



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	December 4, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Myles Dolphin, Acting Manager of Strategic Communications Lindsay Schneider, Manager of Financial Services Michael Reyes, Manager of Business and Technology Systems Douglas Hnatiuk, Manager of Parks and Community Development

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

### **1. Public Input Report – 2018 to 2021 Capital Budget**

Public input into the capital budget included one e-mail and one delegate who appeared in person. The e-mail expressed concern regarding the amount of funding proposed for the demolition and environmental clean-up of the Municipal Services Building and the current downtown fire hall. The funds identified by the citizen are for the assessments needed for these projects; further funding is identified for the actual work of demolition and clean-up. A delegate raised questions regarding funding for transit, sustainability projects, and Hillcrest reconstruction. Corporate restructuring resulted in changes to where various projects are included in the budget, but funding for sustainability projects is included. Two transit projects are subject to confirmation of gas tax funding, and the Hillcrest project was updated to reflect current cost projections.

**The recommendation of the Corporate Services Committee is**

THAT Bylaw 2017-36, a bylaw to adopt the 2018 to 2021 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

**2. Write Off Uncollectible Accounts**

The City levies fees and charges for goods and services that, on occasion, cannot be collected for various reasons. In all cases in-house collection procedures have been exhausted and it has been determined that there is little chance of recovery. In certain circumstances, an account will remain with a collection agency or credit bureau for possible further action. If these accounts are not written off, they will remain as outstanding receivable items. Generally accepted accounting practices require that receivables that are no longer realizable assets be written off against existing allowances. A bylaw is required to write off such accounts.

**The recommendation of the Corporate Services Committee is**

THAT Bylaw 2017-38, a bylaw to write off uncollectible accounts, be brought forward for consideration under the bylaw process.

**3. Contract Award – Council Chambers Audio-Visual Upgrade**

Funding was approved in the 2017 capital budget for upgrading the audio-visual system in council chambers. The current system was installed in the 1990s and is well past its serviceable life. A request for proposals was issued to create a functional system that incorporates current technology to provide Whitehorse citizens with access to council meetings. Fifteen companies picked up the proposal documents and one proposal was received. The review committee unanimously agreed that the sole proposal meets all requirements and is within budget.

**The recommendation of the Corporate Services Committee is**

THAT the contract for the design and installation of the audio-visual upgrade for council chambers be awarded to Applied Electronics Limited at a cost not to exceed \$141,485.00.

**5. Budget Amendment – Water and Waste Operating Budget**

The City and the Government of Yukon have a long-standing cost sharing agreement for the operation of household hazardous waste day events. The volume of traffic and the amount of materials accepted at these events has doubled in the past two years, causing an increase in expenses due to the need for traffic control and for additional equipment. This year the Government of Yukon has provided an additional \$10,000.00 to offset the increased costs. Amending the budget to reflect the increased funding will permit the City to offer these collection events without raising tipping fees.

**The recommendation of the Corporate Services Committee is**

THAT the 2017 operating budget be amended by increasing the operating revenue for Water and Waste in the amount of \$10,000.00 and by increasing the operating expenses for Water and Waste in the amount of \$10,000.00, funded by a contribution from the Government of Yukon with respect to Household Hazardous Waste events.

**4. Change of Scope – Robert Service Campground Project**

Funds in the amount of \$125,000 were approved in the 2017 capital budget for Robert Service Campground infrastructure repairs. The City Operations Department completed basic repairs to ensure operation of the campground washrooms for the 2017 operating season at a cost of \$35,000. However, the existing infrastructure has come to the end of its life expectancy and is in need of immediate replacement. Remaining funds totalling \$90,000 are still available in the capital budget for campground infrastructure repairs. Administration recommends that council change the scope of the project to allow the remaining 2017 capital funds to be used for hiring a consultant to complete a concept design for a new campground facility. The concept plan would be based on a needs assessment completed by City staff. Any remaining funds would be used for infrastructure development.

**The recommendation of the Corporate Services Committee is**

THAT the scope of the 2017 capital budget project #320c00915 be changed to utilize some of the remaining funds of \$90,000 for the development of a concept plan for a new operations facility at the Robert Service Campground and infrastructure development.



## Minutes of the meeting of the City Planning Committee

**Date** December 4, 2017

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Robert Fendrick – Chair  
Councillor Betty Irwin – Vice Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Jocelyn Curteanu  
Councillor Samson Hartland  
Councillor Roslyn Woodcock

**Staff Present**  
Mike Gau, Acting City Manager  
Jeff O’Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mélodie Simard, Acting Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Myles Dolphin, Acting Manager of Strategic Communications  
Mike Ellis, Acting Manager of Planning and Sustainability Services  
Patrick Ross, Manager of Land and Building Services

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

### **1. Zoning Amendment – Tiny House Development**

Blood Ties Four Directions Centre Society, owner of the property located at 6140 Sixth Avenue in the downtown area, has applied for a zoning amendment to permit five dwelling units on the property. The society has also requested that the City waive the requirement to provide Class 1 bicycle parking on the lot as part of the Tiny House Community Project. One of the society’s major programs is the provision of housing opportunities with supports to people experiencing chronic or episodic homelessness. To help fulfil this objective, Blood Ties is proposing to construct “tiny houses” on the subject lot. Each house will provide shelter for one client and the society will provide some on-site support services and property management.

Patricia Bacon, Executive Director of the Blood Ties Four Directions Centre, spoke in support of the application. She provided details regarding the proposed development and the Centre’s plans to provide comprehensive case management housing support to the some of the most vulnerable members of the community.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2017-33, a bylaw to amend the zoning of 6140 Sixth Avenue to permit a maximum of five dwelling units and waive Class 1 bicycle parking requirements, be brought forward for consideration under the bylaw process.

**2. Telecommunications Antenna Structure Siting Policy**

The Federal Minister of Industry is the approving authority for telecommunication antenna structures. Industry Canada requires that, in certain cases, the City and the public must be consulted regarding the proposed placement of a telecommunication antenna structure in order to balance the increasing demand for wireless services with the needs of neighbourhoods and communities. The City's Land and Building Services Department is responsible for reviewing these submissions and providing a letter of support or non-support to proponents.

Industry Canada encourages local land-use authorities to develop their own protocols to address a proponent's requirements for an antenna structure. The protocols may also contain specific requirements for public consultation, co-location investigation and tower design criteria. Administration is now bringing forward recommended submission requirements in the form of a draft policy document.

**The recommendation of the City Planning Committee is**

THAT the Telecommunication Antenna Structures Siting Policy dated December 2017 be adopted as presented.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	December 4, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Myles Dolphin, Acting Manager of Strategic Communications

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Your Worship, there is no report from the City Operations Committee



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	December 4, 2017
<b>Location</b>	Council Chambers, City Hall
	Councillor Jocelyn Curteanu – Chair Councillor Robert Fendrick – Vice Chair
<b>Committee Members Present</b>	Mayor Dan Curtis Councillor Dan Boyd Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Myles Dolphin, Acting Manager of Strategic Communications

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

**1. Trail Development Policy and Application Process – For Information Only**

Keith Lay, on behalf of Active Trails Whitehorse Association, asked why the Trail Development Policy has been delayed. He noted that the new policy was supposed to be ready in 2017, but completion has been postponed to 2018. Mr. Lay also noted that there is no clarity on how the public is to be involved in the development of this policy and how new trail development is currently being handled.



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

<b>Date</b>	December 4, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Myles Dolphin, Acting Manager of Strategic Communications Dave Pruden, Manager of Bylaw Services

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

**1. Taxi Safety for Women – For Information Only**

Sarah Murphy from the Victoria Faulkner Women’s Centre, Elaine Michaud of Les Essentielles, and Collyn Lovelace, Yukon Women’s Coalition, spoke to the issue of taxi safety for women and Administration will follow up with the Government of Yukon and the groups represented here tonight, and will work with the Bylaw Services Department to address these issues. It is anticipated that a report to Council and potential amendments to the Vehicle for Hire Bylaw may come forward early in 2018. the 16 Days to End Gender-based Violence campaign. They proposed a number of recommendations to increase taxi safety for women, including researching initiatives in other jurisdictions, a public safety campaign, and changes to the Vehicle for Hire Bylaw, especially with respect to recording requirements.

Administration will follow up with the Government of Yukon and the groups represented here tonight, and will work with the Bylaw Services Department to address these issues. It is anticipated that a report to Council and potential amendments to the Vehicle for Hire Bylaw may come forward early in 2018.

## **2. Parkade Bylaw**

In response to the growing demand for parking in the downtown area, the idea of kiosk pay parking was proposed for the City-owned lot in the 600 Block on Main Street. Changes to the Parkade Bylaw were required in order to implement kiosk pay parking, so Administration took the opportunity to undertake a full review of the bylaw. The review precipitated several changes and additions, including new and amended definitions, new sections to allow for kiosk pay parking, and rewording of several sections of the bylaw for clarity and consistency. In light of the number of changes proposed, instead of amending the existing bylaw a new bylaw is being brought forward for consideration.

### **The recommendation of the Public Health and Safety Committee is**

THAT Bylaw 2017-19, a bylaw to regulate the operation of parkades, be brought forward for consideration under the bylaw process.

## **3. Maintenance Bylaw Amendments**

Sections 8 to 13 of the current Maintenance Bylaw prohibit the accumulation of refuse, chattels, building materials, unregistered vehicles and solid fuels except in accordance with the Zoning Bylaw. A recent court case with respect to a person charged under section 8 resulted in a “not guilty” verdict because the bylaw does not provide a specific definition for “accumulate”. The addition of a definition is required to ensure the enforceability of the bylaw. With respect to the accumulation of vehicles, the current bylaw allows residents to keep un-registered vehicles on the property as long as they are covered by tarps. This practice changes the appearance of an area and can cause the property to be deemed unsightly. A change to this section is proposed that will require unregistered vehicles to be inside a secure enclosure such as a garage or temporary/portable garage.

### **The recommendation of the Public Health and Safety Committee is**

THAT Bylaw 2017-37, a bylaw to amend the Maintenance Bylaw with respect to enforceability issues, be brought forward for consideration under the bylaw process.

## **4. Community Standards Bylaw**

In recent years issues with bullying behaviour have been experienced at City facilities. In some instances issues have involved patrons feeling bullied by other patrons and in other instances issues have involved staff feeling bullied by patrons. Administration reviewed anti-bullying legislation in other jurisdictions as well as concerns raised about such legislation. In other places such legislation is typically adopted to deal with behaviours throughout the entire community. Public consultation conducted here showed mixed support for a community-wide bylaw on bullying. There was more support for an anti-bullying bylaw only for city-owned facilities.

The City has an administrative directive in place regarding harassment and a respectful workplace. However, this is not an effective tool for investigating or dealing with bullying at city facilities.

**The recommendation of the Public Health and Safety Committee is**

THAT Administration be directed to develop a draft Community Standards Bylaw for City of Whitehorse facilities.

**5. Changes to Front Street Parking – For Information Only**

A committee member noted that concerns have been expressed regarding proposed changes to the parking rules on Front Street, specifically where some open parking may be changed to 2-hour parking. Administration confirmed that the change is proposed in response to an application to the Traffic Committee. These decisions do not go through Council and are considered in the context of the Parking Management Plan.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	December 4, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Samson Hartland Councillor Roslyn Woodcock
<b>Staff Present</b>	Mike Gau, Acting City Manager Jeff O'Farrell, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Myles Dolphin, Acting Manager of Strategic Communications

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

There being no further business, the meeting adjourned at 8:02 p.m.

**Adopted** at the regular council meeting on December 11<sup>th</sup>, 2017

ORIGINAL MINUTES SIGNED BY:

"Dan Curtis"

Dan Curtis, Mayor

"N. L. Felker"

Norma L. Felker, Assistant City Clerk