



**Minutes of the meeting of the
Development Services Committee**

Date	January 22, 2024	2024-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd - Chair Mayor Laura Cabott Councillor Kirk Cameron Councillor Jocelyn Curteanu *Councillor Michelle Friesen	
Absent	Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

Your Worship, there is no report from the Development Services Committee:



Minutes of the meeting of the City Operations Committee

Date	January 22, 2024	2024-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Kirk Cameron *Councillor Michelle Friesen	
Absent	Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. New Business – Snow-Clearing in the City

A Committee member requested an update following the Snow and Ice Control Policy Accessibility Budget motion from December 11, 2023. Administration confirmed there are additional snow-clearing efforts in effect, including enlisting contractors to help with snow removal and an enhanced Bylaw focus downtown.



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

Date	January 22, 2024	2024-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Kirk Cameron - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu *Councillor Michelle Friesen	
Absent	Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. Proclamation – Bell Let's Talk Day (January 24, 2024)

Mayor Laura Cabott proclaimed January 24, 2024 to be Bell Let's Talk Day in the City of Whitehorse, a day of conversation, support, and positive change for mental health.



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

Date	January 22, 2024	2024-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Kirk Cameron - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu *Councillor Michelle Friesen	
Absent	Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. New Business – Firesmart Work Reminder

A Committee member commented that Council is interested in hearing updates on FireSmart work in advance of the upcoming fire season.

2. New Business – Mining Influence on Water Quality

Given the potential harm to drinking water from mineral exploration activities, a Committee member requested clarification on the City's responsibility to ensure the safety of the City's water supply. Administration responded that water quality regulations are the responsibility of the Yukon Government, and that the City works closely with the regulator. It was confirmed that current exploration activities are classified as Class 1, which has the lowest anticipated environmental impact, under the Quartz Mining Act. Administration feels comfortable with the regulations in place to protect the city's drinking water.



Minutes of the meeting of the Corporate Services Committee

Date	January 22, 2024	2024-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Kirk Cameron *Councillor Michelle Friesen	
Absent	Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Taylor Eshpeter, Manager, Engineering Services Svetlana Erickson, Manager, Financial Services	

* Indicates electronic participation

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

1. Commencement Report – Copper Haul Road Improvements

A commencement report was presented to authorize the procurement of construction services to replace two culverts on Copper Haul Road to reduce potential for flooding. Funding for this project was included in the 2023-2026 Capital Expenditure Program and the available re-budget amount for the construction is \$632,596. Administration provided information on the history of the road, and on its primary uses as access to recreation and wildfire protection in the area.

The Recommendation of the Corporate Services Committee is

THAT Council authorize Administration to commence the procurement of project 240c00622 Copper Haul Road Improvements.

2. Write-off Uncollectable Accounts

The City levies fees and charges for goods and services that, on occasion, cannot be collected for various reasons. In all cases in the proposed bylaw, in-house collection procedures have been exhausted and it has been determined that there is little chance of recovery. A bylaw is required to write-off such accounts. Administration responded to questions on the cost to collect, contents of the list, and the potential of posting the list publicly.

The Recommendation of the Corporate Services Committee is

THAT Council direct that Bylaw 2024-12, a bylaw to authorize the write-off of uncollectible accounts, be brought forward for consideration under the bylaw process.

3. Authorization of Tax Lien Summary List

Each year the City is required to prepare a list of properties with outstanding taxes from the previous year. Each property on this list will be levied an administration fee and be subject to further collection procedures if the account is not paid within 60 days. At the time of preparation, the 2023 list included 109 properties with a total outstanding tax, penalty, and interest balance of \$346,744.95. A Committee member advocated for sensitivity towards people on the list.

The Recommendation of the Corporate Services Committee is

THAT Council direct that the City Seal be affixed to the 2023 Tax Lien Summary List to authenticate the list.

4. 2023 Umbrella Budget Amendments

Section 239 of the *Municipal Act* provides that Council may establish by bylaw a procedure to authorize expenditures that vary from the annual Capital and Operating Expenditure Programs. In accordance with the provisions of the Capital and Operating Budget bylaws, a number of authorized budget amendments occurred throughout 2023. These amendments are now being brought forward under umbrella bylaws for approval.

The Recommendation of the Corporate Services Committee is

THAT Council direct that Bylaw 2024-05, a bylaw to amend the 2023 to 2026 Capital Expenditure Program with respect to budget adjustments made throughout 2023, be brought forward for consideration under the bylaw process; and

THAT Bylaw 2024-06, a bylaw to amend the 2023 to 2025 Operating Budget with respect to budget adjustments made throughout 2023, be brought forward for consideration under the bylaw process.

5. Urban Electrification Local Improvement

The owner of Lot 1619, Block 105/D14, Plan 100044223 in Hidden Valley Subdivision has applied under the Urban Electrification Program Policy for a local improvement that will provide electrical service to the property. Administration provided additional information on the Urban Electrification Program application process.

The Recommendation of the Corporate Services Committee is

THAT Council direct that the application under the urban electrification program for Lot 1619, Block 105/D14, Plan 100044223 be accepted; and

THAT Bylaw 2024-17, a bylaw to authorize a local improvement charge for urban electrification at Lot 1619, Block 105/D14, Plan 100044223 be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Planning Committee

Date	January 22, 2024	2024-02
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd - Chair Mayor Laura Cabott Councillor Kirk Cameron Councillor Jocelyn Curteanu *Councillor Michelle Friesen	
Absent	Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure Micah Olesh, Senior Development Officer, Land and Building Services Mathieu Marois, Senior Planner, Planning Services Doug Spencer, Manager, Land and Building Services	

* Indicates electronic participation

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

1. Public Input Report – Conditional Use Application – 3 and 5 Garden Road

A Public Input Session was held on January 15, 2024 for a Conditional Use application to allow offices on the ground floor of 3 and 5 Garden Road in a single-storey 1,283m² complex. In response to a question from a Committee member, Administration confirmed that because office use is accepted as a simple secondary use when above ground level, the development plan is expected to be compatible with the surrounding area. No submissions from the public were received and no concerns were raised through the application process or from Administration, and as such, no conditions are recommended.

The Recommendation of the City Planning Committee is

THAT Council approve the Conditional Use application to allow office use on the ground floor of a one-storey, 1,283 m² building proposed to be built at 3 and 5 Garden Road.

2. Copper Ridge Development Area Master Plan

To help meet the goal of the 2040 Official Community Plan (OCP)'s Residential Growth Strategy, an area between Copper Ridge Place and Falcon Drive was identified for potential development. In 2022, work began on developing the Master Plan for the area. Now complete, the proposed Copper Ridge Development Area Master Plan was presented to Council for approval. Administration responded to questions on historical and future opportunities for public input, surrounding greenspaces and trails, and the involvement from the Yukon Government and private developers.

The Recommendation of the City Planning Committee is

THAT Council direct Administration schedule a Public Input Session at the Regular Council Meeting of February 26, 2024, on the proposed Copper Ridge Development Area Master Plan.

3. Lease Agreement Renewal – Downtown Urban Garden Society

For over 25 years, the Downtown Urban Gardeners Society (DUGS) has leased 0.34 hectares of City-owned land to operate a community garden. Their most recent lease expired in June 2023. The new proposed lease agreement with a term of ten years was presented. Administration provided additional information on the previous leases.

The Recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2024-08, a bylaw to enter into a lease agreement with the Downtown Urban Gardeners Society for a 0.34ha lease area comprised of Lot 6 and a portion of Lots 7-9, Block 144, Lots 1-5, Block 145, and a portion of Lane, Block 144, Plan 20148 LTO, be brought forward for due consideration under the bylaw process.

4. Housing Accelerator Fund – In-Camera

Pursuant to Section 213(3) of the *Municipal Act* and Section 22 of the Council Procedures Bylaw 2021-12, it was agreed that discussion on this item would be moved in-camera following the Standing Committees.



**Minutes of the meeting of the
Committee of the Whole
IN-CAMERA**

Date	January 22, 2024	2024-02
Location	Council Chambers, City Hall	
Committee Members Present	Mayor Laura Cabott - Chair Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu *Councillor Michelle Friesen	
Absent	Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

The Committee of the Whole respectfully submits the following report:


1. Housing Accelerator Fund

Administration presented the in-camera report regarding the Housing Accelerator Fund action plan and agreement. Additional information was provided on the terms of the agreement and eligible uses of the fund.

The Recommendation of the Committee of the Whole is

THAT Council approve the Housing Accelerator Fund Action Plan for the City of Whitehorse and that the Mayor be authorized to enter into a contribution agreement with Canada Mortgage and Housing Corporation to receive program funds.

There being no further business the meeting adjourned at 8:03 P.M.



Laura Cabott, Mayor

Corporate Services