



**Minutes of the meeting of the
Community Services Committee**

Date	April 17th, 2023	2023-08
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Kirk Cameron - Chair Mayor Laura Cabott Councillor Dan Boyd* Councillor Jocelyn Curteanu Councillor Ted Laking Councillor Mellisa Murray	
Absent	Deputy Mayor Michelle Friesen	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services	

* Indicates electronic participation

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

1. Proclamation – 2023 Earth Day

Mayor Cabott proclaimed April 22, 2023 to be Earth Day, a time to celebrate and inspire environmental awareness, and to encourage the conservation, protection, and appreciation of our natural resources.



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

Date	April 17th, 2023	2023-08
Location	Council Chambers, City Hall	
	Councillor Jocelyn Curteanu - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd* Councillor Kirk Cameron Councillor Ted Laking Councillor Mellisa Murray	
Absent	Deputy Mayor Michelle Friesen	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services	

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

1. Delegate – Florian Boulais on Territorial Resiliency

Delegate Florian Boulais presented information to Council about complexity and systems theory as it can relate to potential emergency situations and response approaches in the Yukon.



Minutes of the meeting of the Corporate Services Committee

Date	April 17th, 2023	2023-08
Location	Council Chambers, City Hall	
	Councillor Kirk Cameron - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd* Councillor Jocelyn Curteanu Councillor Ted Laking Councillor Mellisa Murray	
Absent	Deputy Mayor Michelle Friesen	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Ira Webb, Manager, Waste Services Svetlana Erickson, Manager, Financial Services	

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

1. **Budget Amendment – Transfer Station Upgrades (Introduction)**

The Committee was presented with a request for a \$2,200,000 budget amendment to the 2023 Capital Expenditure Program for the Transfer Station Upgrades Project, now that Investing in Canada Infrastructure funding has been approved.

Additional information was provided by Administration on the details of the project, including upgrades to lighting, signage, fall protections for public safety, and expansion of the sight for both hazardous materials and for better coordination of traffic.

Administration confirmed the initial work planned for this season and the adjusted overall schedule given the timing of receiving the project funding and finalizing the Transfer Payment Agreement.

The Recommendation of the Corporate Services Committee is

THAT the 2023 to 2026 Capital Expenditure Program be amended by increasing the 2023 budget for project number 650c00819 – Transfer Station Upgrades, in the amount of \$2,200,000, funded by the Investing in Canada Infrastructure Program.

2. Upcoming Procurements (May and June) – For Information Only

The Committee was presented with a bi-monthly update for information on forthcoming procurement projects with an anticipated value greater than \$100,000. In response to questions, additional information was provided about the existing and planned water meter program, and requested about the proposed heating system upgrade for the Whitehorse Operations Building.

3. Housing and Land Development Advisory Committee – Appointments

As a matter of Advisory Committee administration, Natalie Leclerc is proposed to be appointed to the Housing and Land Development Advisory Committee as the Ta'an Kwachan Council nominated member.

The Recommendation of the Corporate Services Committee is

THAT Council revoke the appointment of Tiffany Eckert-Maret from the Housing and Land Development Advisory Committee, and appoint Natalie Leclerc for the remainder of the two-year term to the Committee.

4. Association of Yukon Communities AGM Council Travel

Authorization for travel expenses was presented to the Committee for Council members to attend this year's AYC Annual General Meeting and Conference.

The Recommendation of the Corporate Services Committee is

THAT travel expenses be authorized for Council members to attend the Annual General Meeting and Conference of the Association of Yukon Communities being held in Watson Lake, Yukon May 11th to 14th, 2023, and that any expenses over the individual travel allocations for Council members be allocated from the overall Council travel budget.



Minutes of the meeting of the City Planning Committee

Date	April 17th, 2023	2023-08
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Ted Laking - Chair Mayor Laura Cabott Councillor Dan Boyd* Councillor Kirk Cameron	
Present	Councillor Jocelyn Curteanu Councillor Mellisa Murray	
Absent	Deputy Mayor Michelle Friesen	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Mathieu Marois, Senior Planner, Planning and Sustainability	

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

1. **Zoning Amendment – Lot 55, Mount Sima Industrial Subdivision (Public Hearing Report)**

Administration presented a Public Hearing Report on a bylaw to amend the zoning of a portion of Lot 55 and all of Lot 335, located in the Mount Sima Industrial Subdivision, from FP – Future Planning to IS – Industrial Service and PG – Greenbelt, to create a new lot for industrial use. Administration confirmed that the owner of the existing adjacent Lot 20, would not be responsible for drainage onto the new industrial lot, which would be the responsibility of the new lot owner.

The Recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2023-11, a bylaw to amend the zoning of a portion of Lot 55 and the entirety of Lot 335, from FP – Future Planning to IS – Service Industrial and PG – Greenbelt, be brought forward for Second and Third Reading under the bylaw process.

2. New Business – McIntyre Creek Park

With the recent announcement of new land protections for the McIntyre Creek area by Yukon Government, a Committee member requested an update on the anticipated multi-party park planning process for the new McIntyre Creek Park. Administration confirmed that the park planning is in the initial stages of discussion between the City and other responsible governments.



Minutes of the meeting of the Development Services Committee

Date	April 17th, 2023	2023-08
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Mellisa Murray - Chair Mayor Laura Cabott Councillor Dan Boyd* Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Ted Laking	
Absent	Deputy Mayor Michelle Friesen	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Stephanie Chevalier, Economic Development Coordinator, Development Services	
Services	Darcy McCord, Senior Development Officer, Land and Building Services	

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

1. Road Closure Bylaw – 2023 Main Street Town Square

The Committee was presented with a proposed bylaw needed to temporarily close a portion of Main Street and adjacent alleyways between Front Street and Second Avenue, to support the Main Street Town Square pilot project if approved by Council.

The bylaw is being advanced at this time while detailed analysis continues on the overall program in order to align the timing of all required approvals, and be able to have everything in place for this season should Council approve the project.

The Committee was interested in additional detail on a number of issues which are currently under review by Administration and with stakeholders. This includes analysis of parking and accessible parking spaces, opportunities for food trucks and the annual Street Eats festival, the use of lanes, and the need for City and business operations to

be addressed, particularly for commercial waste haulers and business access in the lanes. Information was also provided on the public engagement to date, with a significant and supportive public survey response reported by Administration.

The Recommendation of the Development Services Committee is

THAT Council direct that Bylaw 2023-15, a bylaw to temporarily close a portion of Main Street and adjacent laneway right-of-ways, between Front Street and Second Avenue, be brought forward for consideration under the bylaw process.

2. Lease, Encroachment and Property Use Policy Amendments

The Committee was presented with amendments to the Lease, Encroachment, and Property Use Policy to allow for energy retrofits to existing buildings, which don't interfere with the design and use of City infrastructure, like sidewalks or lanes. This will allow greater ability to provide options for building owners and support the City's objectives to address climate change with energy improvements to infrastructure.

Administration provided additional rationale for measuring an encroachment from a building rather than the property line, information on annual and future fees under the policy, and confirmed that applications would be considered on a case-by-case basis, based on factors including possible interference with City infrastructure and accessibility (such as for sidewalks).

The Recommendation of the Development Services Committee is

THAT Section 3.7 of the Lease, Encroachment and Property Use Policy be amended to read as follows:

- "3.7 New construction shall not result in encroachments onto a City street and/or lane, unless:
- (1) construction is for the sole purpose of improving energy efficiency in existing buildings through an energy retrofit that extends no more than 203 mm (8 inches) from the existing building face;
 - (2) the City is satisfied that the proposed encroachment does not interfere with the design and use of existing City infrastructure, including sidewalks and lanes; and
 - (3) the energy retrofit wall assembly must be approved under Building and Plumbing Bylaw 99-50."

3. Encroachment Agreement Bylaw Approval, 308 Steel Street

Subject to Council approval of amendments to the Lease, Encroachment and Property Use Policy, Administration presented a proposed Encroachment Agreement for the Lynn Building located at 308 Steele Street, which would allow for an energy retrofit of the building. The proposed agreement would also address historical encroachment of the building onto City property and bring it into conformity with City policy, while supporting a significant energy retrofit and upgrade.

In response to Committee questions, additional information was provided about the annual fees process, insurance requirements and key elements of the proposed

encroachment agreement. Additional information and data was requested on the expected energy efficiency improvements for the building, should the agreement be approved.

The Recommendation of the Development Services Committee is

THAT Council direct that Bylaw 2023-14, a bylaw to enter into an Encroachment Agreement with the owner of Lot 13, Block 27, Whitehorse, Yukon, Plan 57892 LTO, be brought forward for consideration under the bylaw process.

4. New Business – Controlled Burning Permits

A Committee requested an update on questions from a community member about the policies and rules which currently apply to controlled burning permits, particularly for the burning of construction materials, which Administration is following up on.



Minutes of the meeting of the City Operations Committee

Date	April 17th, 2023	2023-08
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu - Chair Mayor Laura Cabott Councillor Kirk Cameron *Councillor Dan Boyd Councillor Ted Laking Councillor Mellisa Murray	
Absent	Deputy Mayor Michelle Friesen	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services	

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

1. **New Business – Escarpment Updates**

Administration was requested to provide an update on the escarpment, recent technical briefing and ongoing observed movement and monitoring in the area. Work continues to be underway with further updates ongoing.

There being no further business the meeting adjourned at 8:18 P.M.



Laura Cabott, Mayor



Wendy Donnithorne, City Clerk

