women's Day*** is a global day celebrating the social, economic, cultural and political achievements of women; and

WHEREAS ***International Women's Day*** also marks a call to action for accelerating women's equality; and

WHEREAS, whether deliberate or unconscious, bias makes it difficult for women to move ahead; and

WHEREAS knowing that bias exists isn't enough – action is needed to level the playing field; and

WHEREAS in 2022 the theme of ***International Women's Day*** is ***Break the Bias***, inviting everyone to imagine a gender equal world, free of bias, stereotypes and discrimination, a world that is diverse, equitable and inclusive, and a world where difference is valued and celebrated;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim March 8, 2023 to be ***International Women's Day*** in the City of Whitehorse.

Laura Cabott
Mayor

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Kirk Cameron

March 6, 2023

Meeting #2023-05

1. New Business

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



Chair: Jocelyn Curteanu

Vice-Chair: Mellisa Murray

March 6, 2023

Meeting #2023-05

1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Ted Laking

March 6, 2023

Meeting #2023-05

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1. 2023 – 2025 Operating Budget Bylaw (Public Input Report)
Presented by Svetlana Erickson, Manager, Finance
 2. Commencement Report – Crosstown Water Main
Presented by Gareth Earl, Associate Manager, Engineering Services
 3. Budget Amendment – Commercial Industrial Land Planning and Design – Ice Lake Road South Area
Presented by Karmen Whitbread, Acting Manager, Planning & Sustainability Services
 4. New Business

ADMINISTRATIVE REPORT

| | |
|--------------|---|
| TO: | Corporate Services Committee |
| FROM: | Administration |
| DATE: | March 6, 2023 |
| RE: | Public Input Report – 2023 to 2025 Operating Budget Bylaw |

ISSUE

Report to Council on the public feedback received on the 2023 Operating Budget, and the 2024 and 2025 Provisional Budgets bylaw.

REFERENCE

- Proposed Bylaw 2022-42 Operating Budget 2023-2025
- Proposed Bylaw 2023-08 Tax Levy
- Proposed Bylaw 2023-05 Fees and Charges Amendments

HISTORY

Following the presentation of the 2023 Operating Budget and the 2024 and 2025 Provisional Budgets on February 13, 2023, the proposed budget was posted on the City's website with an email address made available for public feedback. Advertisements for public input identified the designated email address and the Public Input Session at the Regular Council Meeting on February 27, 2023.

ALTERNATIVES

1. Bring the bylaw forward for Second and Third Reading under the bylaw process; or
2. Refer the bylaw back to Administration.

ANALYSIS

There were two presentations from delegates at the Public Input Session and six emails with multiple comments and suggestions received from residents and organizations.

A delegate appeared before Council to speak to and advocate for City of Whitehorse workers, Local Y046 Union members and excluded employees, and to encourage Council to consider staffing increases with community growth.

The written submissions included support for the operating budget, specifically the investments in winter road maintenance and snow clearing, and the new senior planner and diversity, equity and culture specialist positions.

One submission proposed budget cuts, including a review of the proposed fees and charges to reduce the Operating Budget to the levels of the 2022 Operating Budget or below.

Transportation and Trail Networks

Several comments focused on transportation and trail network improvements, calling for further improvements to winter road and bike trails clearing, and maintenance of the trail network.

A written submission requested winter maintenance for the entire Hamilton Boulevard trail, including the connection from Elijah Smith School and Hillcrest. Moreover, the submission called for continuous maintenance of specific active transportation routes from start to end, and offered assistance in identifying the key routes for immediate and future maintenance. Another submission asked for additional snow clearance on bike trails, specifically on the Millennium Trail onto Hamilton Boulevard.

A delegate appeared before Council to advocate for a task force to review the interconnections of trails with a concern being that the trail maintenance component of the operating budget related to Downtown recreation trails is out of balance with vehicle transportation and other recreational programming and facilities.

The City updated its Snow and Ice Control Policy in October, 2022 and is proposing additional operational funding through the 2023 Operating Budget to better support snow and ice control on its roads and active transportation routes. The policy updates will be assessed in the Summer of 2023 to review their effectiveness and identify other opportunities for improvement, including a potential review of ways to enhance the interconnectedness of Active Transportation Routes. Currently, the budget does not include snow and ice control along Hamilton Boulevard, as this is an identified “out and away” trail. Should the designation of the trail change, the costs to include this trail for snow and ice control could be assessed and identified through a future budget submission.

In addition, the City completed a Trail Plan in 2020 which provides guidance to trail related initiatives throughout the City. That plan was completed with significant public engagement, and contains action items for connections to and within the downtown core. A task force would duplicate previous planning efforts and is not considered in Council’s Strategic Priorities. In 2023, Administration will be implementing various maintenance projects throughout the City’s trail network, including improvements to address drainage, signage, and safety concerns.

New Positions

Several comments were received about the two new proposed positions of Senior Planner and Equity, Diversity, and Culture Specialist. One written submission supported hiring a Planner rather than a Senior Planner. Furthermore, the submission suggested that both positions should oversee the work of the two new Advisory Committees to Council (the Housing and Land Development Advisory Committee and the Inclusivity Advisory Committee). One written submission opposed adding those two positions.

Finally, another submission suggested the addition of a new Active Transportation Coordinator position to work on the development and implementation of sustainable mobility goals, aging City infrastructure, and future program development focussed on active transportation.

In response, the City requires an additional Senior Planner position in order to further Council's Strategic Priorities and implement the 2040 Official Community Plan, specifically around housing and land development. This position will assist with managing long range planning projects such as the Zoning Bylaw update, a granular resources study, and development Master Plans. This position will also support operational requirements, such as complex Zoning Amendments and participate in the Housing and Land Development Advisory Committee work.

In addition, the City requires an Equity, Diversity, and Culture Specialist to further Council's Strategic Priorities around inclusivity, accessibility and diversity in addition to the newly established Inclusivity and Advisory Committee and to develop policies and practices that promote these ideas throughout the organization. This position will be responsible for evaluating where the City can immediately make changes to ensure that the organization is more representative of the community it represents but also create an environment that is welcoming for both employees and citizens interacting with the organization.

Other Comments

A few comments and suggestions were received that were outside the scope of the 2023-2025 Operating Budget. These comments are summarized below and will be routed appropriately for potential future attention.

Capital Budget Considerations

- Provide funding to replace/upgrade aging community rinks;
- Implement a curbside recycling program; and
- Build public washroom infrastructure in the Downtown core.

Suggestions for Ongoing Consideration

- Address increasing vandalism throughout the community.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2022-42, a bylaw to adopt the 2023 Operating Budget and the 2024 and 2025 Provisional Budgets, be brought forward for Second and Third Readings under the bylaw process; and

THAT the associated 2023 Tax Levy Bylaw 2023-08, and Fees and Charges Amendment Bylaw 2023-05 be brought forward for Second and Third Readings under the bylaw process.

ADMINISTRATIVE REPORT

| | |
|--------------|---|
| TO: | Corporate Services Committee |
| FROM: | Administration |
| DATE: | March 6, 2023 |
| RE: | Commencement Report - Crosstown Watermain |

ISSUE

Council approval is required to commence the procurement of construction services for Capital Project 240c01222 - Crosstown Watermain.

REFERENCE

- [Procurement Policy 2020-03](#)
- 2023-2026 Capital Expenditure Program – Capital Project 240c01222 Crosstown Watermain

HISTORY

In accordance with Section 3.1.1 of the Procurement Policy, Council authorization is required prior to the commencement of procurements with an estimated value of \$500,000 or more, and for procurements less than \$500,000 that are deemed to be of significant risk, involve security concerns, or of significant community interest. This procurement for construction services is anticipated to be over \$500,000.

The “Crosstown Watermain” is a 600mm diameter line that runs from the Selkirk Aquifer to the Two Mile Hill Booster Station. From there, the water is pumped to several neighborhoods throughout the City. This line was installed in the early 1990’s and is a critical piece of the City’s infrastructure for the distribution of drinking water. In the spring of 2022, a leak occurred in a section of the line along Two Mile Hill, and as part of the repair work, it was discovered that the condition of the line was very poor with excessive corrosion and pitting that needs premature replacement to reduce risk of additional breaks.

The Crosstown Watermain project involves the replacement of a portion of the corroded watermain pipe, installation of a water connection to the 350mm diameter main to improve circulation, and additional condition assessment to inform potential further watermain replacement within this area.

This project is included in the 2023-2026 Capital Expenditure Program. The total budget for the Crosstown Watermain Project is \$3,000,000.

ALTERNATIVES

1. Authorize Administration to commence procurement for the Crosstown Watermain; or
2. Refer the project back to Administration for further analysis.

Preliminary engineering work for this project began in 2022, which has informed the proposed implementation approach. A phased approach is proposed to address the section of pipe in very poor condition and address the known problem area that is susceptible to additional breaks.

In conjunction with the 2023 pipe replacement work, additional investigation and condition assessment work will occur to inform if additional replacement work is required. The results of the condition assessment will determine if the work will be required to occur in 2023, by expanding the extents of the planned pipe replacement as part of this project, or if it can be scheduled for a future date under a new construction contract.

Considering the location of the pipe replacement work is largely outside the roadway, it is anticipated that the construction work will have minimal impacts to traffic on Two Mile Hill.

Purchasing

A Request for Tender (RFT) will be publicly issued and the lowest compliant bid will be eligible for contract award.

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.bonfirehob.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 construction services for infrastructure projects has been successfully completed numerous times in the past City.

Local Procurement: Local contracting expertise is known to exist for this type of work.

Sustainable Procurement: The RFP document will be available electronically, and only electronic submission will be accepted.

Tentative Project Schedule

| Item | Proposed date(s) |
|-------------------------------|------------------|
| Issue RFT | April 2023 |
| Issue Purchase Order/Contract | May 2023 |
| Start of Project | July 2023 |
| Substantial Performance | August 2023 |
| Total Completion | September 2023 |

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement of Capital Project 240c01222 - Crosstown Watermain.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: March 6, 2023
RE: Budget Amendment - Commercial and Industrial Land Planning and Design – Ice Lake Road South Area

ISSUE

Budget Amendment for the Commercial and Industrial Land Planning and Design – Ice Lake Road South Area.

REFERENCES

- 2022-2025 Capital Expenditure Program - 720c00121 Commercial & Industrial Land Planning and Design
- 2023-2026 Capital Expenditure Program
- 2020 Commercial Industrial Land Study
- Appendix A - Study Areas

HISTORY

In 2020, the Commercial and Industrial Land Study identified various City, Yukon Government (YG), and First Nation landholdings that could be considered for light and heavy industrial development. In 2021, a preliminary review was completed to refine the list of potential areas. In 2022, Council approved \$640,000 through the 2022 Capital Budget, subject to external funding approval, to complete feasibility studies as well as Master Plans and preliminary engineering for selected areas.

Master Plans include three components: feasibility studies, concept plans, and a directions report. In an effort to advance the feasibility work for these sites, it was decided that YG would complete the feasibility studies for select areas in 2022. As such, no external funding was spent by the City in 2022.

The feasibility studies identify that the “Ice Lake Road South Area” (see Appendix A) should be the priority area for further planning to get land to the market. Administration and YG are finalizing a Transfer Payment Agreement (TPA) for a City-led master planning process.

To support the master planning, Administration launched an EngageWhitehorse.ca project page and released a survey in December 2022, which ran until January 31, 2023. The purpose of the survey was to get up-to-date information from commercial and industrial businesses on their current and future land needs.

With the goal to get land to market as soon as possible Administration and YG have also identified other areas that could be released to the market in 2023 and 2024. This includes a lot on McFadden Way in Mount Sima, three lots/leases on Boulder Road in

MacRae, and a lot on Tlingit Street in Marwell. Timing of the release of the lots is at the discretion of YG.

ALTERNATIVES

1. Approve the proposed budget amendment; or
2. Refer the project back to Administration for further analysis.

ANALYSIS

The 2022-2025 Capital Budget of \$640,000 included the feasibility studies, and master planning for up to seven areas. The Ice Lake Road South Area has been determined as the most development ready location with the least constraints and complexities for finalizing a Master Plan. The Ice Lake Road North Area Master Plan will be brought forward for a budget amendment when funding becomes available.

Administration has advanced project scoping with YG and Kwanlin Dün First Nation for Ice Lake Road South Area and finalizing a TPA with YG, and therefore is seeking a budget amendment to commence the project.

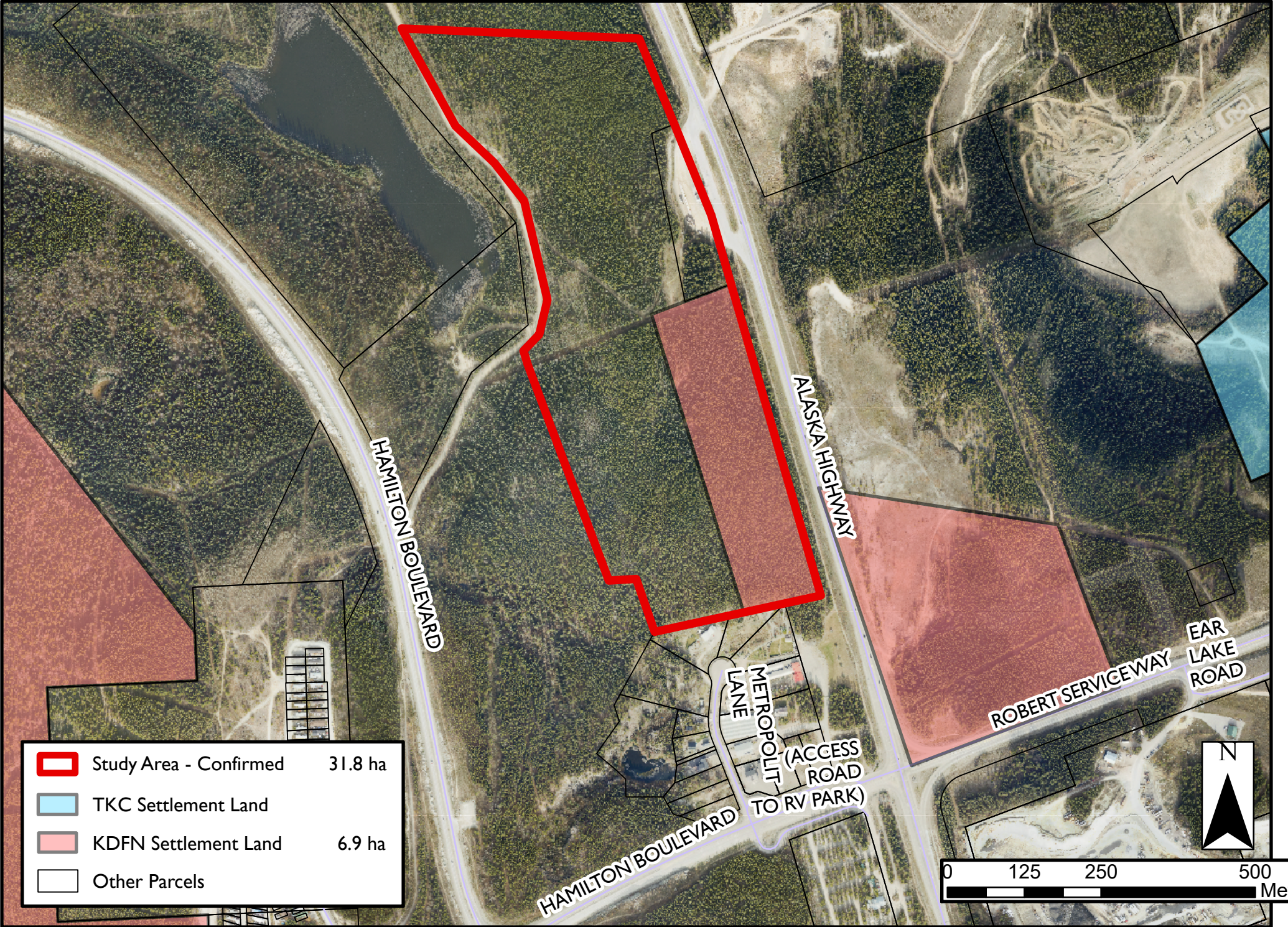
The project scope includes public engagement, land use concepts, preliminary engineering, and a directions report. Completing preliminary engineering as part of the Master Plan process has significant cost and time savings, and would position YG to potentially begin construction in 2024.

In addition to YG completing feasibility studies in 2022, and working with the City to select the most development ready area, a Request for Proposal for Ice Lake Road South Area is anticipated to be released by the City later this spring, subject to the proposed budget amendment.

It is anticipated the Ice Lake Road South Area Master Plan will be brought to Council by the end of 2023. The Master Plan would also enable KDFN to develop a 6.9 hectare Settlement Land parcel within the area. The timing of the construction and release of the lots is at the discretion of the property owners.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that the 2023-2026 Capital Expenditure Program be amended by adding project Commercial and Industrial Land Planning and Design Ice Lake Road South in the amount of \$121,000, funded from General Reserve until a Transfer Payment Agreement with the Yukon Government is approved.



CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Michelle Friesen

March 6, 2023

Meeting #2023-05

-
1. Conditional Use Application – Yukon Breeze Sailing Society (Public Input Report)

Presented by Darcy McCord, Senior Development Officer

2. New Business

ADMINISTRATIVE REPORT

| | |
|--------------|--|
| TO: | Planning Committee |
| FROM: | Administration |
| DATE: | March 6, 2023 |
| RE: | Public Input Report – Conditional Use Application – Yukon Breeze Sailing Society |

ISSUE

Application for Conditional Use approval to allow for expansion of an existing Outdoor Participant Recreation Services use at km 1.5 Chadburn Lake Road.

REFERENCE

- [2010 Official Community Plan \(OCP\)](#)
- Proposed 2040 Official Community Plan (January, 2023)
- [2017 Chadburn Lake Park Management Plan](#)
- [Zoning Bylaw 2012-20](#)
- Location sketch, site plan (Appendix A)

HISTORY

An application has been received to expand an existing use at km 1.5 Chadburn Lake Road. Yukon Breeze Sailing Society wishes to install two additional shipping containers and a fenced courtyard area within their existing Yukon Government (YG) licence area, to accommodate growth in their programming. Section 4.10.4 of the Zoning Bylaw states that intensification of an existing conditional use must be approved by Council.

YG Land Client Services, Kwanlin Dūn First Nation and Ta'an Kwäch'än Council were notified by mail and email. A notice of the proposed development was placed in the local newspapers on January 27, 2023.

A Public Input Session was held on February 13, 2023. 45 written submissions were received and one person appeared in person at the Public Input Session. 41 submissions were in support of the proposed expansion, and five submissions were opposed.

ALTERNATIVES

1. Approve the Conditional Use Application with conditions; or
2. Do not approve the Conditional Use Application.

ANALYSIS

Support noted in the submissions included themes of a demonstrated need for the use, that the design and character of the proposed improvements are appropriate and would not detract from others' ability to use the site, and that the impacts on other users are minimal and are offset by the benefits to the community.

Submissions opposed to the proposed development included themes of impacts on aesthetic values and other uses of the area, providing for exclusive use of public land, and risk of an ever-increasing intensity of the use if the application were to be approved.

Demonstrated need for the use

The applicant and many of the submissions noted that the increase in storage space and fenced area are required to provide more secure storage of boats and equipment to help accommodate a growing demand for the service. The applicant noted that the alternatives are to store items out in the open, making them more prone to vandalism and theft, or to remove them from the site daily, posing an operational burden on the organization.

Design and Character

The OCP and Chadburn Lake Management Plan both require that development in this area is designed to complement the surrounding natural setting. Submissions opposed to the development noted that shipping containers and fencing are not complementary to the natural setting, and emphasized that the area should be kept in a natural condition and protected from development. Submissions in support of the development noted that the broader setting is not pristine and there are various other developments around the lake including float plane docks and the Yukon Energy hydro plant.

The east side of Schwatka Lake forms part of the entry point into Chadburn Lake Park and users generally expect to see less development while experiencing the area on that side of the lake. While concerns remain that shipping containers are not complementary to the natural setting, the applicant has presented a site plan that attempts to minimize the visual impact by consolidating the footprint of the development area, and using a minimal amount of fencing to create a secure courtyard area. The applicant has also proposed to paint the new shipping containers dark green to match the two existing containers at the site, and is willing to take measures to minimize the visual impact of the fence. Administration suggests that the fence be either wood with a natural finish, or chain link with wood posts and rails, and without privacy slats.

Impacts on other users

Submissions opposed to the development expressed concern that the area is already disturbed by the current use of the site, and will be more so if additional shipping containers and fencing are allowed to be placed. Concern was also expressed that the development would further detract from the public's ability to freely use and enjoy the area, and that allowing this development to proceed could lead to a cycle of ever-increasing demand requiring further intensification and a more ingrained permanence at the site.

Submissions in support of the development noted that the proposed expansion still results in a modest footprint on the site, that an expanded facility would provide the opportunity for more people to use and enjoy the area, and that the overall benefits to the community outweigh any potential impacts. Submissions were received from organizations representing other recreational users of the area, as well as individual trail users, stating that they did not feel that the proposed development would impact their use and enjoyment of the area. Supporters also noted that some of the facilities, like the dock and picnic tables, are available for the public to use.

While there are visual impacts to the proposed development that detract from the public's ability to enjoy the natural setting, the applicant and many input submissions have demonstrated that there are also favourable impacts from providing services and amenities that enable more people to use and enjoy the area.

Increasing intensity of use

Some submissions expressed concern that allowing the proposed development to proceed could result in subsequent requests to further increase the intensity of use at a later date, or further entrench the Society's presence at the site.

Approval of this conditional use application would not compel Council to approve subsequent applications to further intensify the use of the site at a later date. The permit would be in effect for as long as the Society holds a valid Licence of Occupation issued by Yukon Government.

Council has the option to place an expiry on the conditional use approval if it deems appropriate. This would require the Society to either remove the proposed improvements prior to expiry, or apply for another conditional use approval to extend the timeline.

Summary

City plans and policies are generally supportive of recreational uses of the area. Administration is satisfied that on balance, the application mitigates the concerns that were raised in the public input submissions, and that the benefits to the community are sufficient to justify allowing the development to proceed.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the application for Conditional Use approval to allow expansion of an existing Outdoor Participant Recreation Services use at km 1.5 Chadburn Lake Road, subject to conditions that the proposed shipping containers be painted dark green to match the existing containers, and that the fence material be either wood with a natural finish, or chain link with wood posts and rails, and without privacy slats.



SCALE:
1:1,000

DATE:
Feb 6, 2023

FILE NO:
PB-05-2022

Conditional Use\2022

DWN BY:
DWM

REV NO:
0

CITY OF WHITEHORSE - LAND & BUILDING SERVICES

LOCATION SKETCH WITH IMAGE

Sketch for Development Permit Application
Government of Yukon Licence of Occupation
Disposition Number 2018-2760
Municipal Address: Chadburn Lake Road km 1.5



