

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, August 24, 2015 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES Chief Kristina Kane – Zoning Amendment, Magpie Road
Ben Asquith – Zoning Amendment, Magpie Road

DEVELOPMENT SERVICES COMMITTEE

1. Quarterly Activity Reports
2. New Business

CORPORATE SERVICES COMMITTEE

1. Second Quarter Capital Variance Report – For information only
2. Second Quarter Operating Variance Report – For information only
3. Cancel Meetings Scheduled for October and December
4. Quarterly Activity Reports
5. New Business

CITY PLANNING COMMITTEE

1. Zoning Amendment – 2 Magpie Road
2. Zoning Amendment – Main Street & 7th Avenue
3. Development Incentives Policy Update 2015
4. Quarterly Activity Report
5. New Business

CITY OPERATIONS COMMITTEE

1. Quarterly Activity Reports
2. New Business

COMMUNITY SERVICES COMMITTEE

1. Budget Amendment – Lifeguards
2. Quarterly Activity Reports
3. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. Quarterly Activity Reports
2. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date: Monday, August 24, 2015
Location: Council Chambers, City Hall



Chair: Dave Stockdale Vice Chair: Jocelyn Curteanu

	Pages
1. Quarterly Activity Reports - For Information Only	1 - 3
1.1 Director of Development Services	
1.2 Economic Development	
1.3 Environmental Sustainability	
2. New Business	

**Chairperson shall ask if there is anyone
present who wishes to speak to the
Committee**

QUARTERLY ACTIVITY REPORT – May to July 2015
Director of Development Services

Accomplishments:

1. Completed the Community Economic Development Strategy (approved by Council)
2. Received confirmation of City projects approved in the Yukon Infrastructure Plan through the New Building Canada Fund
3. Launched high volume organic waste collection service (dumpster collection)

Current Efforts:

1. Continue work on Land Development Implementation Agreement for Phase 3 Whistle Bend
2. Project implementation Economic Development Strategy 2015 (6 projects for RFP)
3. Working with KDFN on unauthorized dumping and other waste management issues

Planned Activities:

1. Continue work with YG and First Nations on land opportunities
2. Participation in the 5th & Rogers Steering Committee meetings and planning
3. Continue work on land development program transfer with Yukon

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May to July 2015
Environmental Sustainability

Accomplishments:

1. Spring Household Hazardous Waste day held on May 23 (four times more volume collected than ever before)
2. Updated Whitehorse Sustainability Plan adopted
3. Met with Yukon Government administration to discuss Alaska Highway plans

Current Efforts:

1. Discussing partnership opportunity with Yukon Government for an online ride sharing program
2. Legal review of Request for Proposals for recycling collection and processing service
3. Recruiting food service businesses to commercial organics collection program

Planned Activities:

1. Install digital counters for pedestrians and cyclists in key locations downtown
2. Work with City Departments to align bylaws, policies, and practices to enable source separation of waste in commercial sector
3. Launch new website for Solid Waste Action Plan to provide residents and businesses with accessible information on waste management requirements

Critical Statistics:

Commercial organics collection:

- April: 56 businesses participating, diverting 2 - 3 tonnes per week
- July: 70 businesses participating, diverting 6 tonnes per week

QUARTERLY ACTIVITY REPORT – May to July 2015
Economic Development

Accomplishments:

1. City of Whitehorse Community Economic Development Strategy adopted
2. Negotiated and received \$50k funding contribution from YG for 2015 CED strategy implementation
3. Completed development incentives review and recommendations w/Planning.

Current Efforts:

1. Developing RFP's for 2015 projects (6 projects for 2015)
2. Developing business roundtable event as follow-up to vulnerable people's forum
3. Prepare capital budget submissions for remaining Canada 150 projects

Planned Activities:

1. Begin issuing RFP's for 2015 projects. Begin work on those projects
2. Business visitations with the Mayor
3. Speaking engagement at 2015 Economic Developers Association of Canada National conference (Whitehorse 2015)

Critical Statistics:

**CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA**



Date: Monday, August 24, 2015
Location: Council Chambers, City Hall
Chair: Mike Gladish Vice Chair: Jocelyn Curteanu

	Pages
1. Second Quarter Capital Variance Report - For information Only	1 - 2
2. Second Quarter Operating Variance Report – For information only	3 - 5
3. Cancel Meetings Scheduled for October and December	6 - 6
4. Quarterly Activity Reports - For Information Only	7 - 12
4.1 City Manager	
4.2 Director of Corporate Services	
4.3 Business and Technology Systems	
4.4 Financial Services	
4.5 Human Resources	
4.6 Strategic Communications	
5. New Business	

Chairperson shall ask if there is anyone present who wishes to speak to the Committee

ADMINISTRATIVE REPORT

TO: Administrative Services Committee
FROM: Administration
DATE: August 24, 2015
RE: Second Quarter Capital Variance Report – For information only

ISSUE

The Financial Services Department has reviewed Capital Budget projections submitted by Department Managers and is providing a summary of completed capital projects.

REFERENCE

2015 Capital Budget

HISTORY

Council adopted a capital budget for 2015 totalling \$30,162,108. Throughout the first half of the year, a series of Council and Administrative amendments were made totalling \$6,331,970 for a new total of \$36,494,078. See attached Appendix A.

ANALYSIS

As part of the City's second quarter variance reporting there is a requirement for Managers to review their planned capital spending. As a result of this review, there is currently no changes required to the budget and projects are proceeding as planned.

	Project Number	Bylaw/Resolution Number	
Approved Budget			\$ 30,162,108.00
Approved Rebudgets		12/08/2015	\$6,321,517
Budget Amendments			
Trail Signage - Rebudget missed during rebudget application process		ADM-7	10,453
Reallocate budget that was approved for the wrong Mt. Mac job	320c01110	ADM-09	90,000
Reallocate budget that was approved for the wrong Mt. Mac job	320c00809	ADM-09	(90,000)
Reallocate budget for 2 2014 invoices, received in 2015	240c00214	ADM-10	1,216
Reallocate budget for 2 2014 invoices, received in 2015	240c00615	ADM-10	(1,216)
Reallocate budget from dump truck to 5 ton dump truck as per council resolution	320c01711	2015-11-09	(44,675)
Reallocate budget from dump truck to 5 ton dump truck as per council resolution	320c00613	2015-11-09	44,675
Reallocate budget from pickups, one tons and dump truck to sweeper	320c01709	2015-11-09	(19,403)
Reallocate budget from pickups, one tons and dump truck to sweeper	320c00110	2015-11-09	(12,535)
Reallocate budget from pickups, one tons and dump truck to sweeper	320c01711	2015-11-09	(1,233)
Reallocate budget from pickups, one tons and dump truck to sweeper	320c00212	2015-11-09	33,171
Reallocate budget from grader and pickups to loader	320c02009	2015-11-09	(14,000)
Reallocate budget from grader and pickups to loader	320c01709	2015-11-09	(7,778)
Reallocate budget from grader and pickups to loader	320c03110	2015-11-09	21,778
Total Budget Amendments			10,453
Total Revisions			6,331,970
Total Capital Budget			\$ 36,494,078

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: August 24, 2015
RE: Second Quarter Operating Variance Report – For information only

ISSUE

The Financial Services Department has reviewed Operating Budget projections submitted by Department Managers and is providing a forecast of operating results to the end of the 2015 fiscal year.

REFERENCE

2015 Operating Budget

HISTORY

Council adopted an operating budget for 2015 totalling \$69,648,351. Throughout the first half of the year, a series of Council and Administrative amendments were made totalling \$444,767 for a new total of \$70,093,118. See attached Appendix A.

ANALYSIS

The 2015 Second Quarter Variance projection is that total operating revenues will be over budget by \$936,393 and expenses over budget by \$333,143. Therefore, operating projections to December 31, 2015 as compared to the revised budget indicate an operating surplus of \$603,250 for the corporation. When viewed by Fund, the projected surplus is as follows:

Fund	Projected variance Deficit/(Surplus) to budget	Primary driver of fund variance
General Fund	\$ (660,865)	Staff vacancies
Water & Sewer Fund	57,615	Staff overages
Projected Surplus	\$ (603,250)	

When analyzing the projected variance by “object-type” across the corporation revenue items of note include:

Revenue	
Land Sales	\$ (855,400)
Utilities	(285,337)
Miscellaneous Income	106,635
Tipping Fees	97,709
Total Revenues	\$ (936,393)

Administrative Report – Second Quarter Operating Variance Report
August 6, 2015

- Land Sale revenue is higher due to sales of quarry land and a Motorways lot. This results in a higher transfer to reserve on the expense side to offset
- Utility revenue is higher due to water turn-ons in new subdivisions. This results in a higher transfer to reserve on the expense side to offset
- Miscellaneous Revenue is lower than anticipated in the Warehouse due to lower development activity
- Tipping fee revenue is lower than anticipated due to less activity at landfill. This also results in lower contract services expense.

On the expense side, the following items are projected to vary from the budget:

Expenses	
Transfers to Reserve	1,142,615
Audit & Accounting Fees	110,000
Repair Materials & Parts	103,135
Miscellaneous	115,208
Wages & Benefits	\$ (1,049,880)
Contract Services	(87,935)
Total Expenses	\$ 333,143

- Transfers to Reserve are higher than anticipated due to higher land sale revenue and higher utility revenue. Reserve bylaw dictates rates of transfers and as revenue increase a higher portion is transferred to reserve for future use.
- Audit and Accounting Fees are higher than anticipated due to purchasing review and support. These fees are offset by lower wages and benefits due to vacancies in the Finance department which results in a positive net effect.
- Repair Materials & Parts are higher than anticipated due to major repairs being done on bus fleet due to fleet ageing.
- Miscellaneous expenses are made up of several small amounts including items such as \$49,650 in savings to damage costs and \$22,647 saved in cell phone costs offset by additional costs of \$52,524 in insurance and \$49,637 in assessment services.
- Vacancies and restructuring across the corporation contribute to projections for Wages and Benefits being \$1,049,880 below budget. Affected areas include Legislative & Administration Services, Bylaw, Directors, Fire and Finance. These are also partially offset by higher than anticipated wages in Aquatics and Water and Waste.
- Contract Services are lower than anticipated by \$87,935 due to landfill activity being lower. As volume increases and decreases at the landfill the contracts at the landfill can vary.

Overall department spending is controlled and based on the total operating budget of \$70,093,118, a second quarter positive variance of \$603,250 is within 1% of the City's total operating budget.

	2015		2016		2017	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
Approved Budget Total	\$ 69,648,351	\$ 69,648,351	\$ 69,391,899	\$ 69,391,899	\$ 70,166,607	\$ 70,166,607
Budget Amendments Total	-	-	-	-	-	-
Reallocate budget in Recreation Programming Total	100,000	100,000	100,000	100,000	100,000	100,000
Correct Advertising in Recreation Programming Total	20,000	20,000	20,000	20,000	20,000	20,000
Allocate Heritage Fund Grant to YHMA for the 2015 Yukon Stikine Heritage Fair Total	2,000	2,000	-	-	-	-
Increase Diversion Credits Program per Council Resolution Total	207,300	207,300	-	-	-	-
Parks & Protected Areas bylaw Re-write Facilitation Total	10,000	10,000	-	-	-	-
Increase wages & benefits per JES rating results Total	39,088	39,088	14,589	18,903	14,963	18,940
Vulnerable People at Risk Forum Total	15,000	15,000	-	-	-	-
Increase the funding for Municipal Charges and Community Services Grants as per resolution Total	46,228	46,228	-	-	-	-
Fees and Charges Bylaw 2015-12 (1st Quarter changes) Total	4,651	4,651	5,251	5,251	5,251	5,251
Fees and Charges Bylaw 2015-26 (2nd Quarter changes) Total	500	500	4,550	4,550	4,550	4,550
Grand Total	70,093,118	70,093,118	69,560,788	69,560,788	70,336,058	70,336,058

Approved Budget Total
 Budget Amendments Total
 Reallocate budget in Recreation Programming Total
 Correct Advertising in Recreation Programming Total
 Allocate Heritage Fund Grant to YHMA for the 2015 Yukon Stikine Heritage Fair Total
 Increase Diversion Credits Program per Council Resolution Total
 Parks & Protected Areas bylaw Re-write Facilitation Total
 Increase wages & benefits per JES rating results Total
 Vulnerable People at Risk Forum Total
 Increase the funding for Municipal Charges and Community Services Grants as per resolution Total
 Fees and Charges Bylaw 2015-12 (1st Quarter changes) Total
 Fees and Charges Bylaw 2015-26 (2nd Quarter changes) Total
 Grand Total

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: August 24, 2015
RE: Cancel Meetings Scheduled for October and December

ISSUE

Cancellation of Standing Committee and Regular meetings of Council in October and December, 2015

REFERENCE

Council Procedures Bylaw

ALTERNATIVES

1. Cancel the meetings as proposed
2. Do not cancel the meetings.

ANALYSIS

The date of the municipal election means that there is no time for the newly elected council to prepare for the standing committee meeting that would normally be held on the following Monday. Therefore, the outgoing council has traditionally cancelled the meeting cycle that immediately follows the election.

Meetings during the Christmas period have also been traditionally cancelled. In accordance with the Procedures Bylaw, a resolution of council is required to cancel meetings.

A special council meeting will be scheduled for Monday, October 26 for the purpose of swearing in the new council and establishing the council appointments for the coming year.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that the standing committee meeting scheduled for October 19 and the regular council meeting scheduled for October 26, 2015 be cancelled; and

THAT a special council meeting be scheduled for October 26, 2015; and

THAT the standing committee meeting scheduled for December 21 and the regular council meeting scheduled for December 28, 2015 be cancelled.

QUARTERLY ACTIVITY REPORT – May to July 2015
City Manager

Accomplishments:

1. Oversight of Building Consolidation team internal and external efforts
2. Hiring of Strategic Communications Manager and Legislative Services Manager
3. Attended Federation of Canadian Municipalities and Canadian Association of Municipal Administrators conferences

Current Efforts:

1. Recruitment of Director of Infrastructure and Operations
2. Budget preparations
3. Oversight of Building Consolidation Project

Planned Activities:

1. Election Readiness
2. Post-election Orientation preparations
3. Oversight of Building Consolidation Project

Critical Statistics:

Weekly Building Consolidation Project meetings
Monthly Capital Projects Working Group meeting with YG
Biweekly meetings with ADM of Community Development
13 CASMs

QUARTERLY ACTIVITY REPORT – May 2015 to July 2015
Director of Corporate Services

Accomplishments:

1. Completion of 2014 financial audit and year-end reporting
2. Awarding of the electronic ballot counting RFP and initial development of electronic support systems
3. Participated in the development of the 2015-2017 Financial Services strategic planning process and updated Council Services' strategic plan

Current Efforts:

1. Confirming elections procedures and developing final election planning phases
2. Implementing procurement review recommendations including revised corporate processes
3. Building consolidation project

Planned Activities:

1. Annual report development
2. Participation in Council orientation arrangements
3. Election 2015

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May to July 2015
Business and Technology Systems

Accomplishments:

1. B&TS staff returned to MSB
2. City-wide (internal) survey results presented to City Manager
3. Provided a Citywide training program for technology security (16 sessions, 180 people attended)

Current Efforts:

1. Leading and assisting with various RFPs: CLASS Replacement, Fire/Bylaw software, HR Recruitment Applicant Tracking System
2. Developing electronic voters list management to support multiple polling places for 2015 municipal election
3. 2016 capital and operating budget preparations

Planned Activities:

1. Upgrade datacentre backbone speed from 1 Gbps to 10 Gbps
2. Diamond/Microsoft Dynamics major upgrade to GP2015
3. Recruitment for Network Administrator

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May 2015 to July 2015
Financial Services

Accomplishments:

1. Collection of taxes July 2
2. Opened budgeting software for Capital budget submissions
3. Presented 2014 Financial Statements to Council

Current Efforts:

1. Assisting with financial portion of annual report
2. Preparing 2nd Quarter Variance for Operating and Capital
3. Finalizing Budget timelines and parameters

Planned Activities:

1. Review and recruitment of positions within Budget/Internal Audit area
2. Preparation of Operating budget drafts for distribution to Managers
3. Finalize late letters for taxes

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May to July 2015
Human Resources

Accomplishments:

1. Support to City Manager Performance Evaluation
2. Implementation of City-wide Staff Meeting on June 3rd
3. LEAN review of Wage Indemnity process

Current Efforts:

1. Development of new business process for Wage Indemnity
2. 2016 – 2018 Budget preparation
3. Letters of Assignment to new City Manager Division Expansion

Planned Activities:

1. Strategic Planning Process transfer to Manager, Legislative Services
2. Continuation of Bullying and Harassment Prevention for all employees
3. Review of Council Diversity and Inclusion Policy

Critical Statistics:

- 39 Job postings closed during the period May 1 to July 31

QUARTERLY ACTIVITY REPORT – May to July 2015
Strategic Communications and Customer Service

Accomplishments:

1. Departmental strategic planning
2. Transitional department staffing during new Manager recruitment
3. Provided communications support for various public consultation processes including Vulnerable Persons Forum

Current Efforts:

1. Website improvements
2. Coordinating communications support for 2014 Annual Report
3. Providing communications support for Council and departments

Planned Activities:

1. Welcome new Communications Manager
2. Finalize 2015 Election communications plan
3. Development of communications plan for upcoming Vulnerable Persons Forum II

Critical Statistics:

Press Releases

City and Yukon Energy Launch a Month of Cycling Activities - Community Makeover for Whitehorse - New Group Aims to Prevent Human / Bear conflict - Spring Household Hazardous Waste Day and Tag 'n' Take - Yukon Government and City of Whitehorse sign memorandum of understanding on land development - A New Community Economic Development Strategy for Whitehorse - Next Steps from the Vulnerable People at Risk Forum - Government of Yukon and City of Whitehorse plan next steps for educational reserve - Yukon government partners with City of Whitehorse on planning project for Fifth and Rogers property - Whitehorse Sustainability Plan Adopted - Yukon government and City of Whitehorse sign two-year tourism partnership - Whitehorse Man Faces Fines After Trail Mishap

Public Service Announcements

Whitehorse East Town Hall Meeting - Summer Fun Flyer and Program Registration - Whitehorse Fire Department Warns Residents about Fire Conditions - Town Hall Meetings for Whitehorse Citizens - Copper Ridge Bus Shelter Vandalized - Invitation to Whitehorse Seniors Tea - New Online System for City RFP Process - North Star Drive Closure - Putting a Stop to Illegal Dumping - City Seeks Families to Host Japanese Students - Whitehorse Lions Splash Park Vandalized - Firefighters Remind Residents about Fireworks Rules - Robert Campbell Bridge Lane Closure - Range Point Sign Open Houses - City Celebrates 10 Years Of Rotary Centennial Bridge - Quartz Road Pedestrian Crossing Improvements

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA



Date: Monday, August 24, 2015

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu

Vice-Chair: Dave Stockdale

	Pages
1. Zoning Amendment - 2 Magpie Road	1 - 6
2. Zoning Amendment – Main Street & 7th Avenue	7 - 12
3. Development Incentives Policy Update 2015	13 - 22
4. Quarterly Activity Report - For Information Only	23 - 23
4.1 Planning and Building Services	
5. New Business	

Chairperson shall ask if there is anyone present who wishes to speak to the Committee

File #: Z-12-2015

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: August 24, 2015
RE: Zoning Amendment – 2 Magpie Road

ISSUE

An amendment to Zoning Bylaw 2012-20 to change the zoning for 2 Magpie Road (Lot 93, Plan 93-03 LTO) from CN – Neighbourhood Commercial to RM – Residential Multiple Housing.

REFERENCE

- *Municipal Act*
- Official Community Plan (2010)
- Zoning Bylaw 2012-20
- Bylaw 2015-31
- Appendix A

HISTORY

Lot 93, Plan 93-03, located at 2 Magpie Road, was created and serviced during the original subdivision of the Logan neighbourhood. This lot was zoned as CN – Neighbourhood Commercial and was intended to provide a commercial node for the surrounding area. Since that time it has remained undeveloped and in a vegetated state.

The Da Daghay Development Corporation acquired the subject lot in 1985 is now proposing to develop a large housing project on the site. During preliminary discussion with the property owner, it was stated that the project would not be feasible with a commercial component.

The Da Daghay Development Corporation is now applying to amend the zoning of 2 Magpie Road from CN – Neighbourhood Commercial to RM – Residential Multiple Housing to accommodate their proposed housing development.

This application was reviewed by the Development Review Committee (DRC) on August 5, 2015.

The proposed schedule for the application is as follows:

Planning Committee:	August 24, 2015
1 st Reading:	August 31
Newspaper Ads:	September 4 and 11
Public Hearing:	September 28
Report to Committee:	October 5
2 nd and 3 rd Reading:	October 13

ALTERNATIVES

Option 1: Proceed with the zoning amendment under the bylaw process.

Option 2: Do not proceed with the zoning amendment.

ANALYSIS

Official Community Plan

The proposed development is supported by the Official Community Plan (OCP). Policy 5.1.3 of the OCP states that the City shall promote a city-wide compact development pattern to ensure existing infrastructure is used most efficiently and that development is oriented towards transit and active transportation.

There is a City transit stop on Falcon Drive, immediately adjacent to the proposed development. Additionally, there is a paved commuter trail that runs along Hamilton Boulevard to provide for active commuting to Downtown and other areas of the City.

Zoning

Density

The applicant is proposing to amend the zoning to RM – Residential Multiple Family. The purpose of the RM zone is to provide a zone for higher density multiple housing. The Zoning Bylaw sets a minimum density of 25 units/ha in the RM zone but no maximum density. The development regulations (setbacks, parking, maximum height, etc) are intended to limit the development potential of the lot, and in turn, the density.

Logan, Arkell, and Copper Ridge consist of a predominantly single detached housing land use pattern. Ingram is an exception with a higher density residential design for the neighbourhood. Within a 500 m radius, there are six multiple family developments in Ingram (average of 40 units/ha), as well as the Falcon Ridge development (28 units/ha) which is immediately adjacent to the subject lot.

Typically, multiple housing development outside of Downtown has been built at a low to medium density, which can be integrated with the surrounding neighbourhood and have little overall impact. The following densities are provided for five other multiple family developments outside the Downtown core:

- 100 Lewes Blvd (Lewes Village) – 33 u/ha
- 75/81 Aksala Drive (Summerhill) – 30 u/ha
- 67 River Ridge Lane (Falcon Ridge) – 46 u/ha
- 1918 Centennial Street (condominium apartments) – 63 u/ha
- 35 Lewes Boulevard (seniors apartments) – 50 u/ha

The subject lot is 0.44 ha in size. At the density range discussed above (30-60 u/ha), development the subject site would result in approximately 14 to 24 units. Development at this density would likely be able to accommodate the required parking, amenity space, setbacks, and other zoning regulations, without cause significant off-site impacts.

Parking

For multiple housing developments that are located outside of the Downtown area, the Zoning Bylaw requires parking to be provided at a rate of one stall per dwelling unit, one guest space per 7 dwelling units, and loading spaces based on total gross floor area.

In other developments, it has been observed that providing the minimum requirement under the Zoning Bylaw can result in overflow on-street parking. As the density of the development is increased, this issue can be exacerbated. There can be an even greater impact outside Downtown, where more people tend to own cars and drive.

As a comparison, 67 River Ridge Lane (46 u/ha) has significant challenges with providing parking for residents that has resulted in on-street overflow, which impacts neighbouring properties.

Other Zoning Requirements

The maximum height in the RM zone is 15 m. However, the City has recently been informed that Transport Canada regulations may restrict development in Logan/Copper Ridge/Granger area to maximum height of 9.144 m or less. No information has been provided on the height of the proposed development.

The RM zone requires that 25% of the lot be used for amenity space. Further, 10% of the lot area must be contiguous, functional amenity space, which could be playground equipment, sitting areas, or turf.

As the density of a development is increased, it becomes more crucial that that quality amenity space for residents is included as higher density development is comprised of smaller units and very little private amenity space. Emily Trembley Elementary School is located approximately 350 metres away and there is also nearby greenspace that could assist in providing recreational opportunities for residents.

There is a recommendation for a landscaped buffer between the subject property and other adjacent lots. This is to reduce the visual, noise, and light impacts on adjacent neighbours. Depending on the density proposed and orientation of the site, this buffer becomes increasingly important to mitigate impacts on adjacent properties.

Administration has reviewed a conceptual design for this site which was unable to meet the zoning regulations due to the density proposed. This has been communicated to the applicant and they have gone back and looked at different options that are more suitable for the subject lot.

If this amendment is approved, the applicant will be required to meet all regulations for the RM zone, as well as other zoning regulations, prior to issuance of a permit.

Density with Dignity

The applicant is proposing an amendment to the RM zone. This zone has limited regulations compared to other multiple family zones found in the Zoning Bylaw. In situations where numerous different housing forms (single family, townhouse, apartment) are clustered together, or there is a higher density development proposed in a low density area, the approach of “density with dignity” can be used to help mitigate potential impacts. “Density with dignity” refers to a higher design standard to help control the architectural form, landscaping design, and site development.

This approach is used in the Comprehensive Development Zones that have been applied in Whistle Bend, Ingram, Takhini North, and Stan McCowan. In the case of the development proposal at 2 Magpie, density with dignity is pursued through requiring

landscaping buffers and high quality amenity space for residents. There are no architectural controls in the standard RM zoning.

Existing Zoning

The subject lot is currently zoned CN – Neighbourhood Commercial. This zone allows for multiple housing as a secondary use and has less regulation regarding amenity space. There have been discussions between Administration and the applicant regarding a development under the existing zoning, however, the requirement that 50% of the ground floor area be designated for commercial use made the project not feasible.

While the Zoning Bylaw is not prescriptive regarding the ratio of floor area between principal and secondary uses, the Administrative requirement that 50% of the ground floor be committed to commercial development is less restrictive than other jurisdictions.

- Neighbourhood commercial zones in Prince George, BC require that all commercial development must be on the ground floor and up to two storeys of residential development are permitted above.
- In Cranbrook, community commercial zones require dwellings must be located above the first storey or behind the commercial component of the building. The mixed commercial zone only allows residential units above the first storey.
- Grande Prairie does not permit commercial development above the first storey in mixed use areas. Additionally, residential dwellings are not permitted on the first storey.
- In mixed commercial districts in Fort McMurray, residential and commercial uses may not be located on the same storey.
- The residential and mixed use corridor zoning in Nanaimo specifies that commercial uses must be on the ground floor.

Similar to the RM zone, there is also no density cap in the CN zone. However, the development regulations (setbacks, parking, maximum height, etc) limit the development potential of the lot, and in turn, the density.

It is important to note that the CN zone permits numerous other high intensity uses that could impact adjacent properties, such as eating and drinking establishments, gas bars, and retail services. Multiple housing could also be developed as a secondary use alongside the commercial activities, further increasing the intensity of the site.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2015-31, a bylaw to amend the zoning of 2 Magpie Road (Lot 93, Plan 93-03 LTO) from CN – Neighbourhood Commercial to RM – Residential Multiple Housing, be brought forward for due consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2015-31

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* (R. S. Y. 2002) provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the zoning bylaw; and

WHEREAS it is deemed desirable to amend City of Whitehorse Zoning Bylaw 2012-20;

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 93, Plan 93-03 LTO, located at 2 Magpie Road from CN – Neighbourhood Commercial to RM – Residential Multiple Family, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

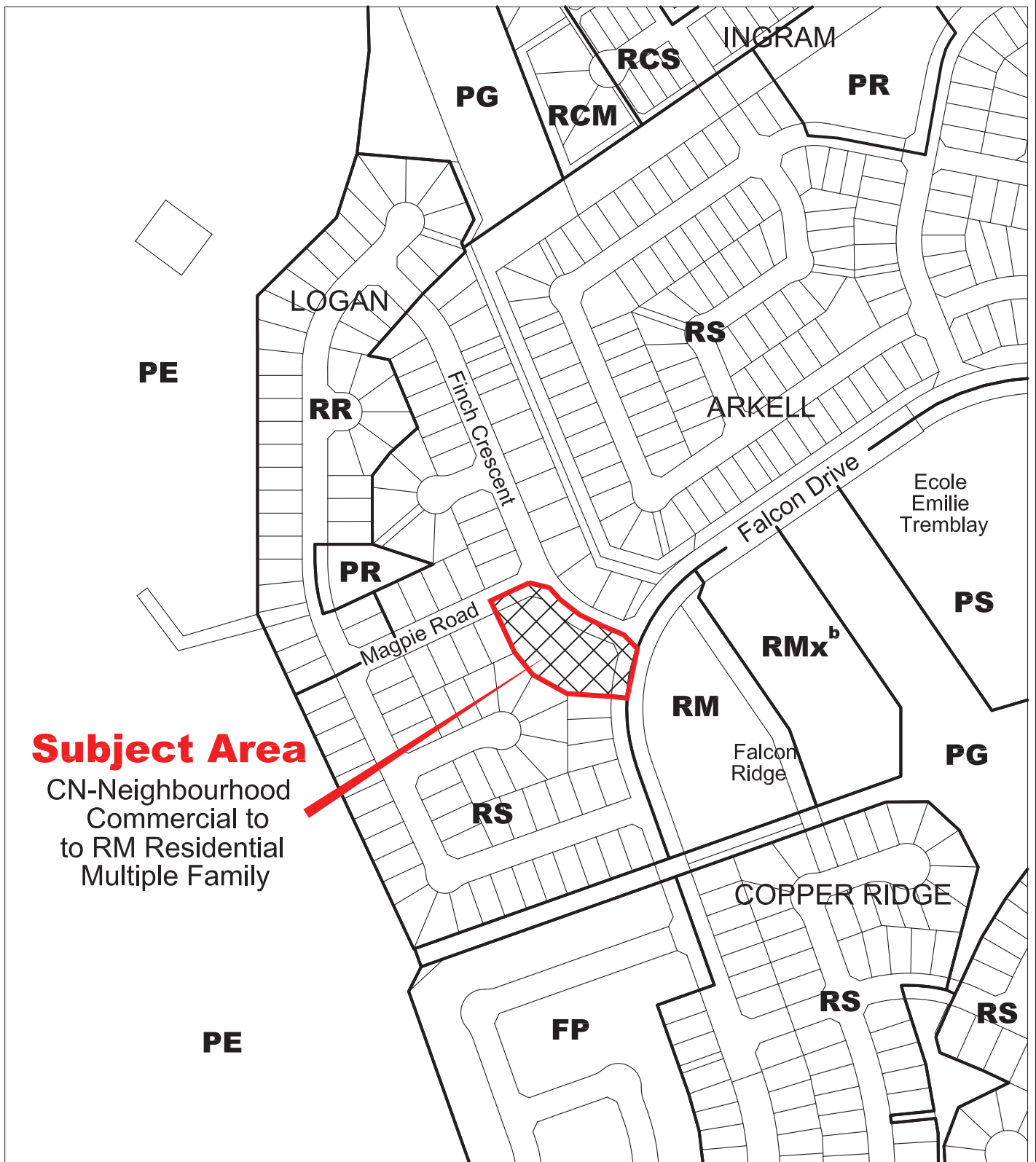
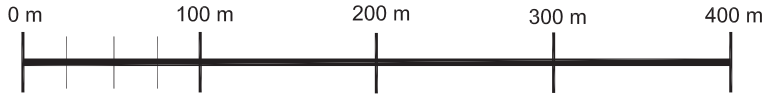
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk




Subject Area

CN-Neighbourhood
Commercial to
to RM Residential
Multiple Family

BYLAW 2015-31

A bylaw to amend the zoning of 2 Magpie Road (Lot 93, Plan 93-03 LTO) from CN-Neighbourhood Commercial to RM-Residential Multiple Family to allow for a residential development.

LEGEND

 SUBJECT AREA

File #: Z-11-2015

ADMINISTRATIVE REPORT

TO:	Planning Committee
FROM:	Administration
DATE:	August 11, 2015
RE:	Zoning Amendment – Main Street & 7 th Avenue

ISSUE

To accommodate the development of the new Sarah Steele building, road access and underground services are being looped around the existing Block 56, creating access and providing services to vacant City owned land north of Main St. and west of 7th Ave. There are currently no plans to develop the site for any of the uses allowed under the existing zoning (PS – Public Service). The OCP was recently amended to reflect the potential for mixed use residential commercial development on the site.

REFERENCE

- Zoning Bylaw 2012-20
- Official Community Plan (2010)
- Downtown Plan (2007)
- Bylaw 2015-27
- Appendices A & B

HISTORY

Municipal infrastructure is being installed to service Yukon Government's new Sarah Steele Building. At the request of City Engineering, utility services and access are being looped back to Main Street, along the 7th Avenue right-of-way. The looping of access and utilities creates the potential for servicing of a parcel of City owned land west of 7th Ave (below escarpment) of sufficient size (~1550m²) to accommodate a mixed-use residential/commercial development.

The subject area was formerly part of an Escarpment Protection Zone, which prohibited disposition or development due to concerns regarding runoff, drainage, and potential instability of the escarpment slope. Upslope from the subject area, ditches and concrete weirs were constructed to divert debris and mudflows away from the toe of slope. More recent geotechnical studies (2002) suggested that areas of relatively low risk near the base of the escarpment might be made suitable for development by following recommended hazard mitigation measures.

The proposed schedule for the application is as follows:

Planning Committee	August 24, 2015
1 st Reading	August 31
Newspaper Ads	September 5 and 12
Public Hearing	September 14
Report to Committee	October 5
2 nd and 3 rd Reading	October 13

ALTERNATIVES

Option 1: Proceed with the zoning amendment under the bylaw process.

Option 2: Do not proceed with the zoning amendment.

ANALYSIS

The rezoning application was reviewed at the July 22, 2015 meeting of the Development Review Committee. It was noted that Zoning Bylaw Appendix “C” – Downtown Heights would also require revision, as the site is designated as Park/Cemetery and no maximum height is established. Site access and servicing would be provided from 7th Avenue. More detailed development requirements, including setbacks, landscaping, parking/hardsurfacing, drainage, and servicing plans, would be determined following disposition of the land, and upon receipt of an application for development approval from the (new) property owner).

The subject area is adjacent to the Teegatha ‘Oh Zheh Park at the west end of Main Street, within a portion of the Pioneer Cemetery parcel that has historically been excluded and fenced off from the cemetery grounds.

To determine potential for disturbance of unidentified burial sites associated with construction of the nearby Sarah Steele building (which lies within the historical cemetery footprint), YG Heritage Resources undertook investigation of 23 test pits, and advised that although no burial sites were encountered, development should be monitored during construction of that project.

A site-specific Terrain Stability Assessment was commissioned by the City to ascertain the relative risk associated with the proximity of the proposed development area to the base of the escarpment, given present day conditions and construction practices. The report observes that upslope hazards associated with an un-vegetated head scarp, adjacent to the subject lands, present a low to moderate risk of debris flow and mudflows at the toe of the slope. The report concludes that these risks can be reduce to low by improving existing berms and extending concrete diversion weir plates prior to further development.

Official Community Plan

The Official Community Plan, Map 3 was recently amended to re-designate the subject area for “mixed-use residential/commercial” land use. Future development of the site would address numerous objectives of the Official Community Plan and Downtown Plan, including:

- encouraging the development of vacant and under-utilized sites in the Downtown area;
- increasing the vitality of the Downtown by facilitating new development and increasing density;
- promoting a compact development pattern by focusing development within the Urban Containment Boundary; and
- ensuring infrastructure and services are used most efficiently by connecting to already existing utilities and road networks.

Zoning

Potential uses in the CM2 zone include child care centre, commercial schools (excluding heavy equipment), funeral services, a range of housing types including multiple, residential care homes, supportive and temporary shelter services, as well as other housing-related secondary and conditional uses. The change to CM2 would eliminate emergency and protective services, exhibition and convention facilities, and apartment housing as permitted uses. All other uses in the CC zone are also permitted in CM2.

Other Considerations

Engineering Services department have stated that, considering potential development density at this site, significant increase in demand for on-street parking is not anticipated. A portion of the 7th Avenue right-of-way is currently being used to provide parking for an adjacent apartment building, and this would not change as a result of rezoning or reconstruction. On-site parking requirements in the proposed CM2 zone are considered adequate to accommodate additional traffic generated from development of the subject area.

Improvements to Steele Street & 7th Avenue in this area may result in changes in traffic patterns at the intersection of 6th Avenue and Main Street. Development of this site is not expected to result in significant increase in local traffic, although no specific traffic study has been undertaken to quantify possible impacts.

A buffer is desirable between the proposed development site and adjacent park areas, recreational trails and Pioneer Cemetery grounds. Boundaries of a proposed lot would be established so as to provide adequate setback of development from greenspace areas.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2015-27, a bylaw to amend the zoning of a parcel of land of approximately 1550m² in area, located north of Main Street and west of Seventh Avenue in the Downtown Area, from PS-Public Service to CM2-Mixed Use Commercial 2, be brought forward for due consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2015-27

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* (R. S. Y. 2002) provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the zoning bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to designate a parcel north of Main Street and west of 7th Avenue for mixed-use residential/commercial development;

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of an area of land located north of Main Street and west of 7th Avenue, Downtown, from PS-Public Service to CM2–Mixed Use Commercial 2, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. Appendix “C” attached to and forming part of Zoning Bylaw 2012-20 is hereby amended by changing the maximum allowable height of development from “Parks/Cemeteries” to “25m”, for an area of land located north of Main Street and west of 7th Avenue, Downtown, as indicated on the sketch attached hereto as Appendix “B” and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

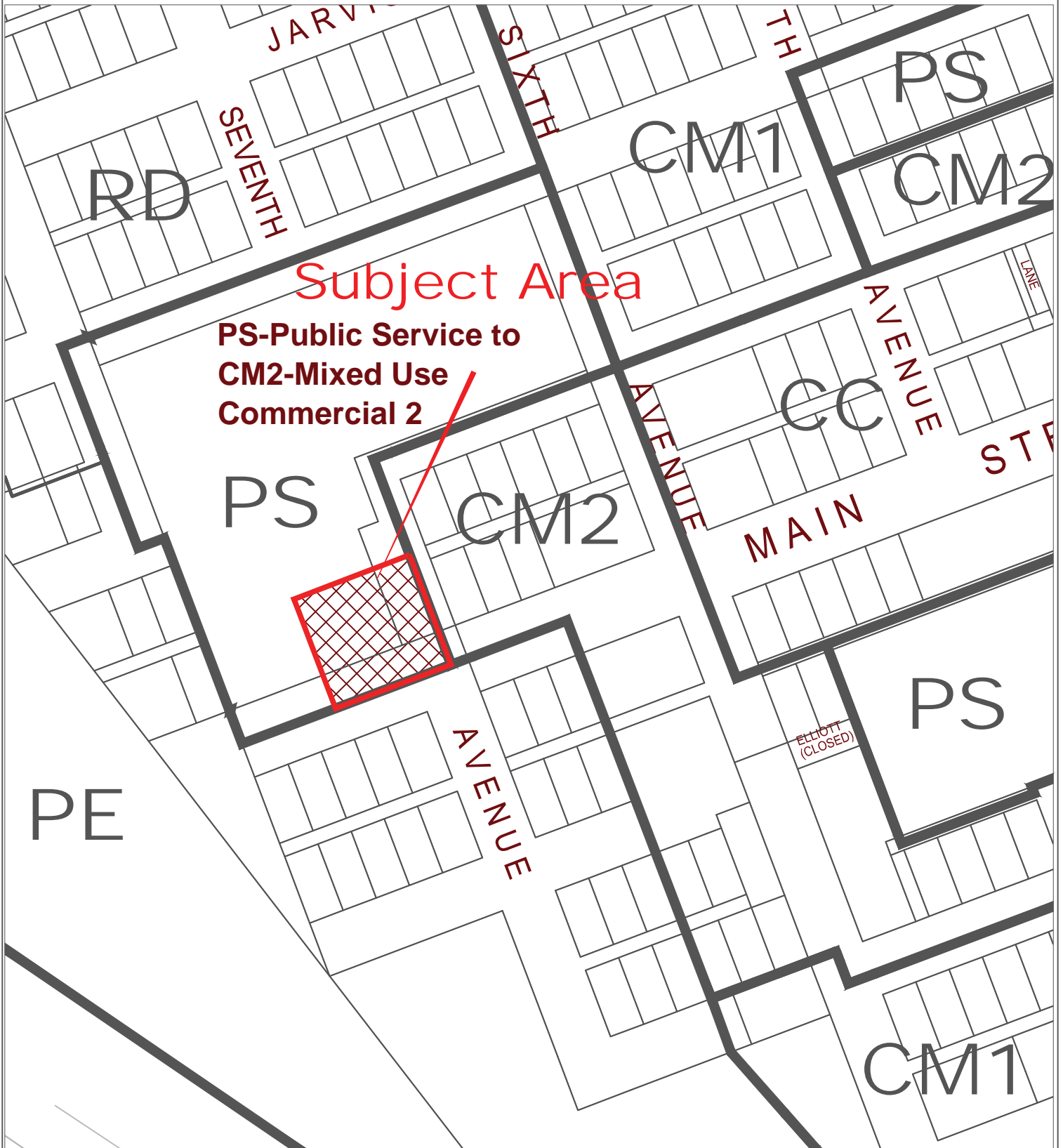
Mayor

City Clerk



0 m 100 m 200 m

CITY OF WHITEHORSE
ZONING BYLAW 2015-27
APPENDIX 'A'



Bylaw 2015-27

A Bylaw to amend the zoning of an area of land north of Main Street and west of Seventh Avenue, Downtown, from PS-Public Service to CM2-Mixed Use Commercial 2.

LEGEND

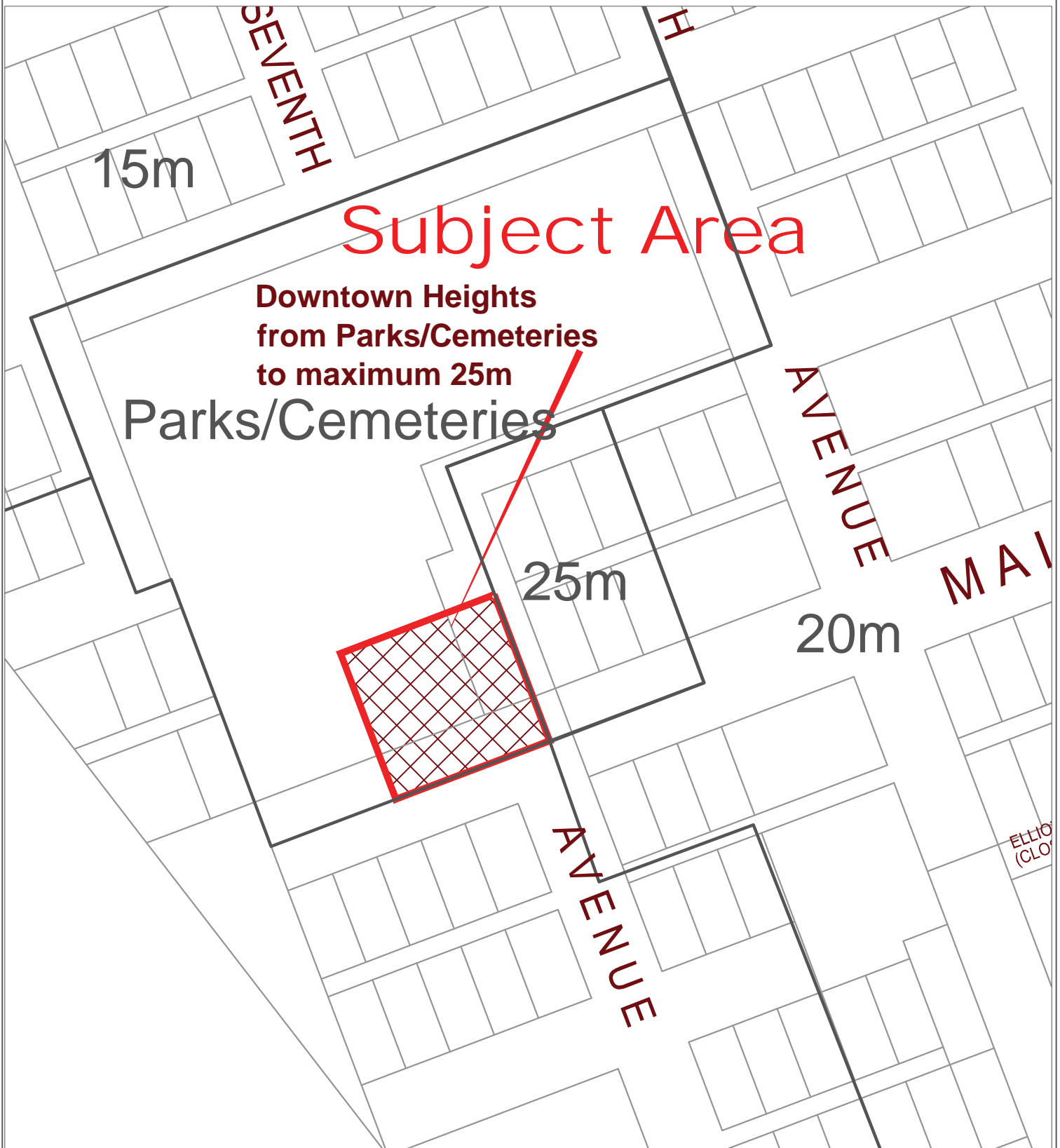


SUBJECT AREA



0 m 100 m 200 m

CITY OF WHITEHORSE
ZONING BYLAW 2015-27
APPENDIX 'B'



Bylaw 2015-27

A Bylaw to amend the zoning of an area of land north of Main Street and west of Seventh Avenue, Downtown, from PS-Public Service to CM2-Mixed Use Commercial 2.

LEGEND



SUBJECT AREA

File #: 3240-02-03

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: July 20, 2015
RE: Development Incentives Policy Update 2015

ISSUE

Updates to the Development Incentives Policy.

REFERENCE

- *Municipal Act*
- Official Community Plan (2010)
- Development Incentives Policy (2013)

HISTORY

Council approved the Development Incentives Policy in August 2011 and updated the Policy in April 2013. This policy is meant to encourage specific types of development in the city, including rental housing, mixed-used development, and supportive housing. The Development Incentives Policy allows developers to apply for a tax grant from the City as a part of a project specified in the Policy. The Policy is designed to have no impact on existing tax revenue for the City, but delays the increase in tax revenue for approved projects.

To date, there have been 30 applications under the Development Incentives Policy (22 minor; 5 standard; 3 major). Through implementation of the Policy since 2011, Administration has found that improvements could be made to application management of the Policy, the incentive criteria, and the value of the incentives.

In September 2014, "Densification Incentives: Options" was identified as a Council priority item in the Strategic Plan. In March 2015, Vector Research and Westropp Management Consulting were hired to complete an assessment on the potential for new development incentives for downtown properties. This work included a review of existing information, analysis of the downtown development climate, inventory of underutilized properties, and stakeholder meetings.

The City received a final report from Vector/Westropp in July 2015 which included nine recommendations. This report was discussed at a Council and Senior Management (CASM) meeting on July 28.

Administration is now proposing that several recommendations from the report be incorporated into the existing Development Incentives Policy.

ALTERNATIVES

1. Approve the amendments to the Development Incentives Policy.
2. Do not approve the amendments to the Development Incentives Policy.

ANALYSIS

Vector Research/Westropp Management Consulting Report

As part of their work on this project, Vector Research and Westropp Management Consulting assessed the Downtown business climate through statistical research and stakeholder meetings. Stakeholder meetings were also held to determine barriers for development on the numerous vacant lots in the Downtown.

Business Climate

The following issues related to business climate were identified in the report:

Fiscal and Regulatory Issues

- Municipal fees and charges, including permit fees, tipping fees, securities, Development Cost Charges (DCCs), and Local Improvement Charges (LICs), add to upfront costs and can be impediments to development
- Zoning in the Old Town area is restrictive in that only 4 units are permitted per lot
- Planning horizon (zoning and infrastructure renewal) is not long enough to provide certainty for developers
- Numerous areas in Downtown have some level of contamination and environmental clean-up can be expensive and time consuming
- Commercial property taxes are not equal in all areas of Downtown as assessments are higher for properties in the Main Street area, which can hinder development/leasing potential

Geography and Infrastructure Issues

- The amount of land in Downtown is finite due to geography
- Current parking requirements are too high and reduce the profitability and building envelop for projects
- Existing infrastructure may not match the development potential of the zoning and needs to be replaced for larger developments, at the developer's cost
- Buildings in Downtown are not being used to their full potential
- The cost for electrical upgrades required for new development are expensive and prohibit development

Market Related Issues

- New building standards (building efficiency, fire code, reporting requirements, accessibility) increase building costs and prohibit development
- The investment climate is not producing a reasonable rate of return for potential developers
- Construction costs for development are too high
- Government is constructing office space when there is vacant space available for lease
- Return on investment is too long without government assistance and prohibits the construction of rental units

Underutilized Properties

Through their research, the consultants found that approximately 88 lots, or 8% of properties in Downtown are underdeveloped (assessment value of \$10,000 or less).

The ownership of these properties is spread among a diverse number of owners. The underdeveloped properties are also well dispersed throughout the Downtown area. As such, the consultants have determined that the property market for Downtown is functioning adequately and that no “negative” incentives (such as increased taxes or other punitive measures) are warranted at this time.

Report Recommendations

The following recommendations were suggested by Vector Research and Westropp Management Consulting. Implementation strategies were discussed at a CASM on July 28. Some of the implementations strategies will result in further amendments to the Development Incentives Policy.

1. Provide grants to assess feasibility of potential projects for underdeveloped lots in Downtown
2. Waive various fees and charges under the existing Development Incentives Policy
3. Revise the zoning for Old Town to make development more feasible
4. Prepare an information package for potential developers regarding the process for cleaning up environmental contamination and funding opportunities
5. Analyse existing servicing Downtown to ensure that there are no issues with all uses potentially allowed under zoning
6. Facilitate partnerships between governments, business community, and stakeholders
7. Prepare an information package on the development process
8. Host a roundtable to discuss suitable population density for Downtown, specifically Old Town
9. Manage the vacant property list prepared by the consultant to assist potential developers in finding land

Policy Amendments Resulting from Vector/Westropp Report

Value of Minor Incentives

Currently, the minor incentive grants back taxes over a 5 year period up to \$10,000 for a living or garden suite. However, in actual practice, the incentive for applicants is often less than \$100 annually, which also reduces over time. This does not provide worthwhile financial incentive and is a significant burden for Administration to manage.

Administration is proposing that the value of the minor incentive be changed to a one-time tax grant up to 100% of the DCC for an eligible suite (currently \$2,185). This proposal would potentially encourage the legalization of existing suites, possibly resulting in additional utilities income for the City as well.

The proposed change will have annual budget implications depending on the number of applications received annually. On average, the City has received 10 applications for minor incentives annually. This would result in approximately \$22,000 in foregone revenue.

This amendment would address the second recommendation from the Vector/Westropp report by removing some financial barriers for suite construction. Waiving permit or tipping fees impacts the overall budget as they are “pay for service”. Suites are

secondary dwellings and have less impact on municipal servicing and therefore waiving of DCCs can be justified.

Major Incentive

Administration is proposing to amend the eligibility criteria for the major incentive by reducing the minimum required units (rental and supportive housing) from 10 to 4. This reduction would allow smaller scale projects at a lower risk to smaller developers. Additionally, this could create rental housing situations in the Old Town area. Developers would still be required to maintain the units as rental housing for a minimum of 10 years. There is no time requirement for supportive housing.

This amendment would address recommendation #3 from the Vector/Westropp report by providing financial assistance in an area where the zoning is perceived to be overly restrictive. The City is not proposing to amend the current zoning for Old Town at this time as it was developed through a collaborative workshop and represents a compromise between developers and residents.

Environmental Incentive

The potential for an environmental incentive partnership with the Federation of Canadian Municipalities (FCM) was discussed at CASM. This incentive would allow private landowners to access funding to assist in environmental cleanup.

Administration is currently working with FCM to determine how the environmental incentive would work. However, developing an environmental incentive that meets the requirements of both the City and FCM is more complicated than first envisioned.

Administration will continue to work towards this goal, but at this time, the environmental incentive will not be included in the Policy updates. Administration will still prepare information packages environmental cleanup that can be given to landowners.

Administrative Recommendations

Incentive Timing

The current Policy states that the incentive program begins one year after approval of the issuance of a building permit. The intention is that developers would complete buildings quicker to take full advantage of the incentive program.

This is difficult to manage because the building process often doesn't align with the assessment timeline or tax payment deadlines. Also substantially completed buildings have an assessment similar to completed buildings so there is no incentive to finalize remaining open building permits.

Administration is proposing that the Policy be amended to state that the incentive program begins once occupancy has been attained and all building permits have been finalized. All taxes paid prior to that point are not eligible for incentive. This will provide developers with greater incentive to complete buildings and finalize all permits.

Administration is also proposing that the applicant provide written request for the incentive annually after paying their municipal taxes. This will put more onus on the applicant for tracking incentives and will assist in application management in the case of

staff turnover. The request could be provided in numerous forms, including a written letter or email.

Standard Incentive Criteria

There is currently no minimum number of units required to be eligible for a standard incentive. Administration is proposing to change the criteria to require a developer provide a minimum of 4 multiple housing or mixed-use units. The 4 unit minimum was chosen as it coincides with the maximum development potential for lots in Old Town.

Standard and Major Incentive Value Calculation

Currently, the value of the incentive is based on the increase in Municipal taxes (improvements only) as a result of the eligible development. The value of the incentive is tied to the Assessment and Taxation Act through cooperation with the Yukon Property Assessment & Taxation Branch.

In practice, it can be difficult to determine what portion of an assessment applies to eligible incentive development. Additionally, YG Assessments typically conducts assessments in December that are applicable in the following year. This process is not practical as it typically does not follow the construction timeline of a building.

Administration is proposing that the Policy be amended to state that the value of standard and major incentives be calculated by subtracting the base rate (municipal taxes paid in the year the project was approved) from the annual tax municipal tax levy for the duration of the incentive agreement. This change eliminates the reliance on an outside organization and does not result in a net reduction in tax income for the City. It will result in slightly higher incentives if assessments continue to increase every two years.

This amendment to the Policy results in a simple subtraction calculation for the value of each standard or major incentive:

Taxes Paid July 2nd Annually – Base Rate = Incentive Value (x % decrease for standard incentives)

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the amendments to the Development Incentives Policy.

CITY OF WHITEHORSE
COUNCIL POLICY

POLICY: Development Incentives

PURPOSE: To establish incentives to encourage strategic development identified by council.

AUTHORITY: Council Resolution _____ dated _____

DEVELOPMENT INCENTIVES POLICY

BACKGROUND

There is currently a need for sub-market, near-market, market, and rental housing in the City of Whitehorse. These needs can be addressed through a variety of options including mixed-use, multiple family, suite development, and other types of housing developments. Increased Downtown development would further the City’s sustainability objectives for a more compact development pattern and take advantage of existing services, countering pressure for urban sprawl. Additionally, mixed-use development in neighbourhoods would help to meet the Official Community Plan policies regarding complete communities.

Council recognizes the need for rental housing in the city. However, market conditions do not encourage this supply to be provided without subsidy. The City does not provide housing, but it does have a role in land development, permitting, and taxation, with which it may encourage development in areas where it is not being provided under normal market conditions.

City of Whitehorse fees and charges are low relative to other jurisdictions, and many fees are based on cost recovery, making it challenging to reduce or grant these costs without impacting operating budgets. It is desirable for the City to use a model that provides significant financial incentives for strategic development.

POLICY STATEMENT

The City of Whitehorse will provide incentives in the form of economic development incentives for projects that provide rental units, supportive housing, mixed-use, multiple family buildings, and parking structures or amenities.

Undeveloped or run-down properties essentially provide little more than the land value. This policy provides economic development incentives to encourage targeted residential development and increase future tax income for the City.

DEFINITIONS

Base Rate – The development incentive base rate is calculated as the value of the tax levy for improvements on the property paid on July 2nd in the year that the Building

Permit for the eligible development is issued. In the case where existing buildings or structures were demolished prior to issuance of a Building Permit for an eligible development, the base rate will be zero.

Development Cost Charge (DCC) – The charge levied by a municipality against a new development to acquire sufficient funds to assist with the expansion of municipal services or facilities and other growth related infrastructure. DCCs are enacted through the Residential Development Cost Charges Bylaw and the value is set out in the Fees and Charges Bylaw.

Development Fees – The fees associated with a project including the costs of development and building permit applications, and the development incentive application. For the purposes of this policy, development fees do not include Development Cost Charges (DCCs) or construction and demolition tipping fees.

Development Incentives – Contributions made by the City of Whitehorse for developments meeting the eligibility criteria provided in this policy.

Downtown – Refers to the area bounded north-south by Chilkoot Way and Drury Street and east-west by the Yukon River and the escarpment.

Economic Development Incentive (EDI) – Refers to a yearly monetary grant intended as a development incentive. The grant will be in the amount that the developer would have paid in annual municipal taxes as a result of improvements to the property. The base amount is determined at the time of issuance of a Building Permit. Improvements can mean new construction or renovations (minimum construction value of \$1,000,000).

Eligible Suite – means either a living or garden suite, as defined by the City of Whitehorse Zoning Bylaw, that is located within the Urban Containment Boundary.

Graduated Economic Development Incentive (GEDI) – Means an economic benefit related to the taxes owing due to improvements on the property that decreases proportionately per year until full taxation is met. A ten-year GEDI reduces by 10% every year.

Mixed-Use – Means a building containing a mixture of commercial and residential uses.

Off-site Amenity – Means an amenity intended for public enjoyment or benefit and may consist of, but is not limited to, a permanent arts, culture or recreational amenity or streetscape improvements such as boulevard landscaping and street furniture. Minimum value for the purpose of this policy should be \$20,000 as evaluated by the City of Whitehorse.

Rental Housing – Refers to any formation of multiple housing development that is retained by a single owner, with units that are available to rent on a monthly or semi-monthly basis. Rental units must be retained as one legal entity and cannot be subdivided through a condominium process, even if all units are retained by one owner.

Supportive Housing – Means the use of a building for residential dwelling units that is owned and operated by a non-profit agency or non-government organization and

designed to accommodate tenants who require assistance. Typical uses would include assisted housing for seniors or assisted housing for people with disabilities.

Urban Containment Boundary – Refers to a mapped boundary, shown in the OCP, which contains urban densities, growth, and servicing (community, sewer, water, and storm), that outlines the serviced urban areas of the City.

DEVELOPMENT INCENTIVES

Based on the eligibility criteria listed in this policy, an applicant may apply for a development incentive as follows:

- (1) Standard and Major Incentives will be considered by the City and, if granted, will be incorporated in a Development Incentive Agreement.
- (2) A development proposal that includes more than one contiguous property will be considered in its entirety for a development incentive. For multi-phased developments that are eligible for an incentive, applications may be made for each phase as the development progresses.
- (3) Taxes applied to the value of improvements may be reduced in a diminishing pattern annually (graduated or sliding scale) or in full, for a specified time frame.
- (4) Taxes applied to the value of land are not available for reduction or grant.
- (5) The annual value of each Development Incentive will be calculated by subtracting the Base Rate from annual tax levy paid on July 2nd for the duration of the Development Incentive Agreement.
- (6) Payment of Development Incentives will begin once an eligible development has received occupancy for all units. Any taxes paid to the City prior to occupancy will not be eligible for a grant under this policy.
- (7) The Development Incentive will be implemented through a grant to the property owner. Incentives will be processed after July 2nd annually. .
- (8) Development Incentives will not be applied retroactively for projects which have already received a Building Permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an incentive.
- (9) The terms of payment of the Development Incentives will be specified in Development Incentive Agreement between the City and the applicant.
- (10) Any rental or supportive housing developments that are part of a condominium corporation will be ineligible for Development Incentives. If an eligible development becomes part of a condominium corporation or ceases to function as rental or supportive housing prior to completion of the term set out in the Development Incentives Agreement, the Agreement will become void and the owner will be required to repay the Incentives received to date.
- (11) Government agencies, at all levels of government, will not be eligible for the Development Incentives under this policy.

- (12) Council may consider a grant equal to the development fees for non-profit organizations as part of a Development Incentive application. Any request for a grant of fees shall be made in writing by the applicant and approved through Council resolution. Approval will be at the discretion of council.

LEVELS OF DEVELOPMENT INCENTIVES

Based on the number of eligibility criteria a proposal meets, there are three levels of Development Incentive that can be acquired. In all cases the development must be located in the Urban Containment Boundary identified in the OCP.

- (1) Minor Development Incentive
 - Waiver of up to 100% of the cost of Development Cost Charges for the eligible development
- (2) Standard Development Incentive
 - 10 year GEDI to a maximum of \$50,000
- (3) Major Development Incentive.
 - 10 Year EDI to a maximum of \$500,000

ELIGIBILITY CRITERIA

- (1) To acquire a Minor Development Incentive the following eligibility criteria must be met:
 - Develop an Eligible Suite permitted by the City of Whitehorse.
- (2) To acquire a Standard Development Incentive the following eligibility criteria must be met:
 - Develop a multiple family building Downtown with a minimum of 4 units; or
 - Develop a mixed-use development with a minimum of 4 residential units outside Downtown in a CN–Neighbourhood Commercial or CNC–Comprehensive Neighbourhood Commercial zone.
- (3) To acquire a Major Development Incentive, one of the following eligibility criteria must be met:
 - Develop a Downtown mixed use development with at least 25 residential units or a Downtown multiple-family housing building with at least 30 residential units; and an off-site amenity;
 - Provide a Downtown mixed use development with underground parking and an off-site amenity;
 - Develop a mixed use building in the CPG – Commercial Parking Garage zone;

- Provide a development with a minimum 4 rental housing units for a minimum term of 10 years; or
 - Provide a minimum of 4 Supportive Housing units.
- (4) Receipt of a development incentive outlined in this policy does not disqualify an applicant from receiving a different development incentive provided for by another bylaw or policy. An individual or organization may receive more than one development incentive, as per the terms of this policy.

PROCEDURE

- (1) Application – To receive a Development Incentive as laid out in this policy, Developers must make an application in writing, detailing the incentive they would like to receive and why they believe they are eligible.
- (2) Screening – Applications must include a preliminary development plan. Applications will not proceed to Council for consideration unless they are in compliance with the Official Community Plan and the Zoning Bylaw.
- (3) Approval – The terms of the Standard and Major Incentives will be approved through a Development Incentive Agreement. Minor Development Incentives will be approved by the Manager of Planning and Building Services, Standard Development Incentives will be approved by the Director of Development Services, and Major Development Incentives will be approved by Council.
- (4) Administration – For a GEDI or EDI, the City will provide a grant in the amount of the GEDI or EDI each year until the end of the Incentive term, following an annual request from the recipient. Grants will be processed after property owners have paid their taxes in full. If a property owner is in arrears of their property taxes they will no longer be eligible for the incentive.

Expiration of Development Incentive

The Development Incentive Agreement may be revoked and cancelled if construction has not commenced within two years of issuance of Building Permits for Standard and Major Development Incentives.

The Development Incentive Agreement may be revoked and cancelled if there are outstanding open Building Permits remaining one year after occupancy is given for the development.

QUARTERLY ACTIVITY REPORT – May to July 2015
Planning and Building Services

Accomplishments:

1. Whistle Bend Phase 3/Continuing care zoning amendment
2. Schwatka Lake Area Plan adoption
3. Zoning Bylaw miscellaneous amendments

Current Efforts:

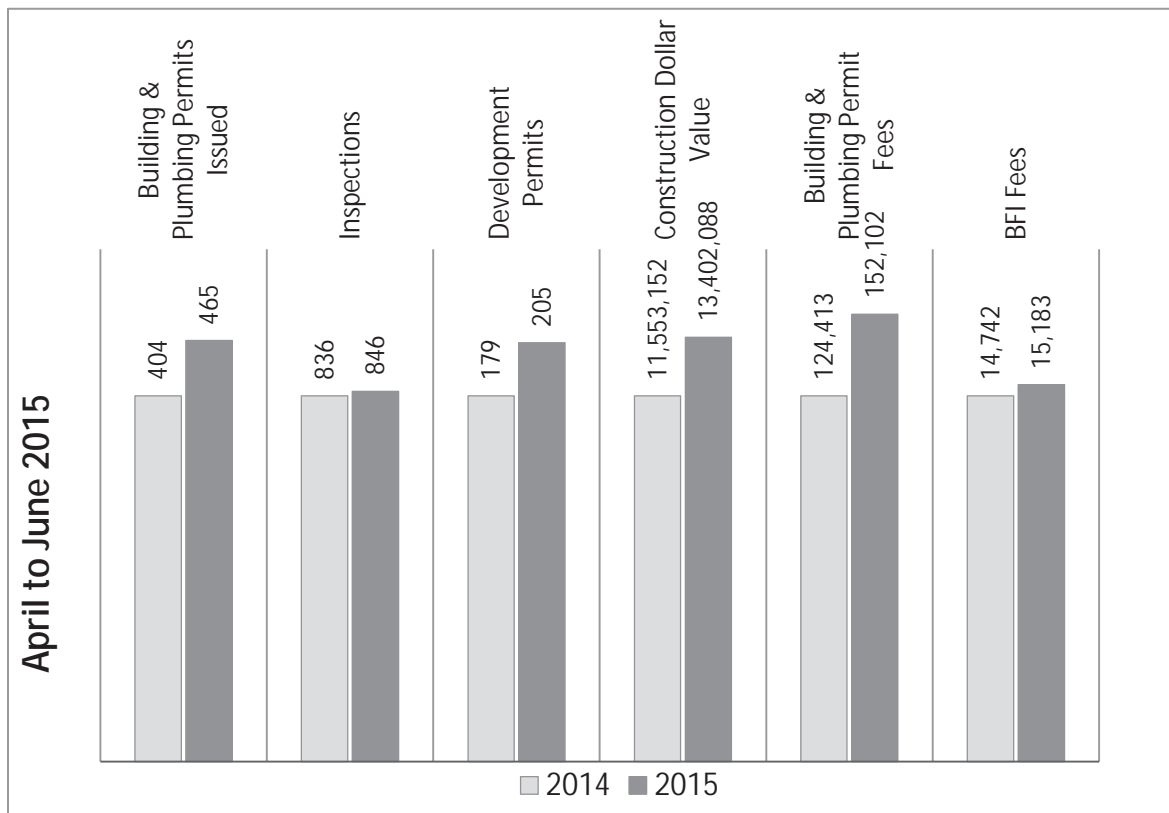
1. OCP Policy and mapping amendments
2. Downtown development incentives
3. Accessibility Bylaw/Policy

Planned Activities:

1. Hold wilderness workshop
2. Lower escarpment signage
3. Continuing care design guidelines review

Monthly Building Statistics for April to June 2015

	<u>2015</u>	<u>2014</u>
Total Building & Plumbing Permits Issued	465	404
Total Inspections	846	836
Total Residential Development Permits	205	179
Total Construction Dollar Value	13,402,088	11,553,152
Total Building & Plumbing Permit Fees	152,102	124,413
BFI Fees	15,183	14,742



CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA



Date: Monday, August 24, 2015
Location: Council Chambers, City Hall
Chair: Betty Irwin Vice Chair: Mike Gladish

	Pages
1. Quarterly Activity Reports - For Information Only	1 - 4
1.1 Director of Infrastructure and Operations	
1.2 Engineering Services	
1.3 Operations	
1.4 Water and Waste Services	
2. New Business	

Chairperson shall ask if there is anyone present who wishes to speak to the Committee

QUARTERLY ACTIVITY REPORT – May to July 2015
Director Infrastructure and Operations

Accomplishments:

1. Water and Waste staff recruiting
2. Asset Management planning – departmental resourcing requirements
3. Solid Waste Action Plan – recycling options and RFP

Current Efforts:

1. Capital project planning
2. Asset Management Plan – plan development
3. Drinking water protection CASM preparation

Planned Activities:

1. Building Consolidation Project
2. Asset Management Plan – Implementation Phase 1
3. New Director of Infrastructure and Operations orientation

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May to July 2015
Engineering Services

Accomplishments:

1. Marwell upgrades project (including recirculation improvements) completed and final report submitted to Building Canada Fund
2. Ogilvie Street West – concrete curb and verge work completed
3. McIntyre Drive/Hamilton Boulevard intersection – upgrades completed

Current Efforts:

1. Rural roads surfacing (Mary Lake, Range Road North)
2. Asset management database and work order integration
3. Ogilvie and Fourth sidewalk construction

Planned Activities:

1. Capital budget submissions
2. 2015 capital project completions and inspections
3. Whistle Bend project management transfer from YG

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May to July 2015
Operations Department

Accomplishments:

1. Equipment maintenance capital project tenders and awards
2. Spring clean-up, including street sweeping and flushing
3. Vandalism repairs to buildings – Donnenworth House roof, Shipyards Park, Strickland Storm Lift, Ogilvie Storm Lift.

Current Efforts:

1. Building Maintenance 2015 capital project tenders and awards
2. Annual sign, traffic signal and road marking maintenance and repairs
3. Transportation summer maintenance (paved and unpaved roads, sidewalks, gates/etc.)

Planned Activities:

1. Annual building maintenance work (shutdowns and re-starts)
2. Delivery, inspection and training of new equipment (grader and loader)
3. Asset management work and 2016 budget development

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May to July 2015
Water and Waste Services

Accomplishments:

1. 2014 water license annual report
2. Compost facility improvements
3. Commercial organics program

Current Efforts:

1. Transfer station safety improvements
2. Marwell isolation valve upgrades, vector program and hydrant repairs
3. Groundwater protection plan development

Planned Activities:

1. Work order system/asset management
2. Copper Ridge pump house controls upgrades
3. Mosquito control tender

Critical Statistics:

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE



Date: Monday, August 24, 2015

Location: Council Chambers, City Hall

Chair: John Streicker Vice Chair: Betty Irwin

	Pages
1. Budget Amendment – Lifeguards	1 - 2
2. Quarterly Activity Reports - For Information Only	3 - 6
2.1 Director of Community and Recreation Services	
2.2 Parks and Community Development	
2.3 Recreation and Facility Services	
2.4 Transit Services	
3. New Business	

Chairperson shall ask if there is anyone present who wishes to speak to the Committee

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: August 24, 2015
RE: Budget Amendment – Lifeguards

ISSUE

New Canadian standards for lifeguarding and instructing

REFERENCE

Public Pool Safety Standards

HISTORY

As part of the 2015 budget process a budget request was submitted to enable the new Canadian standards to be implemented. The City has always operated in accordance with national standards since there is no other governing legislation regarding lifeguarding/instructor ratios. Not doing so would put the City at risk for any accidents or injuries. The budget request identified that service level adjustments would need to be made if the request was not approved.

The budget was not approved however administration has continued to implement the new standards and a number of adjustments have been made to try to absorb as much of the financial impact as possible.

As part of the 2nd Quarter review it has been determined that in order to maintain the same public swimming schedule as previous years a budget amendment of \$20,000 is required.

ALTERNATIVES

1. Approve a budget amendment of \$20,000
2. Do not approve a budget amendment of \$20,000
3. Approve another amount for a budget amendment

ANALYSIS

In order to maintain the same public swimming access for Fall 2015 as the previous year an additional 50 hours/week for Instructor/Lifeguards are required. There are 10 hours/week required for early morning swimming between 5:30-7:30a.m. on weekdays, and 40 hours/week are required for guarding lane swimming, sauna, steam room and swirl pool during Joint Use times Tuesday-Friday. This equates to \$25,500 which can be reduced to \$20,000 through operational adjustments during pool shutdown and Christmas break.

Without an increase to Instructor/Lifeguard hours, the Leisure Pool would be closed from 5:30-7:30a.m. on weekdays, impacting approximately 1600 public visits (average 18 participants/day). In addition, lane swimming, sauna, steam room and swirl pool would also have to be closed during Joint Use times (Tues-Fri 8:30a.m. – 11a.m. and 1:00p.m. – 3:00 p.m.) impacting 5800 public visits (average 85 participants/day). This would result in a loss of revenue for memberships and admissions.

The early morning times service the early morning workout group (which are always the most consistent members in a facility operation) and the members using the pool for physio purposes. These times were reduced over the summer and there was considerable feedback indicating that these swim times are highly valued.

ADMINISTRATIVE RECOMMENDATION

THAT the 2015 operating budget be amended by increasing the wages and benefits for Aquatics at the Canada Games Centre by \$20,000, funded from the general reserve.

QUARTERLY ACTIVITY REPORT – May to July 2015
Director Community and Recreation Services Division

Accomplishments:

1. Completed sign off of the Yukon Government Tourism Department and City of Whitehorse Partnership Agreement
2. Completed work on several bylaws and policies (Parks and Public Open Space Bylaw, Vehicle for Hire Bylaw, Use of City Parks and Paved Trails Policy)
3. Prepared and delivered presentations on Divisional Strategic Plans and Canada Games Centre Operations

Current Efforts:

1. Working on Handy Bus Agreement with Yukon Government
2. Developing a local organizing committee for the Rogers Hometown Hockey 2016 Tour
3. Begin Work on the 2016 budget process

Planned Activities:

1. Planning for Ushiku Sister City visit
2. Prepare Robert Service Campground operating options for post 2015
3. Continue participating in 2016 budget process and make strategic plan adjustments where required

Critical Statistics:

QUARTERLY ACTIVITY REPORT – May to July 2015

Parks & Community Development

Accomplishments:

1. Successfully coordinated and executed the following events:
 - a. 20 minute makeover (attendees 450)
 - b. Seniors Tea (attendees 250)
 - c. Rotary Centennial Bridge 10th Anniversary (attendees 100)
2. Successfully recruited and orientated 11 host families for the 30th Anniversary of the Ushiku Sister City exchange program. City to host from July 24- Aug 3
3. Completed spring clean-ups and planted annual flowers

Current Efforts:

1. Construction of Crestview bridge for Trans Canada Trail
2. Communities In Bloom dinner- Logistics (catering, venue, and materials)
3. Landscape project inspections completed for Whistlebend development

Planned Activities:

1. Annual Capital and Operating budget submissions
2. Administration of fall Festivals and Special Events grant intake
3. Upgrading playground equipment in several City parks

Critical Statistics:

May 6	20 Minute Makeover (Shipyard Park) Proclamation& Official YG Challenge: April 20 Earth Day April 23 Material Pick up: April 21 to May 5
June10	Seniors Tea: A Tea Story (KDCC) No RSVP
July 24- August 3	Inbound Uskihu Exchange (Whitehorse Hosting) 30 th Anniversary Farwell dinner: August 2

QUARTERLY ACTIVITY REPORT – May to July 2015
Recreation and Facility Services

Accomplishments:

1. Spring & Summer recreation programs designed and delivered
2. Hosted Community Events: Kids Triathlon, Ship Shape, Corporate Volleyball
3. 5 Year Janitorial contract for Canada Games Centre awarded

Current Efforts:

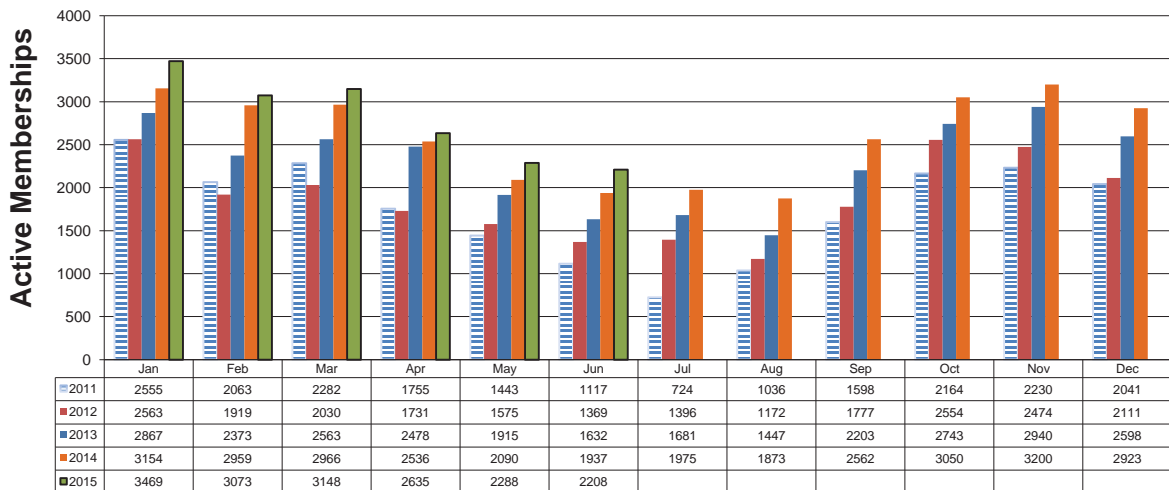
1. Renewing Public Facilities Joint Use Agreement with Yukon Government
2. Establishing programming, services, and community rentals for 2015/2016 season
3. RFP posted for Recreation Activity Management Software Replacement

Planned Activities:

1. Annual Pool Maintenance & ATCO Ice installation to maximize energy efficiencies
2. Policy Review for recreation schedule development and age guidelines
3. CGC 10th Anniversary with Customer Service Week, National Family Week and Fire Prevention Week October 4-10

CGC Active Membership Statistics:

Canada Games Centre Memberships



Monthly Activity ■ 2011 ■ 2012 ■ 2013 ■ 2014 ■ 2015

QUARTERLY ACTIVITY REPORT – May to July 2015
Transit Department

Accomplishments:

1. Hired new Transit Coordinator
2. Hired new Transit CSR
3. Placement of new bus benches following guidelines

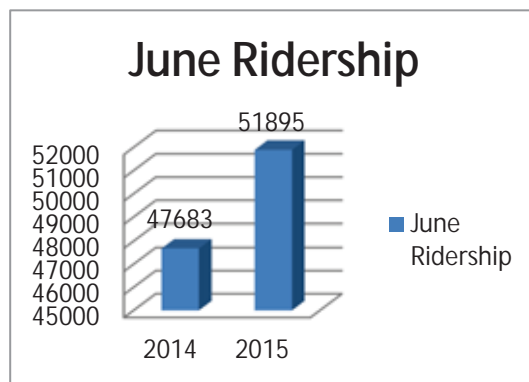
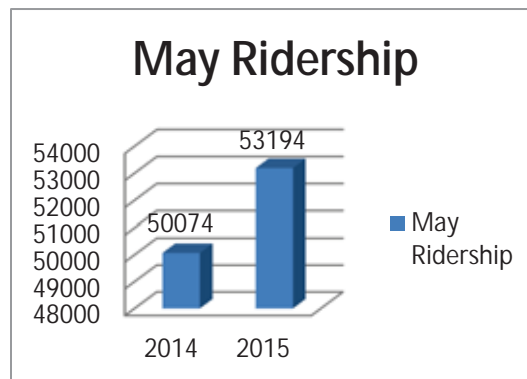
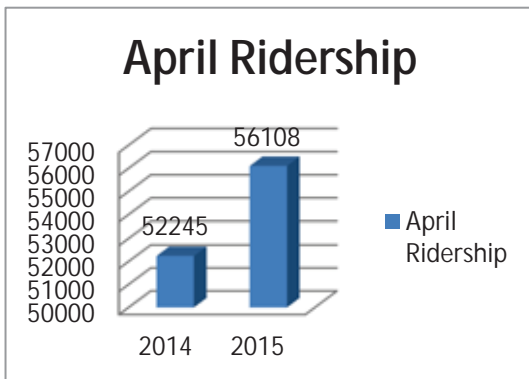
Current Efforts:

1. 5 year Transit Review
2. YG Education Group Pass planning for increases to high school student program
3. Finalize bus stop amenity service guidelines

Planned Activities:

1. Transit Master Plan budget preparation
2. Partnership with Yukon College on bus stop art project
3. Live Transit public schedules

Critical Statistics: April-June Ridership Data



CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE



Date: Monday, August 24, 2015
Location: Council Chambers, City Hall

Chair: Dave Stockdale Vice Chair: John Streicker

	Pages
1. Quarterly Activity Reports - For Information Only	1 - 2
1.1 Bylaw Services	
1.2 Fire Department	
2. New Business	

Chairperson shall ask if there is anyone present who wishes to speak to the Committee

QUARTERLY ACTIVITY REPORT – May to July 2015

Bylaw Services

Accomplishments:

1. Vehicle for Hire Bylaw
2. Parks and Open Spaces Bylaw
3. Traffic Control for Ride for Dad/Traffic Control and Road Closure for Canada Day Parade

Current Efforts:

1. Patrol of Multi-Use Trails
2. Investigation/charges for dirt bike vs mountain biker accident in prohibited area
3. Recruitment of Bylaw Constable, Traffic Control Constable and Parking Meter Attendant

Planned Activities:

1. Event with Motor Vehicles Branch “Back to School Road Safety” at Transportation Museum. Bylaw providing bicycle safety to youth.
2. Website Google Maps for MMU Trails
3. Review sign placement on bike trails, at roads intercepting high traffic and high risk areas.

Critical Statistics for April, May and June, 2015

- ◆ Number of accessible parking violation tickets issued = 37
- ◆ Number of parking meter tickets issued = 5903
- ◆ Number of Complaints YTD investigated 2014 = 1393 vs. 2015 = 1144

QUARTERLY ACTIVITY REPORT – May to July 2015
Fire Department

Accomplishments:

1. Wrapped up a successful wildland season with our partners in Wildland Fire Management
2. Completed work with YEC's LNG project in order for them to receive "Permit to Operate"
3. Completed rope rescue training. In-house instructor is now certified to instruct on behalf of a third party for the department

Current Efforts:

1. Working on an agreement with the CGC and YG Emergency Social Services for the use of the CGC as a reception centre in the event of an evacuation
2. Procurement process underway for the new pumper/tanker for unprotected areas
3. Have begun reviewing and researching for the Emergency Services Bylaw 2000-01 rewrite

Planned Activities:

1. Create a MOU with YG EMO for use of the Public Alerting System
2. Post and hire a new Chief Training Officer
3. Begin working with Parks and Trails to improve Fire Department access

Critical Statistics:

	Jan.-Mar.	Apr.-June	Year to Date		Jan.-Mar.	Apr.-Jun.	July-Sept.	Oct.-Dec.	Year To Date	Fire Dollar Loss	Property Saved
Fire Prevention Activities				Type of Call							
Public Fire Prevention Inquiries	0	17	17	Alarm no fire	98	58	0	0	156	\$0.00	\$0.00
Public Education and Relations (Schools Offices, etc.)	0	30	30	False alarm	2	9	0	0	11	\$0.00	\$0.00
Fire Hall Tours	0	3	0	Carbon Monoxide Alarm	24	9	0	0	33	\$0.00	\$0.00
Fire Safety Inspections (site visits)	0	42	42	Imminent fire hazard	0	44	0	0	44	\$0.00	\$0.00
Plan Reviews	0	18	18	Chimney fire	20	0	0	0	20	\$0.00	\$0.00
Fire Protection System Inquiries	0	12	12	Motor vehicle accident	21	16	0	0	37	\$0.00	\$0.00
Fire Drills/ Evac Planning (assist with planning & audit drills)	0	0	0	Public Hazard	5	11	0	0	16	\$0.00	\$0.00
Telephone Inquiries -- Fire Safety	0	71	71	Hazardous Materials incident	0	0	0	0	0	\$0.00	\$0.00
Telephone Inquiries -- Code Items	0	20	20	Trash/rubbish	2	4	0	0	6	\$0.00	\$0.00
Telephone Inquiries -- Fire Protection Systems	0	11	11	Grass/brush	8	9	0	0	17	\$0.00	\$0.00
Fire Investigations	0	5	5	Rescue	2	0	0	0	2	\$0.00	\$0.00
Fire Pit Inspections	0	37	37	Assist other agency	8	2	0	0	10	\$0.00	\$0.00
Fire Inspections -- Shifts	62	58	120	Vehicle fire	4	7	0	0	11	\$40,200.00	\$18,800.00
Total Fire Prevention Activities	62	324	383	Structural fire	4	7	0	0	11	\$213,000.00	#####
				Totals	192	176	0	0	374	\$253,200.00	#####
Training Activities											
Training of Casual Firefighters	0	0	0								
Full-time Member training	59	50	109								
Volunteer Training	58	44	102								
Driver Training	32	20	52								
Other Training	0	50	50								
Recruit Training	0	0	0								
Total Training Hours	149	163	312								