

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, November 2, 2015 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATES

PUBLIC HEALTH AND SAFETY COMMITTEE

1. Christmas Food for Fines Promotion
2. Quarterly Activity Reports
3. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Quarterly Activity Reports
2. New Business

CORPORATE SERVICES COMMITTEE

1. Appointments to Ad Hoc Committees
2. Authorize Per Diems – Association Yukon Communities Orientation
3. Quarterly Activity Reports
4. New Business

CITY PLANNING COMMITTEE

1. Contract Award – Chadburn Lake Park Management Plan
2. Quarterly Activity Report
3. New Business

CITY OPERATIONS COMMITTEE

1. Quarterly Activity Reports
2. New Business

COMMUNITY SERVICES COMMITTEE

1. 2015 Fall Recreation Grants
2. Festivals and Special Events Grant Fund Recommendations
3. Quarterly Activity Reports
4. New Business

CITY OF WHITEHORSE
PUBLIC HEALTH AND SAFETY COMMITTEE

Date: Monday, November 2, 2015

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Robert Fendrick



	Pages
1. Christmas Food for Fines Promotion	1 - 2
2. Quarterly Activity Reports - For Information Only	3 - 4
2.1 Bylaw Services	
2.2 Fire Department	
3. New Business	

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

ADMINISTRATIVE REPORT

TO: Public Health and Safety Committee
FROM: Administration
DATE: November 2, 2015
RE: Christmas Food for Fines Promotion

ISSUE

Annual "Food for Fines" program between the dates of December 4th and December 11th, by which payments for parking meter ticket fines will be accepted as non-perishable food items to be donated to local charities.

HISTORY

In the spirit of contributing to those citizens who are less fortunate, and to demonstrate goodwill and community spirit, Bylaw Services is proposing to once again undertake the Food for Fines initiative for the Christmas of 2015.

In previous years the City undertook the Food for Fines initiative which has had great success. The total amount of food and goods donated in 2014 to the Food Bank and Kaushee's Place totalled \$2,530.00. Direct cash donations totaled \$4,730.00, which purchased food for the women's shelter and non perishable food items for the Food Bank.

The proposed local charities to receive the donations include:

Food Bank is open 5 days a week and provides services to numerous families throughout Whitehorse feeding approximately 1400+ people a month; and

Kaushee's Place provides food and shelter to 14-19 women and children daily, year round.

The types of food items accepted would be non-perishables, including:

1. Canned foods, such as beans, meats, sauces, vegetables and fruits, canned fish, soups, peanut butter, and etcetera; and
2. Dried goods, such as pasta, dried soups, boxed spaghetti/macaroni, cereals, and etcetera.

ALTERNATIVES

1. Council to approve a grant of parking meter ticket fines to the Food Bank and Kaushees Place for food, an amount not exceeding \$10,000.00, as part of the City of Whitehorse Christmas Food For Fines Promotion
2. Do not implement the Food For Fines program

ANALYSIS

The following chart outlines the revenue typically generated by expired parking meter tickets, and the estimated lost revenue for a one-week period of the proposed Food for Fines initiative.

Estimated tickets issued per shift (approximate)	90
Number of shifts per week	6
Total number of tickets issued per week	540
Revenue @ \$10/\$25ticket for one week	\$5400.00/\$13,500

During the one-week Christmas Food for Fines initiative, people will again have the option of donating non-perishable food items in lieu of regular expired parking meter ticket payments. Food items contributed must be of the same or higher value than the ticket. If such a contribution were made, the ticket would be considered “Paid in Full.” This option would only be valid for expired parking meter tickets, not other traffic or parking violations.

This initiative will receive promotional support and advertising by the City during the month of December. Promoting and advertising this initiative is the best way to obtain full participation from the public.

Food will be dropped off at City Hall along with the ticket, so that actual costs of the program in lost revenue could be determined. Furthermore, in terms of publicity, the public will be told the total dollar of funds collected and value of food items collected during this period.

Only “Parking Meter” tickets issued through the period between December 4th and December 11th, 2014, would be subject to this initiative. The cut off date for drop-off/payment with food items would be December 16th, 2014. This would leave enough time for local charities to pick up the donated food from the City and provide the goods to those in need prior to December 25th, 2015.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve a grant of parking meter ticket fines to the Food Bank and Kaushees Place for food, an amount not exceeding \$10,000.00, as part of the City of Whitehorse Christmas Food For Fines Promotion.

QUARTERLY ACTIVITY REPORT – August to October 2015
Bylaw Services

Accomplishments:

1. Attended Kwanlin Dün First Nation Community Security Working Group Meeting
2. “Back to School Road Safety” event with Motor Vehicles Branch at the Transportation Museum
3. Recruitment of Bylaw Constable, Traffic Control Constable

Current Efforts:

1. Installation of signs on motorized multiple use trails
2. Recruitment of Parking Meter Attendants, Animal Control Constable & Animal Shelter Attendant
3. Traffic Control for Spruce Bog Fair, Remembrance Day, Winterval Festival and Family First Night

Planned Activities:

1. Check stop(s) with Kwanlin Dün First Nation and Royal Canadian Mounted Police in the McIntyre Subdivision
2. Food for Fines 2015
3. Advertising for Snowmobile Bylaw requirements and set up an Educational Booth at the Canada Games Centre

Critical Statistics for July, August & September, 2015

- ◆ Number of accessible parking violation tickets issued = 3
- ◆ Number of parking meter tickets issued = 3691
- ◆ Number of Complaints YTD investigated 2014 = 2059 vs. 2015 = 1704

QUARTERLY ACTIVITY REPORT – August to October 2015
Fire Department

Accomplishments:

1. Department members attended local schools with the Fire Safety House. The Dept. also took part in the activities at the CGC as part of Fire Prevention Week
2. At the request of KDFN's community services gave recommendations for fire safety practices in their community

Current Efforts:

1. Continue to work 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. In conjunction with procurement, developing the RFP for the new pumper/tanker
3. Attending Operation Nanook 2016 planning sessions to determine level of participation with CoW

Planned Activities:

1. Create a MOU with YG EMO for use of the Public Alerting System
2. Complete the recruitment of a new Chief Training Officer
3. Work with communications to improve Fire Prevention messaging using various forms of media

Critical Statistics:

Fire Suppression July, Aug, Sept. 2015					Fire Prevention Activities		
Type of Call	July-Sept	Year To Date	Fire Dollar Loss	Property Saved	July-Aug-Sept	Year to Date	
Alarm no fire	64	220	\$0.00	\$0.00	Public Fire Prevention Inquiries	14	31
False alarm	2	13	\$0.00	\$0.00	Public Education and Relations (Schools Offices, etc.)	21	51
Carbon Monoxide Alarm	8	41	\$0.00	\$0.00	Fire Hall Tours	0	0
Imminent fire hazard	0	44	\$0.00	\$0.00	Fire Safety Inspections (site visits)	27	69
Chimney fire	1	21	\$0.00	\$0.00	Plan Reviews	8	26
Motor vehicle accident	15	52	\$0.00	\$0.00	Fire Protection System Inquiries	6	18
Public Hazard	3	19	\$0.00	\$0.00	Fire Drills/ Evac Planning (assist with planning & audit drills)	0	0
Hazardous Materials incident	0	0	\$0.00	\$0.00	Telephone Inquiries -- Fire Safety	22	93
Trash/rubbish	6	12	\$0.00	\$0.00	Telephone Inquiries -- Code Items	23	43
Grass/brush	22	39	\$0.00	\$0.00	Telephone Inquiries -- Fire Protection Systems	8	19
Rescue	5	7	\$0.00	\$0.00	Fire Investigations	3	8
Assist other agency	14	24	\$0.00	\$0.00	Fire Pit Inspections	0	37
Vehicle fire	5	16	\$40,200.00	\$18,800.00	Fire Inspections -- Shifts	58	178
Structural fire	7	18	\$213,000.00	\$3,465,500.00	Total Fire Prevention Activities	190	573
Totals	152	526	\$253,200.00	\$3,484,300.00	Training Activities		
					Training of Casual Firefighters	0	0
					Full-time Member training	105	214
					Volunteer Training	45	147
					Driver Training	12	64
					Other Training	0	50
					Recruit Training	0	0
					Total Training Hours	162	474

NOTE: Imminent fire hazards and the associated value of the property saved are a result of incidents such as a pot left on the stove that, which left unattended, would probably result in a fire in the kitchen. The value of the property saved is the potential damage that could occur if the condition was not noticed.

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date: Monday, November 2, 2015

Location: Council Chambers, City Hall

Chair: Betty Irwin Vice-Chair: Dan Boyd



	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 – August to October 2015
Director of Development Services

Accomplishments:

1. Completed International Association for Public Participation (IAP2) training, Whitehorse
2. Participated in Yukon Housing Action Plan Implementation Committee
3. Attended Economic Developers Association of Canada Conference, Whitehorse

Current Efforts:

1. Land Development Implementation Agreement for Phase 3 Whistle Bend
2. Capital Budget preparation
3. Council orientation

Planned Activities:

1. Capital Budget preparation
2. Operation and Maintenance budget preparation
3. Land Development Implementation Agreement for Phase 3 Whistle Bend

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Economic Development

Accomplishments:

1. Hosted Vulnerable People – Business Roundtable event, September 11th 2015
2. Hosted & lectured at the Economic Developers Association of Canada (EDAC) national conference, Whitehorse September 26th-30th 2015
3. Organized and facilitated trade mission to Yellowknife w/YG Tourism

Current Efforts:

1. Release RFP for Retail & Entertainment Demand Report
2. Release RFP for Resource Development Preparation and Readiness Report
3. Complete Vulnerable People – Business Roundtable Report for mid-November

Planned Activities:

1. Release and select proponents for 2015 RFP's
2. Begin work on business bylaw and policy review w/Legislative Manager
3. Negotiate 2016 Funding agreements with YG Ec Dev

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Environmental Sustainability

Accomplishments:

1. Fall Household Hazardous Waste Day held on Sept 19
2. Initiated “Oops!” campaign for residential curbside collection to inform residents of proper source separation in curbside carts
3. Employee sustainability action campaign held in September

Current Efforts:

1. Finalizing new website for Solid Waste Action Plan
2. Partnering with Health Canada and Yukon Government to install ten air quality monitors around Whitehorse for one year
3. Ongoing recruitment of participants to commercial collection of organic waste

Planned Activities:

1. Finalize and report on work with Association of Yukon Communities regarding Yukon-wide guidelines for sustainable waste management
2. Launch online version of Whitehorse Sustainability Plan
3. Evaluate City pilot project for commercial collection of organic waste

Critical Statistics:

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE AGENDA

Date: Monday, November 2, 2015

Location: Council Chambers, City Hall

Chair: Dan Boyd Vice-Chair: Roslyn Woodcock



	Pages
1. Appointments to Ad Hoc Committee	1 - 3
2. Authorize Per Diem - Association Yukon Communities Orientation	4 - 4
3. Quarterly Activity Reports - For Information Only	5 - 10
3.1 City Manager	
3.2 Business and Technology Systems	
3.3 Financial Services	
3.4 Human Resources	
3.5 Legislative Services	
3.6 Strategic Communications	
4. New Business	

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

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: October 9, 2015
RE: Appointments to Ad Hoc Committees

ISSUE

Appointment of council members, staff and citizens to various advisory committees, boards, and other committees

REFERENCE

Terms of reference for the Persons with Disabilities Advisory Committee (PDAC), Canadian Coalition of Municipalities Against Racism and Discrimination Advisory Committee (CCMARD), Whitehorse Trail and Greenspace Committee (WTGC), and the Finance committee.

HISTORY

Advisory committees have been established to assist council in making decisions regarding the following:

- accessibility and inclusion issues for citizens with disabilities (PDAC)
- strengthening policies to counter all forms of discrimination to achieve greater social inclusion (CCMARD)
- to achieve the Trail Plan guiding principles of sustainability, inclusiveness, diversity and accessibility (WTGC); and
- matters of a financial nature (Finance)

Advisory committees require the appointment of council members, municipal staff, and citizens.

Over the years council has also made appointments to various other community committees. These committees vary in nature and composition. Some require the appointment of a council member and some require the appointment of a staff member.

ALTERNATIVES

1. Make appointments as per the attached table.
2. Refer the matter back to administration for further consideration.

ANALYSIS

The Terms of Reference for each advisory committee outline the membership details and indicate that existing advisory committee members who are not seeking re-appointment are required to provide a recommendation to council for new member appointments.

The opportunity to fill vacancies on the various advisory committees was advertised to the public and applications were received. Each of the advisory committees has reviewed the applications and considered requests for re-appointment.

ADMINISTRATIVE RECOMMENDATION

THAT council member appointments to Ad Hoc Committees be approved as follows:

Association of Yukon Communities	(1) Councillor Irwin (2) Mayor Curtis (alternate) Councillor Hartland
CCMARD Advisory Committee	Councillor Fendrick
Federation of Canadian Municipalities	Mayor Curtis
Persons with Disabilities Advisory	Councillor Curteanu
Trail and Greenways Committee	Councillor Woodcock
Whitehorse Chamber of Commerce	Councillor Boyd
Whitehorse Housing Advisory Board	Councillor Irwin

AND THAT council member appointments to special committees be approved as follows:

Budget Committee	Mayor and all Council
City Manager’s Evaluation	Mayor and all Council
Emergency Measures Commission	(1) Mayor Curtis (2) Current Deputy Mayor

AND THAT staff appointments to Ad Hoc Committees be approved as follows:

CCMARD Advisory Committee	Linda Rapp
Persons with Disabilities Advisory	Christine Smith
Planning Group on Homelessness	Linda Rapp
Reciprocal Insurance Exchange	Valarie Braga
Trail and Greenways Advisory	(1) Doug Hnatiuk (2) Dave Pruden (3) Darcy McCord
Yukon Energy Partners	Shannon Clohosey
Yukon Housing Action Plan Implementation Committee	Mike Gau
Yukon Intergovernmental Committee on Environmental Sustainability	Shannon Clohosey

AND THAT Lillian Nakamura Maguire, Fumi Torigai and Rod Snow be re-appointed to the Canadian Coalition of Municipalities Against Racism and Discrimination Advisory Committee for a term to expire on October 31, 2017;

AND THAT Reem Girgrah be appointed to the Canadian Coalition of Municipalities Against Racism and Discrimination Advisory Committee for a term to expire on October 31, 2017;

AND THAT Lisa Rawlings Bird and Jenny Roberts be re-appointed to the Persons with Disabilities Advisory Committee for a term to expire on October 31, 2016;

AND THAT Alan Macklon, Christine Spencer, Colette Acheson and Hans Herdes be appointed to the Persons with Disabilities Advisory Committee for a term to expire on October 31, 2016;

AND THAT Mike Ivens, Mark Daniels and Ken Sylvestre be re-appointed to the Whitehorse Trail and Greenways Advisory Committee for a term to expire on October 31, 2016;

AND THAT Craig Van Lankveld be appointed to the Whitehorse Trail and Greenways Advisory Committee for a term to expire on October 31, 2016.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: November 2, 2015
RE: Authorize Per Diems – Association Yukon Communities Orientation

ISSUE

Authorization of per diem expenses for councillors attending a Newly Elected Officials Orientation Meeting

REFERENCES

- Council Remuneration Bylaw
- Council Expense Policy

ALTERNATIVES

Authorize per diem expenses

Deny the request for per diem

ANALYSIS

Council's Expense Policy provides that in order for any per diem to be paid to any councillor, prior approval of the mayor or council is required.

Various council members have indicated their intention to attend the Association of Yukon Communities – Newly Elected Officials Orientation to be held in Whitehorse in November.

ADMINISTRATIVE RECOMMENDATION

THAT per diem expenses be authorized for all councillors attending the Association of Yukon Communities – Newly Elected Officials Orientation meetings to be held in Whitehorse in November, funded from the individual councillor-initiated accounts.

QUARTERLY ACTIVITY REPORT – August to October 2015
City Manager

Accomplishments:

1. Oversight of Building Consolidation team internal and external efforts
2. Hiring of Director of Infrastructure and Operations
3. Post-election Councillor Orientation

Current Efforts:

1. Recruitment of Manager of Business and Technology Services
2. Budget preparations
3. Oversight of Building Consolidation Project

Planned Activities:

1. Councillor Orientation continued
2. Budget preparations
3. Oversight of Building Consolidation Project

Critical Statistics:

Weekly Building Consolidation Project meetings

Monthly Capital Projects Working Group meeting with YG

Monthly meetings with Community Affairs Director

QUARTERLY ACTIVITY REPORT – August to October 2015
Business and Technology Systems

Accomplishments:

1. Provided election software for the Municipal election
2. Coordinated the technology and setup 9 venues for the election
3. Produced 3 RFP's – Sharepoint, Fire/Bylaw software and Scheduling software

Current Efforts:

1. Provide and train new City Councillors with new technology
2. Upgrading our domain controllers to Server 2012
3. Decommissioning older equipment to computers for schools

Planned Activities:

1. 10GB network upgrade for our storage and virtual environment
2. Evaluate the RFP for the Class software
3. GP upgrade in December

Critical Statistics:

663 helpdesk tickets completed from August to October

QUARTERLY ACTIVITY REPORT – August to October 2015
Financial Services

Accomplishments:

1. Assisted with financial and statistical portions of the annual report
2. Prepared and presented 2nd Quarter Variance for Operating and Capital
3. Undertook 2016 – 2020 budget planning and finalized timelines

Current Efforts:

1. Development of Operating and Capital budgets
2. Compilation and presentation of 3rd Quarter Variance for Operating and Capital
3. Recruitment activities for 2 Procurement positions, Payroll Supervisor, and 3 Financial Analysts, continued participation in job evaluation processes for several departmental positions

Planned Activities:

1. Finalization and presentation to Council of Operating and Capital budgets
2. Organization of interim external financial audit
3. Year-end financial processes including account reconciliations, grant applications, and capital funding in preparation for year-end financial reporting and external audit

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Human Resources Department

Accomplishments:

1. 2016 – 2018 budget submission
2. New council orientation – Human Resources sign-up
3. City Manager divisional recruitment

Current Efforts:

1. City Manager divisional recruitment
2. HR Information System update preparation
3. Management and Management Staff Bylaw renewal

Planned Activities:

1. Departmental strategic planning process for 2016 - 2018
2. Training – welcoming the
Lesbian/Gay/Bisexual/Transgender/Queer/Questioning/Intersex (LGBTQI)
community at work
3. LEAN Process review of recruitment practices

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Legislative Services Department

Accomplishments:

1. Wrap up of 2012 – 2015 council term of office
2. 2015 Municipal Election
3. New council orientation process planned and implemented

Current Efforts:

1. Continuing with orientation and training for new council
2. Review of existing departmental process and procedures
3. Review of position descriptions for departmental staff

Planned Activities:

1. Updating CASM schedule and implementing 30-60-90 day decision cycle
2. Facilitating budget preparations
3. Preparing for year-end and new year schedules and activities

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Strategic Communications

Accomplishments:

1. Departmental strategic planning
2. Coordinating communications support for 2014 Annual Report
3. Election advertising and communications support

Current Efforts:

1. Website improvements
2. Canada Game Centre web page and social media reviews
3. Providing communications support for Council and departments

Planned Activities:

1. Social media reviews
2. Website content review and update
3. City-wide photography initiative

Critical Statistics:

Press Releases

Household Hazardous Waste Fall Campaign, Yellowknife Tourism and Business mission, Recycling Update, Hometown Hockey Announcement, Lancieux 15th Anniversary, Whitehorse AFY Guide, Canada Games Centre 10th Anniversary Celebration, Official Election Results

Public Service Announcements

City Website Upgraded, Hawkins Street Closure, Trail Building Activity Go-T, Community Registration Fair, Oops Campaign, Controlled Burn Planned to Reduce Fire Risk, Chadburn Lake Park Kick-off Events, Fire Smart Burning, Livingstone Trail Construction, Environmental Fund Grant Deadline Approaches, Fire Prevention Week

Mayoral Speaking Notes

Habitat for Humanity Around the World in 80 Days, Association of Yukon Fire Chiefs Conference, Back to School Safety Fair, YukomiCon, Royal Canadian Mint Unveiling, Anti-Poverty Coalition Press Conference, Canadian Race Relations Symposium, Vulnerable People's Reception, GFOA Conference, Economic Development Yukon Welcomes the World, EDAC Conference, EDAC Panel, Lancieux 15th Anniversary Celebration, Yellowknife Tourism and Business Mission, Truth and Reconciliation Special Council Meeting, Kidney Walk, Celebration of Hope, Meeting of New Council

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE AGENDA

Date: Monday, November 2, 2015

Location: Council Chambers, City Hall

Chair: Robert Fendrick

Vice-Chair: Samson Hartland



	Pages
1. Contract Award - Chadburn Lake Park Management Plan	1 - 2
2. Quarterly Activity Report - For Information Only	3 - 3
2.1 Planning and Building Services	
3. New Business	

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

File: Chadburn Lake Park Management Planning Process 2015

ADMINISTRATIVE REPORT

TO: Planning Committee
FROM: Administration
DATE: November 2, 2015
RE: Contract Award – Chadburn Lake Park Management Plan

ISSUE

Contract award for the preparation of the Chadburn Lake Park Management Plan.

REFERENCE

- Consulting Services Selection Procedures Policy (Council Resolution # 2011-13-14, dated July 11, 2011)
- Request for Proposals, Chadburn Lake Park Management Plan, plus 3 addenda
- Proposals for Chadburn Lake Park Management Plan:
 - 3Pikas Development Studio Inc. in association with Cottongrass Consulting Group, Jane of All Trades Consulting, and Elknwillow Environmental Consulting
 - E. Lees + Associates Consulting Ltd.
 - Elknwillow Environmental Consulting, in association with Drift Geomatics.

HISTORY

On August 27, 2015 the City of Whitehorse released a Request for Proposals (RFP) for development of a Chadburn Lake Park Management Plan. Three proposals were received. The proposals were reviewed by the evaluation team, which comprised of two Planner IIs, the Senior Planner/Supervisor, and the Manager of Parks and Community Development.

ALTERNATIVES

Option 1: Award the contract to 3Pikas Development Studio, Inc.
Option 2: Cancel the project.

ANALYSIS

The proposals were evaluated in accordance with the six evaluation criteria stipulated in the Consulting Services Selection Procedures Policy. The weighting of each criterion and total points awarded by the review committee were as follows:

	<i>Project Team</i>	<i>Approach & Methodology</i>	<i>Past Relevant Experience</i>	<i>Schedule</i>	<i>Technical Point Threshold</i>	<i>Local Preference</i>	<i>Adjusted Fees</i>	<i>Total</i>
<i>Total Possible</i>	25 Points	30 Points	15 Points	5 Points	75 Points (min. 60)	15 Points	10 Points	100 Points
<i>3Pikas</i>	22.7	27.2	11.8	4.7	66.3	15	10	91.3
<i>E. Lees</i>	20.1	22.7	15.0	4.5	62.3	0	9.2	71.5
<i>Elkwillow</i>	18.6	23.4	12.1	4.2	58.3	N/A	N/A	N/A

The following provides an overview of how the proposals ranked against the criteria:

- **Project Team (25% weighting):** 3Pikas’ team demonstrated strong knowledge of parks and trail planning, ecological data interpretation, and public participation. They also demonstrated a strong knowledge of the local planning context.
- **Approach and Methodology (30% weighting):** 3Pikas proposed a well-rounded approach and methodology, demonstrated a very thorough understanding of the local context and range of issues, and proposed creative methods for engaging the public.
- **Past Relevant Experience (15% weighting):** All proponents received favourable references and have completed numerous similar projects. E. Lees had the strongest references, the greatest number of similar projects, and scored highest on the experience checklist table.
- **Schedule (5% weighting):** 3Pikas allocated time most appropriately to allow for preparation of events and deliverables.
- **Technical Points Threshold (minimum 60 points):** 3Pikas and E. Lees exceeded the threshold and proceeded in the evaluation process.
- **Local Preference (15% weighting):** 3Pikas has a local office and will use predominantly local staff, therefore they received 100% in this category.
- **Adjusted Fees (10% weighting):** 3Pikas submitted the lowest fee, \$33,243.60, which is \$1,756.40 less than the project budget of \$35,000. As a result, 3Pikas received the full score of 10%.

SUMMARY

3Pikas had the best proposal in three of four technical categories. They also had the highest score in both the local preference and adjusted fees criteria, and a total score of 91.3.

ADMINISTRATIVE RECOMMENDATION

THAT the contract for the preparation of a Chadburn Lake Park Management Plan be awarded to 3Pikas Development Studio Inc. in the amount of \$33,243.60.

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

Accomplishments:

1. Rezoning and Disposition Bylaw for land at Main Street/7th Avenue
2. Held kickoff events for Chadburn Lake Park Management Plan
3. Updated Development Incentives Policy

Current Efforts:

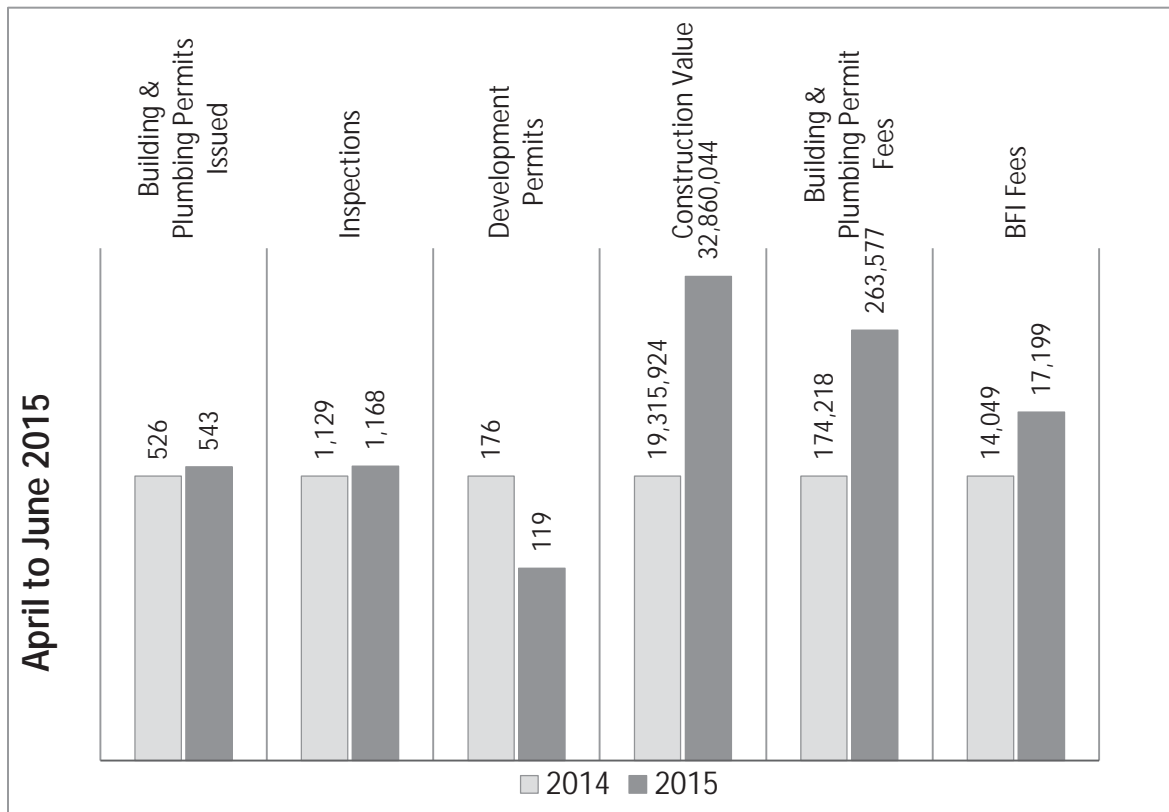
1. Implementation of Range Point improvements including neighbourhood sign
2. Hire a consultant for the Chadburn Lake Park Management Plan process
3. Participation in Downtown South (5th/Rogers) Master Plan RFP (led by YG)

Planned Activities:

1. Replacement of Schwatka Lake plane/boat launch
2. Assist Economic Development with implementation of Community Economic Development Strategy
3. Prepare for new Downtown Plan consultation activities

Monthly Building Statistics for July to Sept 2015

	<u>2015</u>	<u>2014</u>
Total Building & Plumbing Permits Issued	543	526
Total Inspections	1168	1129
Total Residential Development Permits	119	176
Total Construction Dollar Value	19,315,924	32,860,044
Total Building & Plumbing Permit Fees	174,218	263,577
BFI Fees	14,049	17,199



CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE AGENDA

Date: Monday, November 2, 2015

Location: Council Chambers, City Hall

Chair: Roslyn Woodcock Vice-Chair: Betty Irwin



	Pages
1. Quarterly Activity Reports - For Information Only	1 - 3
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 – August to October 2015
Engineering Services

Accomplishments:

1. Rural roads surfacing (Mary Lake, Range Road North)
2. Livingstone lagoon sludge drying bed earthworks construction
3. Range Road North reconstruction landscaping

Current Efforts:

1. Asset Management Database and Work order integration
2. 2015 Capital Project completions & inspections
3. Funding reports for 2015 Gas Tax & Building Canada projects

Planned Activities:

1. Whistle Bend Project Management transfer from YG
2. Design/Planning of 2016 projects (Sixth Avenue reconstruction, Hillcrest LIC)
3. 2015 project Construction Completion Certificates and Final Acceptance Certificates

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Operations Department

Accomplishments:

1. Delivery, inspection and in service of 2015 capital vehicles and equipment
2. Annual sign, traffic signal and road marking maintenance and repairs
3. Annual facility and equipment shutdowns/restarts (RSCG, WLAC & all heating systems)

Current Efforts:

1. Building Maintenance 2015 capital project tenders and awards
2. 2016 budget development
3. Complete transportation summer maintenance (unpaved roads, sidewalks, gates etc.)

Planned Activities:

1. Annual building maintenance work and capital projects
2. Asset management work
3. Snow dump development

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Water and Waste Services

Accomplishments:

1. Annual Livingstone Lagoon discharge
2. Annual Sewer and Storm Vactor Program
3. PC flush tank building and controls upgrade

Current Efforts:

1. Work Order System Implementation – Asset Management
2. Copper Ridge Pumphouse Controls upgrades
3. Mosquito Control Program Tender

Planned Activities:

1. Commissioning of New Production Wells 4N and 10.
2. Drinking Water and Wastewater and Landfill Sampling Program Tenders
3. McIntyre Creek Pumphouse SCADA and Radio Upgrades

Critical Statistics:

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE

Date: Monday, November 2, 2015

Location: Council Chambers, City Hall

Chair: Samson Hartland Vice-Chair: Jocelyn Curteanu



	Pages
1. 2015 Fall Recreation Grants	1 - 3
2. Festivals and Special Events Grant Fund Recommendations	4 - 7
3. Quarterly Activity Reports - For Information Only	8 - 11
3.1 Director of Community and Recreation Services	
3.2 Parks and Community Development	
3.3 Recreation and Facility Services	
3.4 Transit Services	
4. 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: November 2, 2015
RE: 2015 Fall Recreation Grants

ISSUE

Approval of Fall 2015 Recreation Grant Funding

REFERENCE

Recreation Grant Policy

Attachment: Appendix A – Recreation Grants Summary Chart

HISTORY

Council Policy governs the allocation of recreation grants. The Recreation Grant Task Force met on October 6, 2015 to discuss and compile recommendations for funding in accordance with the Recreation Grant Policy. A total of \$239,152.34 is available for both the Spring and Fall 2015 granting sessions. The funding available for this session is: \$70,586.00 (including returned funds) for Category 1 Recreation Grants.

The total amount received by the City through the Community Lottery Fund was \$147,600 for 2015. The City would like to acknowledge Lotteries support for the Recreation Grant program.

ALTERNATIVES

1. Approve the allocation of the Category 1 Recreation Grants as recommended to the following groups;
2. Deny the allocation of the Category 1 Recreation Grants;
3. Amend the recommendations;
4. Go in-camera to discuss the Category 1 Recreation Grant recommendations.

Category 1 - Recreation Grants

Arctic Edge Skating Club <ul style="list-style-type: none">• Yukon Championships / Test Day	\$5,180.00
Chickadees Playschool Association <ul style="list-style-type: none">• Supplies / Field Trips	\$1,920.00
Fiddleheads Performance Group <ul style="list-style-type: none">• Youth Music Lessons, Workshops, Performances	\$2,500.00
Learning Disabilities Association of Yukon <ul style="list-style-type: none">• Camp Raven	\$10,000.00
Nakai Theatre Ensemble <ul style="list-style-type: none">• 24 Hour Playwriting Competition and Cabaret	\$4,500.00
Yukon Art Society <ul style="list-style-type: none">• Arts Underground Recreational / Educational Program	\$12,000.00
	Total: \$36,100.00

ANALYSIS

A total of 7 applications were received. The Task Force has brought forward their recommendations and Council has the authority to deny or amend any of those recommendations. The result of denied recommendations would be that some projects might not proceed.

ADMINISTRATIVE RECOMMENDATION

THAT Council approve the allocation of \$36,100.00 for the Category 1 Recreation Grants.

AND FURTHER THAT any unexpended recreation grant funds, as well as any refunds received prior to year-end, be authorized for re-budgeting to 2016.

Appendix "A" Fall 2015 Recreation Grants Category 1 (Recreation Grants)

#	Applicant	Priority and Type	Project	Amount Requested	Last Funded	Amount Recommended	Accountability Received
1	Arctic Edge Skating Club	#1 - PA	Yukon Championships/Test Day	\$6,170.00	\$8,370.00 2014	\$ 5,180.00	YES
2	Chickadee's Playschool Association	#1-PA	Childcare/Programming	\$1,920.00	\$1,830.00 2014	\$1,920.00	YES
3	Fiddleheads Performance Group	#1 - PA	Youth Music Lessons, Workshops, Performances	\$2,500.00	NA	\$2,500.00	NA
4	Learning Disabilities Association of Yukon	#1-PA	Camp Raven	\$10,000.00	\$10,000.00 2014	\$10,000.00	YES
5	Nakai Theatre	#1-PA	24 Hour Playwriting Challenge and Cabaret	\$6,000.00	\$4,000.00 2014	\$4,500.00	YES
6	Whitehorse Disc Golf Association	#1-EQ	2015 League Equipment	\$5,308.00	NA	\$ -	NA
7	Yukon Art Society	#1 - PA	Arts Underground Rec./ Education Arts	\$12,000.00	\$12,000.00	\$12,000.00	YES
	Total: 7 Applications		Total Amount Requested:	\$43,898.00	Total Recommended	\$ 36,100.00	
			Total Amount Available:	\$70,586.00		\$34,486.00	

PA = Program Assistance LD = Leadership Development CAP =Capital EQ = Equipment Min = Minor/Maj = Major O&M = Operation and Maintenance

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: November 2, 2015
RE: Festivals and Special Events Grant Fund Recommendations

ISSUE

Approval of Festivals and Special Event Grant Funding

REFERENCE

Attachment – Summary Chart

HISTORY

The Internal Committee met on September 22, 2015 to review the Festivals and Special Events Fund applications under the funding deadline of August 31, 2015, for projects occurring between January and June of 2016. Nine applications were eligible and were rated by the Committee using the Criteria Rating Sheet. Recommendations were made for both financial and in-kind support. Consideration was also made for 2 signature events that were approved for multi-year funding in 2013 under the revised policy with additional funding recommended accordingly. It was unanimously decided by the Committee to carry over \$5,000.00 to the January 30, 2016 deadline for the signature event Yukon First Nations Culture and Tourism Association who advised via telephone earlier in the fall that they have once again changed their date in 2016 to July 1. ***Please note that the funding for approved grants will be released in January from the 2016 budget, including the pre-approved signature events multi-year funding agreements.***

ALTERNATIVES

1. Approve recommendations for Festivals and Special Events Fund applications.
2. Do not approve recommendations for Festivals and Special Events applications.

Festivals and Special Events Groups:

Chinese Canadian Association of Yukon	
• 2016 Chinese New Year Party	\$1,000.00
D60 Collective	
• Whitehorse Nuit Blanche	\$950.00
Gwaandak Theatre Society	
• Magnetic North Theatre Festival	\$2,100.00
• In-kind	\$3,200.00

Yukon Anti-Poverty Coalition	
• Whitehorse Connects	\$1,600.00
Yukon Educational Theatre Society	
• Burning Away the Winter Blues	\$1,850.00
• In-kind	\$4,490.00
Yukon Film Society	
• Available Light Film Festival	\$3,000.00
Yukon Literacy Coalition	
• Family Literacy Day	\$1,000.00
• In-kind	\$330.00
Yukon Quest International Association Canada (Signature Event)	
• Yukon Quest International Sled Dog Race and Finish Week	\$5,000.00
• In-kind	\$7,000.00
Yukon Sourdough Rendezvous Society (Signature Event)	
• Yukon Sourdough Rendezvous Festival	\$8,700.00
• In-kind	\$37,202.00
	Total Funds:
	\$25,200.00
	Total In-kind:
	\$52,222.00

ANALYSIS

A review has been completed based on the criteria outlined in the Festivals and Special Events Policy. In-kind requests have been looked at critically to ensure they can be accommodated within regular operating hours of the affected Departments.

ADMINISTRATIVE RECOMMENDATION

That Council approve recommendations for the Festivals and Special Events Fund applications with funding from the 2016 budget.

Festivals and Special Event Fund Summary Chart - August 2015 Intake

#	Name of Organization	Project	Amount Requested Cash	In-Kind Requested 2014	Amount Funded in 2014	Amount Recommended Cash	Amount Recommended In-Kind	Final Report Due
1	Chinese Canadian Association of Yukon (CCAY)	2016 Chinese New Year Party February 6, 2016	\$1,000.00 Total Budget: \$13,500.00	No	\$1,000.00 Cash	\$1,000.00		May 6, 2016
2	D60 Collective	Whitehorse Nuit Blanche June 18 and 19, 2016	\$8,000.00 Total Budget: \$40,000.00	No	\$2,000.00 Cash	\$950.00		September 19, 2016
3	Gwaandak Theatre Society	Magnetic North Theatre Festival June 10 - 18, 2016	\$2,500.00 Total Budget: \$48,425.00	Yes	First Time Applicant	\$2,100.00	\$3,200	September 18, 2016
4	Yukon Anti-Poverty Coalition	Whitehorse Connects May 26, 2016	\$3,000.00 Total Budget: \$7,450.00	No	First Time Applicant	\$1,600.00		June 21, 2015
5	Yukon Educational Theatre Society	Burning Away the Winter Blues March 19, 2016	\$2,500.00 Total Budget: \$26,970.00	Yes	\$1,850.00 Cash \$4,490.00 In-kind	\$1,850.00	\$4,490.00	June 19, 2016
6	Yukon Film Society	Available Light Film Festival February 7 - 14, 2016	\$6,000.00 Total Budget: \$64,471.00	No	\$3,300.00 Cash \$1,000.00 In-kind	\$3,000.00		May 14, 2016
7	Yukon Literacy Coalition	Family Literacy Day January 24, 2016	\$3,075.25 Total Budget: \$8,971.93	Yes	\$750.00 Cash \$330.00 In-kind	\$1,000.00	\$330.00	April 24, 2016
8	Yukon Quest International Association Canada	Yukon Quest International Sled Dog Race and Finish Week 2016 February 14 - 20, 2016	\$5,000.00 Total Budget: \$452,598.00	Yes	\$7,000.00 Cash \$5,650.00 In-kind	\$5,000.00	\$7,000.00	May 20, 2016
9	Yukon Sourdough Rendezvous Society	Yukon Sourdough Rendezvous Festival February 19 - 28, 2016	\$40,000.00 Total Budget: \$647,649.31	Yes	\$7,000.00 Cash \$28,530.00 In-kind	\$8,700.00	\$37,202.00	May 28, 2016

Name of Organization Project

	Amount Requested Cash	In-Kind Requested	Amount Funded in 2014	Amount Recommended Cash	Amount Recommended In-Kind	Final Report Due
Total of 9 Applicants	\$71,075.25			\$25,200.00	\$52,222.00	

Totals: \$71,075.25

Total Cash Available \$30,200.00

carried over from January 2015 \$5,200.00

QUARTERLY ACTIVITY REPORT – August to October 2015
Director Community and Recreation Services Division

Accomplishments:

1. Participated in the Yellowknife tourism and business initiative
2. Reviewed applications with Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD) and Whitehorse Trails and Greenways selection committees and made recommendations for new member appointments
3. Hosted anniversary events with Ushiku and Lancieux sister cities

Current Efforts:

1. Handy Bus Agreement with Yukon Government
2. Regular conference call meetings with the local organizing committee and Rogers in preparation for the Rogers Hometown Hockey 2016 Tour
3. The 2016 budget process

Planned Activities:

1. Ongoing budget process
2. Prepare for CCMARD Open House on Yukon Human Rights Day
3. Complete 2015 performance reviews and 2016 Workplans

Critical Statistics:

QUARTERLY ACTIVITY REPORT – August to October 2015
Parks and Community Development

Accomplishments:

1. Successfully coordinated and executed sister city events and hosted Communities in Bloom judges
2. Completed Wolf Creek MMU trail network improvements
3. Completed installation of playground equipment in Lazulite, Rotary, Granger and North Star Parks

Current Efforts:

1. Preparing advertising and communication for 2016 events
2. Completion of Crestview trail network design phase
3. Completion of Range Point entrance sign

Planned Activities:

1. Installation of winter banners and winter lights
2. Preparing for Porter Creek Neighbourhood Trail Task Force meetings
3. Preparing for upcoming winter events and application processes for Ushiku Exchange

Critical Statistics:

July 24- August 3	Inbound Ushiku Exchange (Whitehorse Hosting) 30 th Anniversary Farwell dinner: August 2
August 11	Community In Blooms Dinner
August 26	Flag Raising – Lancieux France (City Hall)
September 14-16	GFOA Conference
September 25	Lancieux France Sister City Relationship Celebration 15 th Anniversary

QUATERLY ACTIVITY REPORT – August to October 2015
Recreation and Facility Services

Accomplishments:

1. Coordination and delivery of Fall Active Living Guide programs, including confirmation of 10,000+ community bookings of city facilities and Yukon schools for recreational use
2. Finished 2015 capital projects (2nd Floor Concourse Blinds and Arena Glass Retrofit)
3. Celebrated CGC 10th Anniversary with Customer Service Week, National Family Week and Fire Prevention Week October 4-10, with record high active members

Current Efforts:

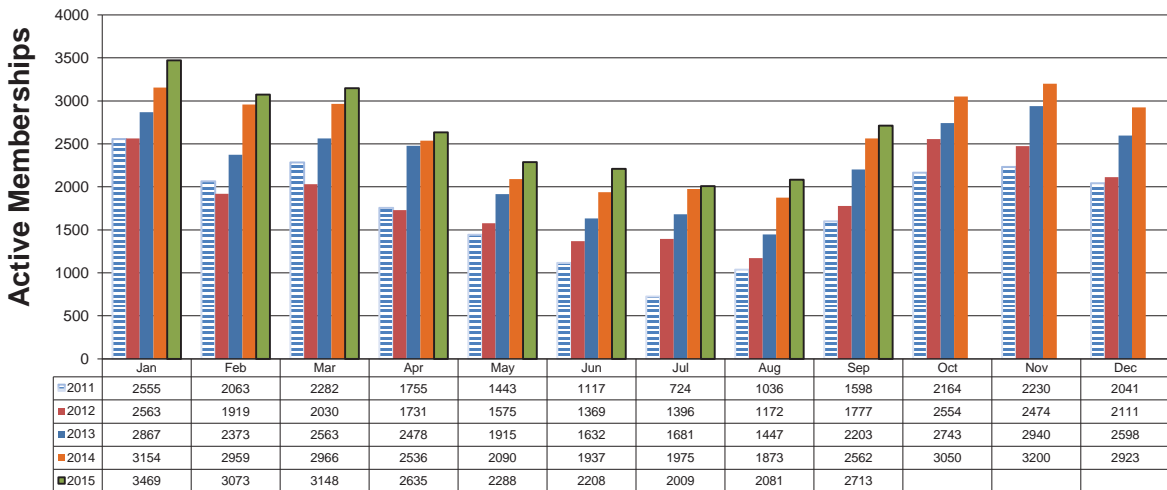
1. Recruitment and retention of staffing to maintain operational requirements
2. Preparation of 2016 Winter Active Living Guide and recreation programming
3. RFP evaluation for Recreation Activity Management Software Replacement

Planned Activities:

1. Special Events: Halloween Spooktacular, Remembrance Day and Family First Night
2. Implementation of the Joint Use Agreement
3. Complete budget variance and maintain operations to meet or exceed 2015 budget

CGC Active Membership Statistics:

Canada Games Centre Memberships



Monthly Activity 2011 2012 2013 2014 2015

QUARTERLY ACTIVITY REPORT – August to October 2015
Transit Department

Accomplishments:

1. Hired and trained new Transit drivers
2. 2016 budget submissions
3. Developed new training

Current Efforts:

1. 5 year Transit report card – final draft
2. Developing new bus stop designs
3. Gas tax funding bus tender

Planned Activities:

1. Presenting 5 year Transit report card to new Council
2. Partnership with Kwanlin Dun Cultural Centre and FOWL for new bus shelter
3. Live Transit public schedules

Critical Statistics: Aug-October Ridership Data

