

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, October 7, 2019 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES

COMMUNITY SERVICES COMMITTEE

1. Indoor Facility Allocation Policy
2. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. New Business

CORPORATE SERVICES COMMITTEE

1. Budget Amendment – Trail Plan Update
2. Council and Administration Round Table Policy
3. Third Quarter Progress Reports
4. New Business

CITY PLANNING COMMITTEE

1. Subdivision Approval – Whistle Bend Phase 7
2. New Business

CITY OPERATIONS COMMITTEE

1. New Business

**CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE**

Date: Monday, October 7, 2019

Location: Council Chambers, City Hall

Chair: Jan Stick Vice-Chair: Jocelyn Curteanu



	Pages
1. Indoor Facility Allocation Policy	1 - 15
Presented by K. Mroz	
2. New Business	

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: October 7, 2019
RE: Indoor Facilities Allocation Policy

ISSUE

Adoption of a new Indoor Facilities Allocation Policy

REFERENCE

2003 Arena Schedule Development Policy
2005 Aquatic Schedule Development Guidelines
2007 Fieldhouse Allocations Guidelines
Proposed Indoor Facilities Allocation Policy (attached)

HISTORY

The City's current policies and guidelines for allocation of seasonal facility use are out of date and function independent of one another.

In 2018, the City hired a consultant to complete a review of the existing allocation policies and guidelines and provide an updated policy, based on best practices across Canada.

The consultant conducted stakeholder meetings in November 2018 to garner input, which included representatives from user groups and departmental staff. From those meetings, a "what we heard" document was developed and shared with stakeholders. The consultant produced the draft policy, which responded to stakeholder feedback.

The draft policy is based on a set of guiding principles, and aligns with actions outlined in the Parks and Recreation Master Plan, providing an overarching foundation for how the City will allocate space within indoor recreation facilities.

Administration reviewed the draft policy with stakeholders at a meeting in February and received additional feedback, which was incorporated into the current draft.

ALTERNATIVES

1. Adopt the Indoor Facilities Allocation Policy as presented.
2. Refer the policy back to Administration for further review.

ANALYSIS

The policy is applicable to all areas of indoor City recreation facilities, including arenas, aquatic centre, and dry floors.

The intent of the policy is to replace a number of older policy and guideline documents by creating a single point of reference that guides how the City allocates indoor facilities and spaces. The development of a new allocations policy also provides the opportunity to

ensure that the City’s future allocation of indoor space is done in a manner that is fair, transparent, and maximizes overall public benefit.

Engagement with current users and stakeholders was an important aspect of developing the new allocations policy. Their feedback along with other research on trends and leading practices, and a municipal review, helped to shape the new policy. During the stakeholder input sessions, 22 organizations were represented and 19 responded to the online survey.

The proposed policy is applicable to all areas of indoor City recreation facilities, including arenas, aquatic centre, and dry floors. Included in this policy is a three-step allocation process and a streamlined conflict resolution procedure, which provide greater transparency to both the user groups and the department.

Administration tested the policy against user group requests over the summer, with little to no impact to what groups received in previous years. Conflicts did arise, but staff were able to address them at earlier stages, negating the need for escalation.

The policy supports the Guiding Principles of the Parks and Recreation Master Plan, and specifically addresses Action #11, which requires the City to work creatively and cooperatively with user groups to address space and facility limitations.

Overall, the policy aligns with national best practices, is reflective of community feedback, provides greater transparency and consistent processes compared to previous policies and guidelines.

ADMINISTRATIVE RECOMMENDATION

THAT Council adopt the Indoor Facilities Allocation Policy as presented.

CITY OF WHITEHORSE COUNCIL POLICY



POLICY: INDOOR FACILITIES ALLOCATION POLICY

Policy Number:	2019-
Approved by:	Council
Effective date:	
Department:	Recreation and Facility Services/Legislative Services

PURPOSE

This policy guides how the Recreation and Facility Services Department allocates space at all indoor facilities that are owned and/or operated by the City of Whitehorse.

POLICY STATEMENT

The City of Whitehorse invests in recreation to achieve the following Vision (from the 2018 City of Whitehorse Parks and Recreation Master Plan):

Citizens of Whitehorse enjoy accessible and quality year-round indoor and outdoor active living opportunities (programs, events and activities) that foster wellness, inclusiveness, and sustainability in a vibrant Wilderness City.

City owned and/or operated indoor recreation facilities are critical to achieving the stated Vision and other strategic objectives of the City. These facilities provide safe, accessible and positive spaces that promote healthy lifestyles and support an array of sport, recreation, leisure, cultural, social, and community activities that enhance quality of life and community appeal.

The overarching intent of this policy is to ensure that the allocation indoor facility space occurs in a manner that is fair, consistent, transparent, efficient, and which maximizes the broad based benefits of the City's ongoing investment in recreation.

DEFINITIONS

See Appendix A.

SCOPE

Facilities

This policy applies to indoor recreation facilities that are owned and/or principally operated by the City. Additional points of clarification on facilities that are included within the scope of this policy are:

- Current facilities that this policy applies to are the Canada Games Centre, Takhini Arena and the Mt. McIntyre Recreation Centre.

- This policy applies to all recreation facilities that come under City ownership or operational control in the future through new development or lease agreements.

This policy does not apply to:

- Any City outdoor public park and on premise facilities within them, including green spaces.
- Facilities and spaces that are owned and operated by external entities.

Facility Space Users

This policy primarily applies to community organizations and user groups that rent indoor facility space on an ongoing basis (year-round and for their season of play) as well as events and functions that occur on a regular basis.

RESPONSIBILITIES

City

The City's R&FS department will adhere to this policy when allocating indoor recreation facility time. This adherence will include the overarching intent of the policy as outlined in the Policy Statement and Guiding Principles sections as well as the specific approaches outlined in the Allocations Process section.

User Groups

User groups will adhere to the requirements and overall intent of this policy. Specific requirements of user groups include:

- Providing utilization / participation data as requested by the City.
- Providing requests for facility time as outlined in this policy (e.g., including timely requests for special events and additional facility time above the Base Allocation).
- Reviewing contracts.
- Submitting insurance and other requested organizational documents as requested.
- Abiding by the rules and regulations outlined within the rental agreement contract.
- Using space that is booked.

Should user groups not adhere to the responsibilities and requirements identified above, the City reserves the right to disqualify them from accessing space per the Qualification criteria outlined in Section A of this policy.

GUIDING PRINCIPLES FOR INDOOR FACILITY ALLOCATIONS

The following principles provide an overarching foundation for how the City will allocate space at indoor recreation facilities. The parameters outlined in the following Allocation Process section of this policy are intended to achieve (implement) these guiding principles.

Guiding Principle #1: The City will allocate indoor recreation facility space in a manner that is focused on maximizing the overall community benefits that are accrued through an ongoing public investment.

Guiding Principle #2: The City will allocate space in a manner that prioritizes efficient and appropriate use of publically supported facilities.

Guiding Principle #3: The City will allocate space to support a diversity of opportunities that will help ensure recreation is available and appealing to residents of all ages, interests and ability levels.

Guiding Principle #4: The City recognizes the importance of individuals, community organizations, and the private sector in providing recreational opportunities and, as such, will continue to support the success and sustainability of organizations to the greatest degree possible.

Guiding Principle #5: Through the allocation of indoor facility space, the City will strive to align users with the most appropriate spaces for their activity.

Guiding Principle #6: Allocations will occur in a transparent manner that is based on clear rationales.

Guiding Principle #7: The City will allocate space in a manner that acknowledges historical context while taking into account community growth, evolution and leading practices.

THE ALLOCATION PROCESS

The City will utilize a three-part process for indoor facility space allocations as summarized in the following chart:

	Step	Purpose
1	Qualification	To ensure that user groups accessing publically supported spaces are providing quality, safe and appropriate recreational opportunities.
2	Space Allocation	To outline a consistent approach for allocating appropriate facility time to user groups.
3	Change Requests and Conflict Resolution	To provide tools and criteria for adjustments to the space allocations and any conflicts that arise between user groups.

1. Qualification

User groups that request time at publically supported indoor facility spaces are expected to provide recreation opportunities that are appropriate, safe, and delivered in a quality manner. The City will audit user groups on a biennial basis using the following assessment criteria, as applicable:

- Alignment with standards set forth by territorial and national sport organizations (e.g., game and practice guidelines identified in Long Term Athlete Development plans and other governing sport body documentation, Respect in Sport).
- Alignment with appropriate coaching / instructor and volunteer practices (e.g., appropriate coaching certifications, volunteer criminal record checks).
- Confirmation of appropriate insurance.

- Previous bookings and allocations history (e.g., on-time submission of requests, on-time payment of fees, appropriate use of allocated time, timely provision of utilization/participation data).

**It is important to note that this audit will not rank groups but rather is intended to ensure that all user groups are aligned with quality programming standards.*

The City will utilize this audit process to determine if:

- The user group is providing programming in such a manner that warrants access to publically supported indoor facility space; and
- The requested time is appropriate and based on demonstrated need.

2. Space Allocation

As an overarching priority, the City will ensure that adequate indoor facility space is secured to support the recreation opportunities that it directly provides to residents (including specified programs and time allocated for drop-in activities). The City will work on an ongoing basis to coordinate and schedule these opportunities at times that balance broader public needs and those of user groups. Indoor facility space will be made available to user groups based on the prioritization parameters identified in the following chart:

	Prime Time Facility Hours	Non-Prime Time Facility Hours
Priority #1	Special Events, Tournaments and Championships	
Priority #2	Youth / Accessible Organizations within the City	Department of Education schools, per the Joint Use Agreement
Priority #3	Adult Organizations within the City	
Priority #4	Department of Education schools (outside of the Joint Use Agreement parameters)	Youth / Accessible Organizations within the City
Priority #5	Other (including non-resident user groups and commercial users)	

**Please refer to Appendix A for further descriptions of the above noted user groups typologies and prime time/non-prime time facility hours.*

Baseline Allocation of Space for Ongoing Program Use

The City recognizes that many longstanding user groups rely on consistent, and often historically held, facility time. The City will also need to balance needs of new and emerging groups who require time to be successful. The following formula will be used to provide existing groups with a base allocation of time for their upcoming season of play.

$$\textit{Actual time consumed during the previous year / season of play} + \textit{Up to a 3% buffer to account for growth} = \textit{Base allocation of facility space}$$

The above formula is applicable only if capacity exists. In the event of capacity challenges, the City may be required to reduce the buffer or otherwise proportion out available time.

Special Event, Tournament and Championship Facility Time Allocation

The City recognizes the significant and positive impacts that tournaments, special events, and championships can provide to the community. Where possible, the City will encourage user groups to utilize their baseline allocation of space to accommodate special events, tournament and championships. However, the City recognizes that incremental time may be required for this purpose and, as reflected in the chart above, has deemed accommodating this time a priority.

Following are parameters that will guide how the City allocates time to groups for special events, tournaments and championships:

- User group organizations will be limited to one special event during the regular season of play.
- National and territorial sport organizations (or equivalent governing entities) will be permitted to request a 2nd special event for trials during a Canada Games or Arctic Winter Games year.

3. Change Requests and Conflict Resolution

User groups may request additional time for regular program use above the Baseline Allocation they receive. The City will evaluate these requests based on the following five criteria, as applicable:

- The request for additional time is supported by Long Term Athlete Development guidelines established by the national sport organization.
- The user group is able to sufficiently demonstrate growth that suggests a need for facility time beyond their base allocation.
- The user group is able to sufficiently demonstrate that they are making the most effective and efficient use of their base time allocation.
- There is no duplication of an existing service already being provided by another organization.
- The City has the space available to allocate (overall public impact)

There may be instances where the City must resolve conflicts between the requests of different user groups for regular program time and/or special event space allocations. In these instances, the City will follow the following protocol:

Step 1: Meet with both groups (together) to try to negotiate an appropriate solution.

Step 2: If the above meeting does not result in a resolution, the City will implement the following ranking metric to determine which group receives priority for the requested facility time:

Consideration	Scoring
Policy Alignment	<p>3 pts: The user group demonstrates strong alignment with the overall intent of this policy, including the Guiding Principles and criteria outlined in the Qualification step.</p> <p>1 pts: The user group demonstrates some alignment with the overall intent of this policy, including the Guiding Principles and criteria outlined in the Qualification step.</p> <p>0 pts: The user group demonstrates no or insufficient alignment with the overall intent of this policy, including the Guiding Principles and criteria outlined in the Qualification step.</p>
Prioritization	<p>3 pts: The group has first priority for the space requested as outlined in Section B.</p> <p>2 pts: The group has second priority for the space requested as outlined in Section B.</p> <p>1 pt: The group has third or fourth priority for the space requested as outlined in Section B.</p> <p>0 pts: The group has no priority for the space requested as outlined in Section B.</p>
Existing Space Allocation	<p>3 pts: The user group has demonstrated that the request cannot fit into their existing space allocation (baseline allocation and special event allocation).</p> <p>0 pts: The user group has not sufficiently demonstrated that the request cannot fit into their existing space allocation (baseline allocation and special event allocation).</p>
# of Participants	<p>Scoring criteria to be determined based on type of space for which the conflict exists. E.g. is the space appropriate to the number of participants?</p>
Inclusion and Access	<p>3 pts: The event / program is participatory and inclusive in nature and open to a broad range of participants (all ability levels, ages, universal access, etc.).</p> <p>1 pts: The event / program is high performance in nature with opportunities for secondary participation (e.g., as a spectator).</p> <p>0 pts: The event / program is limited to a small number of participants with no or minimal opportunities for secondary participation.</p>
Duplication of Service	<p>3 pts: The proposed program is new or underserved within the community.</p>

	0 pts: A similar program is delivered by another user group within the community.
Service Disruption	3 pts: The proposed event / program will have no or minimal disruption to regularly scheduled use. 1 pt: The proposed event / program will have moderate disruption to regularly scheduled use. 0 pts: The proposed event / program will have significant disruption to regularly scheduled use.

Step 3: Should the above scoring result in a tie, the final decision will be made by the director, Community and Recreation Services.

KEY DATES

The following schedule will be followed in allocating indoor recreation facility spaces as outlined in this policy.

Action	Deadline
<i>Regular Season Users (majority of season falls in the months of October – April)</i>	
Base allocation communicated to user groups	May 1 st
Deadline for submissions, requests or changes	June 1 st
Final allocation of space for the season	July 1 st
<i>Summer Season Users (majority of season falls in the months of May – September)</i>	
Base allocation communicated to user groups	December 1 st
Deadline for submissions, requests or changes	January 1 st
Final allocation of space for the season	February 1 st

SEASONS AND APPLICABLE RATES

The following chart outlines the event season and the applicable rates. Rates applied per the City's Fees and Charges Bylaw. Fees for R&FS are typically adjusted annually in September.

Event Season	Months	Rates
Regular Season	October – March	Regular Rate
Extended	April	Regular Rate
Summer Season	May – August	Summer Rate
Extended	September	Regular Rate

Please refer to the General Terms and Conditions outlined in Appendix B for additional details related to timing and requirements of the City and user groups.

REPEAL OF EXISTING POLICY

The 2003 Arena Schedule Development Policy, including all amendments thereto, is hereby repealed.

The 2005 Aquatic Schedule Development Guidelines and the 2007 Fieldhouse Allocations Guidelines are hereby replaced by this policy.

Supporting References

Municipal Act RSY 2002, c.154

History of Amendments

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>

Appendices

Appendix A: Definitions

Whenever the singular masculine or feminine is used in this administrative directive, it shall be considered as if plural feminine or masculine has been used where the context of the administrative directive so requires.

“Arenas” means the indoor ice rinks, including Takhini Arena and Canada Games Centre ice surfaces.

“Base Allocation” means actual time consumed during the previous year/season of play, plus up to a %.

“Booking Staff” means the Recreation and Facility Services staff designated to manage booking schedules at indoor facilities.

“City” means the municipality of the City of Whitehorse.

“Contract holder” means a user or user group that has entered into a rental agreement contract with the City for use of space in an indoor facility.

“Drop-in activities” means the provision of recreational opportunities on a spontaneous use basis offered by the City or its partners and accessed by public admissions or memberships and does not include exclusive rentals or programmed/structured opportunities such as registered programs or lessons.

“Fee” means the fees as set out in the City’s Fees and Charges Bylaw as amended from time to time.

“Indoor recreation facility/facilities” refers to a City owned and/or operated indoor recreation facilities.

“Non-prime time facility hours” generally refers to facility operating hours during the day on weekdays.

“Non-profit/community group” means a group/organisation with non-profit status as defined in the Societies Act, RSY 2002, c.206 or a not for profit community group providing cultural, recreational, social, sport activities with the direct benefit to participants.

“Prime time facility hours” generally refers to facility operating hours on weekday early evenings and weekends.

“R&FS” means the Recreation and Facility Services Department of the Community and Recreation Services Division.

“Recreation” will be used an encompassing term that includes leisure, sports, arts and culture.

“Rental agreement contract” means the legal document that stipulates the terms and conditions of an agreement for use of a space within a City indoor facility by a user or user group.

“Regular season/extended” means the timetable of use that occurs on a consistent basis in indoor facilities from September 1 to April 30.

“Suspension” means a temporary withdrawal of indoor facility access due to non-compliance with city policies, bylaws or guidelines. Indoor facility privileges may be lifted at the discretion of the Manager or designate.

“Summer season” means the timetable of use that occurs on a consistent basis in indoor facilities from May 1 to August 31 and/or as approved in the budget process.

“User(s)” or **“user groups”** are any individual, group or sport governing body using the indoor facilities on a regular or need-by-need basis. Outlined as follows is a further definition of user groups based on typology.

- Youth Organization within the City: non-profit recreational group based in the City that has at least 60% of the registered participants being City residents aged 18 and under, and whose primary purpose is to involve youth in recreational, athletic, cultural, or social activities.
- Accessible Organization within the City: non-profit recreational group based in the City that provides programs for its registered participants being City residents, and whose primary purpose is to involve those with disabilities in recreational, athletic, cultural, or social activities.
- Adult Organization within the City: A non-profit recreational group based in the City that has at least 60% of the registered participants aged 18+, and whose primary purpose is to involve adults in recreation, athletic, cultural, or social activities.
- Department of Education schools: Schools that are recognized under the City and the Yukon government Department of Education Joint Use Agreements. Allocated in accordance with the Joint Use Agreement.
- Commercial – means a group/business/entrepreneur carrying on any business or industrial undertaking of any kind or nature for the purpose of profit or gain. Non-profit organizations charging admission to events also fall within this category.
- Other – non-resident groups or those that fall outside of the definitions above.

Appendix B: General Terms and Conditions

General Parameters for Contracts and Rental Agreements

All bookings for exclusive use of facilities shall be recorded on a rental agreement contract.

- 1) All applicable fees, payments, insurance, cancellation and booking standards set out in this policy, applicable bylaws, rental contracts, and guidelines will apply.
- 2) Allocation of space to user groups will not be considered booked or reserved unless appropriate rental agreement contracts are signed in advance of the start date, and payment has been arranged.
- 3) A copy of the rental agreement contract shall be given to the user or user group for confirmation of the bookings.
- 4) Users are required to review the rental agreement contract to ensure accuracy prior to confirmation and report any errors.
- 5) Both the contract holder and the City must sign the rental agreement contract to finalize the contract, which will be held by booking staff.
- 6) All amendments to the rental agreement contract must be submitted in writing to booking staff.

Cancellation of Booked Time

The contract holder is responsible to ensure that all dates and times of an event or activity are correct at the time of booking and signing of a rental agreement contract.

If the contract holder wishes to cancel use of the indoor facility for a particular time(s), or if the date(s) and/or time(s) required are different than those listed in the rental agreement contract, the following steps shall be taken:

- 1) The cancellation must be given in writing to the booking staff. If there is a regularly scheduled indoor facility user, that user will be given the opportunity of having the time slot assigned back;
- 2) If the regularly scheduled indoor facility user does not want the time slot, the booking staff will offer the open time to other user groups;
- 3) If the allotted time cannot be successfully re-assigned, the booking staff will open the time to other public use as outlined in the Priorities set out in section B of the policy;
- 4) Where a user regularly cancels a time slot, the City reserves the right to adjust the rental agreement contract and/or cancel this time for the remaining duration of the rental agreement contract.
- 5) Amendments or changes to a confirmed rental agreement contract made by the contract holder will be subject to any booking amendment fees per the City's Fees and Charges Bylaw and subject to cancellation deadlines.

- 6) Cancellation deadlines are outlined in the conditions of use section of the contract rental agreement. Any cancellations not received within the timelines specified are subject to invoicing of the full amount of the rental, less any time that can be re-allocated to other renters.

Legal Requirements of Groups Renting City Facilities

All user groups must have an account with the City, current Yukon Corporate Registries Certificate of Status, authorized contact, and legal billing address.

All user groups will be required to show proof of a minimum three million dollars (\$3,000,000) public liability insurance, naming the City of Whitehorse as an additional insured, prior to the first rental under each rental agreement contract. Failure to provide this documentation will result in immediate suspension from all City facilities; and with a possibility cancellation of future bookings.

Payment and Fees

Fees and charges are established by Council. Upon approval by Council, R&FS shall, within a reasonable time, communicate the changes to respective user groups, however, it remains the responsibility of the user to consult the current fees and charges schedules in the published bylaw. Fees for R&FS are typically adjusted annually in September.

Payment in full is required at the time of booking unless otherwise specified; seasonal user groups with approved credit will be charged on a monthly basis. Payments are to be made on a monthly basis.

Overdue accounts are subject to an interest penalty at the standard City rate as set out in the Fees and Charges Bylaw, and may result in cancellation of allotted time and/or suspension from facility use.

A processing fee is applied to N.S.F cheques, cheque return, rejected pre-authorized credit card and EFT payments, and may result in cancellation of allotted time and/or suspension from facility use.

Refunds Will Be Granted Under the Following Conditions

Refunds will be posted as credits on the user group's account. Users may request credits on account to be processed as refunds using the same payment method originally provided.

Full refunds are issued when R&FS is required to amend or cancel a booking/rental.

Summer ice is not eligible for refunds.

All refunds are subject to the City's existing policies or procedures.

Contract Cancellation/Changes by Municipality

The City reserves the right to reasonably amend, postpone, reschedule or cancel any rental agreement contract.

1. In unforeseen circumstances such as emergencies, natural disasters, mechanical failure, or labour disputes, cancellations may occur without advance notice.
In the event of a multi-day facility closure, the R&FS will communicate any redistribution of facility time to affected contract holders. The City will employ the priorities and procedures identified in this policy in the redistribution. In this instance, the City's decision is final and the appeal process does not apply.
2. The City reserves the right to cancel a rental agreement contract or portion thereof without notice or refund if the user group is in violation of any standing City policies or codes of conduct.
3. The City reserves the right to cancel a contract or portion of a contract for a previously unscheduled, significant, or high profile event approved by Council.

Transfers / Trades / Sub lease

The practice of transferring, trading or sub-leasing facility space between contract holders is not permitted.

User groups may not transfer or assign their rental agreement contract, nor may they give use or permission to any person(s), groups or organization(s) without the City's consent. Any exchange of rented space must be facilitated by booking staff.

The City recognizes that last-minute changes to the intended use of the facility space may occur under infrequent and unforeseen circumstances and encourages user groups to make the City aware of these circumstances in a timely manner. The City must be aware of and be able to control the intended use of all facility space permitted within its facilities at all times. The booking staff must be notified by the contract holder if any space was not used or was used by someone other than the designated contract holder.

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**CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE**

Date: Monday, October 7, 2019

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Stephen Roddick



Pages

1. New Business

**CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, October 7, 2019

Location: Council Chambers, City Hall

Chair: Laura Cabott Vice-Chair: Dan Boyd



Pages

1. New Business

**CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, October 7, 2019

Location: Council Chambers, City Hall

Chair: Samson Hartland Vice Chair: Laura Cabott



	Pages
1. Budget Amendment - Trail Plan Update	1 - 2
Presented by L. Kulych	
2. Council and Administration Round Table Policy	3 - 8
Presented by C. Constable	
3. Third Quarter Progress Reports	9 - 30
Presented by Committee Chairperson	
4. New Business	

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: October 7, 2019
RE: Budget Amendment – Trail Plan Update

ISSUE

Trail Plan Update capital budget increase.

REFERENCE

Capital Budget, project number 740c00316 Trail Plan Update 2017
2018 Parks & Recreation Master Plan
2007 Trail Plan

HISTORY

The City of Whitehorse has an extensive trail network with approximately 700 kilometers of local and neighbourhood trails. These trails are widely used and provide year round recreation and transportation opportunities. Approximately 250 kilometers of these trails have been adopted into the City's Trail Maintenance Policy, meaning the City is responsible for their maintenance and inspection. However, all 700 kilometers of trails in City limits are governed by the 2007 Trail Plan.

The 2007 Trail Plan is a guiding document and has been an essential resource for trail planning, development and maintenance. This document was designed with a 10-year life span and it no longer adequately reflects Whitehorse's ever evolving trail network and its uses. Between 2007 and now, there has been an increase in trail use, more diverse types of trail users, and larger demand for trail services.

In 2017 a capital project was approved subject to external funding for a Trail Plan update in the amount of \$35,000. More recently, Administration reassessed the Trail Plan update project and has concluded that a more comprehensive Trail Plan update would be beneficial. This altered approach would produce a new and more diverse trail planning document that informs on a broader range of trail issues and would be more suited to the current trail needs and uses in Whitehorse. This approach would involve comprehensive community engagement and a review of City of Whitehorse trail-related bylaws and policies. The original approach to this project was envisioned to be primarily an internal exercise with only limited outreach.

This project is identified as an Action Item within the 2018 Parks and Recreation Master Plan. Gas Tax funding is available for the entire \$70,000.

ALTERNATIVES

1. Amend the 2019-2022 capital budget and authorize an increase to the project budget for the Trail Plan Update as recommended; or
2. Refer the project back to administration for further analysis.

ANALYSIS

Parks and Community Development has recognized the need for a more dynamic, user-friendly Trail Plan. This new approach would better address the needs of Whitehorse trail users and allow the City an opportunity to improve its practices. As a comprehensive, long-range planning document, this will allow the City to pursue a variety of trail-related goals and more effectively address local trail concerns and the needs of all trail users. As the City continues to grow, this Trail Plan will guide decisions and would evolve with the community and other national trends. Trail users and stewards will also directly benefit from a concise framework for all future trail planning, decision making, and relationship-building initiatives over the next ten years.

The requested budget amendment is for the purpose of hiring a professional consultant. Through an inclusive community-based planning process, the interests of local governments, stakeholders, and trail user groups will be assessed and prioritized for the purpose of developing an adaptable working document that better reflects Whitehorse's unique shared trails culture.

ADMINISTRATIVE RECOMMENDATION

THAT the 2019 to 2022 capital expenditure program be amended, increasing the 2019 project number 740c00316 in the amount of \$35,000 for a total project budget of \$70,000 funded entirely by Gas Tax.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: October 7, 2019
RE: Council and Administration Roundtable Policy

ISSUE

Establishment of a Council and Administration Roundtable Policy and repeal of the CASM Meeting Process Policy

REFERENCE

Municipal Act

CASM Meeting Process Policy (Council Resolutions #2011-10-16 and #2015-02-07)
Council and Administration Roundtable Policy (attached)

HISTORY

The CASM (Council and Senior Management) Meeting Process Policy was authorized by Council resolution in 2011 and updated by another resolution in 2015. The policy as written is inconsistent with municipal governance practices and does not conform to the *Municipal Act*. Consequently, for several years it has not been followed as written and should be either revised or rescinded and replaced. Over time, various attempts have been made to modify the practices concerning CASMs, which have led to confusion about their purpose and how they should be conducted.

Administration brought forward a recommendation to Council at the July 2nd, 2019 Standing Committee to adopt a new Council and Administration Roundtable (CAR) Policy that would repeal the existing CASM Meeting Process Policy. At the July 8th Regular Council meeting, Council approved a motion to refer the matter back to Administration.

In August 2019, Administration sought advice from municipal governance expert, George Cuff, regarding viable options for a replacement policy and process.

ALTERNATIVES

1. Approve the proposed Council and Administration Roundtable Policy with attached terms of reference and repeal the existing CASM Meeting Process Policy; or
2. Refer the matter back to Administration.

ANALYSIS

Administration has previously informed Council that the practice set out in the CASM Meeting Process Policy is inconsistent with municipal governance practices and does not conform to the *Municipal Act*. The problematic issues with the existing policy arise from the practice whereby meetings are chaired by Standing Committee chairs as though they are Standing Committee meetings, coupled with the following procedures set out in the policy:

- (4) Direction (10 minutes) – During the direction phase the chair will receive input from each individual council member as to their views and their position on the essential question. Only a majority view of council members present can result in administrative direction.
- (5) Summary and Confirmation of Direction – At the final stage of the meeting the chair will review key points discussed and provide confirmation to administration of the direction that is to be taken according to the majority of the council members present, which must represent a quorum. Minutes will clearly outline the direction given.

In the early years of implementing the policy as written, the practice at step 4 of the procedures emerged to closely resemble a decision-making vote. The concept that Council would provide explicit *direction* to Administration outside of the Standing Committee/Regular Council meetings is problematic given the *Municipal Act* requirements that Council acts by passing a bylaw or adopting a resolution. For those reasons, the practice as written in the existing policy was discontinued.

After Council referred the original CAR proposal back to Administration in July, Administration sought advice from municipal governance expert George Cuff, who stated that:

- The public should be invited to attend whenever the decision-making process is moving forward; and
- Any public meeting convened by the City which purports to involve members of Council and Administration needs to be chaired by a member of Council

Consequently, Administration has prepared a revised CAR terms of reference (attached, with the proposed Council and Administration Roundtable Policy) that specifically incorporates the advice provided by Mr. Cuff to have meetings open to the public and chaired by a member of Council.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the Council and Administration Roundtable Policy and terms of reference as presented.

**CITY OF WHITEHORSE
COUNCIL POLICY**



Council and Administration Round Table Policy

Policy Number:	2019-
Approved by:	Council
Effective date:	
Department:	Corporate Services

AUTHORITY Council Resolution #___ dated ___

POLICY STATEMENT

The City of Whitehorse recognizes and intends to uphold the conventions of municipal governance whereby decisions are made by Council in open meetings. Council also recognizes a practical need for a purposeful and effective venue for briefings and discussions on issues that will help move forward Administration’s work in anticipation of eventual decision-making by Council.

For that purpose, Council hereby establishes a Council and Administration Round Table (CAR) Policy under the terms of reference attached hereto and forming part of this policy.

For greater certainty, Council also recognizes the reality that there are additional venues in which Council and Administration meet, for instance in intergovernmental meetings. The CAR terms of reference are intended to be specific to Council and Administration Round Table meetings.

DEFINITIONS

Whenever the singular masculine or feminine is used in this policy, it shall be considered as if plural feminine or masculine has been used where the context of the policy so requires.

“**Administration**” means managers, senior managers and the City manager, as the City’s managerial team;

“**City**” means the City of Whitehorse;

“**Council**” means the elected Council of the City of Whitehorse.

PRINCIPLES

1. Information-sharing: CARs are intended for information-sharing amongst Council members and Administration, not for decision-making that binds the City.
2. Open-mindedness: Participants are expected to remain open-minded on matters under discussion so that issues and options can be thoroughly canvassed.

3. Integrity: CARs must be conducted with the public interest uppermost in mind, such that they can be held up as a governmentally-sound and effective way to handle information exchanges between Council and Administration within the requirements and conventions of municipal governance and within available time and resources.

RESPONSIBILITIES

4. Council approves this policy, monitors its effectiveness, and addresses any future amendments thereto.

REPEAL OF EXISTING POLICY

5. The CASM Meeting Process Policy adopted by Council resolution #2011-10-16, including all amendments thereto, is hereby repealed.

Supporting References

Municipal Act RSY 2002, c.154

History of Amendments

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>

TERMS OF REFERENCE:

COUNCIL AND ADMINISTRATION ROUND TABLE (CAR)

Purpose To provide a venue for briefings and informal discussions on issues that are not at a point of decision, to help move forward Administration's work in anticipation of eventual decision-making by Council.

CARs are issue-based, intended to enhance understanding of an issue and identify options requiring further research.

Guiding Principles:

- **Information-sharing:** CARs are intended for information-sharing amongst Council members and Administration, not for decision-making that binds the city.
- **Open-mindedness:** Participants are expected to remain open-minded on matters under discussion so that issues and options can be thoroughly canvassed.
- **Integrity:** CAR meetings will be conducted with the public interest uppermost in mind, and as a governmentally-sound and effective way to handle information exchanges between Council and Administration within the requirements and conventions of municipal governance and within available time and resources.

Participants

- Mayor and Council; senior management; managers of Legislative Services and Strategic Communications; and other staff, subject matter experts, consultants and/or partners as invited or as necessary.

Format

- CARs will typically be scheduled weekly or as needed, between 12:00 noon and 1:00 p.m. on Thursdays, in the Pioneer Heritage Boardroom. Schedules may be adjusted as needed.
- Generally, these are open meetings. Members of the public and City staff who are not participating in the discussion may attend in the gallery to listen, but unless invited may not participate in the discussion. Council reserves the right to close a meeting when dealing with sensitive matters.
- An "Emerging Issues" agenda item will be scheduled at the end of each meeting, for short updates to Council from the Mayor or city manager, at which point the public and unaffected staff will be asked to leave the room.

Process

- An agenda, a briefing note on the subject matter and, where possible, additional presentation materials as appropriate will be circulated to Council members on the Friday preceding the CAR.
- While consistent attendance is preferred so CARs are effective, there are no requirements for a quorum of Council in order for a CAR to proceed.

- While moderated by a chairperson, CAR discussions are intended to be informal as compared to regular Council or standing committee meetings to facilitate productive discussion.
- Members of Council will chair CAR meetings, rotating in alphabetical order by last name. The chair's role is to manage the discussion such that all participants wanting to speak have an opportunity to be heard, to ensure the CAR guiding principles are upheld, and to summarize the discussion at the end of the meeting.
- Discussion topics may be proposed by either Council or Administration.
- Generally, meetings will commence with an opening presentation by Administration that briefly introduces the subject matter and defines the issue that will be the focus of the ensuing discussions.
- A record of discussions will be kept in the form of meeting notes, to be circulated amongst the internal participants with the agenda package for a subsequent CAR meeting.

■ 2019-09-16

DRAFT

Quarterly Progress Reports

City Manager

Strategic Communications

QUARTERLY PROGRESS REPORT
Third Quarter 2019

City Manager

Council Priorities	Target Date
<p>(NEW) Council Priorities:</p> <ul style="list-style-type: none"> • Official Community Plan – phases underway for 2020 completion • Emergency Preparedness – multiple tasks with corporate involvement underway • Attainable Housing – initiatives complete or in development primarily through the Development Services Division • City Building Consolidation – program development proceeding with corporate participation • Asset Management – corporate program development in process • Arctic Winter Games – delivery & participation 	Various
Under Way/Next	
<p>Workplace Culture Initiative</p> <ul style="list-style-type: none"> • Respectful workplace • Workplace safety • Service excellence 	
Advocacy/Partnerships	
First Nation Relations	
Safe-at-Home Plan Implementation (Partners)	
Arctic Winter Games (Partners)	
<p>Government of Yukon</p> <ul style="list-style-type: none"> • Infrastructure Funding • Solid Waste Regulations • Handy Bus Agreement • Wildlife Conflict Committee • Climate Change, Energy and Green Economy Strategy 	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Strategic Communications

Department Priorities	Target Date
Finalize Standard Operating Procedures	Jan 2020
Finalize Emergency Communications Plan	Complete
Develop Campaign Celebrating City Staff	Complete
(NEW) Stock image library refresh	Dec 2019
(NEW) Operations building grand opening	Dec 2019
Under Way/Next	
Start reviewing Communications Policy	
Council Strategic Plan review	
Additional Projects	
Fuel Management Working Group	
Public Engagement Working Group	
Statistics	
June – September 2019 <ul style="list-style-type: none"> • 31 speaking notes written • 35 Public Service Announcements and News Releases • 294 social media posts 	

Quarterly Progress Reports

Corporate Services Division

Business and Technology Systems

Financial Services

Human Resources

Legislative Services

Safety

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Business and Technology Systems

Department Priorities	Target Date
IT Strategy Five-Year Plan <ul style="list-style-type: none"> • Scope and statement of work • Consultant selection • Consultant engagement 	Complete Mar 2020 May 2020
Payroll Business Process Implementation <ul style="list-style-type: none"> • Engagement and consultation • Enhancements and fixes 	Complete May 2020
Records Management System – project management <ul style="list-style-type: none"> • See also pilot status under Legislative Services 	Complete
(NEW) Recreation Activity Management System <ul style="list-style-type: none"> • Next Phase: Go-Live • Next Phase: First program registration 	Oct 2019 Dec 2019
Under Way/Next	
Operations Building IT Support <ul style="list-style-type: none"> • Installations for network switches, wireless access points and fibre optic cabling 	
Transit E-Payment and Real-Time Info - RFI <ul style="list-style-type: none"> • Next Phase: Release RFP 	
Additional Projects	
Unified Communications (VOIP / IP Telephony) Feasibility and Assessment	
Asset Management – Inventory and Work Order Review	
Motor Vehicles Data Integration Re-implementation	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Financial Services

Department Priorities	Target Date
Payroll Business Process Review <ul style="list-style-type: none"> • Data clean-up 	Dec 2019
Procurement review (platform, policy and staffing) <ul style="list-style-type: none"> • Draft policy reviewed • Stakeholder engagement • Present at Standing Committee 	Sept 2019 Oct 2019 Jan 2020
Department re-structuring (financial reporting section) – implementation <ul style="list-style-type: none"> • Positions posted for recruitment 	Oct 2019
Under Way/Next	
Budget Process Review	
Review Senior Utility Rebate Bylaw	
Additional Projects	
Interim audit preparation – Auditors onsite November	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Human Resources

Department Priorities	Target Date
Developing recruitment framework <ul style="list-style-type: none"> • Letter of Understanding development, YO23 	Dec 2019
Substance Use Administrative Directive development	June 2020
Management and Management Staff bylaw <ul style="list-style-type: none"> • Engagement 	Oct 2019
Under Way/Next	
Respectful workplace policy review & corporate training program development	
Orientation & On-Boarding program development	
Additional Projects	
Joint benefit review and pension committees	
Recruitment accommodation options	
Return to work program development	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Legislative Services

Department Priorities	Target Date
CASM Process Policy <ul style="list-style-type: none"> • Presentation at CASMs, April and June • Presented to Council, July • Council decision 	Complete Complete Oct 2019
Records Management <ul style="list-style-type: none"> • Pilot project • Revisions to framework documents following pilot project 	Complete Dec 2019
Citizen Survey <ul style="list-style-type: none"> • Survey delivery • Present to Council, release results publicly 	Complete Oct 2019
Under Way/Next	
2021 Municipal Elections Planning	
Prioritized Policy Development <ul style="list-style-type: none"> • Procurement Policy, Asset Management Policy 	
Additional Projects	
Annual Legislative Review	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Safety Services

Priorities	Target Date
Safety Management System review: implement recommendations <ul style="list-style-type: none"> • Prioritize recommendations • Allocate resources to staff orientation and training package development • Begin regular safety drills in various buildings • Increase presence in the field reviewing safety documentation with staff 	Complete Dec 2019 Dec 2019 Dec 2019
Confined Space Program: drafting	Complete
Safety Meeting resource development	Complete
(NEW) Incident reporting & investigation training <ul style="list-style-type: none"> • Major department rollout • Source contractor for respectful workplace investigation training 	Complete Jan 2020
(NEW) Operations/W&W safety program <ul style="list-style-type: none"> • Prioritize high hazard work processes for documentation • Establish regular safety meetings with deliverables 	Dec 2019 Dec 2019
Under Way/Next	
Corporate driver competency review	
Work Alone Program document completion	
Additional Projects	
Research Health & Safety document management software	
Research and develop driver's license review program	

Quarterly Progress Reports

Development Services Division

Engineering Services

Land and Building Services

Planning and Sustainability Services

QUARTERLY PROGRESS REPORT
Third Quarter 2019

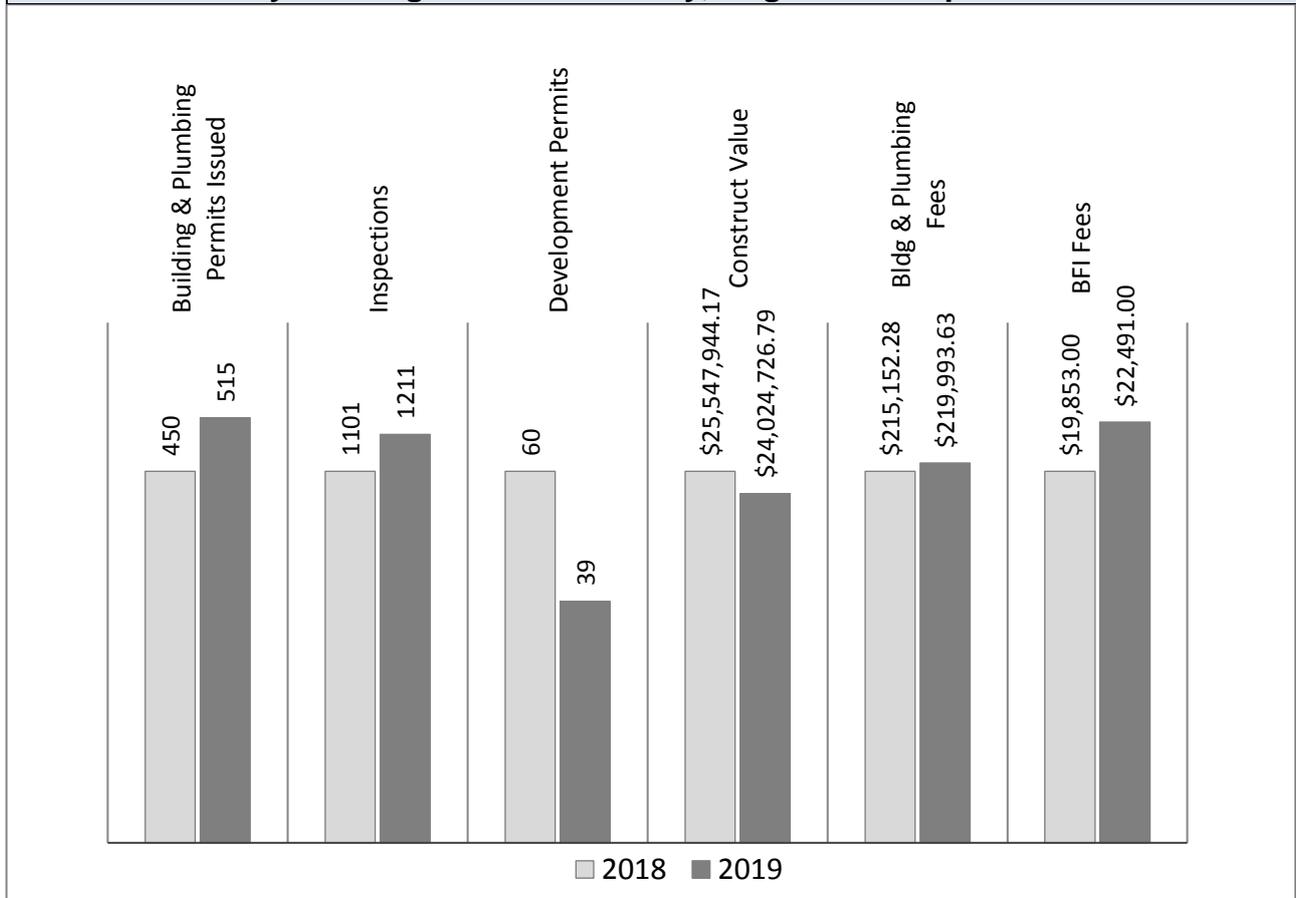
Engineering Services

Department Priorities	Target Date
Traffic Hotspots <ul style="list-style-type: none"> • Presentation to Council and Senior Management 	Complete
Water Main Improvements, Birch Street North Extension <ul style="list-style-type: none"> • Request for Tender 	Complete
Servicing Standards Manual <ul style="list-style-type: none"> • Update Private Development Standards 	Mar 2020
(NEW) Water Licence Renewal	May 2020
(NEW) Tlingit Street Reconstruction: detailed design	Feb 2020
Under Way/Next	
Range Road and Two Mile Hill Intersection Improvements – Design	
Local Improvement Charge Policy Review	
Additional Projects	
Cook Street Reconstruction: detailed design and construction	
Puckett's Gulch Stairs Rehabilitation	
Mount McIntyre Recreation Bridge Replacement	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Land and Building Services

Department Priorities	Target Date
Housing Lots – Lottery and Tender <ul style="list-style-type: none"> • Arkell residential lots – lot servicing 	Oct 2019
City-Yukon Land Transfer Protocol <ul style="list-style-type: none"> • Development of draft Protocol – project scope document 	Nov 2019
Residential Lot Development Grading Requirements <ul style="list-style-type: none"> • Public consultation • Zoning Bylaw amendments 	Complete Nov 2019
Under Way/Next	
Development/Building Permit Process Modernization – Program Review	
Useable/Adaptable Housing Requirements – Revisions to Building and Plumbing Bylaw	
Additional Projects	
Senior Development Officer Position development	
Monthly Building Statistics for July, August and September 2019*	



*Numbers for the building portion of this report are from July 1st to Sept 20th 2019. *

QUARTERLY PRIORITIES REPORT
Third Quarter 2019

Planning and Sustainability Services

Priorities	Target Date
Wildland Fire Protection Strategy <ul style="list-style-type: none"> • Contract kick-off • Complete Risk Assessment 	Complete Oct 2019
Development Incentives Policy <ul style="list-style-type: none"> • Council approval process 	Dec 2019
Official Community Plan Review <ul style="list-style-type: none"> • Phase 2 “Explore New Concepts” • Phase 3 “Create the Plan” Launch 	Complete Nov 2019
Under Way/Next	
Commercial and Industrial Land Demand Study	
Local Improvement Charge Policy Review	
Additional Projects	
Public Engagement Capacity Development	
Whistle Bend commercial lots zoning amendment	

Quarterly Progress Reports

Community Services Division

Bylaw Services

Parks and Community Development

Recreation Facilities

Transit Services

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Bylaw Services

Department Priorities	Target Date	
Bylaw Services Review Implementation Update <ul style="list-style-type: none"> Presented June 17th to Mayor & Council 	Complete	
Explore Mae Bachur shelter partnership <ul style="list-style-type: none"> Continued discussions 	Dec 2019	
Explore KDFN Community Safety Officer/Bylaw Constable position <ul style="list-style-type: none"> Continued discussions 	Dec 2019	
(NEW) Operational workflow management software <ul style="list-style-type: none"> Training and implementation 	Jan 2020	
Under Way/Next		
2019 Food for Fines Campaign		
Additional Projects		
Statistics		
	Year to Date	
	2019	2018
Parking meter violations	15664	16800
Accessible parking zone violations	76	80
Investigative File Count	1769	1942

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Parks and Community Development

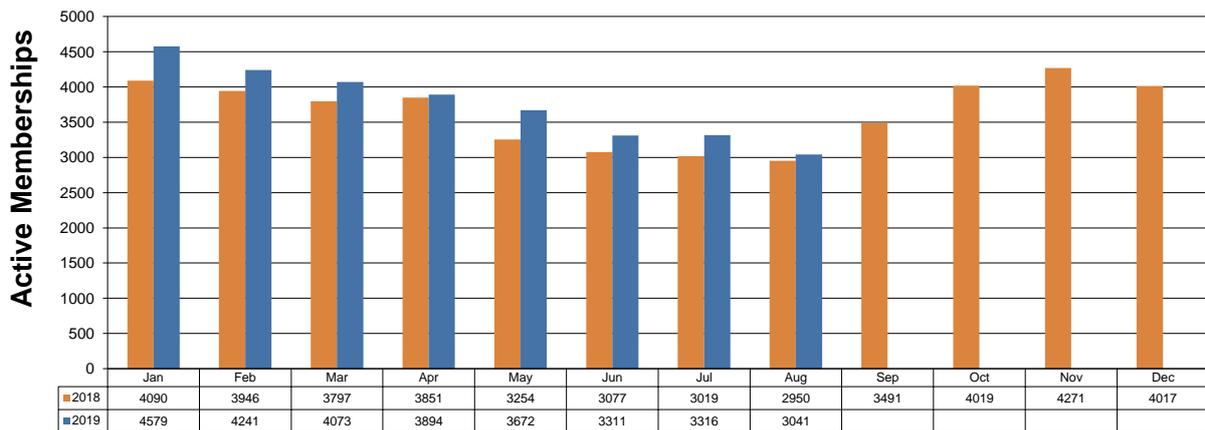
Department Priorities	Target Date
Rotary Park Playground Replacement	Complete
Parks Policy Revisions <ul style="list-style-type: none"> • Evaluate needs and priority 	Feb 2020
Parks and Recreation Master Plan <ul style="list-style-type: none"> • Council Orientation 	Complete
(NEW) Recreation Activity Management Software – Go Live	Oct 2019
(NEW) Trail Plan Update RFP	Oct 2019
Under Way/Next	
Arctic Winter Games 2020 Venues Planning	
Additional Projects	
Operations Building Artwork RFP	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Recreation and Facility Services

Department Priorities	Target Date
Facility Allocation Policy <ul style="list-style-type: none"> Council Decision 	Oct 2019
Recreation Activity Management Software <ul style="list-style-type: none"> Go-Live – Phase 1 First program registration 	Oct 2019 Dec 2019
Recreation Grant Policy <ul style="list-style-type: none"> Review 	Nov 2019
Under Way/Next	
Arctic Winter Games Venue Planning	
Activity Costing Analysis	
Additional Projects	
Statistics	

Canada Games Centre Passes



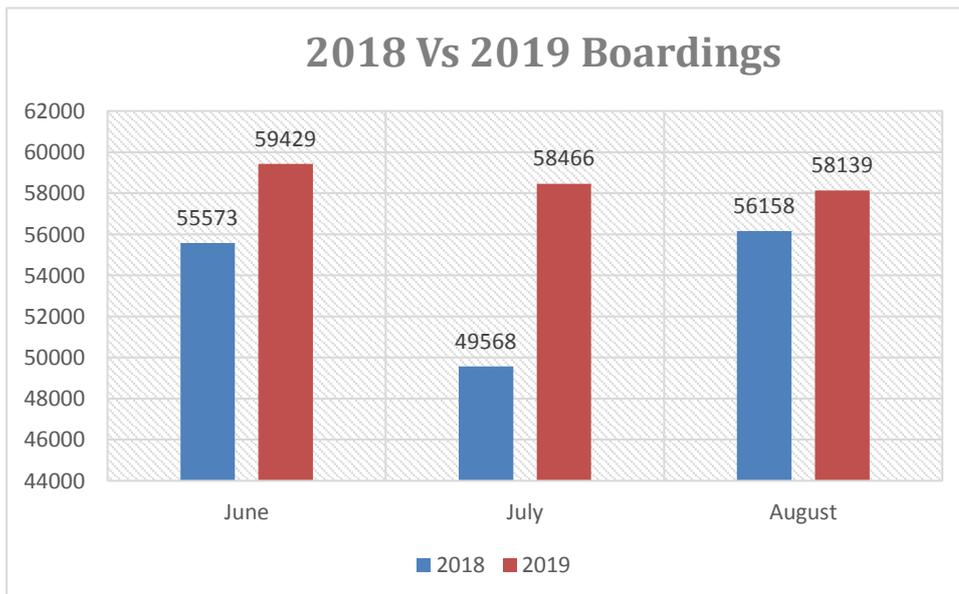
Monthly Activity



QUARTERLY PROGRESS REPORT
Third Quarter 2019

Transit Services

Department Priorities	Target Date
Transit Master Plan Implementation Update <ul style="list-style-type: none"> • Presented June 17th to Mayor & Council 	Complete
Bus Stop Maintenance & Enhancements	Oct 2019
Preparations for move to new Operations Building	Nov 2019
(NEW) Riverdale Transit Bus Lane - Pilot Project #2	Oct 2019
Under Way/Next	
Support design considerations re. new Transit Comfort Station (downtown)	
Additional Projects	
Continued discussions with YG re. Handy Bus Funding	
Statistics	



Quarterly Progress Reports

Infrastructure and Operations Division

Fire Department

Operations

Water and Waste Services

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Fire Department

Department Priorities	Target Date
Fuel Abatement Plan with Wildland Fire <ul style="list-style-type: none"> • Issue RFT 	Oct 2019
Fire Prevention Week <ul style="list-style-type: none"> • Hosted this year at Canada Games Centre 	Oct 2019
Fire Safety Inspections – High Risk Occupancies (75% complete)	Sept 2019
Under Way/Next	
Updates to City Emergency Master Plan <ul style="list-style-type: none"> • Evacuation Plan • Communication Plan • Landfill Fire Plan 	
Evacuation Plan <ul style="list-style-type: none"> • Subsection of the City’s Emergency Master Plan 	
Additional Projects	
Wildfire Preparation Planning	
Emergency Service Bylaw update	
Statistics	
April through September 2019	
Fire Prevention Activities	Training Activities
	Hours
Fire Investigations	747
Public Relations/Education (Office/school, Hall tours)	224
Fire Safety Inspections (site visits)	204
Plan Reviews	59
Fire Protection Inquiries – Various	56
Fire Pit Inspections	29
Fire Inspections – Shifts	6
Total Fire Prevention Hours = 1,407	
	Hours
Full-time member training	544
Casual firefighter/dispatcher training	432
Driver training	364
Volunteer training	48
Other training (EOC city staff)	25
Recruit Training	0
	Total Training Hours = 1,413
Fire Suppression Incidents	
	Incidents
Alarm no fire	116
Imminent Fire Hazard	48
Motor Vehicle Accident	36
False Alarm	20
Public Hazard	12
Carbon Monoxide Alarm	11
Ammonia Alarms	5
Chlorine Alarms	0
Assist Other Agencies	23
Structural Fire	14
Rescue	7
Grass or Brush Fire	6
Vehicle Fire	6
Trash or Rubbish Fire	3
Chimney Fire	1
Hazardous Materials Incident	0
Total Fire Suppression Incidents = 308	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Operations Department

Department Priorities	Target Date
Building Consolidation Program <ul style="list-style-type: none"> • Operations Building commissioning • Fire Hall #1 construction • City Hall RFP design award 	Jan 2020 Feb 2020 Feb 2020
Safety Program Refresh <ul style="list-style-type: none"> • Updates to Safe Work Process / Safe Job Procedure 	Dec 2019
Major Capital Projects <ul style="list-style-type: none"> • RFP in process – Transit Bus Replacement • Mt McIntyre Condenser Replacement 	Oct 2019 Complete
Under Way/Next	
Project management review (capacity and planning for capital projects) – Recruitment completed, planning ongoing	
Transportation/Sign Shop re-organization	
Additional Projects	
Asset Management – Inventory and Work Order Review	
Replacement Vehicles and Fleet Equipment – Delivery and commissioning	
CGC Energy Upgrades Phase 2 – Delivery (completed) and installation of LED lighting	

QUARTERLY PROGRESS REPORT
Third Quarter 2019

Water and Waste Services

Department Priorities	Target Date
Compost Facility Expansion <ul style="list-style-type: none"> • Construction 	Sept 2020
Commercial Organics Collection <ul style="list-style-type: none"> • Zone One 99% complete; Zone Two 95% complete; Zone Three 45% complete 	Dec 2019
Landfill Contract <ul style="list-style-type: none"> • RFT 	Dec 2019
Under Way/Next	
Landfill Development: South End – substantially completed, Transfer Station RFP to be released	
SCADA Software Replacement	
Additional Projects	
Groundwater Protection Plan Update	
Programmable Logic Controllers and Communications System Upgrade	

**CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, October 7, 2019

Location: Council Chambers, City Hall

Chair: Stephen Roddick Vice-Chair: Jan Stick



	Pages
1. Subdivision Approval - Whistle Bend Phase 7	1 - 4
Presented by P. Ross	
2. New Business	

File #: S-10-2019

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: October 7, 2019
RE: Subdivision Approval – Whistle Bend Phase 7

ISSUE

Subdivision approval for 9.1ha for Phase 7 of Whistle Bend

REFERENCE

- Zoning Bylaw 2012-20
- Subdivision Control Bylaw 2012-16
- Bylaw 2019-15
- Development Cost Charges 2012-12
- Subdivision Sketch

HISTORY

The City of Whitehorse has been working with Government of Yukon (YG) on the development of the Whistle Bend neighbourhood. As part of this process Council and administration have issued a number of subdivision approvals between 2009 and 2018.

The most recent Whistle Bend subdivision approvals were issued on August 6, 2018 for phase 6 approval, July 9, 2018 for renewing the phase 3 approval, and January 18, 2018 for phase 5 of the neighbourhood.

Construction of Phase 4 is partly complete with 74 lots having been released by lottery and tender in September. The balance of phase 4 is expected to be completed by June 2020. Phase 5 is anticipated to be completed by July 2020. Detailed design for phase 6 is underway.

This subdivision approval is being proposed following approval of Bylaw 2019-15 to amend Zoning Bylaw 2012-20 for the phase 7 subdivision area. Approvals for subsequent phases of Whistle Bend will be brought forward for Council approval at a later date.

To ensure the continued development of the Whistle Bend Subdivision, YG is now requesting approval for phase 7 of the neighbourhood. In accordance with the City's Subdivision Control Bylaw 2012-16, Council is the approving authority for subdivisions that result in the creation of six or more lots.

ALTERNATIVES

1. Approve the subdivision
2. Do not approve the subdivision

ANALYSIS

The application area consists of approximately 9.1 hectares of vacant Yukon Land. The application area has two zones resulting in 90 single family lots, one greenbelt lot, five roads and one lane. All of the proposed lots conform to the applicable zoning regulations of Zoning Bylaw 2012-20.

Street naming for the subject area was identified through the Whistle Bend Master Plan as shown on the application sketch. The theme for street names in Whistle Bend is northern steamships.

All lots created through the proposed subdivision approval will be accessed by way of a network originating from Mountainview Drive by way of Whistle Bend Way and Casca Boulevard. The roads and lanes will be constructed per the specifications of the City's Servicing Standards Manual. All proposed development lots within the subdivision area will be fully serviced.

The previous development agreements between the City and YG for other phases of Whistle Bend do not include the current application area. A new agreement will outline the development responsibilities of YG for this area in accordance with the Whistle Bend Master Plan, the Preliminary On-Site and Off-Site Engineering Design reports, and applicable bylaws and legislation. The development agreement will also set out the engineering and development standards which are applicable to the subdivision area. Development Agreement Regulations Bylaw 2012-15 has delegated approval of development agreements to the Director of Development Services.

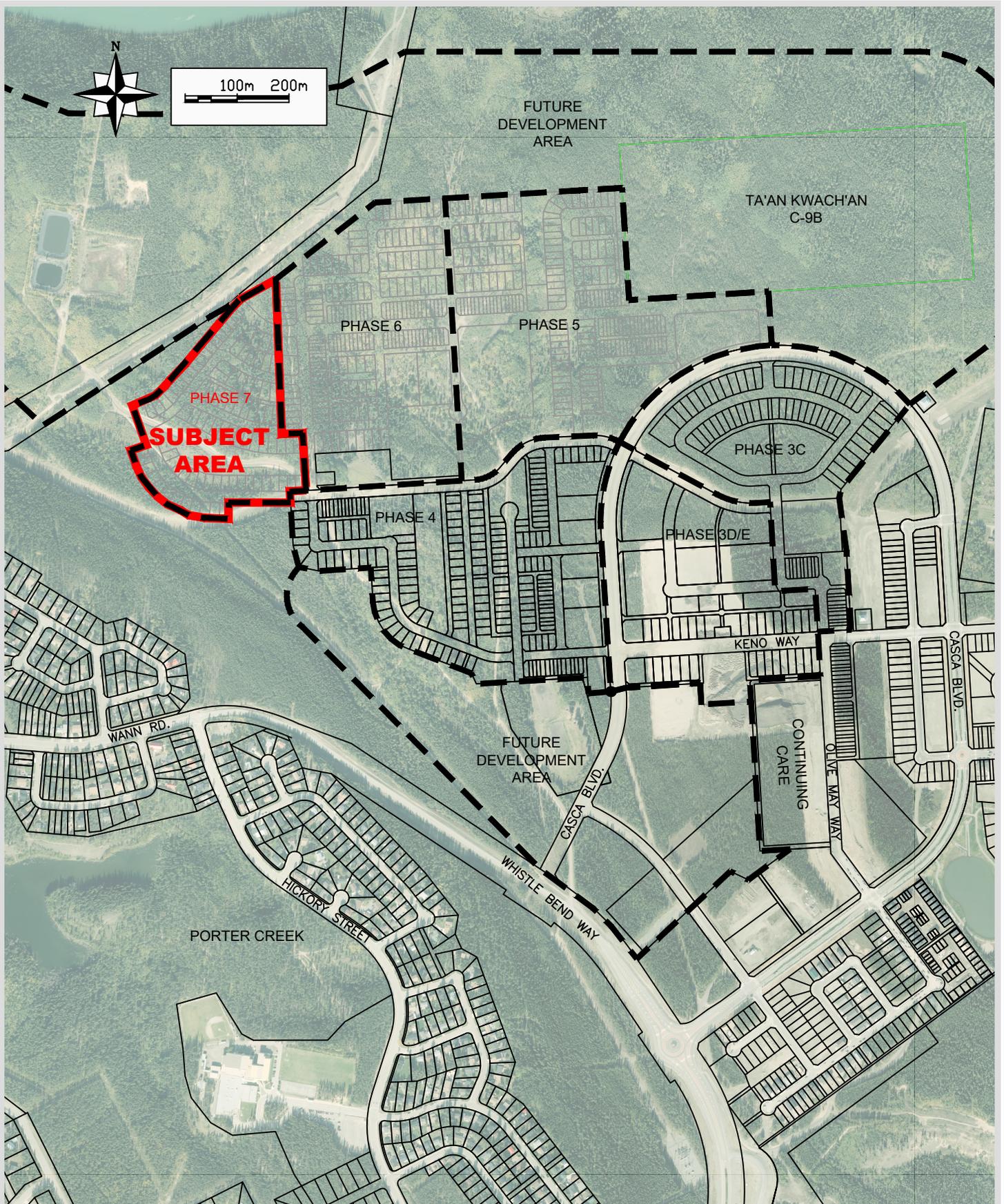
The proposed subdivision is subject to the Public Use Land Dedication requirements of Subdivision Control Bylaw 2012-16. The land dedication proposed through this subdivision is in the form of a 1.7ha greenbelt, which is approximately 18% of the subject area. Approximately 30% of the total developed area (255ha) of the complete Whistle Bend neighbourhood is dedicated to greenbelts and corridors.

Residential Development Cost Charges for the residential lots will be collected at the time of building permit application.

If the subdivision is not approved, there will be delays in construction and lot sales, resulting in significant economic impacts.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the subdivision of approximately 9.1 hectares of land for the creation of new residential lots, lane, roads and a greenbelt for the area known as Whistle Bend Phase 7, as shown on the proposed subdivision sketch and subject to the condition that the Government of Yukon enter into a Development Agreement with the City of Whitehorse for the construction of underground utilities, roads and lanes to service the proposed subdivision area and other areas of Whistle Bend Subdivision.

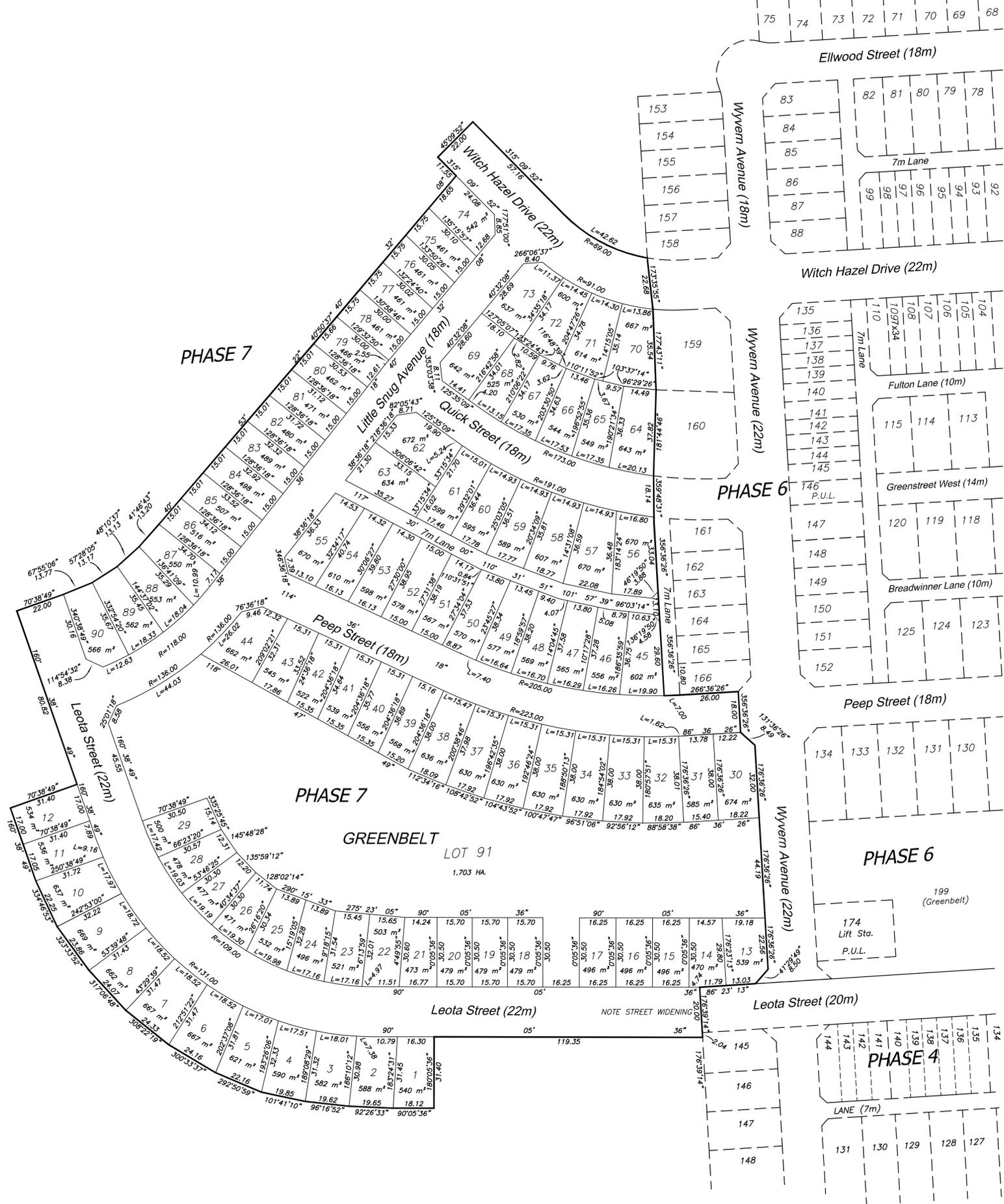


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DATE: October 7, 2019	R.No: 0
FILE No: S-10-2019	
S-10-2019 Location Sketch	

CITY OF WHITEHORSE - LAND & BUILDING SERVICES

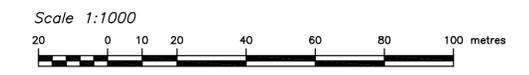
LOCATION SKETCH
Whistle Bend Phase 7 Subdivision





SKETCH PLAN OF
PROPOSED LOTS 1 TO 91, ROADS AND LANE
 Consisting of 90 Lots, 1 Greenbelt, 5 Roads and 1 Lane
WHISTLE BEND SUBDIVISION
 PHASE 7
 CITY OF WHITEHORSE
 YUKON

Note: Lot numbers shown are subject to change once final lot numbers are issued by the Surveyor General.



The plot size that will provide true scale and optimum readability for this plan is 609mm by 850mm.

LEGEND:

Bearings are UTM Grid, and are referred to the Central Meridian of UTM Zone 8, (Longitude 135° West).

Distances shown are horizontal at general ground level and are expressed in metres. Distances prefixed by L denotes arc length. Distances prefixed by R denotes radius.

Proposed subdivision dealt with by this plan bounded thus . . .

Corner cut-offs are 6 metres for Roads and 3 metres for Lanes.

Lot lines and dimensions subject to final legal survey.

Note: Drawing on new Whistle Bend Ground Datum
 Origin at Point 1
 UTM N 6737653.153 E 494916.231 EL 681.549
 CSF 0.999492
 Ground N 150000 E 50000 EL 681.549
 No rotation

NOTE: LOT 161 AND 166 IN PHASE 6 HAVE BEEN AMENDED TO ACCOMMODATE 3M CUTOFFS ALONG THE LANE.

**CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, October 7, 2019

Location: Council Chambers, City Hall

Chair: Dan Boyd Vice-Chair: Samson Hartland



Pages

1. New Business