

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, May 15, 2023 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. New Business

CITY PLANNING COMMITTEE

1. Public Input Report – Conditional Use Application – 101 Mount Sima Road
2. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Main Street Town Square Pilot Project
2. New Business

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Jocelyn Curteanu

May 15, 2023

Meeting #2023-10

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Kirk Cameron

May 15, 2023

Meeting #2023-10

-
1. New Business

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



Chair: Jocelyn Curteanu

Vice-Chair: Mellisa Murray

May 15, 2023

Meeting #2023-10

-
1. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Ted Laking

May 15, 2023

Meeting #2023-10

1. New Business

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Michelle Friesen

May 15, 2023

Meeting #2023-10

-
1. Public Input Report – Conditional Use Application – 101 Mount Sima Road
Presented by Darcy McCord, Senior Development Officer, Land
and Building Services
 2. New Business

ADMINISTRATIVE REPORT

TO:	City Planning Committee
FROM:	Administration
DATE:	May 15, 2023
RE:	Public Input Report – Conditional Use Application – 101 Mount Sima Road

ISSUE

Public Input Report for an application for Conditional Use approval to allow an eating and drinking establishment located at 101 Mount Sima Road.

REFERENCE

- [Zoning Bylaw 2012-20](#)
- Location sketch (Attachment 1)

HISTORY

The Landed Bakehouse is currently manufacturing food items at 101 Mount Sima Road that are sold at various locations around Whitehorse. An application has been received to allow for a ten-seat eating and drinking establishment to be developed within the existing building. Eating and drinking establishments are listed as a Conditional Use in the IS-Service Industrial zone, therefore requiring approval by Council.

Yukon Government, Kwanlin Dün First Nation and Ta'an Kwäch'än Council were notified by mail and email and a notice of the proposed development was placed in the local newspapers on April 21, 2023. A Public Input Session was held on May 8, 2023. One written submission in support of the proposed development was received from a nearby business owner.

ALTERNATIVES

1. Approve the Conditional Use application; or
2. Do not approve the Conditional Use application.

ANALYSIS

No concerns were raised regarding the application. The building is set back from Mount Sima Road providing adequate parking on-site. It is not expected that the introduction of an eating and drinking establishment of this size would have a negative impact on neighbouring properties.

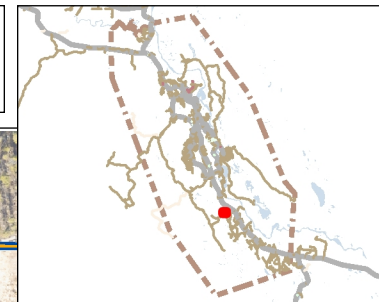
ADMINISTRATIVE RECOMMENDATION

THAT Council approve the Conditional Use application to allow an eating and drinking establishment at 101 Mount Sima Road (Lot 3-1 2014-0041 LTO YT).



101 Mount Sima Road

Generated:
4/25/2023



101.6 0 50.80 101.6 Meters

NAD_1983_UTM_Zone_8N

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 2,000



Notes

Conditional use application for an eating and drinking establishment in the IS zone.

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Mellisa Murray

Vice-Chair: Dan Boyd

May 15, 2023

Meeting #2023-10

-
1. Main Street Town Square Pilot Project
Presented by Stephanie Chevalier, Economic Development
Coordinator, Development Services
 2. New Business

ADMINISTRATIVE REPORT

TO:	Development Services Committee
FROM:	Administration
DATE:	May 15, 2023
RE:	Main Street Town Square Pilot Project

ISSUE

Summary report for the proposed Main Street Town Square Pilot Project, including the public engagement results, Public Hearing Report, and required approvals for the Road Closure Bylaw and Project Budget Amendment.

REFERENCE

- [*2015 Municipal Act*](#)
- [*2040 Official Community Plan*](#)
- [*2018 City of Whitehorse Downtown Plan*](#)
- Main Street Town Square Layout (Attachment 1)
- Proposed Road Closure Bylaw 2023-15 (Attachment 2)

HISTORY

On January 16, 2023, Council approved a Resolution for Administration to prepare a proposal and analysis on developing a pilot project to convert Main Street between Front Street and Second Avenue into a pedestrian-only “Town Square” for June, July, and August 2023. Since then, Administration has engaged with residents, business stakeholders, and other City departments to identify opportunities and concerns regarding the project. Public input was collected from an online survey, which received 1,585 responses. Administration has also been in direct contact with more than 60 stakeholders, including adjacent businesses, waste collection companies, RCMP, cultural and youth Non-Government Organizations (NGOs), and Yukon Government (YG) departments.

Workshops were organized on April 18 and 19 with City departments, adjacent businesses and NGOs to gather direct input for the design of the project. A consulting firm supported Administration in the workshops and design phase of the project.

An organizing committee has been created with the City and YG Health and Social Services to address concerns and work collaboratively to implement the project.

The project requires a Road Closure Bylaw to close a portion of Main Street from Front Street to Second Avenue and portions of the adjacent lane right-of-ways. Proposed Road Closure Bylaw 2023-15 received First Reading on April 24, 2023. Notification of a Public Hearing was advertised in the City Pages in local newspapers April 28 and May 5, 2023. The Public Hearing was held on May 8, 2023. No delegates appeared and one written submission of support was received.

ALTERNATIVES

1. Proceed with the approval of the project including the Road Closure Bylaw and Project Budget Amendment; or
2. Refer the project back to Administration.

ANALYSIS

2040 Official Community Plan (OCP) and 2018 Downtown Plan

In summary, these plans, as well as the City of Whitehorse Strategic Priorities 2022 – 2024, reinforce the role of Downtown as the heart of the City. There is support for the Downtown core, centered on Main Street, to continue to be the primary pedestrian-oriented retail corridor where the City can provide more opportunities for recreation and tourism expansion.

Public Engagement results

The Main Street Town Square survey was launched with Engage Whitehorse on March 22, 2023 and closed on April 5, 2023. The survey had 1,585 responses in total – 1,321 from the general public and 264 from businesses.

Overall, a majority of respondents expressed support for the project, with 75% of the general public strongly (64%) or somewhat (11%) agreeing with supporting the project, and nearly 60% of businesses that strongly (51%) or somewhat (9%) agree with the project. Almost 78% of residents indicated they are much more likely or somewhat likely to visit the area this summer.

Support for the main elements of the project report as:

- Patio space (residents – 81%, businesses – 70%)
- Mobile food vendors (residents – 77%, businesses – 67%)
- Plants (residents – 64%, businesses – 63%)
- Art (residents – 62%, businesses – 61%)

The main programming requested is:

- A retail and food market (76% of residents)
- Concerts and other performances (residents – 74%, businesses – 66%)
- An arts and crafts market (residents – 65%, businesses – 53%)
- Artwork-artistic installations (residents – 63%, businesses – 22%).

The major concerns expressed are:

- Parking (residents – 39%, businesses – 36%)
- Accessibility (residents – 13%, businesses – 18%)
- Traffic congestion (residents – 9%, businesses – 9%)
- 29% of residents and 25% of businesses had no concerns.

Summary of Stakeholder Engagement

Adjacent businesses are either open to or enthusiastic about the project; however, that support is conditional on their concerns being addressed. This includes replacing accessible parking spaces in the area and allowing access through the alleyway for deliveries and waste pick-up. One business was against the inclusion of food trucks.

NGOs that were consulted were very enthusiastic about the project and see a great opportunity to develop collaborations (for example, building outdoor furniture and painting murals with youth, creating an arts and crafts market, and managing a weekly market). While some organizations indicated that by early April, their programming was set for the summer, there may be potential participation if they were provided with a sufficient budget to cover their costs.

Duration of the project

The Main Street Town Square is proposed to be launched on Friday, June 23, 2023. It will end after Labour Day weekend on Tuesday, September 5 resulting in an 11-week Town Square Pilot Project.

Layout of Main Street Town Square (Attachment 1)

Main Street is planned to be closed between Front Street and Second Avenue using a mix of precast concrete barriers and flexible delineator posts. This area of Main Street will continue to be used by Parks' watering truck and City garbage trucks but timed to avoid high usage of the area by the public.

The alleyways will be closed to the public and reserved for commercial waste collection and delivery trucks driving northbound from Elliott to Steele Street. Special signage will be installed to advise drivers to be very cautious in the pedestrian area when crossing Main Street. A 6-metre fire lane will remain free of obstacles in the middle of the street to allow emergency vehicles to access the area. Four accessible parking spaces on the closed portion of Main Street will be moved temporarily - two to Second Avenue, and two to Front Street, all adjacent to Main Street.

Maintenance and clean-up of the area

Administration has reviewed the maintenance and clean-up service of the area. The Water and Waste department will collect garbage and the Parks Department will water plants and wash the pavement (the sweeping truck would damage painted elements on the pavement). Opportunities Yukon and Parks staff will pick up litter on a daily basis.

Public Washrooms

"Porta-potties" are proposed for public use along with hand washing facilities. However, Health and Social Services recommends not using these facilities for an extended event as proposed. A washroom trailer was investigated, but its cost was found to be excessive, and the trailer would need significant parking space in the immediate area. Locations of nearby public washrooms will be posted at the event.

Food Trucks

The Town Square provides two locations for food trucks outside of each of the banks. To avoid the noise and exhaust from generators, the budget includes the cost to convert nearby power sources to the appropriate power supply. Vendors would rotate out of these spots on a weekly basis, depending on the level of interest shown.

Pop-up vendors market

Administration will launch a call for pop-up vendors in the designated area. The schedule will be defined with interested vendors, whether one afternoon a week or a full-time market. Six vendor sites have been included in the site's layout.

Patio space, public seating, and planters

Once Main Street is closed, businesses will have the ability to apply for extended patios for the duration of the project, within the defined layout, and within the Yukon Liquor Corporation and Health and Social Services regulations if they are licensed.

In 2022, Council established a temporary reduced fee (\$0) for parking patios on metered parking stalls. As part of the 2023 Annual Operating Budget approval, the Fees and Charges Bylaw was amended to make the reduced fee amount indefinite. This will be reassessed as part of the Town Square evaluation completed in late 2023.

Public seating will be set up in different areas of the pedestrian street using a combination of benches and picnic tables.

The Whitehorse Chamber of Commerce will provide additional planters, and the Anti-Poverty Coalition will have a planter with vegetables to promote growing food. Additional planters will be purchased to beautify the area.

Artistic component

A stage will be set up in front of the Edgewater Hotel, by the alleyway, where bands will be programmed every Friday from 4:00pm to 6:00pm, each playing two sets. An NGO will administer, program and produce the concerts. If feasible, additional concerts will be programmed for the launch and closing of Main Street Town Square. During the rest of the week, buskers will be allowed in the area, respecting certain rules (such as confirming with the City when and where they want to play, limitation on the level of amplification, and no later than 6 pm to respect hotel guests nearby). Other cultural organizations have confirmed their support for the concerts.

A large artwork will be painted in the pedestrian street and the cement barriers surrounding the pedestrian area by artists and youth.

Communications

A communications campaign will promote the area, and inform residents and visitors of the traffic plan, available bathrooms, and concerts. Services for design, printing and advertising are included in the plan.

Main Street Town Square Expenses

Main Street Town Square expenses represent a total of \$162,769 as shown below:

Expenses	Amount
Technical support - Workshops and Support for layout and technical considerations	\$10,000
Loss of parking revenue - Max revenue loss estimate 34 park meters (30 in the closed area + 4 turned into accessible parking) x 8 hours x \$1 x 80 days	\$21,760
Mobilization and demobilization of road closure	\$9,000
Accessibility - temporary accessible parking and Wheelchair ramps	\$6,750
Electrical conversion for Food Trucks	\$10,000
Site clean-up and Porta-potties rental and servicing	\$24,449
Purchases of picnic tables, planters and benches	\$25,000
Artwork on street and cement barriers	\$14,500
Concerts - 14 concerts with average of 2 artists per show - administered, programmed and produced by MusicYukon	\$35,310
Communications - graphic design and printing	\$6,000
TOTAL	\$162,769

Main Street Town Square Funding Sources

Administration will apply to two YG funds that will cover \$37,500 of the costs if confirmed. The City Economic Development consulting budget will also be used in the amount of \$10,200.

Funding Source	Amount
YG Economic Development Fund - Capital costs (road closure, accessibility, purchase of furniture)	\$30,000
Yukon 125 Fund - Artwork on street	\$7,500
Economic Development Budget (25% of YG Economic Development Grant)	\$10,200
TOTAL	\$47,700

The total net new expenses to be funded through an amendment to the Operating budget from the General Reserve is \$115,069.

Road Closure Bylaw

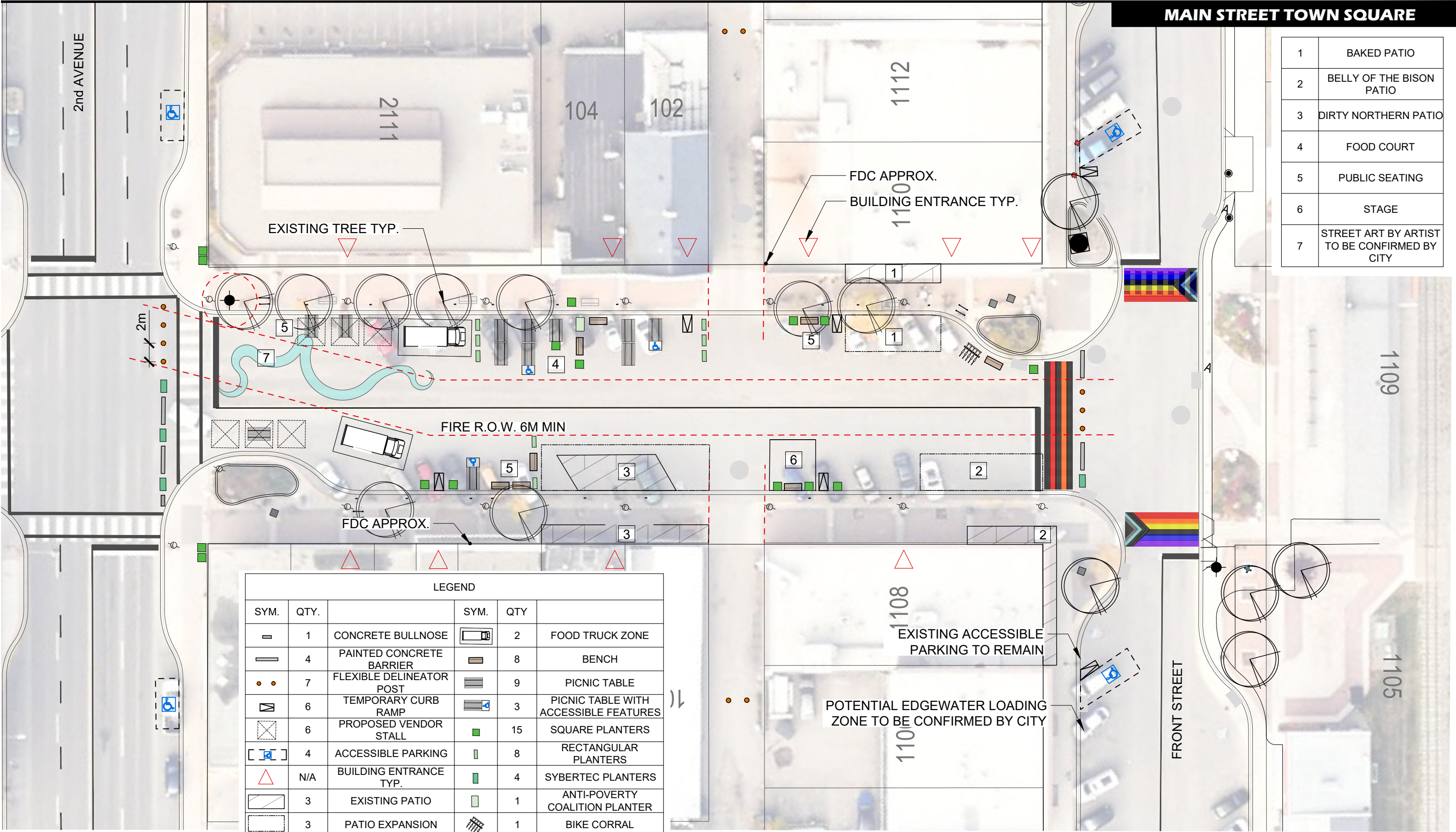
There were no concerns raised through the Public Hearing process and Administration also has no concerns. It should be noted that while the Bylaw would authorize the closure of the road from June 1, 2023 to September 15, 2023, Administration will coordinate with adjacent businesses, waste and delivery service providers, and City departments to keep the street open as long as possible leading up to June 23rd.

If Council authorizes the Road Closure Bylaw and the budget amendment, the project will be approved.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that the 2023-2025 Annual Operating Budget for Economic Development be amended by adding Main Street Town Square Pilot Project in the amount of \$115,069, funded from the General Reserve; and

THAT Council bring forward Bylaw 2023-15, a bylaw to close a portion of Main Street from Front Street to 2nd Avenue and portions of adjacent lanes under the bylaw process.



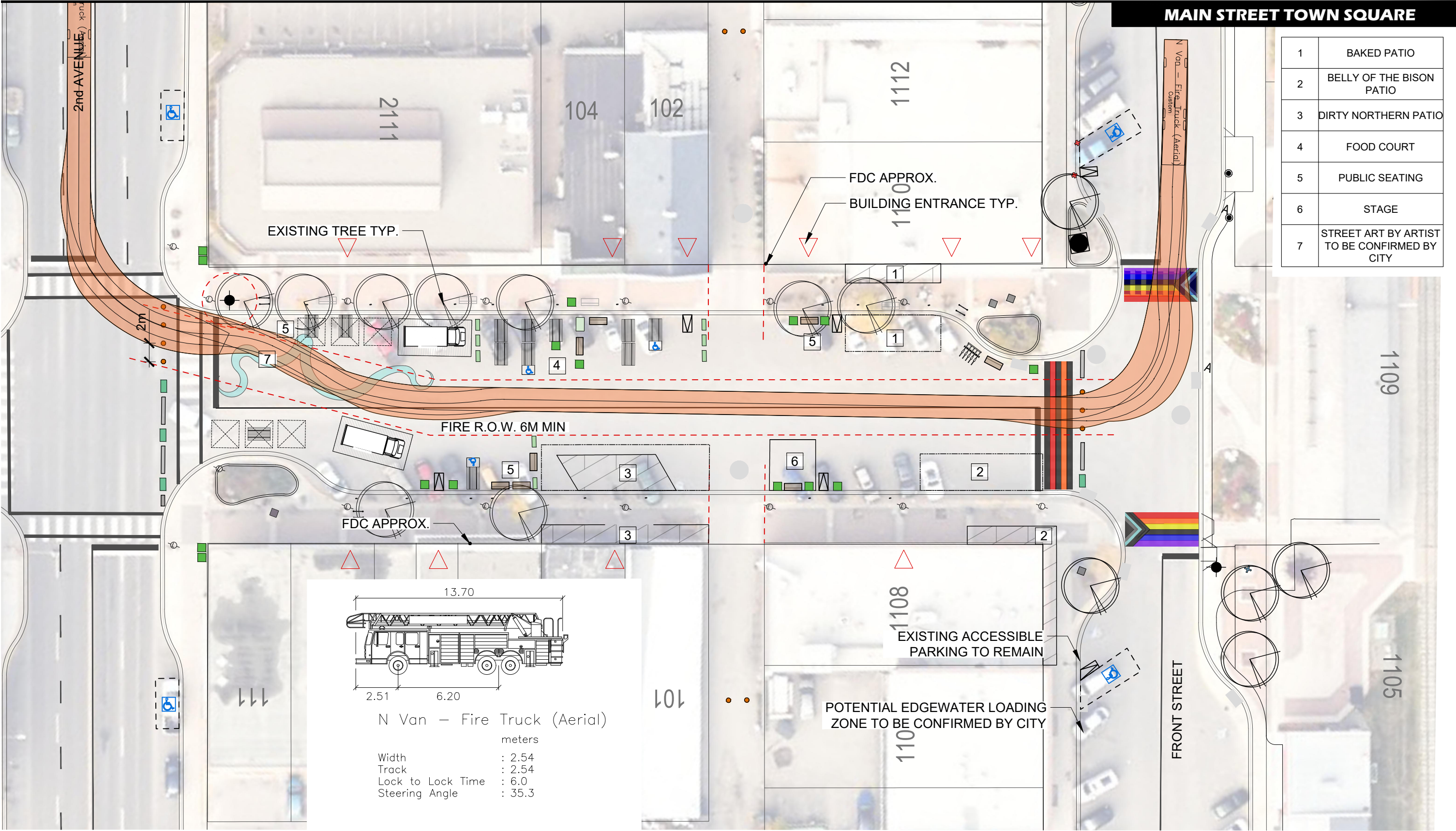
URBAN
SYSTEMS

THE CONTENTS OF THESE DRAWINGS ARE NOT EXACT. ALL PROPOSED ITEMS TO BE CONFIRMED AND FIELD FIT TO CONFORM WITH LOCAL ACCESSIBILITY, FIRE AND MUNICIPAL BYLAWS. ALL PAINT DESIGN AND COLOUR IS NOTIONAL AND THE FINAL DESIGN AND APPLICATION IS TO BE APPLIED BY OTHERS AT THE DISCRETION OF THE CITY OF WHITEHORSE.

NOTE: ANY USER OF THIS INFORMATION WILL USE SAID INFORMATION AT THEIR OWN RISK. ALL DIGITAL INFORMATION (WHETHER IT BE LINES, POINTS, SURFACES OR OTHER AUTOCAD INFORMATION) MUST BE CONFIRMED WITH ON THE GROUND CONDITIONS, BEFORE BEING USED.



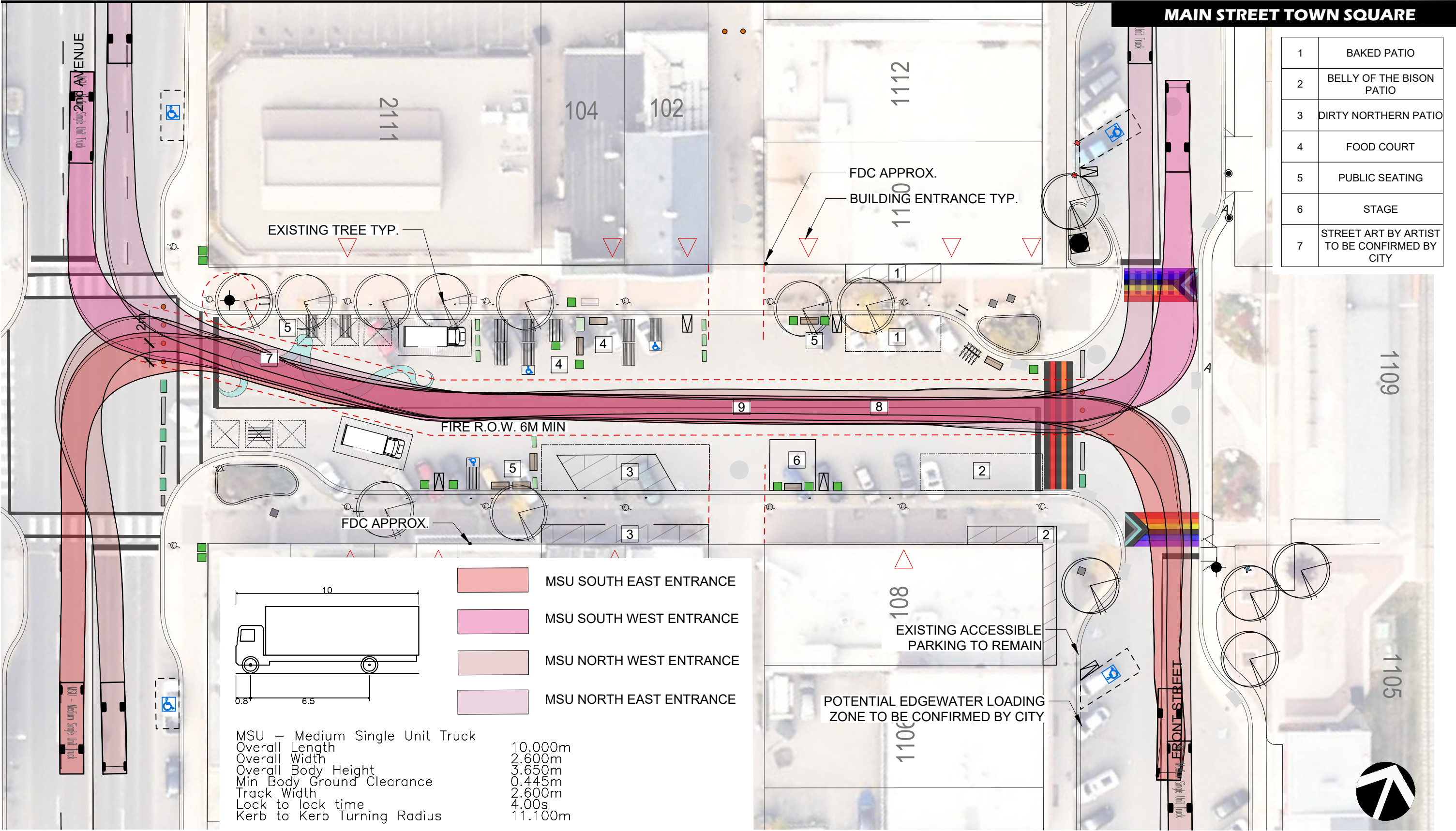
Client/Project		
CITY OF WHITEHORSE MAINSTREET TOWN SQUARE		
Revision Date	Figure	
nts	23-05-10	1 OF 4
1020.0029.01	Title	
DRAFT CONCEPT PLAN		



THE CONTENTS OF THESE DRAWINGS ARE NOT EXACT. ALL PROPOSED ITEMS TO BE CONFIRMED AND FIELD FIT TO CONFORM WITH LOCAL ACCESSIBILITY, FIRE AND MUNICIPAL BYLAWS. ALL PAINT DESIGN AND COLOUR IS NOTIONAL AND THE FINAL DESIGN AND APPLICATION IS TO BE APPLIED BY OTHERS AT THE DISCRETION OF THE CITY OF WHITEHORSE.

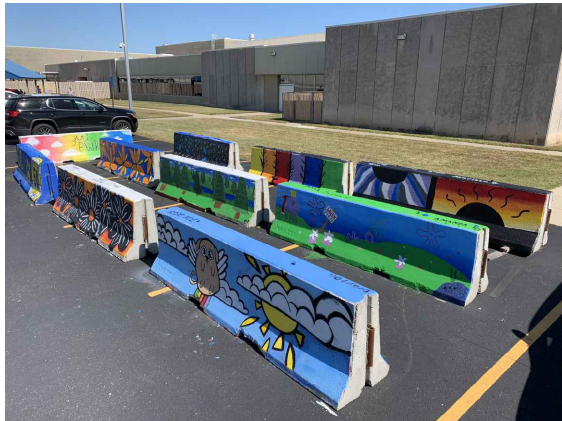
NOTE: ANY USER OF THIS INFORMATION WILL USE SAID INFORMATION AT THEIR OWN RISK. ALL DIGITAL INFORMATION (WHETHER IT BE LINES, POINTS, SURFACES OR OTHER AUTOCAD INFORMATION) MUST BE CONFIRMED WITH ON THE GROUND CONDITIONS, BEFORE BEING USED.





THE CONTENTS OF THESE DRAWINGS ARE NOT EXACT. ALL PROPOSED ITEMS TO BE CONFIRMED AND FIELD FIT TO CONFORM WITH LOCAL ACCESSIBILITY, FIRE AND MUNICIPAL BYLAWS. ALL PAINT DESIGN AND COLOUR IS NOTIONAL AND THE FINAL DESIGN AND APPLICATION IS TO BE APPLIED BY OTHERS AT THE DISCRETION OF THE CITY OF WHITEHORSE.

NOTE: ANY USER OF THIS INFORMATION WILL USE SAID INFORMATION AT THEIR OWN RISK. ALL DIGITAL INFORMATION (WHETHER IT BE LINES, POINTS, SURFACES OR OTHER AUTOCAD INFORMATION) MUST BE CONFIRMED WITH ON THE GROUND CONDITIONS, BEFORE BEING USED.



1 PAINTED CONCRETE BARRIER
N.T.S



2 FLEXIBLE DELINEATOR POST
N.T.S



3 ACCESSIBLE TABLE
N.T.S



4 STREET PAINTING
N.T.S

CITY OF WHITEHORSE
BYLAW 2023-15

A bylaw to authorize the closure of a portion of highway in the City of Whitehorse.

WHEREAS Section 276 of the *Municipal Act* provides that a bylaw may close a highway within Council's jurisdiction;

WHEREAS it is deemed desirable that a portion of Main Street between Front Street and Second Avenue can be closed temporarily in part or in full from June 1, 2023 to September 15, 2023 to enable a pedestrian only Main Street Town Square;

NOW THEREFORE the Council of the Municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The following described portion of highway in the City of Whitehorse, in open meeting assembled, may hereby be closed temporarily in part or in full from June 1, 2023 to September 15, 2023.

“That portion of Main Street between Second Avenue and Front Street, and adjacent lane right-of-ways, Plan 3807 LTO, as shown in red on the map attached hereto as Appendix “A” and forming part of this bylaw.”

2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:	April 24, 2023
PUBLIC NOTICE:	April 28 and May 5, 2023
PUBLIC INPUT SESSION:	May 8, 2023
SECOND READING:	
THIRD READING and ADOPTION:	

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk

