CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, October 16, 2023 - 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS

CITY OPERATIONS COMMITTEE

- 1. Snow and Ice Control Policy Update
- 2. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

- 1. Upcoming Procurements (November/December) For Information Only
- 2. Mayor Travel Expense Authorization
- 3. Fall Recreation Grant Allocations
- 4. New Business

CITY PLANNING COMMITTEE

- 1. Conditional Use Application 22 Metropolit Lane For Information Only
- 2. New Business

DEVELOPMENT SERVICES COMMITTEE

CITY OF WHITEHORSE CITY OPERATIONS COMMITTEE



Council Chambers, City Hall

Chair: Dan Boyd Vice-Chair: Jocelyn Curteanu

October 16, 2023 Meeting #2023-19

1. Snow and Ice Control Policy Update
Presented by Tracy Allen, Director of Infrastructure and Operations

TO: City Operations Committee

FROM: Administration **DATE**: October 16, 2023

RE: Snow and Ice Control Policy Update

ISSUE

An amendment is required to update the City's Snow and Ice Control Policy which designates winter maintenance priorities and service levels.

REFERENCE

Snow and Ice Control Policy 2022-01

- Appendix A Proposed Amendment
- Appendix B Proposed Amendment
- Appendix C Proposed Amendment

HISTORY

The Snow and Ice Control Policy identifies the City's winter maintenance operations and establishes the priorities and service levels for snow and ice control activities. The policy was last updated in October of 2022 and is reviewed annually.

ALTERNATIVES

- 1. Approve amendments to the Snow and Ice Control Policy Appendices; or
- 2. Refer the matter back to Administration for further analysis.

ANALYSIS

As a result of the completion of key capital and development projects, an amendment to the priorities and services levels as defined in the Snow and Ice Control Policy is required. More specifically, updates are needed to:

- Change Chilkoot Way to Priority 1 to accommodate the recently added protected "Greenway" bike lane. This change would have both the protected bike lane and the portion of Chilkoot Way from Quartz Road to the base of Two Mile Hill included as Priority 1;
- Reflect the removal of the Whistle Bend snow storage site from active use as the Government of Yukon has not renewed the lease for the City to utilize that site;
- Reflect the addition of the roads in Whistle Bend Phases 6 and 8:
- Reflect the addition of new sidewalks adjacent to City owned property at the end of Cook and Wheeler Street, and in Whistle Bend; and
- Reflect the adjustment of Whitehorse Transit stops required for services as a result of the recent route changes that were implemented.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve amendments, as proposed, to Appendix "A", "B" and "C" of the Snow and Ice Control policy.

SNOW AND ICE CONTROL POLICY October 2022

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<u>APPENDIX "A" TEXT – SNOW CLEARING PRIORITY ROADS</u>

PRIORITY 1

Thoroughfares: Hamilton Boulevard, Landfill Road, Lobird Road, Mountainview

Drive, Robert Service Way, Two Mile Hill, Whistle Bend Way

Crestview: Azure Road between Alaska Highway and Klukshu Avenue,

Kathleen Road

Downtown: 2nd Avenue, 4th Avenue, Black Street between Front and 2nd,

Ogilvie Street

Marwell: Quartz Road, Copper Road, Chilkoot Way

Porter Creek: 12th Avenue, Centennial Street, Clyde Wann Road, Hickory Riverdale: Street Alsek Road, Hospital Road, Lewes Boulevard, Nisutlin

Drive to Alsek Road

Takhini: Range Road, University Drive

Whistle Bend: Casca Boulevard

Priority 1 for <u>Ice Control Only</u> (otherwise, Priority 2):

Thoroughfares: Fish Lake Road to City Limits, Wickstrom Road from Hospital

Road to the City lagoons

Copper Ridge: Hill sections of Stope Way and Keewenaw Drive

Crestview: Crag Road, Dezadeash Road, Kusawa Road, Minto Road,

Rainbow Road and Crestivew Lagoon access road

Granger: Hill sections of Wilson Drive and Turner Crescent

Ingram: Hill section of Mallard Way from Hamilton Boulevard to Goldeneye

Street

Kulan: Highway access portion of Laberge Road

Mary Lake: Fireweed Drive between Alaska Highway and Fireweed Drive loop

Mclean Lake: Lobird road

Porter Creek: Hill sections of 11th Avenue, Almond Crescent, Fir Street, Grove

Street, Ponderosa Drive and Walnut Crescent

Raven's Ridge: Hill section of War Eagle Way

Whitehorse Copper: Hill sections of Moraine Drive, Esker Drive and Ski Hill Road from

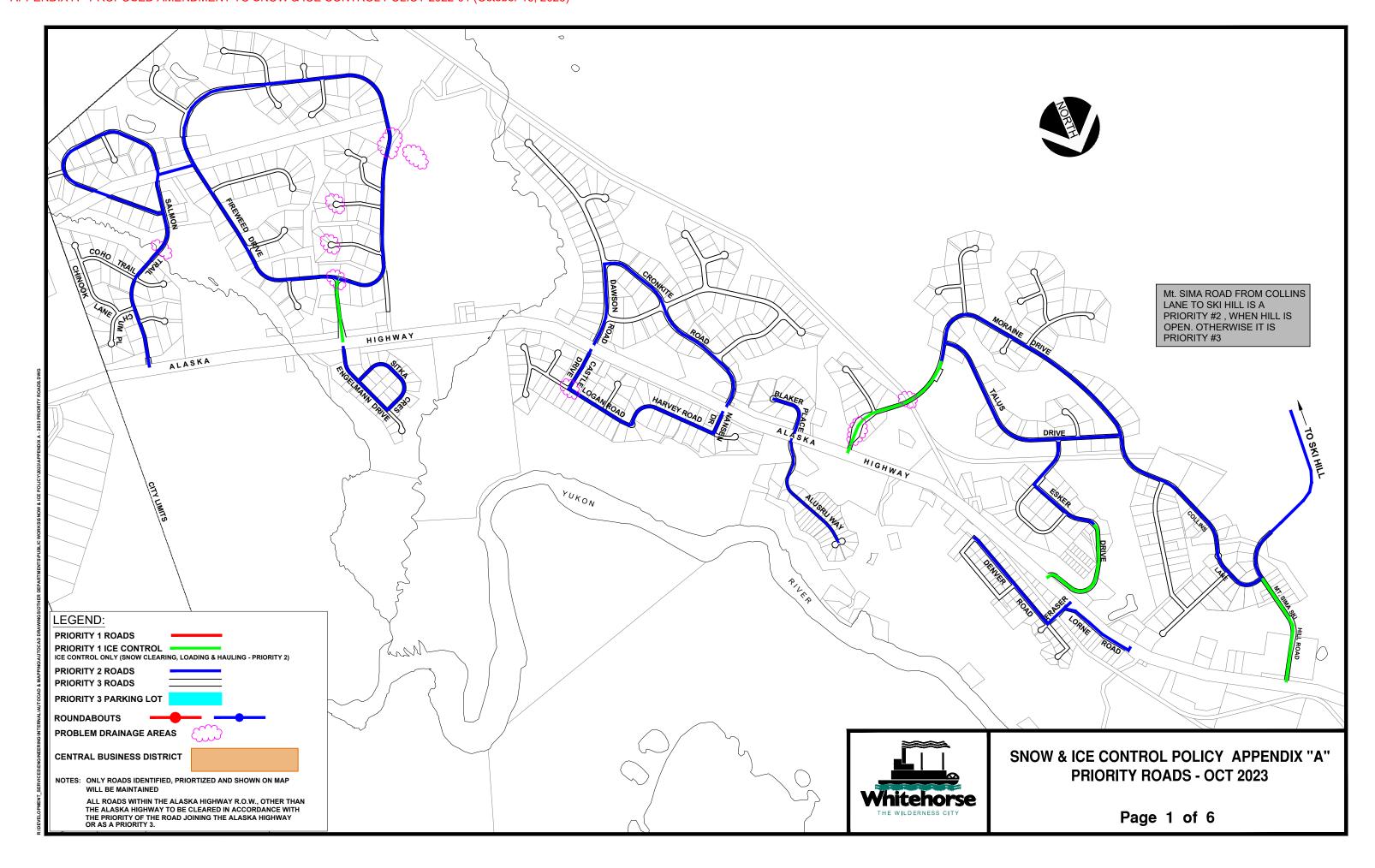
the Alaska Highway to Collins Lane.

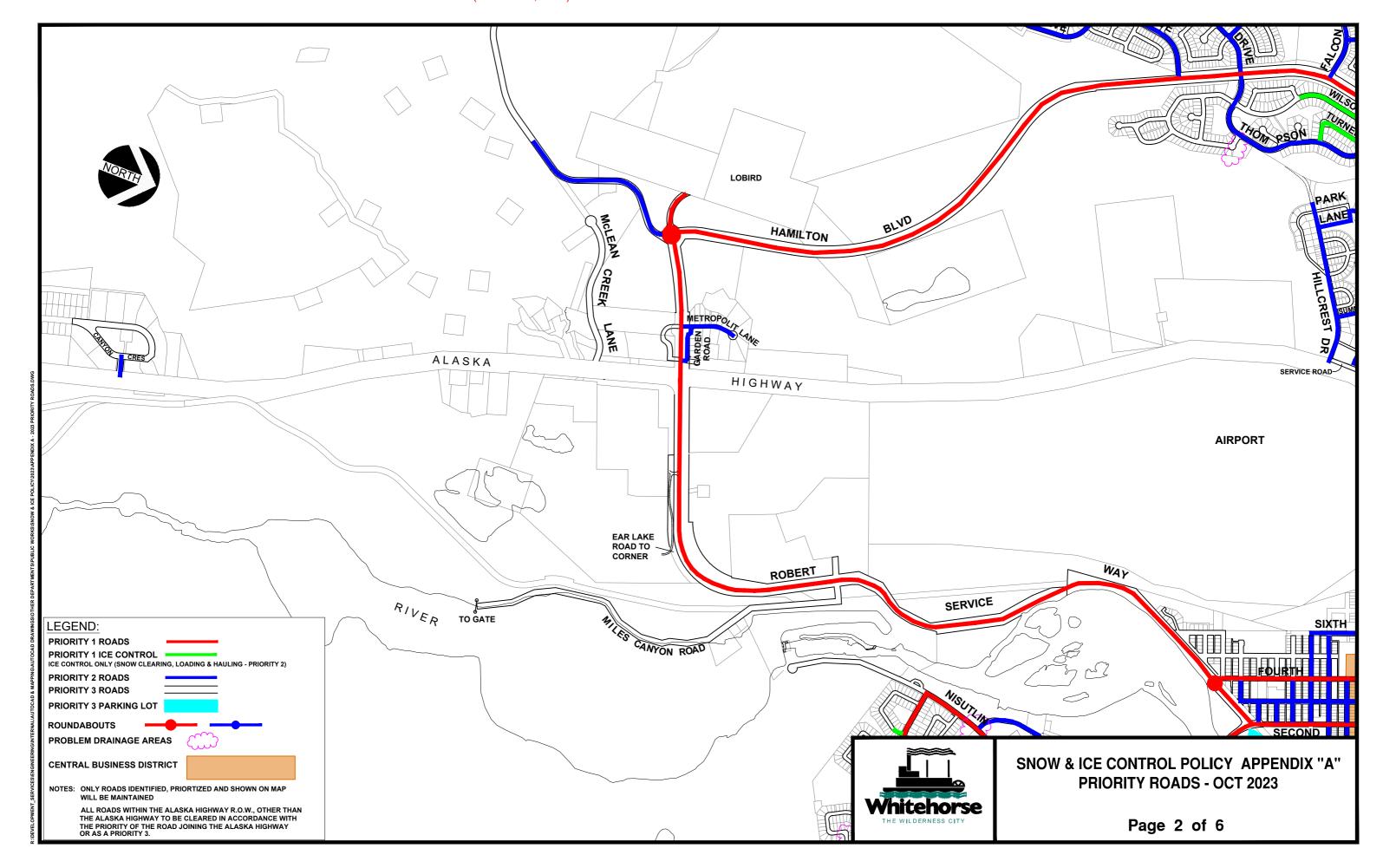
PRIORITY 2

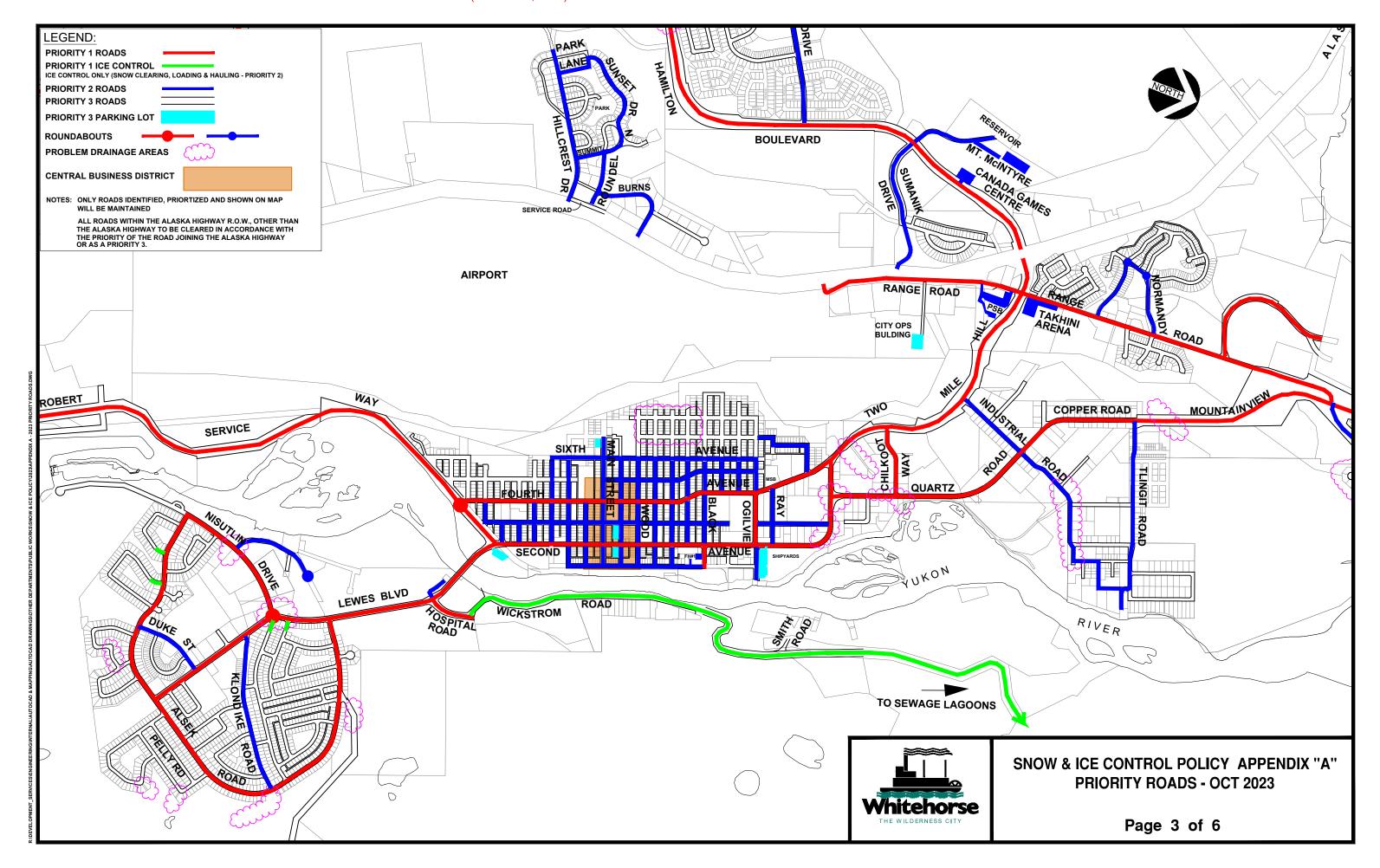
Arkell: Heron Drive

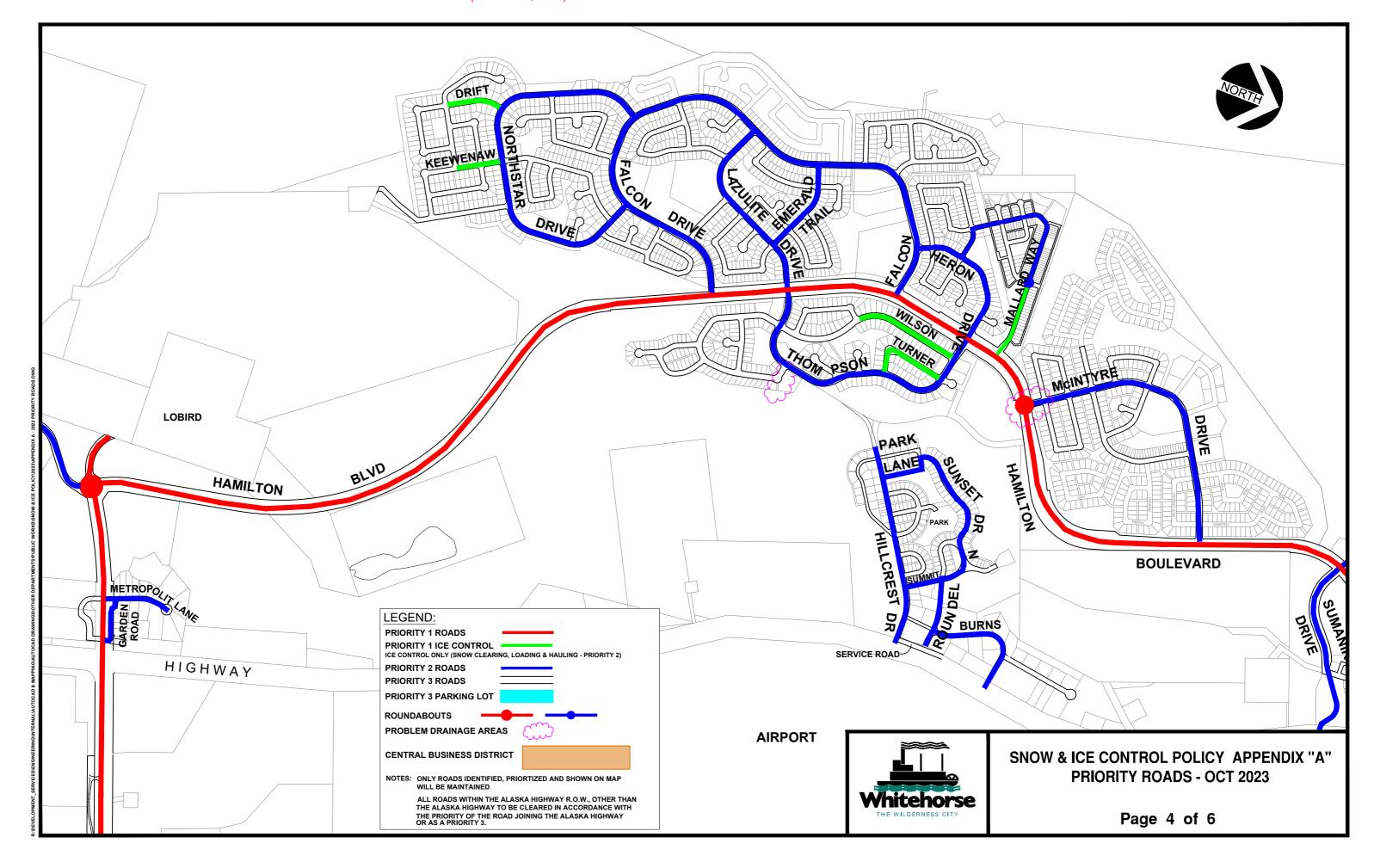
Canyon Crescent: from Alaska Highway to Canyon Crescent loop

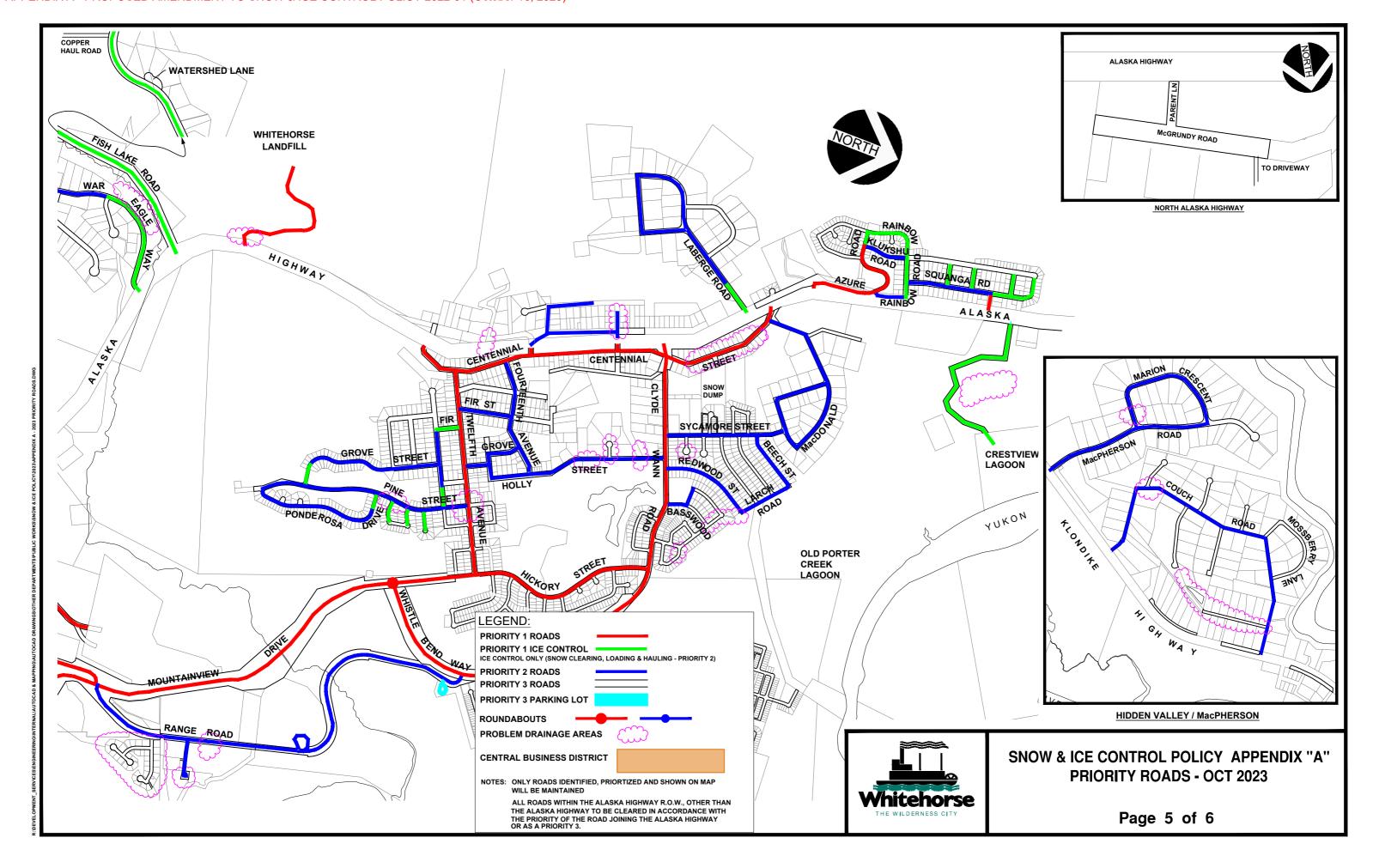
Copper Ridge: Emerald Trail, Falcon Drive, Lazulite Drive, North Star Drive

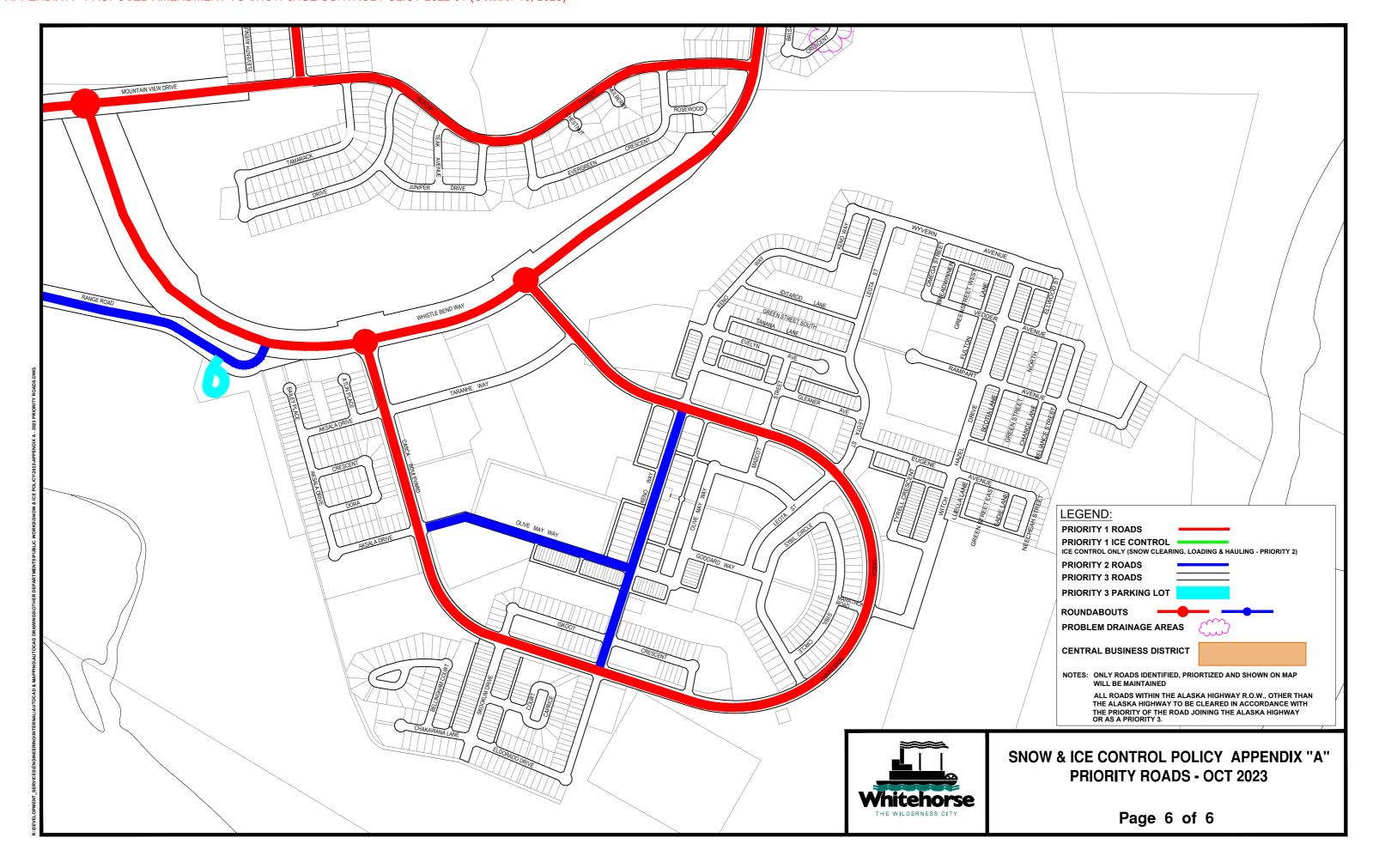












SNOW AND ICE CONTROL POLICY October 2022

Copper Ridge

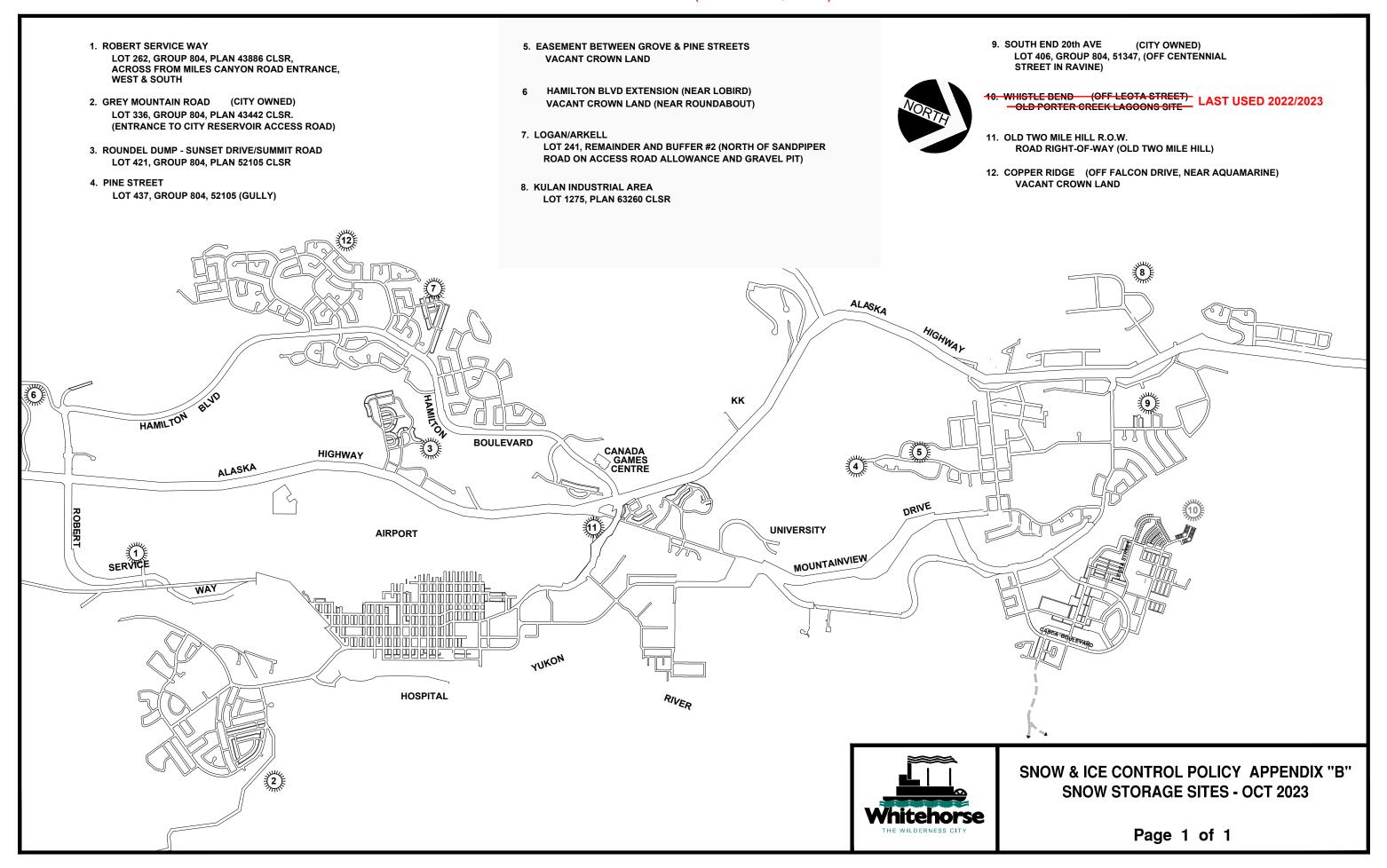
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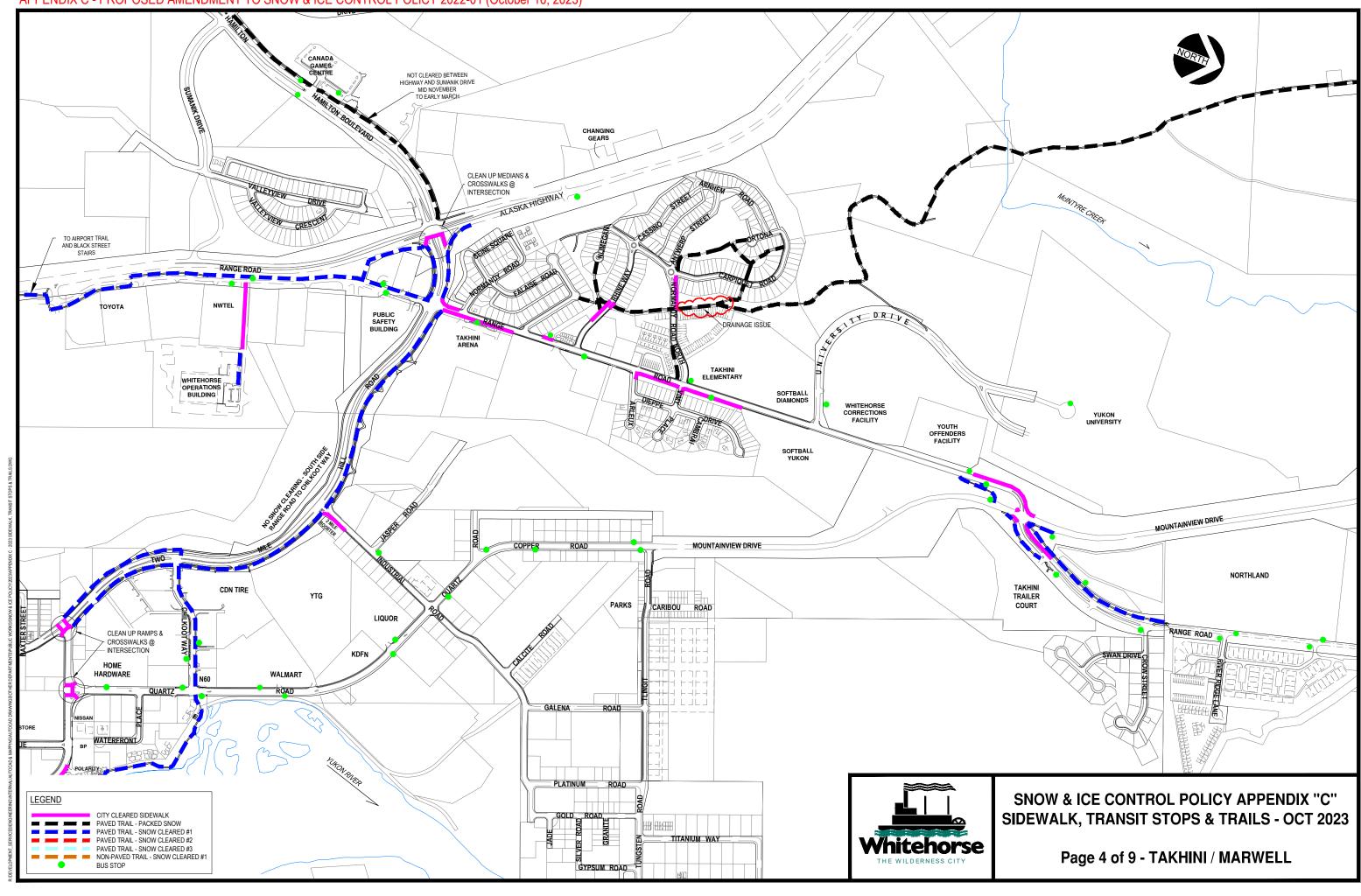
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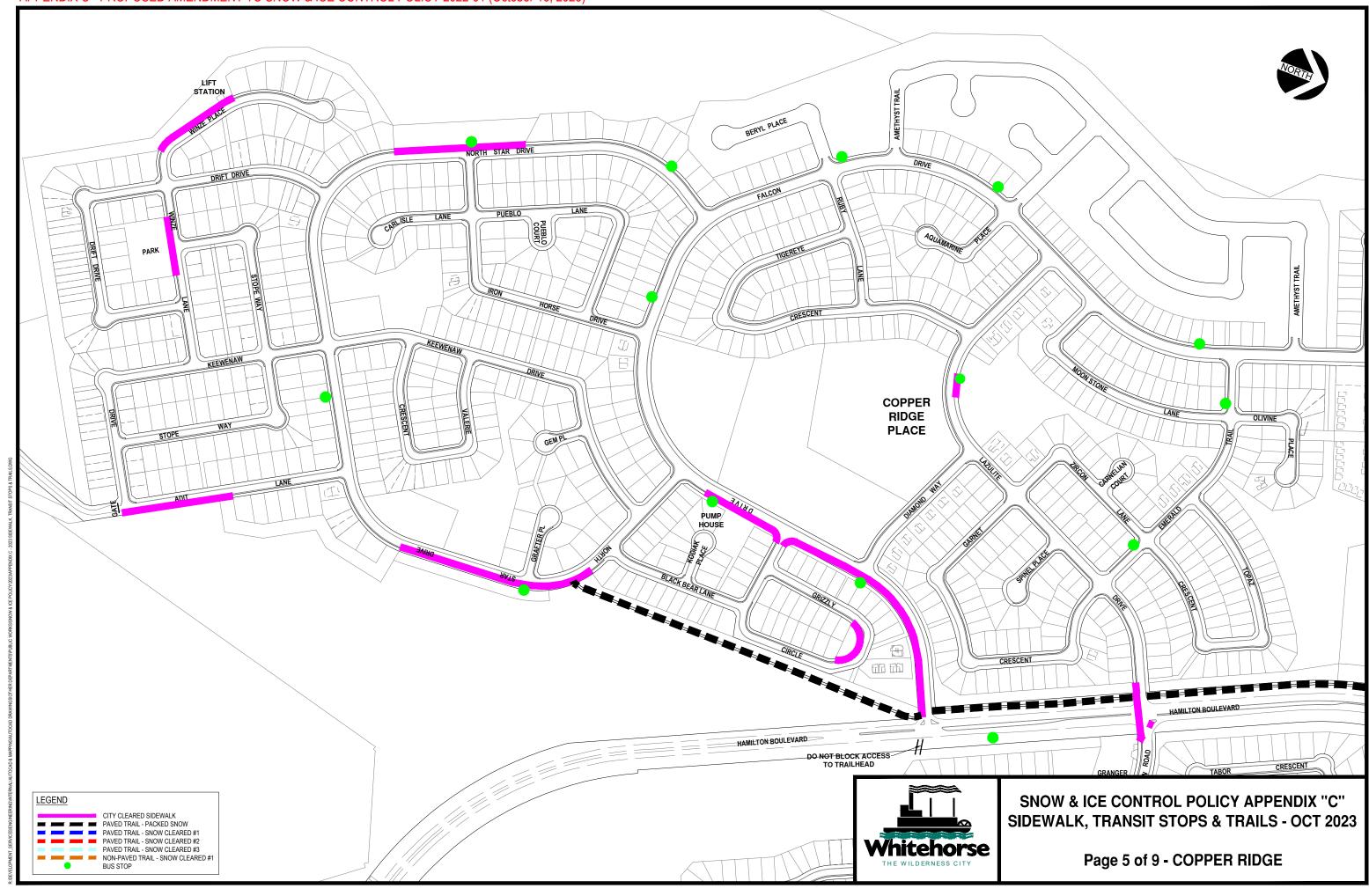
Vacant Crown land off Falcon Drive near Aquamarine

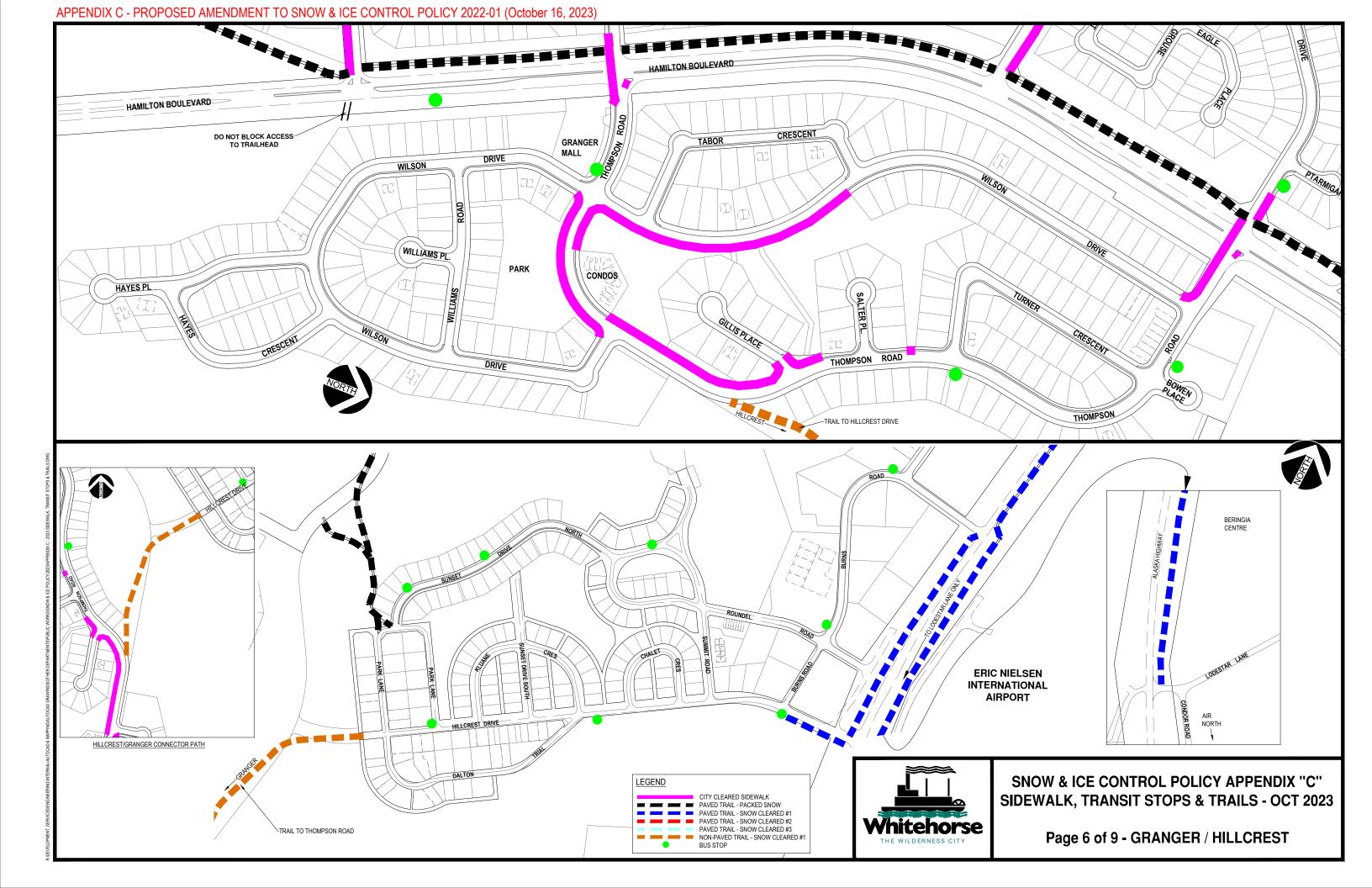
APPENDIX "B" TEXT -	SNOW STORAGE SITES

1.	Robert Service Way	Across from Miles Canyon Road entrance, west and south
2.	Grey Mountain Road	Entrance to city reservoir access road
3.	Roundel	Sunset Drive/Summit Road
4.	Pine Street	Gully
5.	Grove/Pine	Easement between Grove and Pine Streets
6.	Hamilton Ext/Lobird	Off Mclean Lake Road to Mclean Creek Lane
7.	Arkell/Logan Area	North of Sandpiper Road on access road allowance
8	Kulan Industrial	East of Chadburn Crescent
9.	20th Avenue	Off Centennial Street in ravine
10.	Whistle Bend	Old sewage lagoon
11.	Two Mile Hill	Old Two Mile Hill right-of-way









CITY OF WHITEHORSE COMMUNITY SERVICES COMMITTEE



Council Chambers, City Hall

Chair: Michelle Friesen Vice-Chair: Kirk Cameron

October 16, 2023 Meeting #2023-19

CITY OF WHITEHORSE PUBLIC HEALTH AND SAFETY COMMITTEE



Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Mellisa Murray

October 16, 2023 Meeting #2023-19

CITY OF WHITEHORSE CORPORATE SERVICES COMMITTEE



Council Chambers, City Hall

Chair: Kirk Cameron Vice-Chair: Ted Laking

October 16, 2023 Meeting #2023-19

- 1. Upcoming Procurements (November/December) For Information Only Presented by Svetlana Erickson, Manager, Financial Services
- 2. Mayor Travel Expense Authorization
 Presented by Valerie Braga, Director of Corporate Services
- Fall Recreation Grant Allocations
 Presented by Keri Rutherford, Program Supervisor, Recreation Services
- 4. New Business

TO: Corporate Services Committee

FROM: Administration **DATE**: October 16, 2023

RE: Upcoming Procurements (November/December) – For Information Only

ISSUE

Bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000.

REFERENCE

• Procurement Policy 2020-03

Appendix A – Upcoming Procurement Projects Information Report 2023-26

HISTORY

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.

<u>ANALYSIS</u>

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 November and December 2023. The information as compiled by the Financial Services department is attached as Appendix A.

Appendix A Upcoming Procurement Projects Information Report

Report Number 2023-06

Date of Meeting: October 16, 2023

Subject: Upcoming Procurement Projects **Period:** November - December 2023

Purpose: To provide Council with a bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000. All forthcoming procurements are subject to budget

and/or rebudget authorization.

		and a contract of the contract				
No	Department	Project Title	Brief Description	Budget (Operating / Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
1	Engineering Services	Hillcrest Reconstruction - Phase 1	Construction services for the proposed Hillcrest Reconstruction Project, including Roundel Road West, Summit Drive, Sunset Drive North, and Summit Drive Greenbelt	240c00209	Yes, the value of the project is over \$500k	November 20, 2023
2	Water and Waste Services	Mosquito Control Program	Contracting services of mosquito control for the areas within the City boundary for the period of 2024-2028	Operating	No, the project value is less than \$500k	November 1, 2023

TO: Corporate Services Committee

FROM: Administration **DATE**: October 16, 2023

RE: Mayor Travel Expense Authorization

ISSUE

Authorization of travel expenses to Ottawa, Ontario for Mayor Cabott to attend meetings with federal Cabinet ministers and government officials for City business.

REFERENCE

- Council Remuneration Bylaw
- Travel Administrative Directive 2012-02
- Council Expense Policy

HISTORY

Council's Expense Policy and Remuneration Bylaw requires prior approval by Council for requests for funding or reimbursement of expenses incurred for travel by the Mayor or members of Council outside the City of Whitehorse.

ALTERNATIVES

- 1. Authorize the request for travel expenses; or
- 2. Deny the requests for travel expenses.

ANALYSIS

Mayor Cabott will be traveling to Ottawa, Ontario for meetings with key federal Ministers and other Members of Parliament to discuss housing and infrastructure disaster mitigation files, advocating on behalf of the City of Whitehorse. The expected travel expenses are within budget at less than \$3,000.

ADMINISTRATIVE RECOMMENDATION

THAT travel expenses be authorized for Mayor Cabott to attend meetings in Ottawa, Ontario with government officials in the fall or early winter of 2023.

TO: Corporate Services Committee

FROM: Administration **DATE**: October 16, 2023

RE: Fall Recreation Grant Allocations

ISSUE

Approval of the Fall Recreation Grant recommendations.

REFERENCE

Recreation Grant Policy

Appendix A – Grant Summary

Appendix B – Operational Support Summary

HISTORY

Council policy governs the allocation of recreation grants. The Recreation Grant Task Force met on September 28, 2023 to discuss the applications and compile recommendations for funding in accordance with the Recreation Grant Policy.

A total of \$250,000 is available for two granting sessions in 2023. The funding available for this session for all Recreation Grant categories is \$85,000, plus any refunds received.

The total amount received by the City for 2023 through the Community Lottery Fund was \$197,176. The City continues to acknowledge Lotteries Yukon support in City advertising.

ALTERNATIVES

- 1. Approve the allocation of the grants as recommended by the Task Force; or
- Refer the matter back to Administration.

ANALYSIS

The Recreation Grant Task Force received and reviewed seventeen applications totalling \$97,796.34 in requests. Applications were submitted under the Recreation Grant Policy and the four funding categories: Ongoing Projects and Initiatives, New Projects and Initiatives, Training and Leadership Development, and Operational Support.

The evaluation of the applications was conducted using the evaluation matrix and eligibility criteria.

Council has the authority to deny any of the recommendations brought forward by the Task Force. The result of denied recommendations is that some projects might not proceed.

Per the Community Lotteries guidelines, any requests that are related to operations & maintenance (O&M) are ineligible for funding. This means that all O&M requests received are funded using the City's contribution of \$52,824.

A summary of applications received, together with the recommendations of the Task Force, are listed in the attached documents identified as Appendix A – Grant Summary and Appendix B – Operational Support Summary.

Approval of \$84,896.34 is recommended for allocation by the Recreation Grant Task Force and is within the amount of funding available.

Where funding recommendations do not reflect the full amount of funding requests, it is because certain elements of an application may be fundable under another program, it is reflective of the condition of the application, or there are insufficient grant funds to fully cover the request.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the allocation of \$84,896.34 for Recreation Grants as recommended by the Recreation Grant Task Force.

Appendix A Fall 2023 Recreation Grants 2023 Fall Recreation Grants

#	Applicant	Priority/Type	Project	Last Funded Year	Last Funded Amount	Amount Requested	Amount Recommended
1	Arctic Edge Skating Club	Ongoing Projects and Intiatives	Gold Nugget Championships	Fall 2022	\$ 6,570.00	\$ 7,000.00	7,000.00
2	Snowboard Yukon	New Projects and Initiatives/Training Development	Lost in Paradise-FIS Para Snowboard World Cup and Festival	N/A	N/A	\$ 9,500.00	\$ 8,000.00
1	The Community Choir of	Ongoing Projects and Intiatives	Development of Choral Program	Fall 2022		\$ 8,600.00	\$ 7,200.00
3	Whitehorse Society	New Projects and Initiatives	New Mid-Winter Concert		\$ 5,200.00	\$ 8,800.00	7,200.00
4	Whitehorse Glacier Bears	Ongoing Projects and Intiatives	Athletic, administrative initiatives	N/A	N/A	\$ 7,000.00	\$ 7,000.00
5	Whitehorse Cross Country Ski Club	Ongoing Projects and Intiatives	The rebirth-for an inclusive xc ski community	Spring 2023	\$ 5,000.00	\$ 7,000.00	\$ 5,000.00
6	Whitehorse Curling Club	Ongoing Projects and Intiatives	Equipment Replacement	Spring 2023	\$ 4,000.00	\$ 980.00	\$ 980.00
7	Whitehorse Rapids Speed Skating	Ongoing Projects and Intiatives	Equipment Replacement	N/A	N/A	\$ 1,672.13	3 \$ 1,672.13
8	Whitehorse United Football Club	New Projects and Initiatives/Training Development	Youth Leading Youth	N/A	N/A	\$ 6,044.23	\$ 6,044.21
9	Whitehorse Women's Hockey Association	Ongoing Projects and Intiatives	New Equipment	N/A	N/A	\$ 7,000.00	5 7,000.00
10	Yukon Art Society	Ongoing Projects and Intiatives	Art and Craft Programs	Fall 2022	\$ 7,000.00	\$ 7,000.00	\$ 4,000.00
11	Yukon Circus Society	New Projects and Initiatives	Aerial Rigging Points	N/A	N/A	\$ 7,000.00	\$ 7,000.00
13	Yukon Little League	New Projects and Initiatives	Skills camp and coaching clinic	N/A	N/A	\$ 7,000.00	5 \$ 7,000.00
14	Yukon Theatre For Young People	New Projects and Initiatives	Fiddler on the roof	Fall 2022	\$ 7,900.00	\$ 7,000.00	\$ 7,000.00
	Total Amount Requested: \$ 82,796.34					1	
				nount Available-Fall:		\$ 75,000.00	

Appendix B - Operational Support Summary 2023 Fall Recreation Grants

#	Applicant	Priority/Type	Project	Last funded Year	Last funded Amount	Amount Requested	Amount Recommended
1	Whitehorse Glacier Bears	O&M	Operational Support	N/A	N/A	\$ 5,000.00	\$ 3,500.00
2	Whitehorse Women's Hockey Association	O&M	WWHA Improvements	N/A	N/A	\$ 5,000.00	\$ 3,500.00
3	Yukon Art Society	O&M	Staff Wages	N/A	N/A	\$ 5,000.00	\$ 3,000.00
					Total Amount Requested:	\$ 15,000.00	
					Total Amount Available for Fall:		\$ 10,000.00

CITY OF WHITEHORSE CITY PLANNING COMMITTEE



Council Chambers, City Hall

Chair: Ted Laking Vice-Chair: Michelle Friesen

October 16, 2023 Meeting #2023-19

Conditional Use Application – 22 Metropolit Lane – For Information Only
 Presented by Micah Olesh, Senior Development Officer, Land and Building Services

TO: Planning Committee

FROM: Administration **DATE**: October 16, 2023

RE: Conditional Use Application – 22 Metropolit Lane – For Information Only

<u>ISSUE</u>

Application for Conditional Use approval to allow a 136 m² caretaker suite located at 22 Metropolit Lane (Lot 1160-1, Quad 105D/11, 96773 CLSR YT).

REFERENCE

- Zoning Bylaw 2012-20
- Attachment 1 Location Sketch
- Attachment 2 Proposed Site Plan
- Attachment 3 Elevation Plan

HISTORY

The property located at 22 Metropolit Lane is currently used by Yukon Gardens as a nursery area for their landscaping business, permitted as General Contractor Services in the Zoning Bylaw. The owner and operator of Yukon Gardens has applied for a 136 m² caretaker residence on this property. There are currently no permitted structures on the property. The Zoning Bylaw allows caretaker residences up to 120 m² as a principal use and lists caretaker residences 121 m² to 297 m² in size as a conditional use, which Council can approve at their discretion. The proposed new structure proposes the 136 m² caretaker suite on the second storey and an office lunchroom and garage/shop on the ground floor.

The proposed schedule for consideration of the Conditional Use application is:

Newspaper Ad September 29, 2023

Letter Notification October 6
Planning Committee October 16
Public Input Session October 23
Report to Committee November 6
Council Decision November 14

ANALYSIS

Zoning Bylaw

The current zoning for the subject property is CIMx(f), Mixed Use Commercial/ Industrial. The purpose of the CIM zone is to provide a mix of commercial and industrial uses. The zoning bylaw allows caretaker residences between 121 m² and 297 m² as a conditional use, which Council can approve at their discretion.

Section 4.9.5 of the Zoning Bylaw provides criteria for Council to consider when evaluating a conditional use application. These criteria include:

Design and Character: The building design and function of the lot is not out of character with other buildings in this neighbourhood.

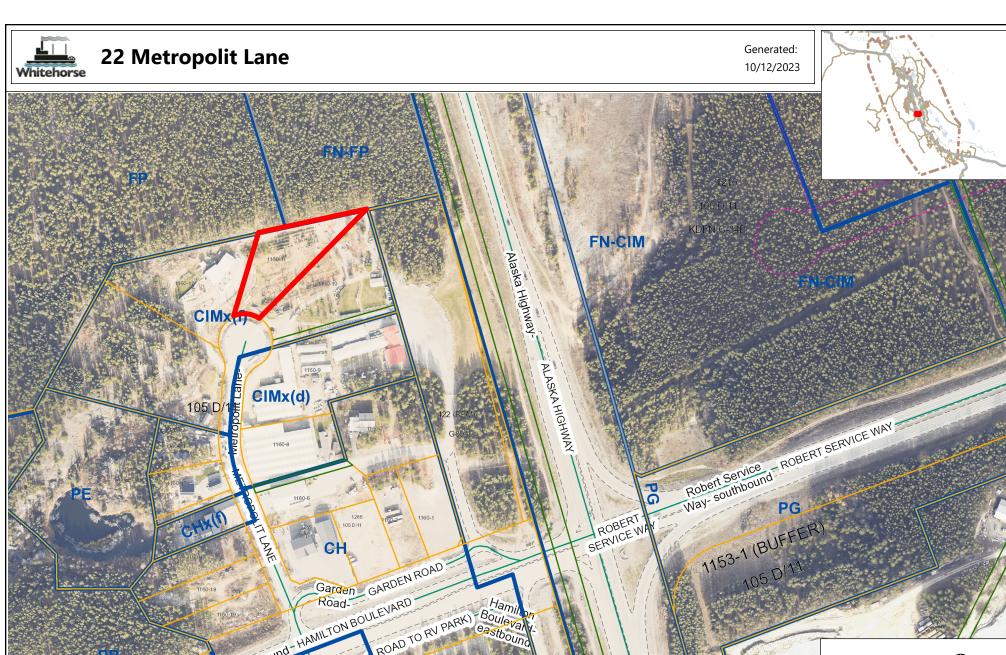
Parking and traffic: The building is set back from Metropolit Lane on a larger lot (3,898 m²) providing adequate parking on-site. The proposed conditional use will not generate traffic outside the normal expectations of the neighbourhood.

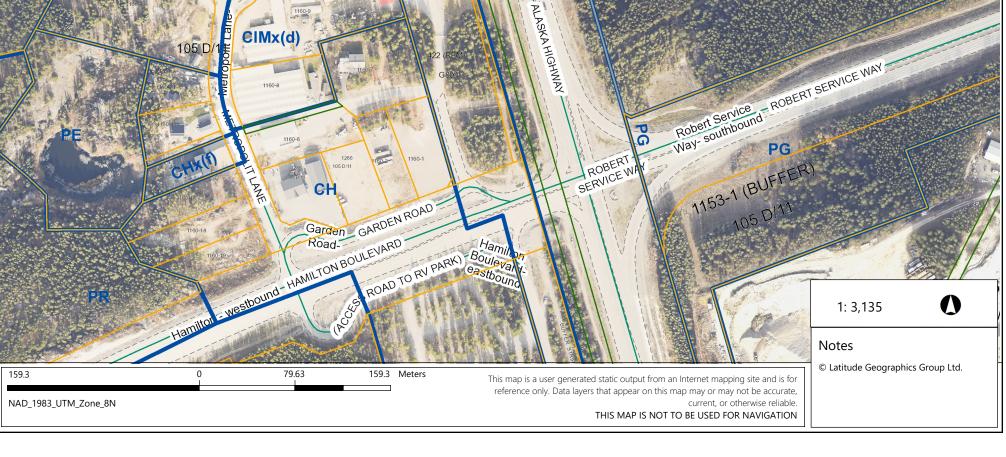
Impact on neighbouring properties: The use of caretaker suites was established to allow businesses to provide 24-hour security over their lots. The maximum size was established to act as an impediment to family uses in areas of town where residential use isn't planned and where nearby, adjacent commercial or industrial uses may impact on neighbouring properties by way of noise, odor, smoke, light, or vibration.

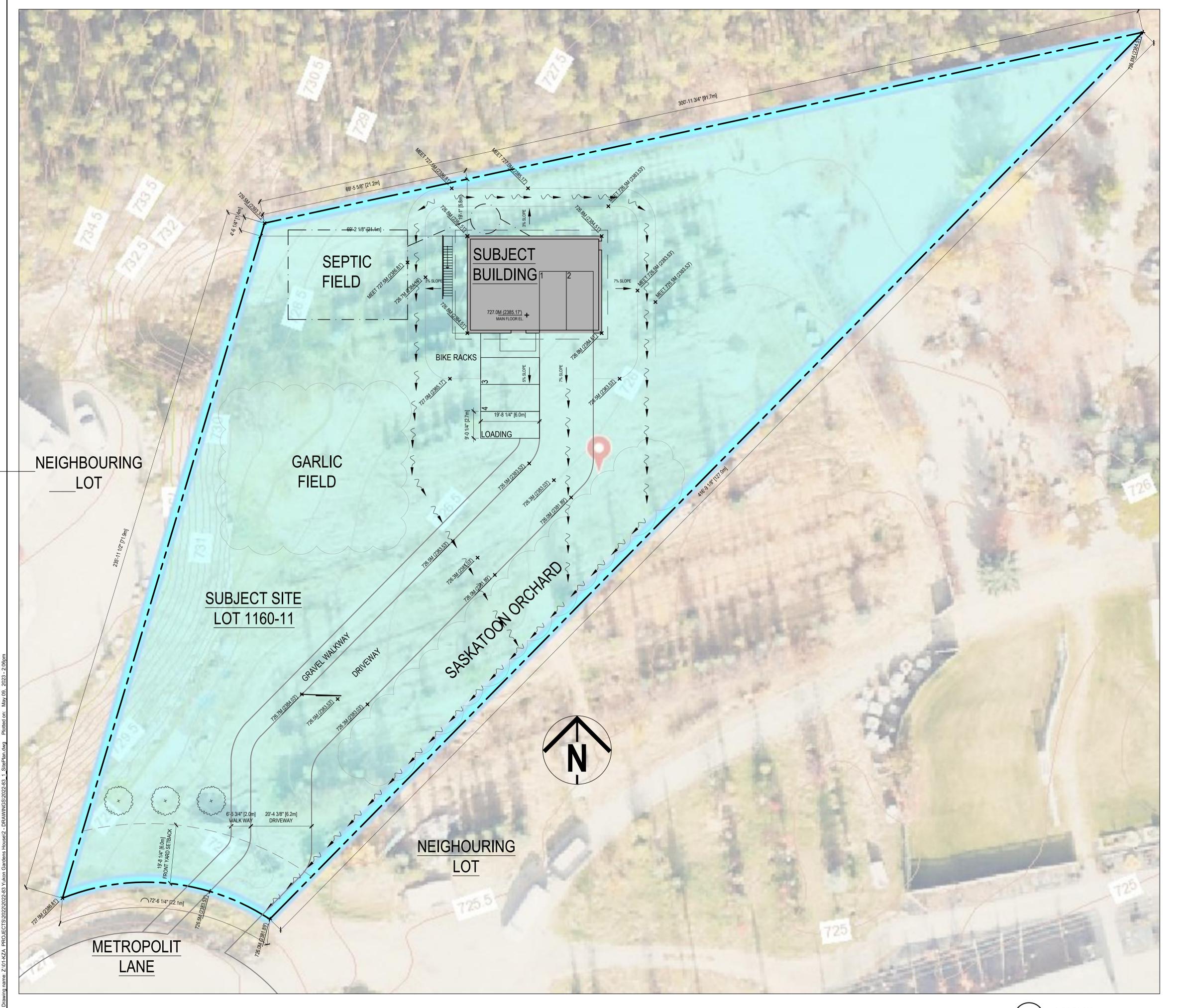
Strategic Priorities: This caretaker suite meets the identified strategic priority to improve the overall housing supply in Whitehorse through creating the ability for businesses to add staff housing on commercial and industrial lands.

PUBLIC INPUT SESSION SCHEDULED

In accordance with section 4.8 of Zoning Bylaw 2012-20, a public input session has been scheduled for the Council meeting on October 23, 2023. Government of Yukon, Kwanlin Dün First Nation and the Ta'an Kwäch'än Council were notified by mail and email. A notice of the proposed development was placed in local newspapers on September 29, 2023.







PROJECT DATA:
CIVIC ADDRESS 22 METROPOLIT LANE, WHITEHORSE, YUKON
LEGAL DESCRIPTION PARCEL 8003499 LOT 1160-11 QUAD 105D/11

CIM ZONE:		
MIXED USE COMMERCIAL	/ INDUSTRIAL ERCIAL WAREHOUSE AND OFFICE	
SECONDARY USE: CARET	TAKER RESIDENCE	
DEOLUDED:		DDOVIDED:
REQUIRED: MIN SITE AREA:	650m²	PROVIDED:
	650m ²	PROVIDED: 3,903m² 9.0m
MIN SITE AREA:		3,903m²
MIN SITE AREA: MAX HEIGHT:	15m	3,903m² 9.0m
MIN SITE AREA: MAX HEIGHT: MAX SITE COVERAGE:	15m 75%	3,903m² 9.0m 3.5%

PARKING:		
REQUIRED:		PROVIDED:
PARKING STALLS:	1/33m² (DEDICATED C	OFFICE) = 1 1
	1/ CARETAKER RESID	DENCE = 3 3
REQUIRED BF PARKING:	1	1
REQUIRED BICYCLE CLAS	S 2 BIKE PARKING:	1 REQUIRED - 1 PROVIDED
CLAS	S 1 RIKE PARKING:	1 RECUIRED - 1 PROVIDED

SITE COVERAGE/ DE	NSITY:
SITE AREA:	3,903m²
BUILDING AREA (FOOTPRINT):	136m²
SITE COVERAGE:	3.5%
PERMITTED FLOOR AREA RATIO:	2.0
TOTAL PERMITTED FLOOR AREA:	7,806m ²
CALCULATED FLOOR AREA RATIO:	
MAIN FLOOR:	136m²
SECOND FLOOR:	136m²
TOTAL:	272m ² = 0.07FAR

LANDSCAPING:

REQUIRED EQUIVALENT LANDSCAPE AREA: 3m x 22.1m = 66.3m²

REQUIRED PLANTINGS: 3 TREES OR 5 SHRUBS

PROPOSED: 3 TREES OR 5 SHRUBS

NEW BUILDING	GFA BREAKDOWN:
GFA OF NEW BUILDING:	
MAIN FLOOR SECOND FLOOR	136m² 136m²
NEW GFA TOTAL	<u>272m²</u>

GENERAL NOTES:

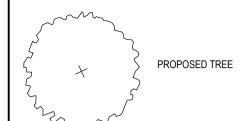
GRADING INFORMATION BASED ON CONTOUR LINES FROM CITY OF WHITEHORSE GIS.
FINAL GRADING TO BE COORDINATED AND VERIFIED BETWEEN CONTRACTOR AND ARCHITECT.

LEGEND

LEGEND	
	NEW BUILDING
	PROPOSED HARDSCAPE - ASPHALT
	GRAVEL

PROPERTY LINE

PROPOSED SEPTIC TANK & FIELD
LINE OF ROOF ABOVE



NOTE

Written dimensions shall have precedence over scaled dimensions. Contractor shall verify all dimensions and conditions on the job and the architect shall be informed of any variations from dimensions and conditions shown on the drawings. Shop drawings shall be submitted to the architect for review before proceeding with fabrication dimensions in millimeters unless noted otherwise

DRAFT ONLY
DO NOT USE FOR

CONSTRUCTION

#2 2023-05-09 DP SITE PLAN REVISION #1 2023-04-14 DEVELOPMENT PERMIT

SHEET INITIATION

22 METROPOLIT LANE

LOCATION

22 METROPOLIT LANE, WHITEHORSE, YUKON

OWNER

LORNE METROPOLIT

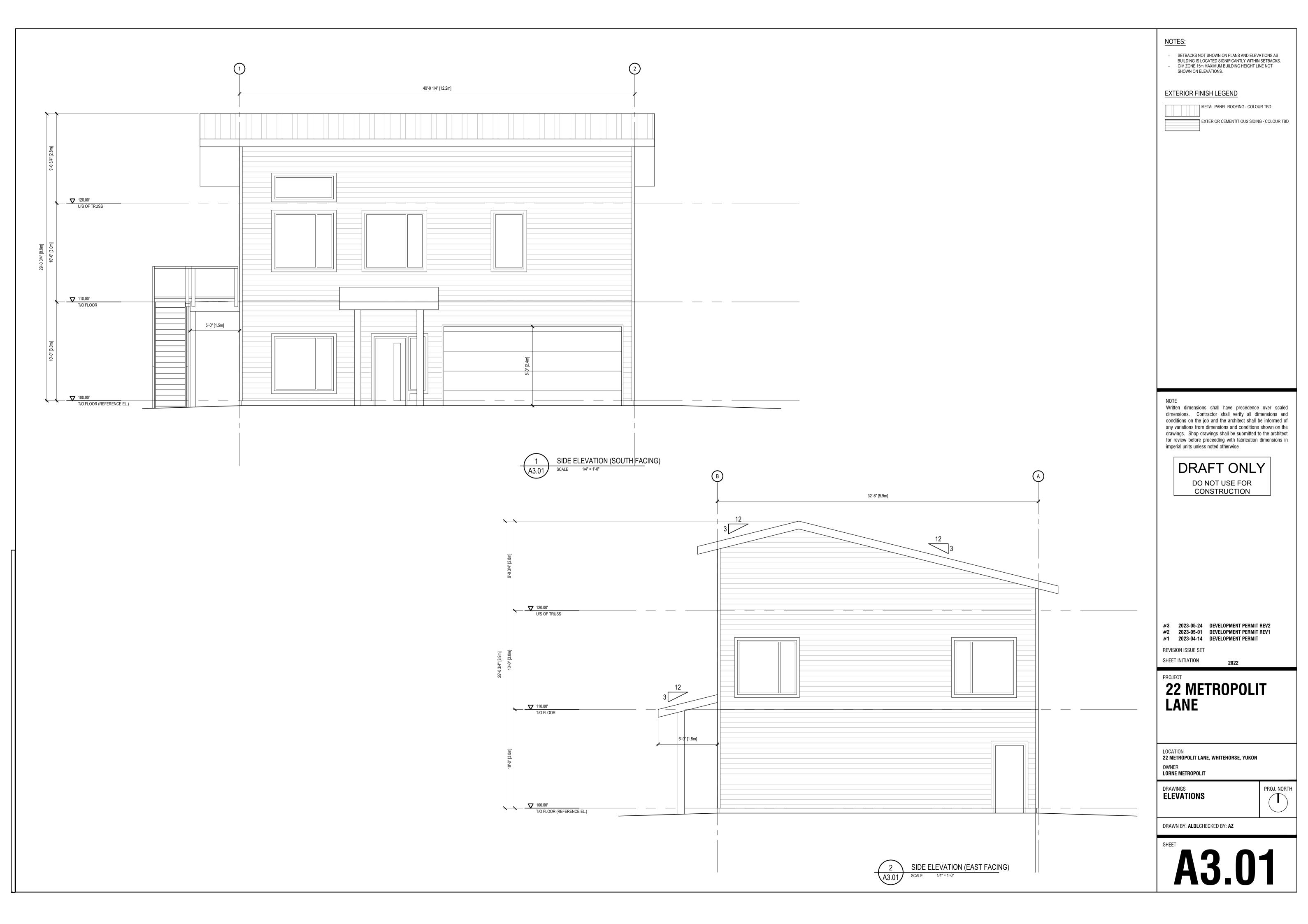
DRAWINGS SITE PLAN PROJ. NORTH

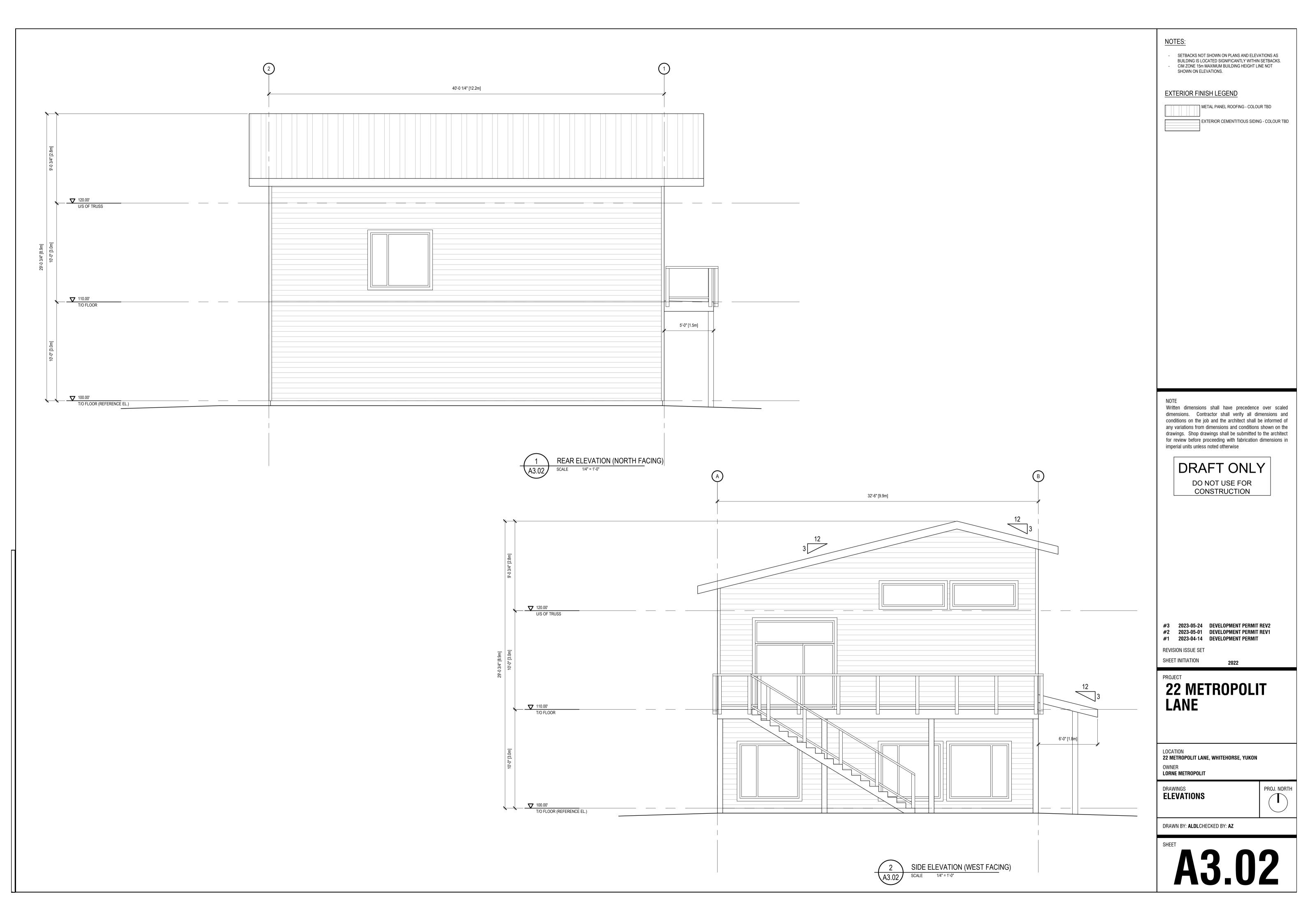
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SITE PLAN

SCALE 1/16" = 1'-0"





CITY OF WHITEHORSE DEVELOPMENT SERVICES COMMITTEE



Council Chambers, City Hall

Chair: Mellisa Murray Vice-Chair: Dan Boyd

October 16, 2023 Meeting #2023-19