

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, November 6, 2023 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

### **PROCLAMATIONS**

Indigenous Veterans Day (November 8)

Remembrance Day (November 11)

### **DELEGATIONS**

David Loeks and Sue Johnson, Wildfire Awareness Society  
– Wildfire Risk Reduction

Ramesh Ferris – Snow and Ice Control Policy

Paul Sheridan, Yukon Spring – Importance of Water for  
Consumption

## **DEVELOPMENT SERVICES COMMITTEE**

1. Main Street Town Square Pilot Project – Engagement Summary and Debrief Report – For Information Only
2. New Business

## **CITY OPERATIONS COMMITTEE**

1. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Festival and Special Event Grant Allocations
2. Housing and Land Development Advisory Committee Appointment
3. Inclusivity Advisory Committee Recommendation
4. Advisory Committee Bylaw Amendments
5. New Business

## **CITY PLANNING COMMITTEE**

1. Conditional Use Application – 22 Metropolit Lane Public Input Report
2. New Business



## **PROCLAMATION**

### **INDIGENOUS VETERANS DAY**

**November 8, 2023**

**WHEREAS** Indigenous Veterans Day is observed in Canada in recognition of more than 200 years of Indigenous contributions to military service; and

**WHEREAS** many Indigenous Peoples overcame challenges such as travelling far distances to enlist, learning new languages, and experiencing discrimination, including when they returned to the country for which they fought; and

**WHEREAS** Indigenous Veterans Day provides an opportunity for all Canadians to reflect upon the impact of Indigenous veterans on our nation's history and to express gratitude for their selfless service;

**NOW, THEREFORE I, Mayor Laura Cabott**, do hereby proclaim November 8, 2023 to be Indigenous Veterans Day in the city of Whitehorse.

Laura Cabott  
Mayor



**PROCLAMATION**  
**REMEMBRANCE DAY**  
**November 11, 2023**

**WHEREAS** Remembrance Day is a time to honour those who have served and continue to serve our country, and who are in no small part responsible for modern peace and freedom; and

**WHEREAS** Remembrance Day also stands as a time to reflect on the horrifying nature of war and the lasting toll it has on the mental and physical wellbeing of those involved; and

**WHEREAS** reflection on times of conflict can lead to recognition, respect, and appreciation for times of peace and the service of our veterans;

**NOW, THEREFORE I, Mayor Laura Cabott**, do hereby proclaim November 11, 2023 to be Remembrance Day in the city of Whitehorse.

Laura Cabott  
Mayor

**CITY OF WHITEHORSE**  
**DEVELOPMENT SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Dan Boyd

**Vice-Chair:** Mellisa Murray

November 6, 2023

Meeting #2023-20

- 
1. Main Street Town Square Pilot Project Report – Engagement Summary and Debrief Report – For Information Only  
Presented by Stephanie Chevalier, Economic Development Coordinator, Development Services
  2. New Business



## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Development Services
<b>FROM:</b>	Administration
<b>DATE:</b>	November 6, 2023
<b>RE:</b>	Main Street Town Square Pilot Project - Engagement Summary and Debrief Report

### **ISSUE**

Main Street Town Square Pilot Project Engagement Summary and Debrief Report to Council.

### **REFERENCE**

- Attachment 1 - Main Street Town Square Exit Survey Results
- Attachment 2 - Main Street Town Square Debrief Report

### **HISTORY**

The Main Street Town Square programming, budget amendment and related Road Closure Bylaw were approved on May 23, 2023, and carried on for ten weeks. The project included street artwork, concerts, a market, expanded business patios and public seating and planters.

Following the project which ended September 5<sup>th</sup>, Administration launched an online Exit Survey and collected direct feedback from stakeholders and adjacent businesses willing to share their experiences.

Administration is also reporting back to Council as directed, that *“a report will be developed by Administration after the conclusion of the town square pilot project to inform Council and the community on the impacts, successes, and challenges resulting from the pilot project.”*

### **ANALYSIS**

#### **Public Engagement results**

The Main Street Town Square Exit Survey launched on September 14<sup>th</sup> and closed on October 1<sup>st</sup>, 2023, on Engage Whitehorse. The survey had 1,493 responses total, 1,236 from the general public and 257 from businesses (including 56 businesses adjacent to Main Street Town Square).

Overall satisfaction with the project is divided, with 54% of the public satisfied or very satisfied, while 53% of businesses are either dissatisfied or very dissatisfied with Main Street Town Square, and 62% of businesses self-declared as adjacent to Main Street Town Square are dissatisfied or very dissatisfied with the project.

The main positive aspects of the project were feeling safe within the space, the cleanliness and the atmosphere or inviting nature of the pedestrian area for residents and businesses. The main negative impacts identified by businesses were less parking, traffic flow disruption and accessibility, while most residents mentioned loss of parking, and lack of programming.

Among surveyed businesses self-identifying as adjacent to Main Street Town Square, 19 declared a decrease in business revenue between June and August 2023 compared to 2022; 10 declared an increase, and 16 declared no change. 59% of responding businesses considered that other factors affected the Yukon economy during this summer, especially inflation.

When asked if the City should consider similar initiatives in the future, 72% of residents and 59% of businesses answered yes or maybe.

The main improvements requested by residents are activities/entertainment (60.5%), and community and business engagement (45%). Businesses' main suggested improvements are related to changing the location (46.7%) and activities/entertainment (40.6%).

The main topics appearing in the open questions are related to requesting more events (423 comments), more food vendors/food options (249 comments), and more and a greater variety of seating (240 comments).

The favoured locations for 2024 are:

- The same location as this year (57% of residents, 50% of businesses).
- The Riverfront off Front Street (49% of residents, 53% of responding businesses).
- Front Street, between Main and Steele Streets (40% of residents, 45% of responding businesses).

No operational analysis has yet been done for these locations.

### **Direct Stakeholder Engagement**

In addition to the survey, Administration has collected direct feedback from 22 adjacent businesses and building owners, ten market and food vendors, six partnering organizations, four groups supporting seniors and people with disabilities and five City departments through email, call or in-person meetings.

Eight adjacent stores, most located in Horwoods Mall, directly reported losses during the summer, while four reported having increased sales over that period. All mobile food vendors who participated in the Town Square reported having benefitted from the operation, including two that launched their businesses on the Town Square. Market vendors mostly reported low sales due to low foot traffic.

The artwork has opened new opportunities for the commissioned non-governmental organization. The 14 concerts were attended by approximately 1,515 people.

Groups supporting seniors and people with disabilities noted that the temporary accessible parking stalls, like many of the City's permanent accessible parking spots, did not have accessible ramps to access the sidewalk without having to get onto the road and come onto the sidewalk through the intersection. They also mentioned that locating accessible parking spots on Second Avenue was unsafe, and that the only accessible entry to Horwoods Mall was located on Main Street.

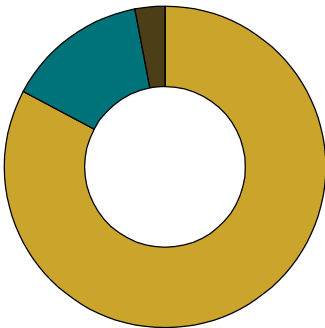
A majority of stakeholders, including businesses located around Main Street, are supportive of the idea of a town square, but some want the City to rethink the location, and include them in future planning. Fifty business owners and NGO workers have shared their contact to be involved in the planning of such future initiatives.

Administration delivered the project with a budget of \$169,102. Several purchased items can be reused for future initiatives, such as picnic tables, planters, benches, stage, electrical material.

A budget submission for a 2024 Town Square is being submitted for consideration.

# MAIN STREET TOWN SQUARE Exit Survey Results

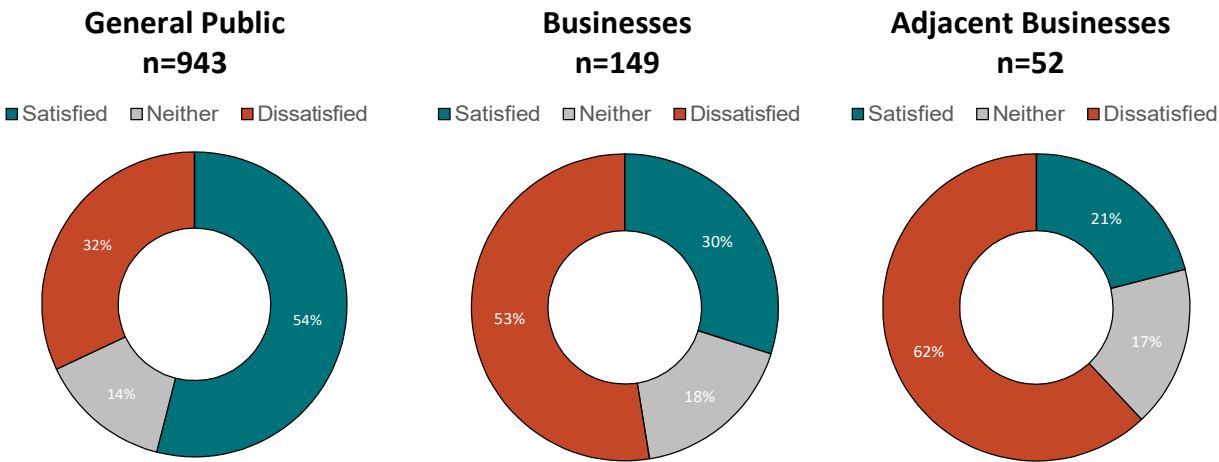
General Public Businesses Adjacent



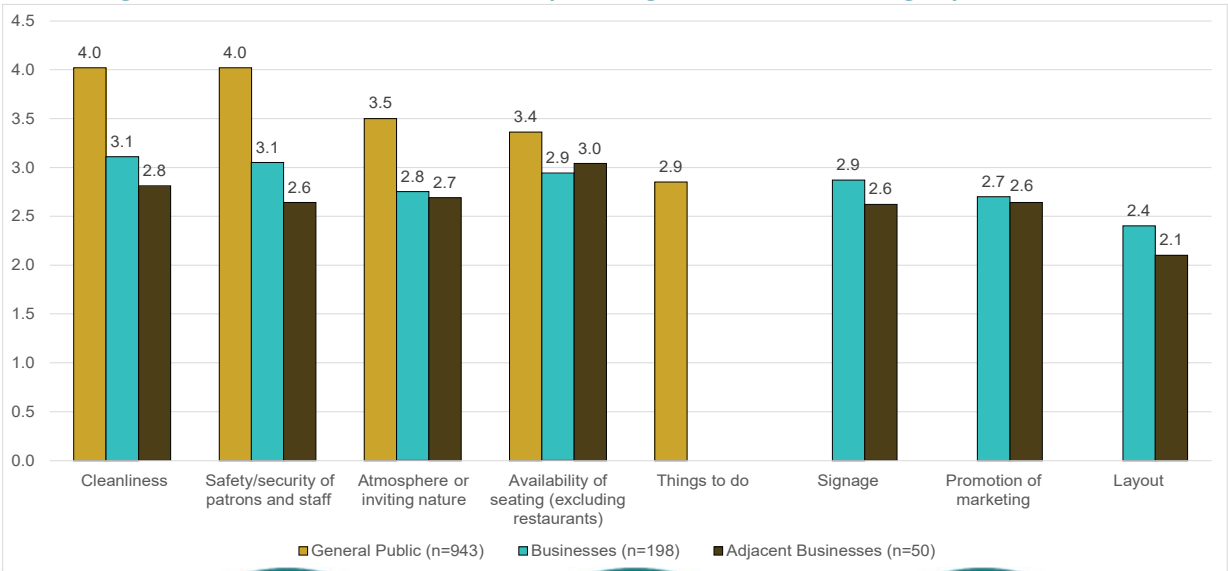
## 1,493 Responses

- 82.79% (1,236 Responses) from the General Public
- 17.21% (257 Responses) from Businesses
  - including 3% (56 Responses) from Businesses adjacent to the Main Street Town Square (MSTS)

## Overall Level of Satisfaction



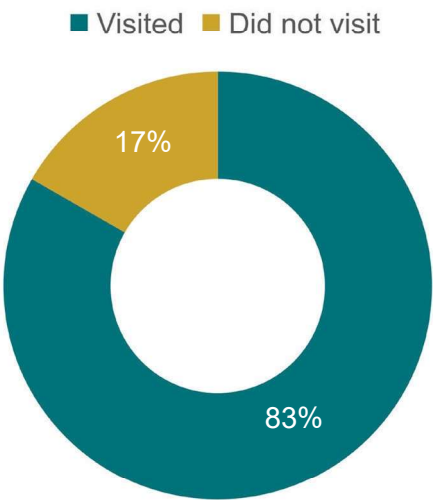
## Rating of MSTS features (Weighted Average)



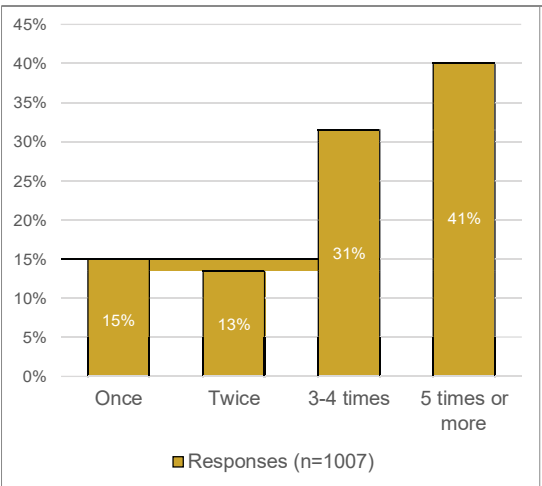
# GENERAL PUBLIC

- **92%** Whitehorse Residents including:
  - » **80 %** Outside of Downtwon
  - » **12%** Downtown Whitehorse Residents
- **6%** Residents of the Yukon (Outside of Whitehorse)
- **1%** Residing outside of the Yukon

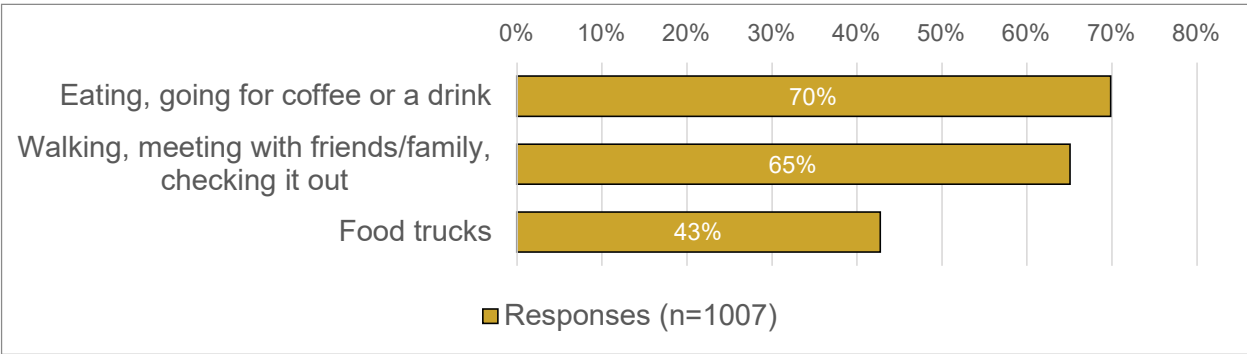
## Visiting Main Street Town Square



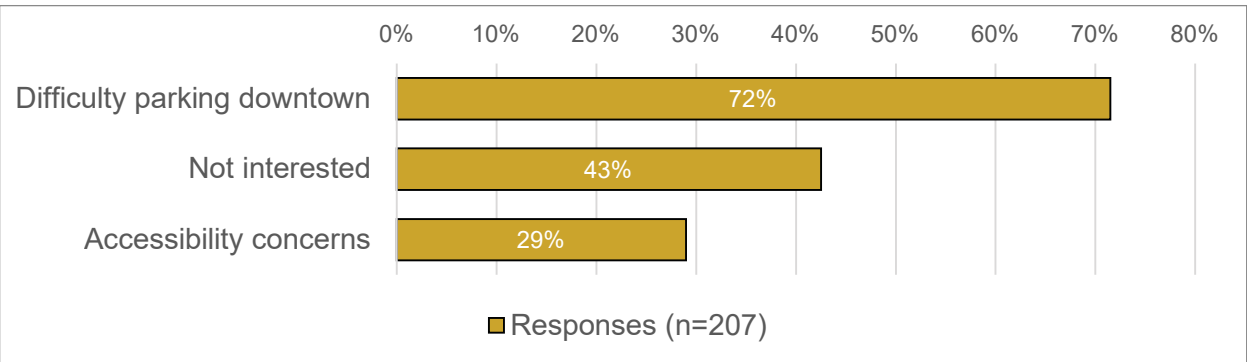
### AMOUNT OF VISITS



### MAIN REASONS FOR VISITING

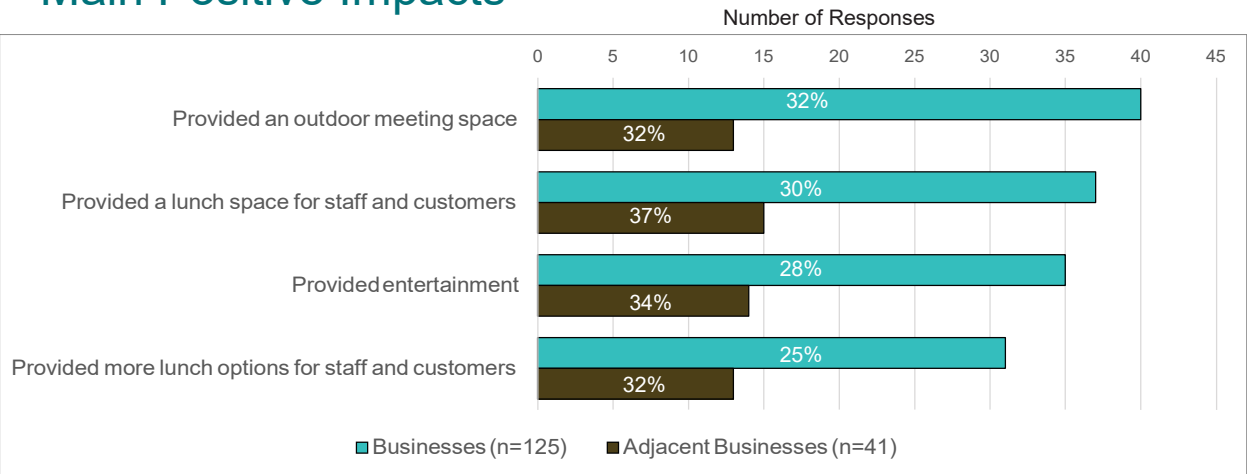


### MAIN REASONS FOR NOT VISITING

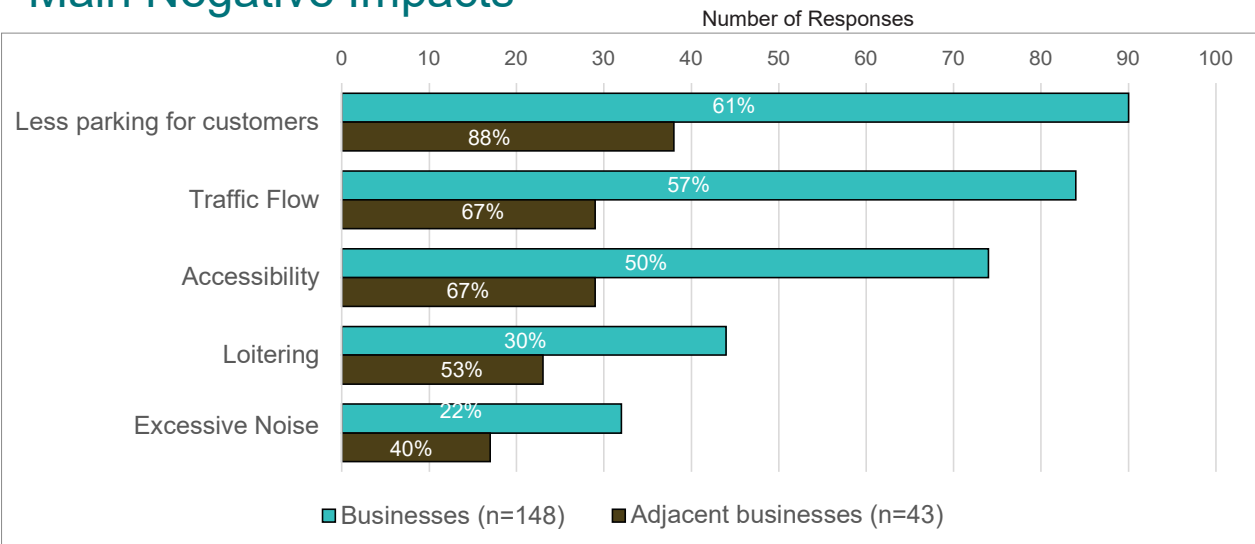


# BUSINESSES

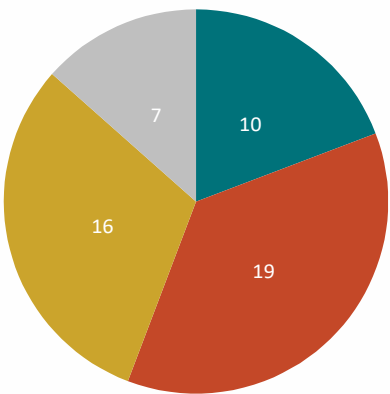
## + Main Positive Impacts



## - Main Negative Impacts



## Economic Impact for MSTs (Adjacent Businesses Only)



CHANGE IN BUSINESS REVENUE  
compared to same period last year

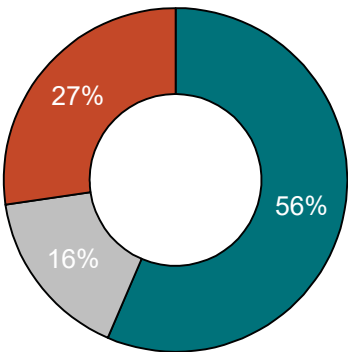
- Increased
- Decreased
- No change
- Prefer not to share

# FUTURE PLANNING

Would you like to see it implemented again?

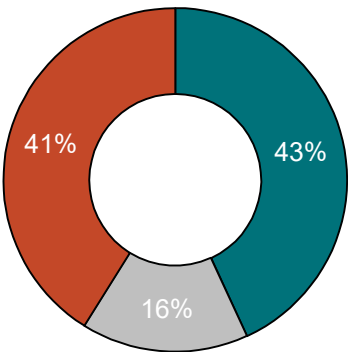
General Public (n=1146)

■ Yes ■ Maybe ■ No



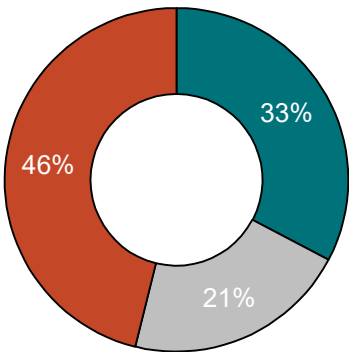
Businesses (n=197)

■ Yes ■ Maybe ■ No



Adjacent Businesses (n=52)

■ Yes ■ Maybe ■ No

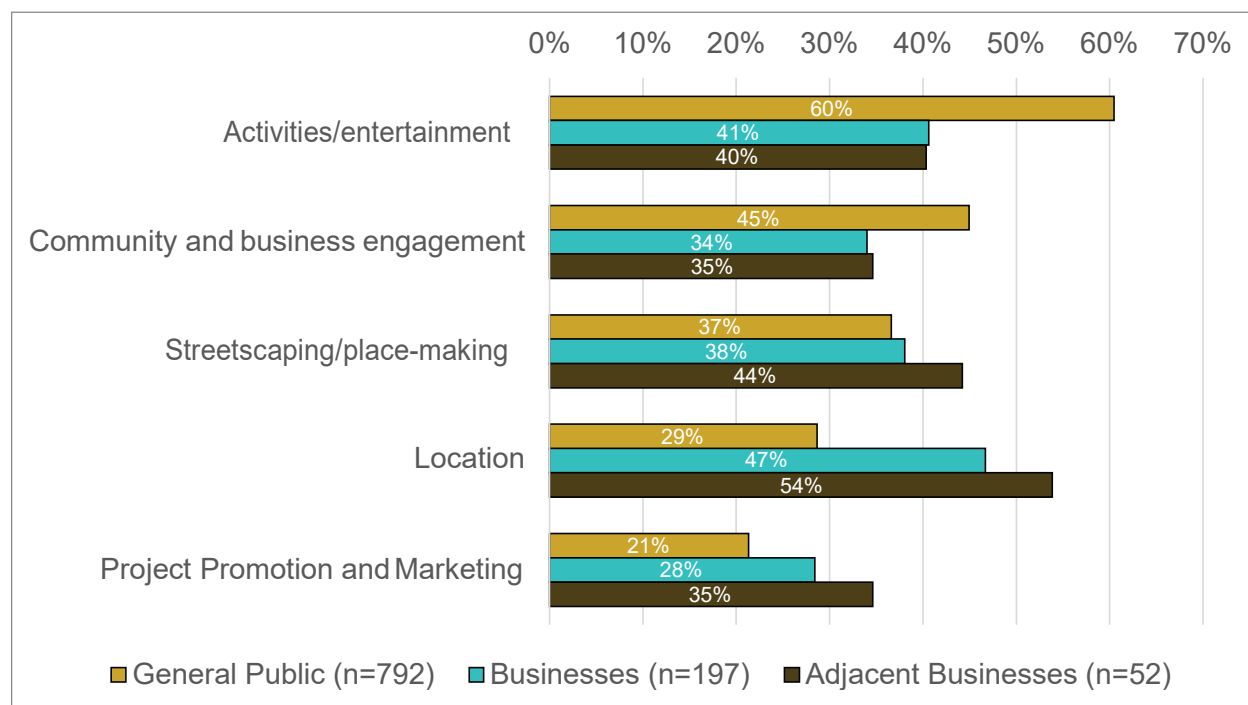


## Best location for future town square





## Main recommendations for future improvements



## Main topics appearing in open questions

**MORE EVENTS (423)** A desire for increased performances and programming was expressed.

**VENDORS / FOOD OPTIONS (249)** Some respondents suggested the need for additional food options beyond food trucks in the area and would like to see more vendors.

**SEATING AND VARIETY (240)** Many respondents wanted to see improvements in the town square, specifically in terms of more seating, a greater variety of seating options, and the addition of shade.

**LOCATION (165)** Comments revealed unhappiness with the chosen location for the MSTs, with concerns about its impact on businesses and access to essential services.

**PARKING DIFFICULTIES (161)** Many respondents expressed concerns about parking difficulties, particularly the loss of parking spaces due to the initiative.

**UNATTRACTIVE DESIGN (130)** People expressed concerns regarding the unattractive design of the space, primarily noting the sense of emptiness when the area remains inactive and raising objections to the utilization of concrete barriers.

**ACCESSIBILITY (103)** The impact on accessibility, especially for seniors and individuals with mobility issues, was a common concern raised by respondents.

**UNEVEN IMPACT (63)** There were mixed opinions on the impact of the initiative on businesses, with some businesses benefiting while others experienced hardships due to decreased foot traffic and parking issues.

**PEDESTRIAN-ONLY (59)** Some respondents showed support for creating pedestrian-only areas in downtown Whitehorse, emphasizing the benefits of such spaces.

## **MAIN STREET TOWN SQUARE REPORT**

### **Background**

On January 16, 2023, Council approved a motion 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 the summer 2023.

Administration engaged with the public and stakeholders in March-April, 2023, through a public survey and workshops with adjacent businesses and City departments involved. A layout of the street was developed with the support of consultants, cultural activities were defined in partnership with NGOs, and opportunities for pop-up food and retail businesses were identified. The Main Street Town Square project and Road Closure Bylaw were presented to Council on May 15th, and approved on May 23<sup>rd</sup>, 2023.

The event was launched on June 23<sup>rd</sup>, with street artwork, two adjacent businesses extending their patios, weekly concerts and markets, mobile food vendors, shaded picnic areas, benches and planters. A stakeholders committee met bi-weekly to allow ongoing communication with adjacent businesses and pop-up vendors, and address issues arising when possible. The event ended on September 5<sup>th</sup>, 2023.

### **Signage and closure of Main Street Town Square**

Administration installed jersey barriers, flexible delineators and traffic signage to close the street to motor vehicles. Feedback suggests Administration plans for a more welcoming closure in the future, with planters instead of Jersey barriers, and “pedestrian only” signage instead of “road closed”.

A 6-meter fire lane remained free of obstacles in the middle of the street to allow emergency vehicles to access the area. Flexible delineators were set up in the alleyways to reduce traffic to delivery to adjacent businesses, waste collection, market vendors and mobile food vendors. Delivery and waste removal truck drivers reported cars parking in the alleyway on various occasions, preventing them from performing their work properly.

### **Accessibility of the town square**

Four accessible parking spots were relocated temporarily on each corner of the pedestrian area, on Front Street and on 2nd Avenue. Four accessible ramps, and three accessible picnic tables were set up in the area.

Consulted groups supporting seniors and people with different abilities appreciated the accessible amenities, and some of their clients enjoyed being outdoors on the town square. They noted that the temporary accessible parking stalls, like many of the City’s permanent accessible parking stalls, did not have accessible ramps to access the sidewalk, forcing people with limited mobility to walk or roll their wheelchair on the street



to reach the sidewalk. They considered the two accessible stalls located on Second Avenue were unsafe. The cable protectors crossing the street weren't accessible, and required extensions with a smaller incline to allow people with wheelchairs to go over them. They also mentioned that the only accessible entry to Horwoods Mall is located on Main Street, therefore it is important to make this entry as accessible as possible.

### **Maintenance and clean-up of the area**

The pedestrian area was cleaned by Opportunities Yukon staff three times a day, Parks Services watered the planters and Waste Services collected garbage weekly. An additional weekly waste removal and compost and recycling bins were added over the summer as garbage bins were filling up quickly. Better signage should be considered for better triage in the future.

Three portable washrooms, including one accessible to all, were set up between the Old Firehall and the White Pass building and serviced twice a week.

### **Safety and incident reporting**

Little material damage was reported over the summer; the alcohol gel was stolen in one of the portable bathrooms and one garbage bin was damaged. Multiple reports of people tripping over the cable protector crossing the street (to supply a Food truck with power) led to setting up both food trucks on the northern side of the street, and hazard tape was added to the remaining portion of the cable protector crossing the sidewalk. One business reported a person who passed out in front of her store, and Administration received accounts of aggressive panhandling on the street through one email and in survey comments.

### **Patio space and public seating**

Two businesses built patios, and the third food and beverage adjacent business set up public seating and games on the street.

Twelve picnic tables, including three accessible ones, benches and planters were set up on the street, following the layout designed by the hired consultants. As it was a particularly sunny summer, other City departments lent tents to provide shade to the food court areas, and Recreation lent some games at the end of the summer.

### **Markets and Mobile Food vendors**

Six mobile food vendors took turns on two mobile food vendor spots, including two new businesses that launched successfully their operations on Main Street. All reported benefitting from good foot traffic in the area, and would likely participate in future editions. Residents asked that more vendors set up in the town square to offer more food options.

Two markets were created following a survey sent in early May to assess businesses and artisans' interest in selling on Main Street. Tuesday afternoons, for which vendors

had to commit for the entire summer, and Saturday mid-days for which vendors could sign up for the dates of their choice. 18 businesses and three Non-governmental Organizations signed up, and an average of six vendors attended Tuesday markets, and ten attended on Saturdays. A market attendant was hired to provide information on-site and help vendors. The requirements to sell on the market (business license, development permit and insurance) were a deterrent for many small vendors who initially were interested in participating. As some vendors didn't attend the market when planned, the market didn't reach the size required to draw the public, therefore sales were low. Still, most vendors are eager to participate in a market again but would prefer on Front Street or the Riverfront, as several reported that the noise from 2<sup>nd</sup> Avenue traffic was disruptive.

### **Artistic component**

A large street artwork was commissioned to Northern Cultural Expressions Society (NCES), who chose Lawrence Smith as lead artist. He and his fellow carvers painted during five days this work that told the story of Missing and Murdered Aboriginal Women and Men, and the loss of salmon in the Yukon rivers. It was supported by Yukon 125, which funded part of the artist fees. The artwork was one of Main Street Town Square's favorite components for many.

Main Street Town Square offered concerts every Friday from 4 to 6 p.m., and every lunchtime during Street Eats, on August 28<sup>th</sup> to 30<sup>th</sup>. A total of 24 artists or bands performed over 14 concerts, attended by 1,515 people. MusicYukon produced and programmed the concerts in partnership with the Yukon Arts Centre (in-kind with tent over stage and technicians for half of the dates), l'AFY and JazzYukon who supported artists' fees for francophone and jazz artists. They are all open to renewing their collaboration in future initiatives. Stakeholders recommend starting concerts later, and reconsidering the location of the stage in future editions, as the sound was disruptive for businesses fronting the stage.

### **Communications**

A Graphic Designer was contracted to prepare welcome signs for the pedestrian area, which provided information on the artwork, concerts and markets, and on available bathrooms as well as a contact list. Rack cards and posters were printed at the request of some adjacent businesses; they were distributed in hotels and in strategic locations. Stakeholders asked to consider creating light posts banners for future initiatives, which were considered this year but need to be ordered with greater anticipation.

### **Participation of municipal services**

City departments involved in the project all mentioned that the additional workload the town square required was manageable, although some last-minute requests put a strain on some for the setup. All are able to participate in future events of this kind, and the

main improvements they suggest relate to communications, and ensuring departmental roles are clearly defined and within their capabilities.

### **Cost of Main Street Town Square**

The project was implemented with a budget of \$169,102. Some payments and the reception of the grants are still in process. Several purchased items can be reused for future initiatives: the picnic tables, planters, benches, stage, electrical cable and connectors.

**CITY OF WHITEHORSE**  
**CITY OPERATIONS COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Michelle Friesen

November 6, 2023

Meeting #2023-20

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1. New Business

**CITY OF WHITEHORSE**  
**COMMUNITY SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Kirk Cameron

**Vice-Chair:** Ted Laking

November 6, 2023

Meeting #2023-20

- 
1. New Business

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



**Chair:** Mellisa Murray

**Vice-Chair:** Kirk Cameron

November 6, 2023

Meeting #2023-20

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1. New Business

**CITY OF WHITEHORSE**  
**CORPORATE SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Ted Laking

**Vice-Chair:** Jocelyn Curteanu

November 6, 2023

Meeting #2023-20

- 
1. Festival and Special Event Grant Allocations  
Presented by Nicole Tattam, Supervisor, Parks and Community Development
  2. Housing and Land Development Advisory Committee Appointment  
Presented by Wendy Donnithorne, Manager, Legislative Services
  3. Inclusivity Advisory Committee Recommendation  
Presented by Lindsay Schneider, Director of People and Culture
  4. Advisory Committee Bylaw Amendments  
Presented by Wendy Donnithorne, Manager, Legislative Services
  5. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Community Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	November 6, 2023
<b>RE:</b>	Festival and Special Event Grant Allocations

### **ISSUE**

Approval of the Festival and Special Event Grant allocations.

### **REFERENCE**

- [Festival & Special Event Grant Policy](#)
- Appendix A – Festival and Special Event Grant Summary

### **HISTORY**

The Festival and Special Event Grant is governed by Council's Festival and Special Event Grant Policy. The City is committed to the development and support of special community events and festival celebrations in Whitehorse that provide vibrant and diverse community experiences for both residents and visitors.

The Festival and Special Event Grant provides funds up to \$50,000 annually to registered non-profit societies or community organizations wishing to hold a festival, special or signature event within the City of Whitehorse. Per the policy, a signature event is an event taking place over multiple years.

The grant program also provides opportunities for City in-kind support such as snow clearing and road closures.

The application deadline was August 31, 2023, for projects occurring from January 1 to December 31, 2024.

### **ALTERNATIVES**

1. Approve recommendations for Festival and Special Event Grant allocations; or
2. Refer the matter back to Administration.

### **ANALYSIS**

A multi-department review committee met on September 14, 2023, to review and evaluate 14 eligible applications. Funding and in-kind support is being recommended to 14 organizations, four of which are signature events. In-kind requests have been reviewed by relevant departments to ensure all requests could be accommodated within operating budgets.

The recommendations of the committee are provided in Appendix A – Festival and Special Event Grants Summary Chart.

### **ADMINISTRATIVE RECOMMENDATION**

That Council approve Festival and Special Event Grant allocations in the amount of \$50,000 dollars.



Appendix A - Grant Summary  
2023 Festival and Special Event Grant

#	Applicant	Event	Event Date	Total Budget	Total Cash Request	Total In-Kind Request	Funded Amount 2023	Amount Recommended Cash	Amount Recommended In-Kind
1	All-City Band Society	Music for a Winter's Eve	9-Dec-24	\$ 20,586.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	
2	Association franco-yukonnaise	Solstice Saint-Jean Event	23-Jun-24	\$ 41,300.00	\$ 10,000.00	\$ -	\$ 3,000.00	\$ 2,180.00	
3	CHON_FM Indigenous Radio	CHON-FM Indigenous Radio 40th Anniversary	21-Sep-24	\$ 233,785.00	\$ 10,000.00	\$ -	Did not apply	\$ 5,680.00	
4	The Heart of Riverdale Community Centre	CypherFest 2024	14-Jul-24	\$ 106,139.00	\$ 9,000.00	\$ -	\$ 7,000.00	\$ 4,180.00	
5	Kwanlin Dun Cultural Society	National Indigenous People's Day 2024	21-Jun-24	\$ 82,700.00	\$ 6,000.00	\$ -	\$ 5,000.00	\$ 3,180.00	
6	Nakai Theatre Ensemble	Pivot Festival	6-Jan-24	\$ 88,605.00	\$ 7,000.00	\$ 5,962.51	\$ 5,000.00	\$ 3,180.00	\$ 5,962.51
7	Yukon Film Society	Available Light Film Festival - <i>Signature Event</i>	8-Feb-24	\$ 388,000.00	\$ 10,000.00	\$ 3,307.50	\$7,500 and \$3,975 inkind	\$ 4,470.00	\$ 3,307.50
8	Yukon First Nations Culture and Tourism Association	Adaka Cultural Festival - <i>Signature Event</i>	27-Jul-24	\$ 549,500.00	\$ 7,500.00	\$ 6,139.46	\$7500 and \$7,280.42 inkind	\$ 4,470.00	\$ 6,139.46
9	Yukon Quest International Association (Canada)	2024 Yukon Quest - <i>Signature Event</i>	3-Feb-24	\$ 31,480.00	\$ 10,000.00	\$ 6,665.70	\$3,000 and \$6,656.56 inkind	\$ 2,180.00	\$ 6,665.70
10	Yukon Sourdough Rendezvous Society	2024 Yukon Rendezvous Festival - <i>Signature Event</i>	9-Feb-24	\$ 62,737.00	\$ 6,000.00	\$ 20,640.85	\$6,000 and \$22,531.53 inkind	\$ 3,710.00	\$ 20,640.85
11	Yukon Arts Centre	Midnight Sun Moppets Children Festival	9-Jun-24	\$ 32,612.50	\$ 5,000.00	\$ -	Did not apply	\$ 3,180.00	
12	Fiddleheads Yukon Organization	Canadian Grand Masters Fiddling Competition 2024	21-Aug-24	\$ 47,895.00	\$ 8,599.00	\$ -	Did not apply	\$ 4,980.00	
13	Whitehorse Cross Country Ski Club	Nordic Spring Festival	30-Mar-24	\$ 17,800.00	\$ 7,500.00	\$ -	Did not apply	\$ 4,430.00	
14	Royal Canadian Legion Branch 254 (Whitehorse Legion)	Canada Day Celebrations 2024	1-Jul-24	\$ 48,850.00	\$ 5,000.00	\$ 1,485.37	Did not apply	\$ 3,180.00	\$ 1,485.37
					\$ 102,599.00	\$ 44,201.39	Total Cash Recommended	\$ 50,000.00	\$ 44,201.39
							Total Amount Available :	\$50,000.00	

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Corporate Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	November 6, 2023
<b>RE:</b>	Housing and Land Development Advisory Committee Appointment

### **ISSUE**

Council Resolution is required to appoint members to the Housing and Land Development Advisory Committee (HLDAC).

### **REFERENCE**

- [Advisory Committee Bylaw](#)

### **HISTORY**

The purpose of HLDAC is to examine City policies and processes for the development of housing, and propose recommendations related to issuance of building permits, development incentives, zoning regulations and new land development. HLDAC has recommended appointing an individual to the Committee with experience in large, residential developments.

HLDAC was established by Council under the Advisory Committee Bylaw in July of 2022 for a two-year period. The Committee is composed of up to eight individuals who reside in Whitehorse with expertise in land and housing development. The application process for the Committee has been an open public process. To seek applications for this more specialized experience as recommended by HLDAC, builders and developers were invited to apply and targeted outreach was made to key development related organizations to raise awareness.

### **ALTERNATIVES**

1. That Council approve the appointment of Michael Hale to the Committee; or
2. Refer the matter back to Administration for further analysis.

### **ANALYSIS**

The HLDAC has recommended that Council appoint individuals to the Committee with experience in the development of large, residential housing developments, given some of the focussed topics the Committee is reviewing. Michael Hale brings more than 15 years of experience in housing and land development in the Yukon with multiple lenses from the private, public, and post-secondary sectors. This includes over 3 years leading one of the territory's largest real estate and development companies which has involved working with government and industry partners. It also includes over 10 years of experience with Yukon Housing Corporation, Yukon Government Aboriginal Relations and the Department of Community Services, and additionally leading the development of student housing on campus at Yukon University.

### **ADMINISTRATIVE RECOMMENDATION**

That Council approve the appointment of Michael Hale to the Housing and Land Development Advisory Committee.

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Corporate Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	November 6, 2023
<b>RE:</b>	Inclusivity Advisory Committee Recommendation

### **ISSUE**

Recommendation from the Inclusivity Advisory Committee (IAC).

### **REFERENCE**

- [Advisory Committee Bylaw](#)

### **HISTORY**

The IAC was appointed in January 2023 under the Advisory Committee Bylaw, as an eight-member Committee. The Committee currently has two of eight members.

Based on the need to recruit multiple Committee members, the Committee focussed some of its discussions on membership and recruitment of additional members along with initial work-planning. As part of these discussions, IAC has recommended Council could expand eligibility to individuals who reside outside of Whitehorse as one way to increase the pool of eligible members.

### **ALTERNATIVES**

1. That Council accept the Administrative Recommendation to maintain the current eligibility requirements for members; or
2. Refer the matter back to Administration for further analysis.

### **ANALYSIS**

The IAC has recommended that Council expand eligibility to individuals who are not residents of Whitehorse to increase the pool of potential members. Specifically, eligibility would be extended to Yukon residents living within 75 km of the city boundary.

Although not part of the Committee's recommendation, members also discussed other measures to recruit members, agreeing that a more accessible and creative recruitment campaign may attract more members, as would offering honorariums to recognize the time and expertise of members. Currently, Advisory Committees along with other City Boards and Committees are volunteer based with no financial remuneration provided.

### **Member Eligibility**

A scan of other municipal bylaws and policies regarding advisory committees found few cities that permit individuals from outside of the city boundaries to participate in advisory committees, apart from Vancouver which requires persons appointed to *"live or work in Vancouver or have a significant body of experience with issues related to the mandate of the advisory body in Vancouver."*

At this time, Administration is not recommending eligibility for Advisory Committee members be extended beyond city residents. Requiring members be residents is consistent with municipal governance practices, the City's requirements for voting in municipal elections, running for Council, and based on the principles of being a resident, paying taxes and having the experience of living in the city.

### **Honoraria**

Honoraria are not typically provided for municipal advisory committees, based on the principle of contributing to one's community in an honorary fashion. The cities of Edmonton, Saskatoon, and Vancouver provide other types of reimbursement to advisory committee members for eligible expenses such as transit passes, childcare expenses, and parking permits.

Although not a formal recommendation, should Council wish to consider honoraria, an amendment to the Advisory Committee Bylaw would be required and existing Committees and budgets reviewed for impacts. Each Advisory Committee currently has a budget of \$50,000 per year to support technical work, meeting hospitality and any community engagements. This does not include staff time for Committee support.

### **Recruitment**

To reach as many prospective Committee members as possible, the City to date has utilized advertising through radio, print and the City's social media accounts. There have been both a targeted campaign when the Committee was established and ongoing invitation for appointments advertised. The City has also targeted local stakeholder groups with direct correspondence, inviting them to have qualified individuals involved with their group apply to serve on the Committee.

Based on Committee feedback, Administration will be consulting a marketing agency to develop a recruitment and marketing plan.

### **ADMINISTRATIVE RECOMMENDATION**

That Council maintain current eligibility requirements which require Advisory Committee members to be residents of the city.

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Corporate Services Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	November 6, 2023
<b>RE:</b>	Advisory Committee Bylaw Amendment

### **ISSUE**

To address some procedural issues that have arisen through the operation of the Housing and Land Development Advisory Committee (HLDAC) and Inclusivity Advisory Committee (IAC), two amendments are being proposed for the Advisory Committee Bylaw.

### **REFERENCE**

- [Advisory Committee Bylaw](#)

### **HISTORY**

The Advisory Committee Bylaw was amended in 2022 for the establishment of the Housing and Land Development Advisory Committee and the Inclusivity Advisory Committee.

Since they were established, both Committees have met regularly, with the HLDAC more advanced in its mandate.

The IAC had commenced its work-planning and had started to scope initial recommendations, when several vacancies, including the Chair, happened within a short period of time. This recent lack of members has impacted the ability to achieve quorum and advance the Committee's work in practical terms.

In addition to planning a new targeted recruitment strategy to fill Committee positions, Administration has identified some changes to the bylaw which could allow meetings to continue in situations where quorum is a challenge or there are multiple vacancies in a short time frame, which can happen from time to time with smaller committees.

These amendments are not intended to represent a comprehensive review of the bylaw or Committees, but rather to remove some operational barriers and provide additional "back-up" tools for achieving quorum.

### **ALTERNATIVES**

1. Bring forward proposed Bylaw 2023-32 to amend the Advisory Committee Bylaw as presented; or
2. Refer the proposed amendments to Administration for further consideration.

### **ANALYSIS**

A number of procedural issues have arisen over the first year of operation of the Council Advisory Committees. Administration is recommending several housekeeping amendments to the Advisory Committee Bylaw to provide greater clarity and improve operations:

1. Chairperson - amendments to Section 14, 42 and 73 would provide more options to for a Committee to administratively operate where the Chairperson is not available.

By providing for an Acting Chair to be designated as needed rather than an ongoing Vice-Chairperson, there would be more flexibility. In addition, allowing the Administrative Representative to chair purely as a facilitator would allow a meeting to continue assuming all other procedural requirements having been met, such as quorum. The Administrative Representative would continue to be non-voting when chairing a meeting.

2. Quorum - amending Section 53 would clarify the number of members required for achieving quorum by providing that vacant positions are not used to determine quorum, and by establishing a minimum number of members that must be in place for quorum to operate (three members).

In practical terms, the amendment to Section 53 would mean that if there are five members in positions of an eight-member committee, achieving quorum would be three. Likewise, if there are only three members in positions on an eight-member committee, quorum is still effectively three because of the minimum number in place to operate. It's recommended that less than three members would not be representative and would require additional members be appointed before resuming Committee work.

### **ADMINISTRATIVE RECOMMENDATION**

That Council direct that proposed Bylaw 2023-32, a Bylaw to amend the Advisory Committee Bylaw, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2023-32**

A bylaw to amend the Advisory Committee Bylaw.

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WHEREAS Section 191(1) of the *Municipal Act* provides that Council may by bylaw establish committees to consider matters referred to them by Council; and

WHEREAS Section 191(2)(c) of the *Municipal Act* provides that Council may by bylaw prescribe how the committee is to conduct meetings and the procedures for voting on any matters; and

WHEREAS in 2017 Council adopted an umbrella bylaw to prescribe the terms of reference and rules of procedure for any Committee established by Council; and

WHEREAS the Advisory Committee Bylaw provides for the establishment and operation of advisory committees and any designated administrative support for each committee;

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

1. Advisory Committee Bylaw 2017-28 is hereby amended to read:

“14. An Administrative Representative will act as a liaison between the Committee and Council and will attend all meetings. The representative will be designated by the City Manager and appointed by Resolution of Council.

The Administrative Representative will not be eligible to vote, and will only be eligible to act for the Chairperson for the purpose of facilitating a meeting to allow for the business of the Committee to continue as follows:

- a. The Chairperson or designated Acting Chairperson is not able to attend a committee meeting in person and no other member is prepared to Chair; or
- b. The regular Chairperson has vacated their seat on the Committee and a replacement Chair has not yet been appointed.

2. Advisory Committee Bylaw 2017-28 is hereby amended to remove reference to Vice-Chairperson to read:

“42. Following appointment by Council, the committee shall select a chairperson from amongst its voting members. Council members, Administrative Representatives and Designated Officers shall not be eligible for selection as the Chairperson; and

“73. The Chairperson may step down from the chair for the purpose of taking part in the debate, in which case another member may be called to take the chair.”

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3. Advisory Committee Bylaw 2017-28 is hereby amended to include a minimum requirement for quorum to read:  
“53. A quorum shall consist of a majority of the voting members of the Committee, with not less than three voting members present. Vacant positions do not count towards a quorum.”
  4. This Bylaw shall come into force and effect upon final passage thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Laura Cabott, Mayor

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Wendy Donnithorne, City Clerk



**CITY OF WHITEHORSE**  
**CITY PLANNING COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Michelle Friesen

**Vice-Chair:** Dan Boyd

November 6, 2023

Meeting #2023-20

- 
1. Conditional Use Application – 22 Metropolit Lane Public Input Report  
Presented by Michael Gau, Director of Development Services
  2. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b>	Planning Committee
<b>FROM:</b>	Administration
<b>DATE:</b>	November 6, 2023
<b>RE:</b>	Public Input Report – Conditional Use Application – 22 Metropolit Lane

### **ISSUE**

Application for Conditional Use approval to allow a 136 m<sup>2</sup> caretaker residence at 22 Metropolit Lane at the south end of Hamilton Boulevard.

### **REFERENCE**

- [2040 Official Community Plan \(OCP\)](#)
- [Zoning Bylaw 2012-20](#)
- Attachment 1 - Location Sketch

### **HISTORY**

An application has been made to develop an office and shop for a landscaping business in conjunction with a 136 m<sup>2</sup> caretaker residence at 22 Metropolit Lane. A caretaker residence larger than 120 m<sup>2</sup> is a conditional use in the CIM zone, requiring a decision by Council.

A total of eight letters were sent to property owners within a 100-meter radius of the site. Government of Yukon Land Client Services, Kwanlin Dün First Nation and Ta'an Kwäch'än Council were notified by mail. A notice of the proposed development was placed in the local newspapers on September 29<sup>th</sup>, 2023.

A Public Input Session was held on October 23, 2023. No submissions were received.

### **ALTERNATIVES**

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

### **ANALYSIS**

The proposed building design, function and impact is not out of character with other buildings in this neighbourhood. No concerns were raised through the conditional use application process or from Administration, therefore no conditions are recommended.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council approve the Conditional Use application for 22 Metropolit Lane to allow a 136 m<sup>2</sup> caretaker residence as a secondary use, as shown on the submitted plans.

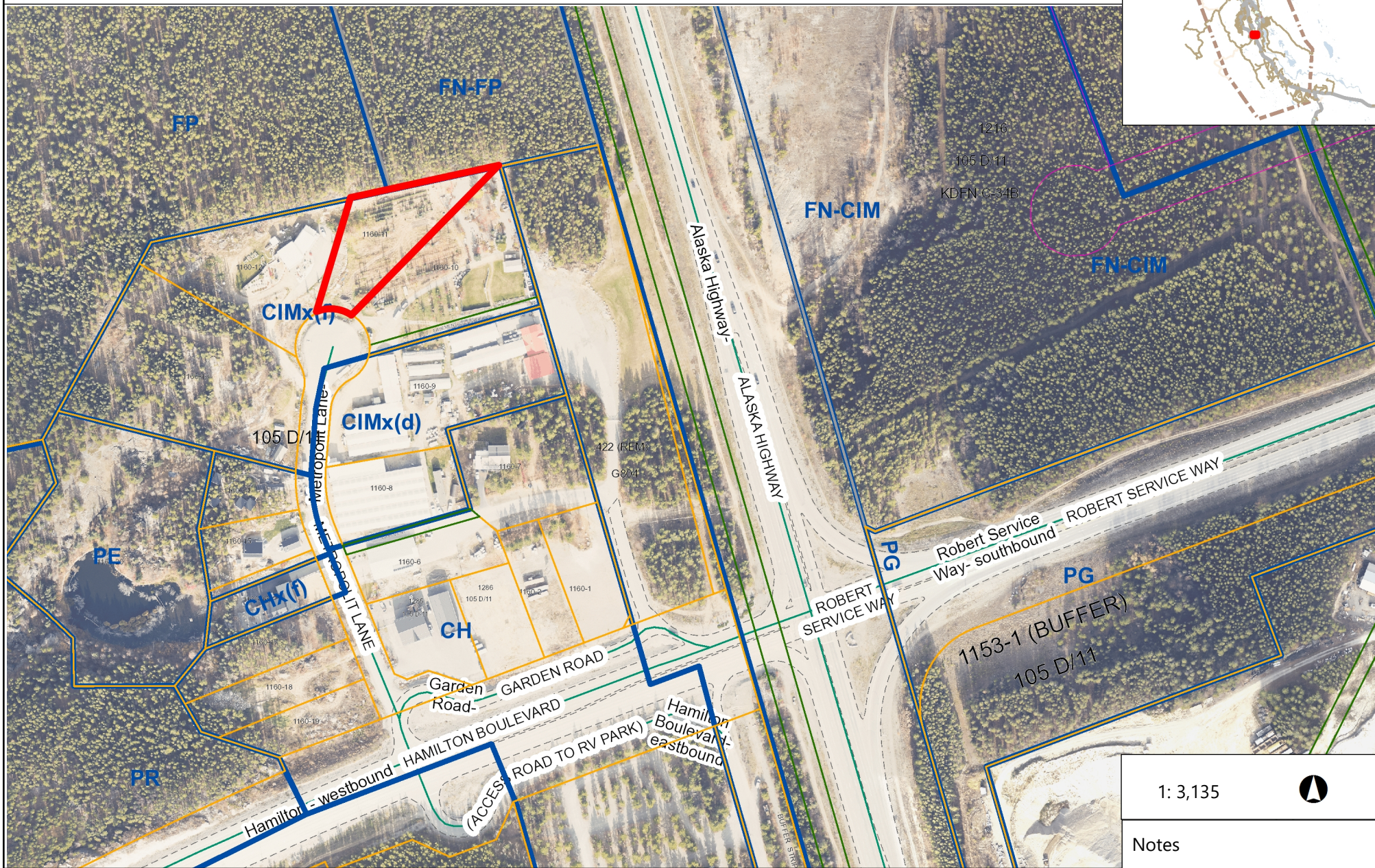




# 22 Metropolit Lane

Generated:

10/12/2023



159.3 0 79.63 159.3 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: 3,135



## Notes

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