



**Minutes of the meeting of the
Corporate Services Committee**

Date	January 6, 2025	2025-01
Location	Council Chambers, City Hall	
	Councillor Dan Boyd - Chair Mayor Kirk Cameron	
Committee Members Present	Councillor Paolo Gallina Councillor Jenny Hamilton Councillor Eileen Melnychuk Councillor Anne Middler Councillor Lenore Morris	
Staff Present	Jeff O'Farrell, City Manager Krista Mroz, Director of Community Services Brittany Dixon, A/Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Travis Whiting, A/Director of Operations and Infrastructure Svetlana Erickson, Manager, Financial Services Ira Webb, Associate Manager, Water and Waste Services Peter O'Blenes, Manager, Property Management	

* Indicates electronic participation

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

1. Upcoming Procurements (January/February) – For Information Only

As outlined in the Procurement Policy, the Committee was presented with a bi-monthly update on forthcoming procurement project with an anticipated value greater than \$100,000 for the period of January and February 2025. Administration provided additional information on specific upcoming projects, including the Robert Service Way Gate System, the Asphalt Overlay Program, and the Housing Needs Assessment Strategy.

2. Semi-Annual Procurement Report (July to December 2024) – For Information Only

Administration presented the semi-annual detailed listing of projects from July to December 2024 as set out in the Procurement Policy. There were no instances of non-compliance noted. Additional information was provided by Administration on the process of how projects are categorized.

3. 2024 Umbrella Grants Bylaw

In compliance with the *Municipal Act*, a bylaw to authorize the grants awarded to a variety of groups and organizations throughout 2024 was presented. Additional information was provided on the process of awarding development incentive grants, and on specific grants.

The Recommendation of the Corporate Services Committee is

THAT Council direct that Bylaw 2025-05, a bylaw to authorize the allocation of various grants for the year 2024 in the amount of \$1,586,633.98 be brought forward for consideration under the bylaw process.

4. Commencement Report – Waste Management Facility Gatekeeping Services

A commencement report was presented to authorize the procurement of gatekeeping services for the Waste Management Facility, including duties such as opening and closing of the facility, assessing waste loads, directing users to appropriate disposal areas, collecting tipping fees, and maintaining the weigh scales. The project will be funded through the Solid Waste Operating Budget for Contract Services. Additional information was provided on the facility, timelines, process, and how data from tipping fees will be tracked.

The Recommendation of the Corporate Services Committee is

THAT Administration be authorized to commence the procurement for Waste Management Facility Gatekeeping Services.

5. Commencement Report – Canada Games Centre Ventilation Upgrade

A commencement report was presented to authorize the procurement for ventilation upgrades at the Canada Games Centre to decrease operating costs, increase facility efficiency, and improve the indoor air quality and tempering of cold conditions. The project will be funded by the Investing in Canada Infrastructure Program – Covid Stream in the amount of \$4,530,000, with the remaining \$125,000 from City Reserves. Clarification was provided regarding service shutdowns, estimated operating cost decreases, and project timelines.

The Recommendation of the Corporate Services Committee is

THAT Administration be authorized to commence the procurement for the Canada Games Centre Ventilation Upgrade.

6. Mayor's Travel Expense Authorization

Administration presented a report seeking authorization for estimated costs under \$250 for Mayor Cameron's attendance at meetings with federal Ministers in Ottawa, scheduled from February 23 to 27, 2025.

The Recommendation of the Corporate Services Committee is

THAT travel expenses be approved for Mayor Cameron in Ottawa, from February 23 to 27, 2025, exclusively for travel related to meetings with federal Ministers regarding City priorities.

7. Delegate Mac Clohan, President, CUPW Local 852 – Mail Delivery During Canada Post Strike

Councillor Gallina declared a conflict of interest and left Chambers for the duration of the delegate presentation and discussion.

Delegate Mac Clohan, president of CUPW Local 852, expressed concerns about the City's handling of operations during the recent postal workers' strike. Council outlined corrective measures immediately taken to prevent similar issues in the future. The delegate commended the action taken by Council but confirmed that an investigation and further education for staff is still desired.



Minutes of the meeting of the City Planning Committee

Date	January 6, 2025	2025-01
Location	Council Chambers, City Hall	
	Councillor Lenore Morris - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Paolo Gallina	
Present	Councillor Jenny Hamilton	
	Councillor Eileen Melnychuk	
	Councillor Anne Middler	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Travis Whiting, A/Director of Operations and Infrastructure	
	Mathieu Marois, A/Manager, Planning and Sustainability Services	

* Indicates electronic participation

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

1. **Public Hearing Report – Zoning Amendment – Northeast Casca Boulevard Amendments**

The Committee was presented with a summary of the Public Hearing held on December 9, 2024, regarding a proposed Zoning Amendment for Lot 377 and surrounding vacant Commissioner's land northeast of Casca Boulevard, to enable future integrated development. Six written submissions were received in opposition and three with concerns, and one member of the public spoke at the Public Hearing. The report responded to concerns raised on the loss of trails and greenspace, and the desire for clarity to be provided on the future planning of the area. Administration responded to questions from Committee members regarding the rationale of the proposed changes, process and procedure matters, the history of the area and Zoning, and how the future development may impact the community.

The Recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2024-49, a bylaw to amend the zoning of 401 Casca Boulevard and 4.61 ha of vacant Commissioner's land, from PG – Greenbelt to PU – Public Utilities and FP – Future Planning respectively, be brought forward at second and third reading under the bylaw process.

2. Public Hearing Report – Zoning Amendment – Selkirk Water Treatment Plant

The Committee was presented with a summary of the Public Hearing held on December 9, 2024, regarding a proposed Zoning Amendment for 18 Selkirk Street to allow for the development of the Selkirk Water Treatment Plant upgrades. No written submissions were received, and one person spoke at the Public Hearing. The report responded to concerns raised by the public on housing and impacts to trails in the area. Administration provided clarification about the potential effect on unofficial trails, the difference between Public Service and Public Utility Zoning designations, and options for further development of the remainder of the lot, including the possibility of housing.

The Recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2024-48, a bylaw to amend the zoning of 18 Selkirk Street, from PS – Public Service to PSx – Public Service (modified), be brought forward at second and third reading under the bylaw process.

3. New Business – Lighting Requirements

A Committee member inquired about lighting requirements for developments and how noncompliance is handled. Administration explained that for new developments, development officers ensure proposed lighting meets bylaw regulations before approval, and in cases of public complaints, the owner is contacted to address the issue before further enforcement is applied.



Minutes of the meeting of the Development Services Committee

Date	January 6, 2025	2025-01
Location	Council Chambers, City Hall	
	Councillor Paolo Gallina - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Jenny Hamilton	
Present	Councillor Eileen Melnychuk	
	Councillor Anne Middler	
	Councillor Lenore Morris	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Travis Whiting, A/Director of Operations and Infrastructure	
	Peter Duke, Manager, Land and Building Services	
	Darcy McCord, Senior Planner, Planning and Sustainability	

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

1. **Housing and Land Development Advisory Committee Recommendations – Residential Development Zoning Amendments**

Joined by Bryony McIntyre, chair, and John Vogt, member, of the Housing and Land Development Advisory Committee (HLDAC), Administration presented recommendations from HLDAC for amendments to the Zoning Bylaw to allow for a wider range of opportunities for residential development. Clarification was provided on the decision to recommended 12.5m for maximum building height, on the timeline of the Zoning Bylaw Rewrite project, and potential delays on current or upcoming projects. Parking considerations, requirements, and current issues in the Whistlebend area were also discussed.

The Recommendation of the Development Services Committee is

THAT Council refer the HLDAC recommendations to the Zoning Bylaw Rewrite project.

2. Housing and Land Development Advisory Committee Recommendations – Land Availability and Development, and Incentives

Recommendations from the Housing and Land Development Advisory Committee regarding land availability, land development, and private developer incentives were presented jointly by Administration and Bryony McIntyre, chair, and John Vogt, member, of the Advisory Committee. It was confirmed that all items within the recommendation tables are a priority, and that the order of approach would depend on the results of the new Council Strategic Priorities.

The Recommendation of the Development Services Committee is

THAT Council direct Administration to examine integrating the HLDAC recommendations into ongoing planning initiatives for future consideration.

3. Building and Plumbing Bylaw Amendments Phase 1

Administration presented proposed amendments to the Building and Plumbing Bylaw on inspection types and timelines, permit expirations, discount permit rates, and several administrative edits. Additional information was provided on department capacity and timelines in all areas of the process. Several Committee members shared concerns about requiring additional inspections when some cases may not require it and expressed interest in clarifying the language in several parts of the bylaw to still allow for flexibility but avoid the potential of differing interpretations.

The Recommendation of the Development Services Committee is

THAT Council direct that Bylaw 2025-04, a bylaw to amend the Building and Plumbing Bylaw to adjust inspection types and extend permit timelines, be brought forward for consideration under the bylaw process;

THAT Council direct that Bylaw 2025-12, a bylaw to amend the Fees and Charges Bylaw, be brought forward for consideration under the bylaw process;

THAT Council endorse the building permit service level targets; and

THAT Council direct Administration to defer collection of development permit securities until issuance of a building permit.



Minutes of the meeting of the City Operations Committee

Date	January 6, 2025	2025-01
Location	Council Chambers, City Hall	
	Councillor Eileen Melnychuk - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Paolo Gallina	
Present	Councillor Jenny Hamilton	
	Councillor Anne Middler	
	Councillor Lenore Morris	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Travis Whiting, A/Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. New Business – Snow Ploughing Trails

As requested, Administration provided information on steps needed for the City to regularly plough the Hamilton Boulevard and Elijah Smith trails, and explained that the Hillcrest-Grainger trail is ploughed to give a direct connection to the Airport perimeter trail that leads directly Downtown. Concerns were raised that ploughing trails used by snowmobilers may impact their ability to use them due to a lack of snow for the machines.



Minutes of the meeting of the Community Services Committee

Date	January 6, 2025	2025-01
Location	Council Chambers, City Hall	
	Councillor Jenny Hamilton– Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Paolo Gallina	
Present	Councillor Eileen Melnychuk	
	Councillor Anne Middler	
	Councillor Lenore Morris	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Travis Whiting, A/Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. **Delegate Aurora Johnsgaard – Snow Removal on Elijah Smith and Hamilton Boulevard Trails**

Delegate Aurora Johnsgaard spoke to Council on the importance of the Elijah Smith trail to Hillcrest residents and others, especially children and the elderly, requesting that the City include the trail and the Hamilton Boulevard trail in the trails that are ploughed. As requested by Committee members, the delegate also provided additional information on location, how it is used currently, and suggested safety and function improvements.

2. **Delegate Hilary Smith, Hillcrest Community Association – Snow Removal on Elijah Smith and Hamilton Boulevard Trails**

Delegate Hilary Smith, representing the Hillcrest Community Association, requested that the Hillcrest to Elijah Smith School and Hamilton Boulevard trails be included in the City's winter maintenance schedule, emphasizing the trails' vital role in encouraging safe and sustainable transport to school, work, and recreation destinations like the Canada Games Centre. The delegate responded to questions from Committee members regarding the type and scope of maintenance desired and activity on the trails.

3. Delegate Rick Griffiths – Hosting a World Water Day Event

Delegate Rick Griffiths addressed Council on the importance of water, requesting that March 22, 2025, be proclaimed as World Water Day, and that the City host an open-house event with panels of experts focused on providing public education about the essential role of water, the dangers of climate change and how to work towards conservation, and the effort involved in managing the City's water system. The delegate provided additional information on the logistics of hosting the event, including interest from volunteers.

4. Delegate Ghislain Laplante – Snow Removal on Elijah Smith and Hamilton Boulevard Trails

Delegate Ghislain Laplante presented to Council on the importance of the Hillcrest to Granger trail as a connector for cyclists and pedestrians, describing the increase in usage of trails when ploughed, leading to community benefits such as safety, accessibility, and encouraging active transportation.

5. Delegate Forest Pearson – Winter Maintenance for Active and Inclusive Mobility

Delegate Forest Pearson presented to Council, requesting that the City provide year-round maintenance of multi-use trails, explaining the view that maintaining the multi-use trails during the winter will ensure fairness and safety for all types of commuters and travellers, and will not result in high additional costs.

6. Delegate Keith Lay, Active Trails Whitehorse Association – Restricting Snowmobiles to Motorized Multiple-Use Trails

Delegate Keith Lay, representing Active Trails Whitehorse Association, advocated for an amendment to the Snowmobile Bylaw to prohibit snowmobiles from non-motorized multiple-use trails. The delegate emphasized the amendment would reduce confusion, enhance safety, and improve the trail network.



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

Date	January 6, 2025	2025-01
Location	Council Chambers, City Hall	
	Councillor Anne Middler - Chair	
	Mayor Kirk Cameron	
Committee	Councillor Dan Boyd	
Members	Councillor Paolo Gallina	
Present	Councillor Jenny Hamilton	
	Councillor Eileen Melnychuk	
	Councillor Lenore Morris	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Brittany Dixon, A/Director of Corporate Services	
Present	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Travis Whiting, A/Director of Operations and Infrastructure	

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Your Worship, there is no report from the Public Health and Safety Committee.

There being no further business the meeting adjourned at 10:58 P.M.



Kirk Cameron, Mayor



Corporate Services

