

CITY OF WHITEHORSE
REGULAR Council Meeting #2016-20

DATE: Monday, November 14, 2016

TIME: 5:30 p.m.

Mayor Dan Curtis
Deputy Mayor Samson Hartland
Reserve Deputy Mayor Dan Boyd

A G E N D A

CALL TO ORDER 5:30 p.m.

AGENDA: Adoption

PROCLAMATIONS: Christmas Kettle Campaign – November and December 2016
Restorative Justice Week – November 20 – 27, 2016

MINUTES: Regular Council Meeting #2016-19 dated October 24, 2016

DELEGATIONS: Tony Zedda – Zoning Amendment (305 Hawkins Street)
Keith Lay – Trail Maintenance Policy

PUBLIC HEARING: Bylaw 2016-31 – Zoning Amendment (Cousins Airfield Road)

COMMITTEE
REPORTS: **Budget Committee** – Mayor Curtis
2017 to 2020 Capital Budget Address

Operations Committee – *Councillors Hartland and Woodcock*
Amend Waste Management Bylaw
Reuse Store at the Waste Management Facility
Contract Award – Operations Building Cleaning and Grubbing

Community Services Committee – *Councillors Fendrick and Hartland*
Trail and Greenways Committee Terms of Reference
Festival and Special Events Grant Allocations

Public Health & Safety Committee – *Councillors Boyd and Curteanu*
Christmas Food For Fines Promotion

Development Services Committee – *Councillors Curteanu and Irwin*

Corporate Services Committee – *Councillors Woodcock and Boyd*

City Planning Committee – *Councillors Irwin and Fendrick*
Zoning Amendment – Kopper King Drive-thru
Zoning Amendment – 305 Hawkins Street
Land Transfer – Whistle Bend Lease Area to Government of Yukon
Subdivision Approval – Whistle Bend Phase 4

NEW & UNFINISHED
BUSINESS: Trail Maintenance Policy

BYLAWS: 2016-41 Capital Expenditure Program (2017-2020) 1st Reading
2016-45 Zoning Amendment (305 Hawkins Street) 1st Reading
2016-46 Zoning Amendment (Kopper King Drive-thru) 1st Reading
2016-48 Amend Waste Management Bylaw 1st & 2nd Reading

ADJOURNMENT:



PROCLAMATION CHRISTMAS KETTLE CAMPAIGN

November – December 2016

WHEREAS The Salvation Army Christmas Kettle Campaign is one of Canada's most significant and recognizable annual charitable events; and

WHEREAS in addition to the critical fundraising impact of the campaign, the Christmas Kettles boost the Salvation Army's visibility and awareness; and

WHEREAS the Salvation Army is active in our community in the fight against poverty, providing shelter and support for people in need, and assisting men, women and families tend to the basic necessities of life; and

WHEREAS The Salvation Army gives hope and support to vulnerable people; and

WHEREAS for more than 100 years in communities all across Canada the annual Christmas Kettle Campaign has been a great way for people to help others in need in their local community through the work of the Salvation Army;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim Wednesday, November 16, 2016 to be the start of the ***Christmas Kettle Campaign*** in the City of Whitehorse.

Dan Curtis
Mayor



PROCLAMATION
RESTORATIVE JUSTICE WEEK
November 20 – 27, 2016

WHEREAS restorative justice is a philosophy and approach that views crime and conflict as harm done to people and relationships; and

WHEREAS restorative justice is a non-adversarial approach to justice that emphasises healing in victims and accountability of offenders; and

WHEREAS restorative justice encourages the involvement of citizens in creating healthier, safer communities, with the goal of reaching meaningful, satisfying and fair outcomes through inclusion, open communication, and truth; and

WHEREAS restorative justice principles can be applied to every day challenges, including those involving families, neighbourhoods, schools and workplaces; and

WHEREAS the theme for this year's Restorative Justice Week is "Inspiring Innovation"; and

WHEREAS Restorative Justice Week provides opportunities to learn about restorative justice, and raises awareness of a restorative approach to addressing crime and conflict;

THEREFORE, I, Mayor Dan Curtis, do hereby proclaim November 20 to 27, 2016 to be ***Restorative Justice Week*** in the City of Whitehorse.

Dan Curtis
Mayor

MINUTES of **REGULAR** Meeting #2016-19 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, October 24, 2016, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis
Councillors Dan Boyd – Electronic Participation
Robert Fendrick
Samson Hartland
Betty Irwin
Roslyn Woodcock

ABSENT: Councillor Jocelyn Curteanu

ALSO PRESENT: City Manager Christine Smith
Director of Community Services Linda Rapp
Director of Development Services Mike Gau
Director of Infrastructure and Operations Peter O’Blenes
Chief Financial Officer Valerie Braga
Manager of Legislative Services Jeff O’Farrell
Manager of Strategic Communications Jessica Apolloni

Mayor Curtis called the meeting to order at 5:30 p.m.

CALL TO ORDER

2016-19-01

It was duly moved and seconded
THAT the agenda be adopted as amended with the addition of Edwin Woloshyn and Jocelyn Agus as a delegation speaking to the Childcare Centre rezoning application.

Carried Unanimously

AGENDA

2016-19-02

It was duly moved and seconded
THAT the minutes of the regular council meeting dated October 11, 2016 be adopted as presented.

Carried Unanimously

MINUTES

October 11, 2016

DELEGATIONS

Keith Lay addressed Council on behalf of Active Trails Whitehorse to express general satisfaction with the proposed revisions made to the Trail Maintenance Policy. He noted that there are some definitions and clauses that still need work, and encouraged the City to spend more time, energy and resources on educating the public as to the content of the various policies, plans and bylaws.

KEITH LAY
Trail Maintenance Policy

Edwin Woloshyn and Jocelyn Agus provided Council with the history of the application to rezone the Skky Hotel property to allow a child care centre as a principal use. They asked that further readings of the rezoning bylaw be postponed for six months, and stated that if that is not possible they would withdraw their application.

E. WOLOSHYN & J. AGUS
Zoning at Skky Hotel

COMMITTEE REPORTS

Community Services Committee

Mayor Curtis proclaimed October 17 to 23, 2016 to be **Waste Reduction Week** in the City of Whitehorse.

Proclamation
Waste Reduction Week

2016-19-03

It was duly moved and seconded
THAT the revised Trail Maintenance Policy dated October 2016 be adopted as amended; and

Adoption of the
Trail Maintenance Policy

THAT administration is hereby directed to proceed with the development of a Trail Development Policy.

2016-19-04

It was duly moved and seconded
THAT the definition for an unauthorized trail in the Trail Maintenance Policy be amended to read, "Unauthorized trail means any trail identified by the City as having been constructed without proper prior approval".

Amend Definition of
Unauthorized Trail

Defeated (1 – 5)

IN FAVOUR: Councillor Woodcock

OPPOSED: Mayor Curtis, Councillors Boyd, Fendrick, Hartland
and Irwin

Recorded Vote

In response to questions raised, administration confirmed that the definition for "unauthorized trail" is a hold-over from sections of the policy that have since been removed with the expectation that the issue will be addressed in a new Trail Development Policy.

Discussion

It was also clarified that indefinite closure would only occur under exceptional circumstances such as flooding, large numbers of windfall trees, or other conditions where considerable time and/or resources would be required to restore the trail or adjacent areas.

2016-19-05

It was duly moved and seconded
 THAT consideration of the motion to adopt the Trail Maintenance
 Policy be postponed to the next regular meeting of council scheduled
 for November 14, 2016.

Motion to Postpone

Carried (5 – 1)

IN FAVOUR: Mayor Curtis, Councillors Boyd, Fendrick, Hartland
 and Irwin
 OPPOSED: Councillor Woodcock

Recorded Vote

2016-19-06

It was duly moved and seconded
 THAT the allocation of Category 1 Recreation Grants in the amount
 of \$40,980.00 be approved as recommended by the Recreation
 Grant Task Force; and

THAT any unexpended recreation grant funds, as well as any
 refunds received prior to year-end, be authorized for re-budgeting to
 2017

Grant Recipient	Amount
Arctic Edge Skating Club	\$5,000.00
• Yukon Championships / Test Day	
Chickadees Playschool Association	\$1,980.00
• Supplies / Field Trips	
Fiddleheads Performance Group	\$8,000.00
• Youth Music Lessons, Workshops, Performances	
Learning Disabilities Association of Yukon	\$10,000.00
• Camp Raven	
Nakai Theatre Ensemble	\$4,000.00
• 24 Hour Playwriting Competition and Cabaret	
Yukon Art Society	\$12,000.00
• Arts Underground Recreational-Educational Program	
Total	<u>\$40,980.00</u>

Fall Recreation
 Grant Allocations

Carried Unanimously

Public Health and Safety Committee

There was no report from the Public Health and Safety Committee.

No Report

Development Services Committee

2016-19-07

It was duly moved and seconded
THAT Bylaw 2016-39, a bylaw to provide for local improvement charges with respect to the reconstruction of a portion of Wheeler Street between 4th Avenue and the base of the escarpment, be brought forward for consideration under the bylaw process.

BRING FORWARD
WHEELER STREET
LOCAL IMPROVEMENT
CHARGES BYLAW

Carried Unanimously

Corporate Services Committee

2016-19-08

It was duly moved and seconded
THAT the Standing Committee meeting scheduled for Monday, November 7, 2016 be re-scheduled to Tuesday, November 8, 2016 to avoid conflict with the Territorial election.

RESCHEDULE
ELECTION DAY
MEETING

Carried Unanimously

City Planning Committee

2016-19-09

It was duly moved and seconded
THAT Bylaw 2016-29, a bylaw to amend the zoning of 1124 Front Street to allow for the expansion of the MacBride Museum, be amended at second reading to reflect the revised application and to retain a portion of the requirement for parking; and

BRING FORWARD
ZONING AMENDMENT
MACBRIDE MUSEUM

THAT Bylaw 2016-29 be brought forward for second and third reading under the bylaw process.

Carried Unanimously

2016-19-10

It was duly moved and seconded
THAT Bylaw 2016-36, a bylaw to amend the zoning at 16 Burns Road to allow a child care centre as a principal use, be brought forward for second and third reading under the bylaw process.

BRING FORWARD
ZONING AMENDMENT
SKKY HOTEL

Carried Unanimously

Administration confirmed that the property owner has revoked the authority given to the original applicants to act as his agent, and further that the property owner wishes to proceed with this application.

Clarification Provided

2016-19-11

It was duly moved and seconded
THAT Bylaw 2016-37, a bylaw to amend the zoning of the Lobird
Mobile Home Park property to allow for the placement of a mobile
home with a heated addition, be brought forward for second and third
reading under the bylaw process.

BRING FORWARD
ZONING AMENDMENT
LOBIRD TRAILER PARK

Carried Unanimously

2016-19-12

It was duly moved and seconded
THAT Bylaw 2016-31, a bylaw to amend the zoning at 19 Cousins
Airfield Road to allow for country residential development, be brought
forward for due consideration under the bylaw process.

BRING FORWARD
ZONING AMENDMENT
COUSINS ROAD

Carried Unanimously

City Operations Committee

There was no report from the City Operations Committee.

No Report

NEW & UNFINISHED BUSINESS

2016-19-13

It was duly moved and seconded
THAT Deputy Mayor appointments be approved as follows:

Councillor Hartland	November 1 to December 31, 2016
Councillor Woodcock	January 1 to February 28, 2017
Councillor Curteanu	March 1 to April 30, 2017
Councillor Fendrick	May 1 to June 30, 2017
Councillor Irwin	July 1 to August 31, 2017
Councillor Boyd	September 1 to October 31, 2017

DEPUTY MAYOR
APPOINTMENTS

Carried Unanimously

2016-19-14

It was duly moved and seconded
That Reserve Deputy Mayor appointments be approved as follows:

Councillor Boyd	November 1, 2016 to April 30, 2017
Councillor Hartland	May 1 to October 31, 2017

RESERVE DEPUTY
MAYOR APPOINTMENTS

Carried Unanimously

2016-19-15

It was duly moved and seconded
THAT Chair and Vice-Chair appointments for Standing Committees for
November 1, 2016 to October 31, 2017 be approved as follows:

Corporate Services Committee	Chair Roslyn Woodcock Vice-Chair Dan Boyd	
City Planning Committee	Chair Betty Irwin Vice-Chair Robert Fendrick	
Development Services	Chair Jocelyn Curteanu Vice Chair Betty Irwin	STANDING COMMITTEE CHAIR AND VICE-CHAIR APPOINTMENTS
City Operations	Chair Samson Hartland Vice-Chair Roslyn Woodcock	
Community Services	Chair Robert Fendrick Vice-Chair Samson Hartland	
Public Health and Safety	Chair Dan Boyd Vice-Chair Jocelyn Curteanu	
	Carried Unanimously	

2016-19-16

It was duly moved and seconded
THAT Council member appointments to ad hoc committees for
November 1, 2016 to October 31, 2017 be approved as follows:

Association of Yukon Communities	Councillor Boyd and Councillor Hartland	
CCMARD Advisory Committee	Councillor Fendrick	
Crime Stoppers	Councillor Boyd	COUNCIL MEMBER APPOINTMENTS Ad Hoc Committees
Federation of Canadian Municipalities	Mayor Curtis	
Persons with Disabilities Advisory Committee	Councillor Curteanu	
Trail and Greenways Advisory Committee	Councillor Woodcock	
Whitehorse Chamber of Commerce	Councillor Boyd	
Whitehorse Housing Advisory Board	Councillor Irwin	
	Carried Unanimously	

2016-19-20

It was duly moved and seconded
THAT Melissa Atkinson, Sue Greetham, Raj Murugaiyan and Vikki Quocksister be appointed to the Canadian Coalition of Municipalities Against Racism and Discrimination Advisory Committee for a two-year term expiring October 31, 2018; and

CITIZEN APPOINTMENTS
CCMARD Committee

THAT Frédéric Nolet, Naresh Prasad, Sharon Shorty and Tayler Vallevand-Vance be re-appointed to the CCMARD Advisory Committee for a one-year term expiring October 31, 2017.

Carried Unanimously

2016-19-21

It was duly moved and seconded
THAT Shobana Kolothumkattil and Gerard Tremblay be appointed to the Persons with Disabilities Advisory Committee for a three-year term expiring October 31, 2019; and

CITIZEN APPOINTMENTS
Persons with Disabilities
Advisory Committee

THAT Hans Herdes and Alan Macklon be re-appointed to the Persons with Disabilities Advisory Committee for a two-year term expiring October 31, 2018.

Carried Unanimously

2016-19-22

It was duly moved and seconded
THAT Niki Deneault and Philippa Lawson be appointed to the Whitehorse Trail and Greenways Advisory Committee for a two-year term expiring October 31, 2018; and

CITIZEN APPOINTMENTS
Trail and Greenways
Advisory Committee

THAT Jeffrey Marynowski and Sierra van der Meer be re-appointed to the Whitehorse Trail and Greenways Advisory Committee for a two-year term expiring October 31, 2018.

Carried Unanimously

2016-19-23

It was duly moved and seconded
THAT a summer recess be scheduled from August 13 to September 2, 2017 inclusive in order to allow for advance planning for administration and council members; and

SCHEDULE A SUMMER
RECESS FOR 2017

THAT the 2017 council meeting schedule be subsequently amended accordingly.

Carried Unanimously

BYLAWS

2016-19-24

It was duly moved and seconded
THAT Bylaw 2016-29, a bylaw to amend the zoning of the MacBride Museum property at 1124 Front Street in the downtown area to allow for the expansion of the MacBride Museum of Yukon History, be given second reading.

BYLAW 2016-29
ZONING AMENDMENT
MacBride Museum
SECOND READING

2016-19-25

It was duly moved and seconded
THAT section 1 of Bylaw 2016-29 be amended to read as follows:

“1. Section 10.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.7.8 as follows:

“10.7.8 Special Restrictions

- (a) Lot 18, Block 7, Plan 2006-0127 LTO, located at 1124 Front Street in the Downtown area, is designated CMWx(a) with the special modification being that only four off-street parking spaces are required as long as the principal use of the property is a museum.”

Amendment

Carried Unanimously

Administration confirmed that there are three options available to the Museum Society for providing the required four parking spaces. These include providing spaces on site, providing spaces within 100 metres of the property, or paying a one-time fee in lieu for each of the required parking spaces that are not provided. This fee would be directed to the Parking Reserve.

Discussion

The MAIN MOTION as amended was then voted on and Carried Unanimously.

Vote on Main Motion

2016-19-26

It was duly moved and seconded
THAT Bylaw 2016-29, a bylaw to amend the zoning of the MacBride Museum property at 1124 Front Street in the downtown area to allow for the expansion of the museum, having been read a first and second time, now be given third reading.

BYLAW 2016-29
ZONING AMENDMENT
MacBride Museum
THIRD READING

Carried Unanimously

2016-19-27

It was duly moved and seconded
THAT Bylaw 2016-36, a bylaw to amend the zoning of 16 Burns Road in the Hillcrest area to allow a child care centre as a principal use on the Skky Hotel property, be given second reading.

Carried Unanimously

Administration confirmed that the bylaw as written simply expands the list of permitted principal uses at this site.

BYLAW 2016-36
ZONING AMENDMENT
Child Care at Skky Hotel
SECOND READING

Clarification Provided

2016-19-28

It was duly moved and seconded
THAT Bylaw 2016-36, a bylaw to amend the zoning of 16 Burns Road in the Hillcrest area to allow a child care centre as a principal use on the Skky Hotel property, having been read a first and second time, now be given third reading.

Carried Unanimously

BYLAW 2016-36
ZONING AMENDMENT
Child Care at Skky Hotel
THIRD READING

2016-19-29

It was duly moved and seconded
THAT Bylaw 2016-37, a bylaw to amend the zoning of the Lobird Mobile Home Park to allow for the placement of a mobile home with a heated addition be given second reading.

Carried Unanimously

BYLAW 2016-37
ZONING AMENDMENT
Lobird Mobile Home Park
SECOND READING

2016-19-30

It was duly moved and seconded
THAT Bylaw 2016-37, a bylaw to amend the zoning of the Lobird Mobile Home Park to allow for the placement of a mobile home with a heated addition, having been read a first and second time, now be given third reading.

Carried Unanimously

BYLAW 2016-37
ZONING AMENDMENT
Lobird Mobile Home Park
THIRD READING

2016-19-31

It was duly moved and seconded
THAT Bylaw 2016-31, a bylaw to amend the zoning at 19 Cousins Airfield Road to allow for country residential development, be given first reading.

Carried Unanimously

BYLAW 2016-31
ZONING AMENDMENT
19 Cousins Airfield Road
FIRST READING

2016-19-32

It was duly moved and seconded
THAT Bylaw 2016-39, a bylaw to provide for local improvement charges with respect to the reconstruction of a portion of Wheeler Street between 4th Avenue and the base of the escarpment, be given first reading.

Carried Unanimously

BYLAW 2016-39
LOCAL IMPROVEMENT
Wheeler Street West
FIRST READING

There being no further business, the meeting adjourned at 6:48 p.m.

ADJOURNMENT

Mayor

City Clerk

ADOPTED by resolution at Meeting #2016-

MEMORANDUM

FILE #: Z-12-2016

TO: Mayor and Council
FROM: Administration
DATE: November 14, 2016
SUBJECT: Public Hearing at Regular Council Meeting November 14, 2016

Please be advised there will be a Public Hearing at the regular council meeting on November 14, 2016 to hear from interested parties related to the following zoning amendment:

**Bylaw 2016-31, a bylaw to change the zoning of 19 Cousins Airfield
Road from CH-Highway Commercial to RC1-Country Residential 1**

Starr MacDonald has applied to amend the zoning of her 2.5 hectare property located near Cousins Airstrip in the neighbourhood known as Forestview. The property is zoned Highway Commercial and the application is to change the zoning to Country Residential 1. If new zoning is granted, Ms MacDonald has indicated she will apply to subdivide her property, creating one additional lot. Council approved an Official Community Plan amendment for this property (from Commercial–Service to Residential–Country) in September 2016.

The property is currently used exclusively as a residence, and is approximately 100 metres from the Alaska Highway right-of-way. All other private properties in the area are also zoned residential. The existing zoning and previous Official Community Plan designation stemmed from the 2002 Forestview Area Development Scheme which suggested that an RV park would be a good use for this land.

Ms MacDonald has used the property as a residence since that point, while the area development scheme has gone largely unimplemented. Ms. MacDonald is now interested in subdividing and selling half of her property as a residential lot.

Bylaw 2016-31 received 1st Reading on October 24, 2016. Notices were published in the newspapers on October 28 and November 4, 2016. A total of 5 letters were sent to property owners within a kilometre of the subject property. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail.

Kinden Kosick
Planner II



City Budget Committee

Date	Monday, November 14, 2016
Location	Council Chambers, City Hall
Committee Members	Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Staff	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Lindsay Schneider, Budget/Internal Audit Specialist

1. 2017 to 2020 Capital Expenditure Plan

The Mayor will present the Budget Address for the 2017 to 2020 Capital Expenditure Plan.

The Capital Budget Bylaw will be distributed at the meeting on Monday, November 14.



Minutes of the meeting of the City Operations Committee

Date	Tuesday, November 8, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick – Electronic Participation Councillor Betty Irwin
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Norma Felker, Assistant City Clerk Jessica Apolloni, Manager of Strategic Communications Shannon Clohosey, Manager of Environmental Sustainability Dave Albisser, Manager of Operations Wayne Tuck, City Engineer Bryna Cable, Environmental Coordinator

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

1. Amend Waste Management Bylaw

Administration is proposing that the Waste Management Bylaw be amended by adding a new schedule that clarifies how the tipping fee for unsorted loads will be applied. A fee for unsorted loads was added to the Fees and Charges Bylaw in 2013 as a disincentive for waste haulers to collect unsorted loads. In response to concerns raised by waste haulers, implementation was scheduled to take effect in 2017. Monthly meetings between waste haulers and administration have taken place to discuss changes required by both the haulers and the City with respect to the unsorted load fee, inspection protocols, client education, and infrastructure. The proposed schedule provides clarity on how the fee will be applied, and also provides for a phase-in period of three years.

Recommendation

THAT Bylaw 2016-48, a bylaw to amend the Waste Management Bylaw with respect to unsorted loads, be brought forward for due consideration under the bylaw process.

2. Re-use Store at the Waste Management Facility

A temporary closure of the Reuse Store at the Waste Management Facility was initiated in April due to safety concerns. This closure resulted in increased pressure on Raven Recycling and the Salvation Army as both these organizations experienced a marked increase in the amount of donations dropped off at their locations. The City subsequently hosted an event to determine what residents and key stakeholders envision for the future of reuse in Whitehorse. While many ideas were proposed, no one organization has the capacity to take the lead on this initiative. While the work on finding a community-based solution will continue, the operation of the Reuse Store as an unstaffed shed open to any and all public donations presents considerable health and safety risks and is an ineffective form of reuse.

Recommendation

THAT the Reuse Store at the Waste Management Facility be permanently closed.

3. Contract Award – Operations Building Clearing and Grubbing

A tender was issued for the clearing and grubbing of the site for the new municipal operations building. Three bids were received in response to the tender issued, one of which was rejected for non-compliance issues. The low bid is within budget, and the tender review committee unanimously agreed that the low bidder is familiar with the scope of the project and has the skills and ability to conduct the work successfully.

Recommendation

THAT the contract for the Operations Building Clearing and Grubbing construction project be awarded to Castle Rock Enterprises Ltd. for a net cost to the City of \$126,480.00.

4. Quarterly Activity Reports – For Information Only

Activity Reports for August to October 2016 were received from the Director of Infrastructure and Operations and the Engineering Services, Operations, and Water and Waste Services Departments.



Minutes of the meeting of the Community Services Committee

Date	Tuesday, November 8, 2016
Location	Council Chambers, City Hall
	Councillor Samson Hartland – Chair Mayor Dan Curtis
Committee Members Present	Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick – Electronic Participation Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Norma Felker, Assistant City Clerk Jessica Apolloni, Manager of Strategic Communications Douglas Hnatiuk, Manager of Parks and Community Development

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

1. Trail and Greenways Committee Terms of Reference

The Whitehorse Trail and Greenways Advisory Committee is required to review its terms of reference annually and propose changes to Council. Members of the Committee reviewed the existing terms of reference along with a number of recommendations received from the Active Trails Whitehorse Association. The only changes being recommended this year concern the attendance of alternate members.

Keith Lay spoke against the proposed revisions to the Terms of Reference, stating that as a matter of principle the committee chair should not have the authority to veto alternates chosen by a committee member. He also stated that the requirement for committee members not to criticise the committee is an inappropriate and undemocratic gag order that has no place in the committee’s Terms of Reference.

Recommendation

THAT the Terms of Reference for the Whitehorse Trail and Greenways Advisory Committee dated Tuesday, November 2016 be adopted as presented.

2. 2017 Festival and Special Event Grant Allocations

The Festival and Special Event Grant fund is governed by Council Policy. In May Council approved changes to the policy that adopted August 31st annually as the deadline for all applications. Eighteen applications were received for 2017. The evaluation committee reviewed and rated all applications and made recommendations for financial and in-kind support. The full amount of funding available was recommended in allocations to all 18 groups, including three signature events. In-kind requests were examined critically by impacted departments to ensure that they can be accommodated within regular operating hours.

Recommendation

THAT Festival and Special Event Grant allocations for 2017 be approved as recommended by the evaluation committee, with funding from the 2017 budget.

3. Quarterly Activity Reports – For Information Only

Activity Reports for August to October 2016 were received from the Director of Community and Recreation Services, Parks and Community Development, Recreation and Facility Services, and the Transit Services Department.

Issues Arising from the Activity Reports

Administration confirmed that some programs operating at the Canada Games Centre experience space constraints, but the facility as a whole still has plenty of capacity. The increased usage does put pressure on maintenance and staffing issues.



Minutes of the meeting of the Public Health and Safety Committee

Date	Tuesday, November 8, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Robert Fendrick – Electronic Participation Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Norma Felker, Assistant City Clerk Jessica Apolloni, Manager of Strategic Communications Dave Pruden, Manager of Bylaw Services Kyle Morrison, Bylaw Education Constable

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

1. Christmas Food for Fines Promotion

To demonstrate goodwill and community spirit, Bylaw Services is proposing a Food for Fines program for the 2016 Christmas season as a means of contributing to citizens who are less fortunate. The Food for Fines program has operated successfully for several years, providing food for the Food Bank and Kaushee’s Place.

The program will allow the option of donating food items in lieu of ticket payments to persons who receive tickets for parking meter violations between December 3rd and 10th this year. Non-perishable food items will be accepted in lieu of ticket payments as long as the value of food items contributed is equal to or greater than the value of the ticket.

As this initiative requires promotional support and advertising in order to obtain full participation from the public, early approval is requested to allow for the most successful communication and results.

Recommendation

THAT the 2016 Christmas Food for Fines Program be approved; and

THAT a grant not exceeding \$10,000.00 for parking meter ticket fines issued between December 3rd and December 10th, 2016 be approved to the Food Bank and Kaushee's Place as part of the Christmas Food for Fines promotion.

2. Quarterly Activity Report – For Information Only

Activity reports for August to October 2016 were received from Bylaw Services and the Fire Department.

Issues Arising from the Activity Reports

Committee members noted with appreciation that the first accessible vehicle for hire is now operating in the City.



Minutes of the meeting of the Development Services Committee

Date	Tuesday, November 8, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick – Electronic Participation Councillor Samson Hartland Councillor Roslyn Woodcock
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Norma Felker, Assistant City Clerk Jessica Apolloni, Manager of Strategic Communications

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

1. Quarterly Activity Reports – For Information Only

Activity reports for August to October 2016 were received from the Director of Development Services and the Economic Development and Environmental Sustainability Departments.



Minutes of the meeting of the Corporate Services Committee

Date	Tuesday, November 8, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick – Electronic Participation Councillor Samson Hartland Councillor Betty Irwin
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Norma Felker, Assistant City Clerk Jessica Apolloni, Manager of Strategic Communications

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

1. Quarterly Activity Reports – For Information Only

Activity reports for August to October 2016 were received from the City Manager and the Business and Technology Systems, Financial Services, Human Resources, Legislative Services, and Strategic Communications Departments.



Minutes of the meeting of the City Planning Committee

Date Tuesday, November 8, 2016

Location Council Chambers, City Hall

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

Staff Present Christine Smith, City Manager
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Peter O’Blenes, Director of Infrastructure and Operations
Valerie Braga, Chief Financial Officer
Norma Felker, Assistant City Clerk
Jessica Apolloni, Manager of Strategic Communications
Patrick Ross, Manager of Planning Services

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

1. **Zoning Amendment – Kopper King Drive-thru**

The owner of the property at 91888 Alaska Highway, commonly known as Kopper King Services, has applied for an amendment to the Zoning Bylaw to allow eating and drinking establishments with a drive-thru component in order to increase the marketability of this location. At this time, eating and drinking establishments with a drive-thru component are only permitted in the north end of the downtown commercial area. This restriction is in keeping with the Official Community Plan and other plans and policies that keep uses along the Alaska Highway from competing directly with businesses in the downtown. However, these restrictions are more applicable to large-scale destination type businesses rather than restaurants or minor retail establishments that cater to nearby residents and visitors as a convenience option.

Should the zoning amendment be approved, the Developer will be required to meet a number of zoning requirements and also work with the City and the Government of Yukon with respect to vehicle access along the Alaska Highway.

Recommendation

THAT Bylaw 2016-46, a bylaw to amend the Zoning Bylaw to permit an eating and drinking establishment with a drive-thru component at 91888 Alaska Highway, be brought forward for due consideration under the bylaw process.

2. Zoning Amendment – 305 Hawkins Street

Capital funding has been awarded for the development of a mixed-use affordable residential-commercial project at 305 Hawkins Street. The proponent has applied for a zoning amendment to reduce the number of off-street parking spaces required and waive the private amenity space requirements. The applicant wishes to eliminate one of the required on-site parking spaces, and also to remove the balconies from eight of the ten proposed residential units. The private amenity space would be replaced by a rooftop patio. The proposed development is supported by the Official Community Plan, and all proposed uses are permitted under the current zoning.

Committee members expressed concern about increased pressure on residents and businesses with respect to parking needs in the downtown area.

Recommendation

THAT Bylaw 2016-45, a bylaw to amend the Zoning Bylaw to permit the development of an affordable micro-housing project at 305 Hawkins Street, be brought forward for due consideration under the bylaw process.

3. Land Transfer – Whistle Bend Lease Area to YG

In 2001 the City acquired a parcel of land from the Government of Yukon that was subsequently leased to the Yukon Horse and Rider Association. The Association was required to relocate as part of the development plans for Whistle Bend. The area now needs to be transferred back to the Government of Yukon to facilitate the development of the Whistle Bend neighbourhood.

Recommendation

THAT Bylaw 2016-35, a bylaw to dispose and transfer the former Horse and Rider Association lease area to the Government of Yukon, be brought forward for due consideration under the bylaw process.

4. Subdivision Approval – Whistle Bend Phase 4

The City has been working with the Yukon Government on the development of the Whistle Bend Subdivision. To ensure the continued development of Whistle Bend, Yukon is now requesting approval for phase 4 of the subdivision. Phase 4 has a variety of zone resulting in 132 single family lots, 40 townhouse lots, 10 multi-family lots, two large greenbelts and one park lot.

Recommendation

THAT the subdivision of approximately 43.7 hectares of land for the creation of new residential lots, greenbelts, lanes, roads and a park in Whistle Bend Phase 4, as shown on the proposed subdivision sketch, be approved subject to the condition that the Yukon Government enter into a Development Agreement with the City of Whitehorse for the construction of underground utilities, roads and lanes to service the proposed subdivision area and other areas of Whistle Bend Subdivision.

5. Quarterly Activity Reports – For Information Only

An activity report for August to October 2016 was received from the Planning and Building Services Department.

Issues Arising from the Activity Report

Administration advised that the discrepancy between the increase in permits issued and the decreased number of inspections completed can be accounted for by the big projects under way. In such cases, many inspections are part of the construction supervision contract.

There being no further business, the meeting adjourned at 7:21 p.m.

ADMINISTRATIVE REPORT

TO: Mayor and Council
FROM: Administration
DATE: November 14, 2016
RE: Trail Maintenance Policy

ISSUE

Update of the Trail Maintenance Policy

HISTORY

Proposed changes to the City's Trail Maintenance Policy were initially brought forward in June. At Council's request, the revised policy was reviewed by the Whitehorse Trail and Greenways Advisory Committee (WTGC). Members of the WTGC agreed unanimously that the trail maintenance policy should only highlight the maintenance aspects of trail stewardship. Members also unanimously agreed that development elements should be considered in a separate policy that deals with all trail development options or restrictions and includes a detailed trail development application process.

In addition to the recommendations set out by the WTGC, administration also took into consideration the input from other stakeholders that were brought forward to City Council and administration. A newly revised policy was then brought back to Council in October.

In response to issues raised by delegates and Council members at the regular meeting on October 24th, the adoption of the revised policy was postponed to the next regular council meeting. Some additional minor amendments have since been incorporated into the policy to address the specific issues raised.

ALTERNATIVES

1. Approve the policy revisions and the recommendations of the WTGC
2. Refer the matter back to administration for additional consideration

ANALYSIS

In accordance with the Procedures Bylaw, the postponed motion is now being brought back for council's consideration.

THE MOTION TO BE CONSIDERED IS:

THAT the revised Trail Maintenance Policy dated October 2016 be adopted as amended; and

THAT administration is hereby directed to proceed with the development of a Trail Development Policy.

CITY OF WHITEHORSE
COUNCIL POLICY



TRAIL MAINTENANCE POLICY

Policy Number:	2016-03
Approved by:	Council
Effective date:	November 2016
Next review due:	2020
Department:	Parks & Community Development/Legislative Services

PURPOSE To describe the trails within municipal boundaries that are to be maintained and the level of service to which they are to be maintained

AUTHORITY Council Resolution _____ dated _____

POLICY STATEMENT

The people of Whitehorse hold the trail network in very high regard and are committed to its preservation, use and enjoyment. It is felt that the trail network reflects the City's unique wilderness and mountain setting and promotes a common understanding of the City's natural land and historic heritage. The trail network is enjoyed by both residents and visitors. Whitehorse citizens envision a city trail system in which all take pride, and every citizen assumes responsibility for its protection.

SCOPE

This policy applies to Council, city administration, trail users, trail stewards, and the general public.

TRAIL NETWORK

There are over 700 kilometres of mapped trails within the municipal boundaries of the City of Whitehorse. The City is responsible for the maintenance of specific trails that meet established criteria. The level of service for identified trails is determined using a system of prioritization. This maintenance responsibility includes, but is not limited to, scheduled inspections, clearing, remediation, re-routing, decommissioning and issue tracking. The City will provide this service on a priority basis in a cost-effective manner, with consideration to safety, budgets, personnel, and environmental concerns.

EXCLUSIONS

The Trail maintenance Policy specifically excludes the following:

- (1) Trails not identified in Appendix A – Priority Trails Inventory.
- (2) Sidewalks and public rights-of-way;
- (3) City parks and city playgrounds;
- (4) Greenbelts and/or environmental protection areas.

DEFINITIONS

“accessible trail” means a trail that complies with accessibility guidelines and can be used by persons in wheelchairs.

“access point” means a sidewalk, lowered curb or other trail that links the main trail to a city-maintained sidewalk, road, or parking lot.

“City trail” means any trail designated in the City’s Trail Plan priority trail inventory.

“decommission” means a process of reclaiming an entire trail or sections of a trail within city boundaries so that it is returned to a natural state without causing negative environmental impacts such as erosion.

“difficulty rating system” means a rating system used to categorize the technical difficulty of trails. Trails generally range in difficulty from easy (green circle) to extreme (double black diamond).

“double-track” means a trail where users generally travel single file but have the ability to pass each other while travelling in the opposing or same direction. The tread width of a double-track trail is generally 150 to 200 cm but can be as wide as 300 cm if the surface is paved.

“hinterland trail” means a narrow low impact nature trail that experiences low levels of use by non-motorized traffic only. Tread width is 30 cm with natural surface.

“machine-built trail” means a trail or section of trail constructed with the use of an excavator, dozer, ditch witch, or other similar machine.

“Manager” means the Manager of Parks and Community Development for the City of Whitehorse or his/her approved designate.

“remediation” means a process of restoring a trail or any large impacted areas of a trail due to the impact of various environmental hazards or trail design issues.

“re-route” means a new section of trail that replaces an existing section. Re-routing is often the best remedy for a poorly designed trail that requires frequent maintenance.

“rules of the trail” means the International Mountain Bike Association’s rules of responsible mountain bicycling, including: Ride on open trails only; Control your bicycle; Always yield the trail; Never scare animals; Leave no trace; Plan ahead.

“sanding” means the application, either manually or by mechanical spreaders, of de-icer treated sand to improve traction.

“seasonal trail” means a trail where the primary use such as hiking, mountain biking or cross-country skiing occurs during one season only (i.e. summer or winter).

“shared use (multi-use) trail” means a trail that accommodates more than one user group such as hikers and mountain bikers at one time.

“single-track” means a trail where users must travel in single file. The tread width of a single-track trail is generally 30 to 70 cm wide but can be as wide as 100 cm. Single-track trails tend to wind around obstacles such as rocks and trees rather than having the obstacles removed, allowing the trail to blend into the environment. The trail surface is

almost always natural as opposed to surfaced with gravel or pavement. No motorized use is permitted on single-track trails.

“snow ploughing” means the ploughing of snow into windrows in storage areas on City trails. Storage areas will be along the sides of the trails.

“surfaced trail” means a trail with imported material on the tread surface. Surfacing can be pavement, gravel, mulch or other durable material.

“trail steward” means an organization or individual (Appendix C) that formally takes on responsibility for the care and maintenance of a particular trail. A trail steward is generally a volunteer organization whose stewardship is authorized through a memorandum of understanding. The Manager or designate has the authority to amend Appendix C as necessary to reflect changes or additions to the list of trail stewards.

“trail use agreement” means the form of authorization given to eligible trail groups or stewards by the City of Whitehorse to enable trail construction, remediation and maintenance on land owned by the municipality. Trail use agreements are generally in the form of a memorandum of understanding.

“tread width” means the measured width of a trail surface upon which users travel.

“technical trail feature (TTF)” means an obstacle on a mountain bike trail designed to challenge the skill of mountain bike users. Technical trail features can be natural (e.g., rock face or slab) or man-made (e.g., ramps, bridges, or teeter totters). Bridges constructed to cross streams, gullies or protect the environment will not be considered a technical trail feature.

“unauthorized trail” means any new trail constructed within City limits that is identified by the City as having been constructed without proper authority or approval.

“unsurfaced trail” means a trail where the tread is made up of soils and materials naturally found where the trail is located.

“Whitehorse trail standards” means the standards for trail construction, maintenance, signage and inspection adopted by the City of Whitehorse.

OBJECTIVES

1. The objectives of this policy are to create appropriate high quality trails within the community and provide equal opportunities for all residents to access a public trail close to their neighbourhoods. This will be achieved by:
 - (1) Providing an annotated list of priority trails that is reviewed on a periodic basis by Council;
 - (2) Assigning appropriate levels of service to the priority trails;
 - (3) Describing and scheduling specific tasks associated with designated service levels;
 - (4) Maintaining high safety standards on the trails;
 - (5) Protecting natural resources within the immediate vicinity of the trails;

- (6) Providing high quality user experiences;
- (7) Providing a framework to facilitate the effective allocation of available resources to maintain the trail standards outlined in this policy; and
- (8) Facilitating citizen participation in accessing the user experience on trails.

RESPONSIBILITIES

2. City Council shall:
 - (1) Annually set and adopt the trail maintenance budgets;
 - (2) Set and adopt the levels of service on a periodic basis;
 - (3) Set and adopt the Priority Trails list on a periodic basis; and
 - (4) **Authorize any permanent trail closures.**

City Administration (Parks and Community Development Department)

3. The Manager or designate shall ensure the implementation of this policy by:
 - (1) Determining when and how to initiate and perform trail maintenance activities;
 - (2) Allocating and scheduling parks and trails resources;
 - (3) Obtaining, allocating and scheduling privately held resources;
 - (4) Addressing public concerns **and public safety issues**;
 - (5) Managing the budget; and,
 - (6) Recommending revisions to the Trail Maintenance Policy and Priority Trails list as required.
4. City Parks and Community Development employees shall carry out trail maintenance in accordance with this policy, the approved budget, and the instructions of the Manager.

Private Contractors

5. Where not-for-profit organizations assume the primary maintenance role on identified trails, the organization shall:
 - (1) Perform duties consistent with the established 'level of service' assigned to each trail;
 - (2) Work within guidelines established by the Whitehorse Trail Standards; and,
 - (3) Report maintenance plans and activities to the Manager of Parks and Community Development on April 1 and October 1 of each year.

TRAIL TYPES

This classification system was adapted from the Whistler Trail Standards.

6. There are four general types of trails found within the municipal boundaries of Whitehorse. Type I trails have the highest amount of traffic with multiple users and Type IV trails have the least amount of traffic with specific users.

Type I Trails

7. Type I Trails are double-track trails paved with asphalt or chip seal. Typical use includes pedestrian and cycling with limited motorized use. Type I Trails:
 - (1) Are within the city core and connecting neighbourhoods;
 - (2) Provide a two to three metre tread width;
 - (3) Have trailhead signage and enroute signage installed where appropriate;
 - (4) Have difficulty and distance markers installed where appropriate;
 - (5) Have interpretive signage installed at established points of interest where appropriate;
 - (6) Have benches and viewing platforms installed where appropriate; and
 - (7) Provide lighting for night-time use if appropriate.

Type II Trails

8. Type II Trails are surfaced single-track or double-track trails. Typical use includes pedestrian and cycling with limited motorized use. Type II Trails:
 - (1) Have a single-track tread width up to one metre;
 - (2) Have a double-track tread width up to two metres;
 - (3) Are machine-built;
 - (4) Have boardwalks and bridges installed if appropriate;
 - (5) Have embedded trail obstacles removed;
 - (6) Have trailhead signage and enroute signage installed where appropriate;
 - (7) Have difficulty and distance markers installed where appropriate;
 - (8) Have interpretive signage installed at established points of interest where appropriate;
 - (9) Have benches and viewing platforms installed where appropriate; and
 - (10) The typical difficulty rating is easy (green circle).

Type III Trails

9. Type III Trails are unsurfaced single-track and double-track trails. Typical use includes hiking and mountain biking with limited motorized used. Type III trails:
 - (1) Have a single-track tread width of 50 to 70 centimetres;

- (2) Have a double-track tread width of up to two metres;
- (3) Have trailhead signage and enroute signage installed where appropriate;
- (4) Have difficulty and distance markers installed where appropriate; and
- (5) Have difficulty rating ranges from easy (green circle) to extreme (double black diamond).

Type IV Trails

10. Type IV Trails are hinterland trails. Typical use includes hiking and mountain biking. Type IV Trails:
 - (1) Plan for a tread width between 30 to 50 centimetres;
 - (2) Have minimal trailhead and enroute signage installed if appropriate;
 - (3) Have terrain that is sometimes rough with minimal tree grubbing and soil removed;
 - (4) Has no high impact users such as horses or motorized vehicles; and
 - (5) Have difficulty rating ranges from moderate (blue square) to extreme (double black diamond).

TRAIL PRIORITIES

11. In assigning a level of priority to trails, consideration is given to criteria such as:
 - (1) Location;
 - (2) Level of use by both residents and non-residents;
 - (3) Recreation needs;
 - (4) The nature of the facilities;
 - (5) The funds budgeted for trail maintenance;
 - (6) Personnel;
 - (7) Resources; and
 - (8) Environmental impact.
12. The City has set four priority ratings for trail maintenance. The trail inventory and priority level is attached in Appendix A – Priority Trails Inventory. The Manager or designate has the authority to amend Appendix A as required to reflect changes to the Priority Trails Inventory, including newly authorized trails and trails or sections of trails that have been temporarily closed or decommissioned in the interests of public safety or the protection of the environment.
 - (1) Priority A: This priority level may be applied to trails that meet one or more of the following criteria:
 - a) Type I trails;
 - b) Trails that receive high levels or intensity of use;
 - c) Accessible trails;

- d) Trails that allow for multiple users;
 - e) Trails that are utilized year round;
 - f) Trails that are used as alternative transportation routes connecting neighbourhoods and the downtown core; and,
 - g) Trails that form an organized network connected by one or more established trailheads.
- (2) Priority B: This priority level may be applied to trails that meet one or more of the following criteria:
- a) Type II or Type III trails;
 - b) Trails that receive moderate levels or intensity of use;
 - c) Trails that include built structures and/or features;
 - d) Seasonal trails;
 - e) Trails that are maintained by the City on behalf of other landowners as specified in an agreement; and
 - f) Trails that are currently maintained by not-for-profit organizations where the City and the organization either have or do not have a trail user agreement in place.
- (3) Priority C: This priority level may be applied to trails that meet one or more of the following criteria:
- a) Type III and Type IV Trails;
 - b) Trails that do not include built structures and/or features; and
 - c) Trails that receive low levels or intensity of use.
- (4) Priority D: This priority level may be applied to trails that meet one or more of the following criteria:
- a) Type II, III and Type IV Trails;
 - b) Key trails that are located in areas for which trail planning and official designations have not occurred; and
 - c) Wilderness trails that are not part of an organized network with established trailheads and signage.
13. The City will not maintain any trail not identified in Appendix A – Trails Priority Inventory.
14. As part of the annual budget review process, the Manager shall make recommendations to City Council regarding the appropriate priority and service levels for any new trails that have been proposed.

MAINTENANCE LEVEL OF SERVICE

15. Trail maintenance and operations in Whitehorse are primarily the responsibility of the Parks and Community Development Department, with some duties performed by trail stewards.

Priority A Trails

16. Priority A Trails will be inspected twice per year (April/October). The inspection will include a review of the trail for overall safety and difficulty designation, signage review, and review of constructed features. All issues observed will be logged and work orders created if appropriate.
 - (1) Public complaints are logged and work orders created if appropriate.
 - (2) Maintenance will include snow ploughing, sanding, grooming or track setting during winter if appropriate.
 - (3) Work will be completed based on budget and resources available.

Priority B Trails

17. Priority B Trails will be inspected once per year at the beginning or end of the use season (May/October). The inspection will include a review of the trails for overall condition and safety, difficulty designation, signage review, and a review of constructed features
 - (1) All issues observed are logged and work orders created if appropriate.
 - (2) Public complaints are tracked and work orders created if appropriate.
 - (3) Work will be completed based on budget and resources available.
 - (4) If the City is not the primary organization responsible for maintaining the trail, the identified trail steward will complete inspections, document required maintenance and issues, and coordinate resulting trail work.
 - (5) The City will support identified trail stewards with user agreements in place to complete maintenance and improvements if human and financial resources are available.

Priority C Trails

18. Priority C Trails will be inspected once every two or three years at the beginning or end of the use season (April/October). The inspection will include a review of the trail for overall condition and safety, difficulty designation, and signage review. All issues observed will be logged and work orders created if appropriate.
 - (1) Public complaints are tracked and work orders created if appropriate.
 - (2) Work will be completed based on budget and resources available.
 - (3) If the City is not the primary organization responsible for maintaining the trail, the identified trail steward will complete inspections, document required maintenance and issues, and coordinate resulting trail work.

- (4) The City will support identified trail stewards with user agreements in place to complete maintenance and improvements if human and financial resources are available.

Priority D Trails

19. Priority D Trails are not inspected.
 - (1) Public complaints will be documented and shared with identified trail stewards.
 - (2) Work will be completed based on budget and resources available.

WINTER SNOW PLOUGHING/SANDING MAINTENANCE

20. On Type I trails that are designated Priority A as deemed appropriate by City Council, the City will be prepared to conduct snow ploughing and sanding operations during the period from September 15 to April 30.
 - (1) The City will provide snow ploughing and sanding operations on a once per weekday basis and upon a snow accumulation of 5 cm, and in consideration of field conditions and the weather forecast.
 - (2) The trails will be ploughed to remove snow as close to the paved surface as possible, followed by a sanding treatment.
 - (3) Snow ploughing and sanding operations will be suspended where the daily high temperature is lower than minus 30 Celsius (-30C).
 - (4) The clearing of snow between the trail and access points shall be the responsibility of the City. The work shall be completed at the same time as the snow ploughing on the trails.
 - (5) In instances where snow ploughing is not possible, then a posted public notice shall indicate the disruption in service.

ADDITIONAL MAINTENANCE

21. Trails may require additional maintenance if one or more of the following occurs:
 - (1) Deterioration of constructed features or technical trail features.
 - (2) Erosion or excessive soil loss due to insufficient drainage.
 - (3) Trail widening or braiding.
 - (4) Ruts or vegetation cover loss.
 - (5) **Incidents such as flooding, wind-fall trees, etc.**
22. Work will be completed based on available resources, budgets, and priorities.

REPAIR OF DAMAGE CAUSED BY VANDALISM

23. Repair of damage caused by vandalism to trails, trailheads, and signage is carried out in order to maintain an aesthetic level consistent with the trail priority level, to maintain trails and features, to minimize recurrence, and to ensure public safety.
24. Public complaints are received and logged. Data is used to schedule maintenance, capital upgrades, and replacement.
25. Repair of damage caused by vandalism is undertaken year round.

CONDITIONS FOR TRAIL CLOSURES

26. City trails or sections of City trails that pose a significant risk to public safety and/or the environment may be temporarily closed under the authority of the manager or designate while the issue is resolved through clean up, maintenance, and re-routing.
27. In the event that risks to public safety or the environment cannot be resolved through clean up or maintenance, the Manager or designate may decommission City trails or sections of City trails as deemed necessary. **However, any decommissioning of whole City trails shall be subject to confirmation by resolution of City Council.**
28. At any time as deemed necessary, the Manager or designate may temporarily close any trail or portion thereof to public use, including adjacent public open space.
29. **Upon discovery, trails identified as unauthorized will immediately be closed under the authority of the Manager or designate to allow for investigation and review.**
30. When considering temporary closure the following steps may be taken:
 - (1) Consultation and cooperation with relevant stakeholders or trail stewards to determine remediation requirements;
 - (2) Posting a public notice indicating the reason for closure (Appendix B – Public Notice);
 - (3) Fencing and/or barricade placement as required; and
 - (4) Monitoring to ensure compliance with the trail closure.
31. **The authority for permanent closure of City trails rests with City Council.**

TRAIL MAINTENANCE AND ENHANCEMENTS BY TRAIL STEWARDS

32. Trail stewards intending to conduct trail maintenance or enhancements within municipal boundaries shall submit proposals outlining their intentions to the City of Whitehorse prior to commencing any work.

33. Proposals for trail maintenance or rehabilitation on existing established trails may be approved if public safety, user conflicts, and environmental issues can be managed.
34. Proposals to enhance, expand, or diversify an existing established trail by constructing new sections of trail or re-routing trail may be approved if:
 - (1) Public safety, user conflicts, and environmental issues can be managed; and
 - (2) In the opinion of the Manager, the City has the resource capacity to adequately manage the expanded trail system, or if the resources do not currently exist and the proponent agrees to enter into a long term use agreement where maintenance and management responsibility is passed onto the trail organization or steward.

PUBLIC RELATIONS

35. The Parks and Community Development Administrative Assistant (668-8325) shall handle all concerns and inquiries, Monday to Friday, 0830 to 1630. After hours emergency concerns and inquiries shall be directed to the **Trouble Line** at 667-2111. Trail maintenance activities or information may also be advertised in the “City Page” of the local newspapers or on the Parks and Recreation Department’s pages on the City website (www.whitehorse.ca).

HOURS OF OPERATION AND STAFF DEPLOYMENT

36. Trail maintenance work occurs year round. In general, tasks are divided into “winter season” (October 1st to March 31st) and “summer season” (April 1st to September 30th). There may be some overlap between seasons for certain tasks.
37. When in the opinion of the Manager abnormal conditions exist, overtime, additional City equipment and outside forces and equipment may be mobilized within existing budgets.

SAFETY

38. All work shall be carried out in accordance with the General Safety Regulations of the *Yukon Occupational Health and Safety Act*.

REPEAL OF EXISTING POLICY

39. The Trail Maintenance Policy adopted by Council Resolution #2015-03-07, including all amendments thereto, is hereby repealed.

APPENDICES

- Appendix A – Priority Trails Inventory
- Appendix B – Public Notice Signs
- Appendix C – List of Trail Stewards

SUPPORTING REFERENCES

The *Municipal Act*, related council bylaws and policies, and other applicable Acts and Regulations, as amended from time to time.

Please note that some documents may not be publicly available. Contact the Department of Parks and Community Development for additional applicable procedures, bylaws, Acts and supporting references.

HISTORY OF AMENDMENTS

<u>Date of Council Decision</u>	<u>Resolution Number</u>	<u>Description</u>
September 22, 2008	2008-20-09	Initial policy adopted
February 9, 2015	2015-03-07	Policy revised
2016	2016-	Policy revised

CITY OF WHITEHORSE
BYLAW 2016-41

A bylaw to adopt a capital expenditure program for the years 2017 to 2020

WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that council shall by bylaw cause a multi-year capital expenditure program to be prepared and adopted; and;

WHEREAS section 239 of the *Municipal Act* provides that council may by bylaw establish a procedure to authorize and verify expenditures that vary from the capital expenditure program; and

WHEREAS the inclusion of the Operations Building Project in the capital expenditure program will exceed the restrictions of the City's Debt Management Policy; and

WHEREAS section 11 of the Debt Management Policy provides that Council must direct the inclusion of any project which results in a debt level exceeding any of the five restrictions of the policy;

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

1. The 2017 to 2020 capital expenditure program attached hereto as Appendix "A" and forming part of this bylaw is hereby adopted.
2. The inclusion of project 320c01810 BCP–Operations Building Project in Appendix "A" of the 2017 to 2020 capital expenditure program is hereby authorised, subject to a separate borrowing bylaw coming forward for consideration.
3. No expenditure may be made that is not provided for in the 2017 to 2020 capital expenditure program unless such expenditure is approved as follows:
 - (1) By resolution of council to a maximum expenditure of \$500,000.00; or
 - (2) By bylaw for expenditures in excess of \$500,000.00.
4. Expenditures authorized in accordance with sections 3(1) and 3(2) of this bylaw that result in an increase in total expenditures above what was approved in the capital expenditure program may be subsequently approved through an umbrella bylaw at year end.
5. The Chief Financial Officer is hereby authorized to re-allocate funds between approved capital projects to a maximum expenditure of \$100,000.00.
6. A list of potential capital projects subject to confirmation of funding is attached hereto as Appendix "B" and forms part of this bylaw.
 - (1) Capital projects listed in Appendix "B" of this bylaw may be added to the approved capital expenditure program upon approval of the specific external funding agreement for such project, whether such agreement is approved by resolution of council or by the City Manager.

Capital Budget Bylaw 2016-41

7. Capital projects added to the approved capital expenditure program in accordance with section 6(1) of this bylaw may be subsequently approved through an umbrella bylaw at year end.
8. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC INPUT:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

Clerk

CITY OF WHITEHORSE

BYLAW 2016-41

Appendices “A” and “B” to the Capital Budget Bylaw will be distributed at the start of the regular council meeting on Monday, November 14, 2016.

CITY OF WHITEHORSE
BYLAW 2016-45

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* 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 allow for a mixed-use commercial and micro-housing development in the downtown area;

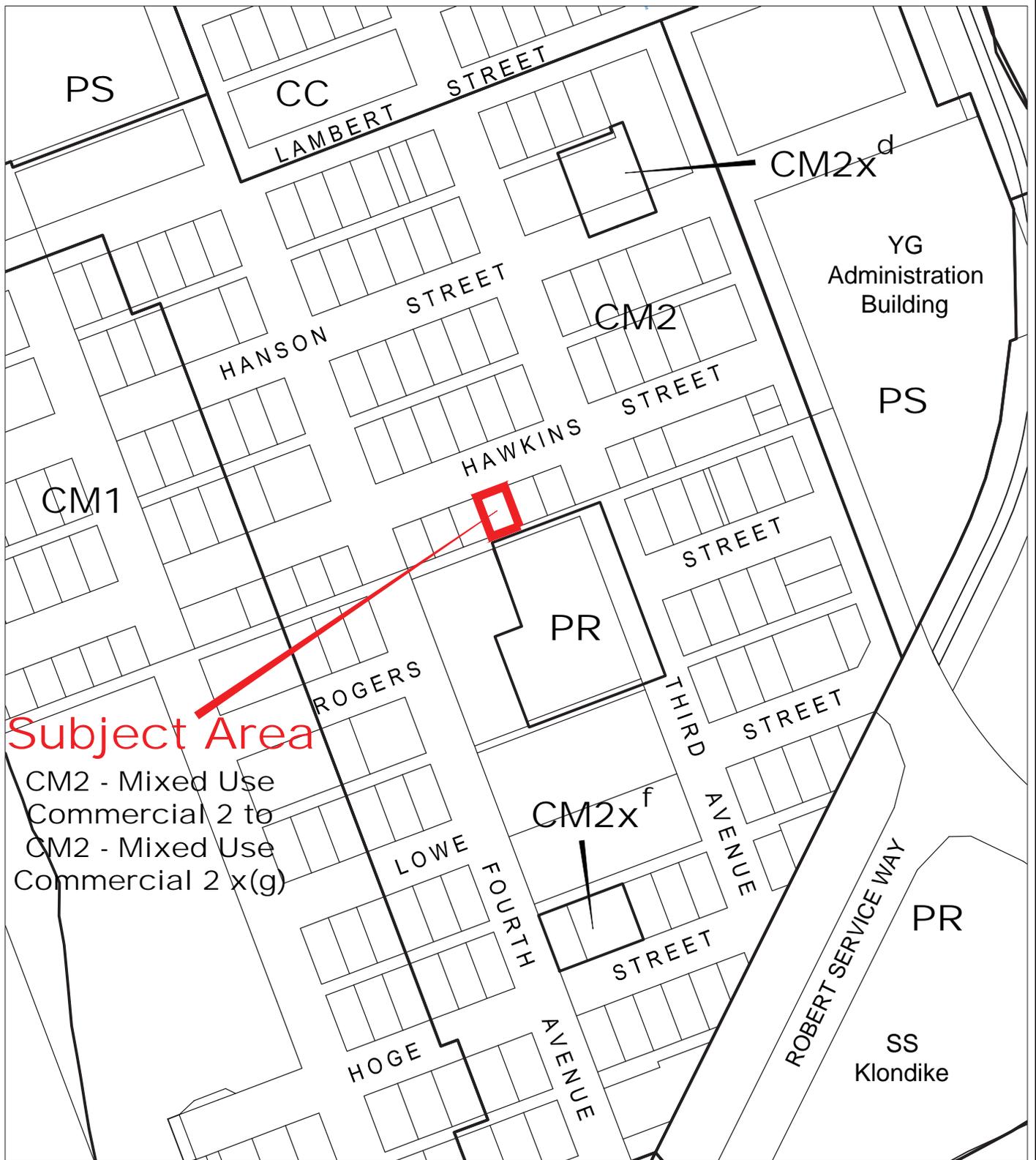
NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Section 10.6.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.6.7 g) as follows:
 “10.6.7 g) Lot 10, Block 21, Plan 3807 LTO, located at 305 Hawkins Street, is designated CM2x, with the special modifications being that the minimum off-street parking requirement is five spaces and that private amenity space requirements are waived.”
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 10, Block 21, Plan 3807 LTO from CM2–Mixed Use Commercial 2 to CM2x(g)–Mixed Use Commercial 2x(g), as indicated on the sketch attached hereto as Appendix “A” 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



Subject Area

CM2 - Mixed Use
Commercial 2 to
CM2 - Mixed Use
Commercial 2 x(g)

Bylaw 2016-45

A bylaw to amend the zoning of Lot 10, Block 21, Plan 3807 LTO (305 Hawkins Street), to reduce off-street parking and waive private amenity space requirements.

LEGEND

 SUBJECT AREA

CITY OF WHITEHORSE
BYLAW 2016-46

A bylaw to amend Zoning Bylaw 2012-20

WHEREAS section 289 of the *Municipal Act* 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 allow an eating and drinking establishment with a drive-thru component at 91888 Alaska Highway;

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

1. Section 10.3.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.3.7 e) as follows:
 “10.3.7 e) Lot 1123, Plan 94-57 LTO, located at 91888 Alaska Highway and commonly known as Kopper King Services, is designated CHx, with the special modification being that eating and drinking establishments including a drive-through component are permitted as a principal use.”
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 1123, Plan 94-57 LTO, located at 91888 Alaska Highway, from CH–Highway Commercial to CHx(e)–Highway Commercial x(e), as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

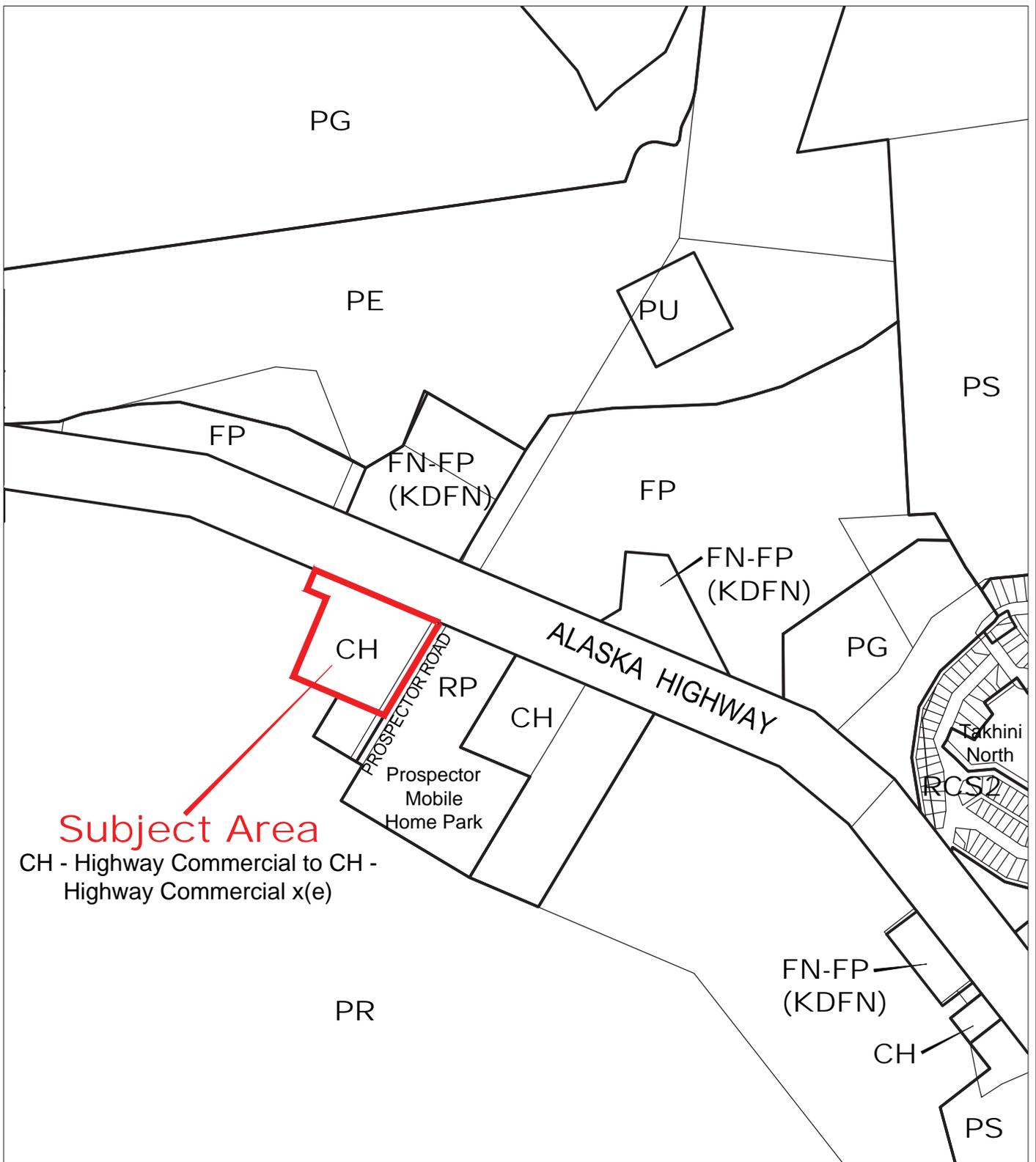
PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk



Subject Area

CH - Highway Commercial to CH -
Highway Commercial x(e)

Bylaw 2016-46

A bylaw to amend the zoning of Lot 1123, Plan 94-57 LTO (91888 Alaska Highway), to allow for an eating and drinking establishment with a drive-thru component as a principal use.

LEGEND

 SUBJECT AREA

CITY OF WHITEHORSE

BYLAW 2016-48

A bylaw to amend Waste Management Bylaw 2012-30

WHEREAS council adopted the Waste Management Bylaw to establish, operate, maintain and control a waste collection and disposal system in the City of Whitehorse, and

WHEREAS section 220 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw amend or vary bylaws; and

WHEREAS it is deemed desirable that the Waste Management Bylaw be amended to clarify the tipping fees with respect to unsorted loads;

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

1. Section 2 of Waste Management Bylaw 2012-30 is hereby amended by adding a new definition as follows:
“UNSORTED LOAD” means a load in which the waste has not been separated in accordance with the provisions of this bylaw.
2. Section 2 of Bylaw 2012-30 is hereby amended by adding Schedule “G” to the schedules listed in the definition for “Waste Management Facility”.
3. Bylaw 2012-30 is hereby amended by adding a new section 54 as follows and renumbering the remaining sections accordingly:
 - “54. Every vehicle that disposes of a load at the Waste Management Facility shall be subject to a load inspection by a Designated Officer of the City of Whitehorse.
 - (1) The Designated Officer will assess the load to determine if it has been sorted in accordance with the provisions of this bylaw. The determination of the Designated Officer with respect to this matter shall be final.”
4. Existing section 61 of Bylaw 2012-30 is hereby deleted and replaced by a new section 62 that reads as follows:
 - “62. No person shall remove or disturb any waste at the waste management facility unless a permit to scavenge has been obtained from the Designated Officer.”

Bylaw 2016-48

A Bylaw to Amend the Waste Management Bylaw

5. Bylaw 2012-30 is hereby amended by adding a new section 73 as follows and renumbering the remaining sections accordingly:

“73. Every vehicle that disposes of a load at the Waste Management Facility that exceeds the thresholds of controlled and banned materials as set out in Schedule “G” of this bylaw shall be subject to unsorted tipping fees in accordance with the Fees and Charges Bylaw.”
6. Bylaw 2012-30 is hereby amended by adding a new Schedule “G”, Unsorted Load Fees, attached hereto as Appendix “A” and forming part of this bylaw.
7. Existing sections 48 and 85 of Bylaw 2012-30 are hereby amended by adding Schedule “G” to the schedules listed.
8. This bylaw shall come into force and effect upon the final passage thereof.
9. Notwithstanding section 8 of this bylaw, the tipping fees applicable to unsorted loads shall come into force and effect in accordance with Schedule “G”.
10. Notwithstanding section 8 of this bylaw, the tipping fees applicable to any appliance containing Freon, e-waste, tires, or hazardous waste in a commercial load shall come into force and effect on the first day of April, 2019.

FIRST and SECOND READING:
THIRD READING and ADOPTION:

Mayor

Clerk

Bylaw 2016-48
A Bylaw to Amend the Waste Management Bylaw

APPENDIX “A”

SCHEDULE “G”
UNSORTED LOAD FEES

Unsorted Multi-customer Loads (including but not limited to front-load trucks)		
	Tipping Fee	Application Date
Loads containing controlled or banned materials that exceed 50% of the total load	Per Fees and Charges Bylaw	April 1, 2017
Loads containing controlled or banned materials that exceed 25% of the total load	Per Fees and Charges Bylaw	April 1, 2018
Loads containing controlled or banned materials that exceed 10% of the total load	Per Fees and Charges Bylaw	April 1, 2019
Unsorted Loads from Single-source Customers (including but not limited to roll-off trucks)		
	Tipping Fee	Application Date
Loads containing controlled or banned materials that exceed 10% of the total load	Per Fees and Charges Bylaw	April 1, 2017
Per item tipping fee on all sorted loads (Fee applies to each item in addition to regular tipping fees)		
	Tipping Fee	Application Date
Loads containing any appliance with Freon, electronic waste, hazardous waste, or tires	Per Fees and Charges Bylaw	April 1, 2019