

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, February 6, 2017 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

**DELEGATES** Karin Keeley-Eriksson – Condo Corp. 221 Water Billing Issue

## **CITY OPERATIONS COMMITTEE**

1. Quarterly Activity Reports
2. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. CCMARD Advisory Committee Appointment
2. Quarterly Activity Reports
3. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. Quarterly Activity Reports
2. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. Quarterly Activity Reports
2. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Procedures Bylaw
2. Quarterly Activity Reports
3. New Business

## **CITY PLANNING COMMITTEE**

1. Heritage Fund Application – Heritage Fair
2. Quarterly Activity Report
3. New Business

**CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, February 6, 2017

Location: Council Chambers, City Hall

Chair: Samson Hartland      Vice-Chair: Roslyn Woodcock



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

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

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Director of Infrastructure and Operations**

**Accomplishments:**

1. Build Canada Fund – completed City’s new infrastructure ‘Top 20’ list
2. New Operations Building design – updated construction costs with class “B” estimations
3. Gas Tax Funding – reviewed potential City projects with eligible federal categories

**Current Efforts:**

1. Public Transit Infrastructure Fund (PTIF) – finalizing agreement with Yukon Government administration for the possible purchase of two new buses
2. Asset Management Funding – preparing final report for YG \$40K grant
3. New Operations Building – finalizing building layout.

**Planned Activities:**

1. New Operations Building – preparation of Class “A” estimates and request for tender schedule for presentation to Council in April
2. Department Strategies – finalize and roll out strategy for each department
3. Asset Management – finalize asset management plan and strategy.

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Engineering Services**

**Accomplishments:**

1. Received approval of Wheeler Street West Local Improvement Bylaw for 2017 reconstruction project
2. Received approval of Building Canada Fund Agreements for Wheeler Street reconstruction, Alexander Street reconstruction, Storm Sewer 4<sup>th</sup> Avenue & Baxter Street, and Sixth Avenue reconstruction
3. Submitted final reports to Building Canada Fund for McLean Lake Connector Road and to Gas Tax Fund for Riverdale South Wells projects

**Current Efforts:**

1. Year-end capital project expenditure reconciliation
2. Asset documentation and valuation resulting from 2016 capital projects
3. Servicing Standards Manual policy updates/revisions

**Planned Activities:**

1. Bring forward Local Improvement Bylaw for Hillcrest Reconstruction
2. Tendering of 2017 capital projects
3. Re-budget requests for continuing capital projects

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Operations Department**

**Accomplishments:**

1. Snow removal completed in several sub-divisions (Copper Ridge, Logan, Arkell, Takhini, Crestview, Hillcrest and Granger).
2. Two new 40' low floor Transit buses received inspected and commissioned for service.
3. Air Handling Units at Canada Games Centre have been serviced / cleaned.

**Current Efforts:**

1. Snow and Ice control operations.
2. Preparing 2017 Vehicle/ Heavy Equipment replacement tender specifications
3. Calibrating building controls at the Canada Games Centre

**Planned Activities:**

1. Winter preventative maintenance and repairs on buildings / equipment.
2. Preparing specifications for procurement of two replacement Transit 40' low floor buses and one replacement Transit handy bus.
3. Input fleet equipment parts and supplies data into the asset management system.

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Water & Waste Services**

**Accomplishments:**

1. Implemented groundwater monitoring program improvements
2. Landfill Gas Study completed
3. Porter Creek flush tank controls and SCADA upgrade

**Current Efforts:**

1. City-wide pressure reducing/sustaining control valve replacements
2. Reviewing and updating landfill contractor safety plans
3. Main lift pump repairs at Whistle Bend lift station

**Planned Activities:**

1. 2016 Annual Landfill Report – statistics and environmental sampling results
2. Fuel Storage Bylaw – stakeholder consultation
3. Well 6 Improvements – automatic sampling equipment

**Critical Statistics:**

**CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE**

Date: Monday, February 6, 2017

Location: Council Chambers, City Hall

Chair: Robert Fendrick      Vice-Chair: Samson Hartland



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2.2 Parks and Community Development	
2.3 Recreation and Facility Services	
2.4 Transit Services	
3. New Business	

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

# **ADMINISTRATIVE REPORT**

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 6, 2017
<b>RE:</b> CCMARD Advisory Committee Appointment

## **ISSUE**

Appointment to the CCMARD Advisory Committee

## **HISTORY**

Appointments to the CCMARD Advisory Committee were made in late 2016. One of the committee members appointed by Council did not accept the appointment due to other volunteer commitments. This left a vacancy on the committee. An application was received early in 2017 and requires Council approval to fill a vacancy.

## **ALTERNATIVES**

1. Appoint Shelby Maunder to the CCMARD Advisory Committee for a 2 year term ending October 2018.
2. Refer the application back to administration.

## **ANALYSIS**

An application was received from Ms. Maunder expressing interest in participating on the CCMARD Advisory Committee. Ms. Maunder is making application on behalf of the BYTE Empowering Youth Society. Ms. Maunder has experience in leadership roles with BYTE, Big Brothers and Sisters, Boys and Girls Club of Whitehorse and various other Canadian cultural immersion and aboriginal programs.

Exploring youth issues of racism and discrimination is one of the goals CCMARD has identified in their action plan, as such this appointment appears to be a good fit.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council appoint Shelby Maunder to the CCMARD Advisory Committee for a 2 year term ending October 2018.



**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Director Community and Recreation Services**

**Accomplishments:**

1. Completed the appointment and orientation of new CCMARD Advisory Committee members.
2. Completed divisional year end and performance reviews.
3. Participated in review of Yukon Planning Group on Homelessness' final report related to the PIT(Point in Time) Homelessness Count.

**Current Efforts:**

1. Art Policy review for Council approval.
2. Ongoing Infrastructure Project funding applications, review and planning.
3. Meetings related to Arctic Winter Games funding model with both Federal and Yukon Governments.

**Planned Activities:**

1. Report and renewal of YG/City Tourism Partnership Agreement.
2. Renewal of YG/City Handy Bus Agreement.
3. Initiate discussion with Arctic Winter Games International Committee.

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Parks and Community Development**

**Accomplishments:**

1. Hosted Santa Land event and the City Lights Tours at Shipyards Park.
2. Provided support for the New Year's Eve "Countdown to Canada 150" celebration at Shipyards Park.
3. Conducted public consultation regarding planned Pioneer Cemetery improvements.

**Current Efforts:**

1. Planning and coordinating for the 2017 Civic Dinner on February 22 at the Kwanlin Dun Cultural Centre.
2. Supporting winter events - Yukon Quest, Snow Carving and Sourdough Rendezvous.
3. Participating in Art Policy review.

**Planned Activities:**

1. Coordinating the 2016 Volunteer of the Year nomination process and awards dinner.
2. Spring recruitment/staff orientation of Parks and Trails staff.
3. Neighbourhood trail taskforce meetings and public consultation for Whitehorse north and south.

**Critical Statistics:**

## QUARTERLY ACTIVITY REPORT – November 2016 to January 2017

### Recreation and Facility Services

#### Accomplishments:

1. Hosted Family First Night Event (Countdown to Canada 150) and Remembrance Day Ceremony.
2. Coordination and delivery of Winter Active Living Guide, Christmas drop-in schedule, and holiday camps.
3. Recruitment of 2 recreation coordinators to fill vacancies.

#### Current Efforts:

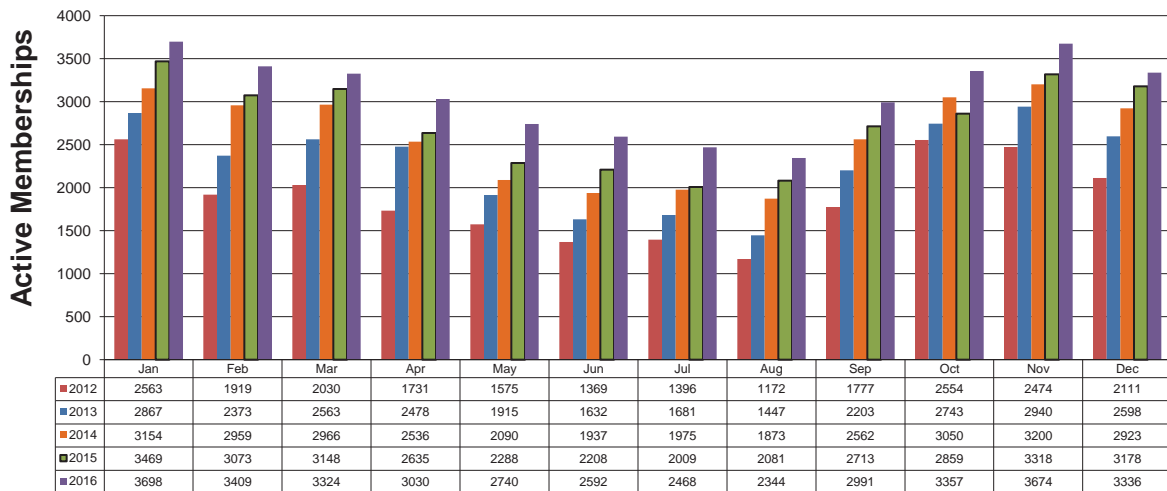
1. Recreation policy review and revision.
2. Implementation of Recreation Activity Management Software (IntelliLeisure).
3. Safety and emergency procedures updates, training, and signage.

#### Planned Activities:

1. Spring Recreation Grants
2. Service capacity review
3. Strategic planning and development of key performance indicators

#### CGC Active Membership Statistics:

### Canada Games Centre Memberships



Monthly Activity

■ 2012  
 ■ 2013  
 ■ 2014  
 ■ 2015  
 ■ 2016

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Transit Department**

**Accomplishments:**

1. Finalized additional hours for Route 6 Copper Ridge-Whistle Bend
2. Prepared RFQ for Smart Pay and tracking system
3. Participated in Santa Land and Lights Tour event

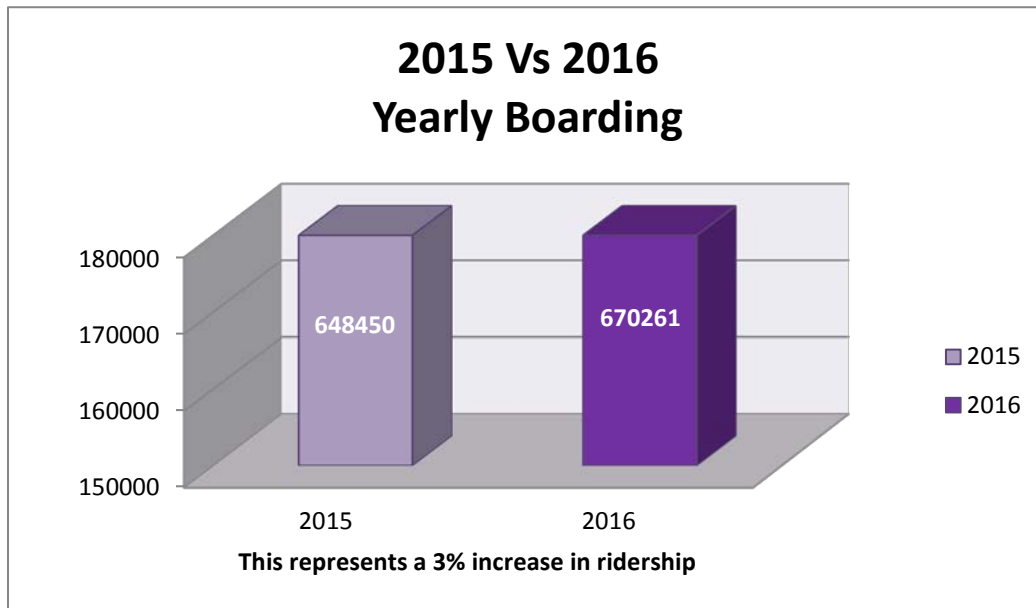
**Current Efforts:**

1. Implementing and communicating Route 6 additional hours
2. Preparing to issue of RFP for Transit Master Plan
3. Updating department strategic priorities and work plans

**Planned Activities:**

1. Transit Master Plan proposal award
2. Draft new user-friendly public schedule
3. Meet with Yukon Government regarding Handy Bus Agreement

**Critical Statistics: 2015-2016 Ridership Data**



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

Date: Monday, February 6, 2017

Location: Council Chambers, City Hall

Chair: Dan Boyd      Vice-Chair: Jocelyn Curteanu



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1.1 Bylaw Services	
1.2 Fire Department	
2. New Business	

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

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Bylaw Services**

**Accomplishments:**

1. Completed Food for Fines Program
2. Conducted school safety talks – animal welfare and snowmobile education presentations
3. Traffic control for Winterfest Santa Claus parade and New Years Eve fireworks

**Current Efforts:**

1. Review of Street Sign and Traffic Committee Terms of Reference, FAQ, submission form and procedures
2. Undertaking a mail out to residential property owners adjacent to the 305 Hawkins Street development (200 and 300 block of Hawkins Street) to advise of permit process for residential parking permits
3. Bylaw and Engineering meeting with Kwanlin Dün to explore long term and short term solutions to the speeding concerns in McIntyre Subdivision

**Planned Activities:**

1. Maintenance Bylaw amendments
2. Yukon Sourdough Rendezvous road closures and traffic control
3. Bylaw Services Program Review Request for Proposals

**Critical Statistics January 2017:**

- Number of accessible parking violation tickets issued YTD = 8
- Number of parking meter tickets issued YTD = 1,187
- Number of complaints YTD 2016 = 131 vs. 2017 = 161

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Fire Department**

**Accomplishments:**

1. Successfully concluded the hiring process for the Deputy Fire Chief
2. Attended the Territory Fire Marshall's winter conference
3. Successful outcomes to Fire and Life Safety issues in occupancies housing vulnerable people

**Current Efforts:**

1. Preparations underway for recertification training in ice rescue
2. Emergency Management Planning - Interagency committee work continues with the focus on evacuations.
3. Continue comprehensive review of the Emergency Services Bylaw, Mutual Aid Agreements

**Planned Activities:**

1. Begin the competitive hiring process for an additional Fire Prevention Officer
2. Preparations to host the Association of Yukon Fire Chief's conference in August
3. Fire Chief to attend a national Emergency Management conference in April

**Critical Statistics:**

2016 Fourth Quarter Statistics

<b>Fire Prevention Activities</b>		<b>Training Activities</b>	
	<b>Hours</b>		<b>Hours</b>
Public Relations/Education (Offices/Schools, etc.)	29	Casual firefighter training	0
Fire Safety Inspections (site visits)	58	Full-time member training	67.5
Plan Reviews	22	Volunteer training	20.5
Fire Protection Inquiries – Various	31	Driver training	5
Fire Investigations	66	Other training	25
Fire Pit Inspections	1	Recruit Training	0
Fire Inspections – Shifts	6		
<b>Total Fire Prevention Hours = 206</b>		<b>Total Training Hours = 118</b>	
<b>Fire Suppression Incidents</b>			
	<b># of Incidents</b>		<b># of Incidents</b>
Alarm no fire	84	Hazardous Materials Incident	1
False Alarm	4	Trash or Rubbish Fire	2
Carbon Monoxide Alarm	17	Grass or Brush Fire	8
Imminent Fire Hazard	0	Rescue	2
Chimney Fire	9	Assist Other Agencies	7
Motor Vehicle Accident	14	Vehicle Fire	5
Public Hazard	4	Structural Fire	6
<b>Total Fire Suppression Incidents = 163</b>			

**CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, February 6, 2017

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu      Vice-Chair: Betty Irwin



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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 – November 2016 to January 2017**  
**Director of Development Services**

**Accomplishments:**

1. Worked with Kwanlin Dün First Nation (KDFN) on planning initiatives
2. Attended meetings for the Action Plan to End Homelessness
3. Completion of staff performance reviews

**Current Efforts:**

1. Working with KDFN and Ta'an Kwäch'än Council (TKC) on various planning initiatives
2. Working with City and YG staff on Whistle Bend next phases
3. Working with Environmental Sustainability staff on Waste Management Bylaw implementation

**Planned Activities:**

1. Continue work with Yukon Housing Action Plan Implementation Committee
2. Continue work with KDFN and TKC on various planning initiatives
3. Continue work with YG on Whistle Bend next phases

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Economic Development**

**Accomplishments:**

1. Resource Development and Preparedness Strategy and Downtown Retail and Entertainment Strategy adopted by Council
2. Partnered with Whitehorse Chamber for Yukoner Appreciation Day
3. Partnered with (co)Space for the Start-up in Residence program

**Current Efforts:**

1. Edmonton Northern Partnership visit to Whitehorse.
2. Assist with completion of the Action Plan to End Homelessness w/KDFN, YG and TKC.
3. Develop RFP for industrial land supply/demand analysis.

**Planned Activities:**

1. Work with partners to complete Action Plan to End Homelessness.
2. Business visitations with Mayor Curtis.
3. Develop implementation plans for the Resource Development and Preparedness Strategy and Downtown Retail and Entertainment Strategy.

**Critical Statistics:**

The Canadian Federation for Independent Business (CFIB) ranked Whitehorse the 15th best place in Canada out of 121 cities to start and grow a business in 2016 (report released Nov 2016).

Whitehorse ranked 27th place in 2015 and 30th place in 2014.

## QUARTERLY ACTIVITY REPORT – November 2016 – January 2017

### Environmental Sustainability

#### Accomplishments:

1. Developed new policy options to promote source separation of waste
2. Evaluated 2016 Yukon Ride Share program with Yukon Government (Climate Change Secretariat)
3. Met with YG officials regarding expanding stewardship programs and other operational considerations

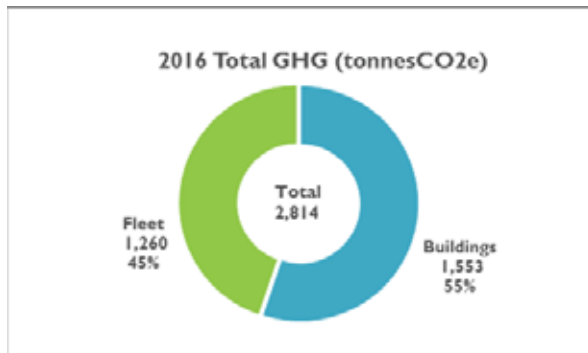
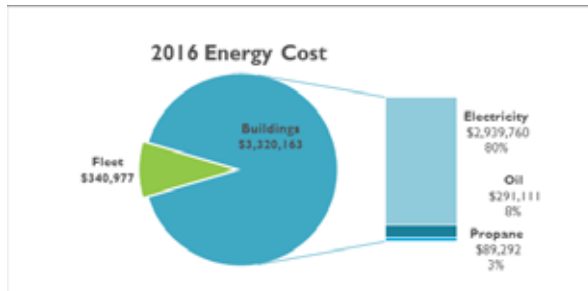
#### Current Efforts:

1. Implementing aquifer protection and oil tank awareness education campaign
2. Initiating project to develop unsorted load fee guidelines and training
3. Developing five year plan for active transportation infrastructure

#### Planned Activities:

1. Present new policy options for waste diversion to Council
2. Prepare Annual Report for the City's Parking and Transportation Demand Management (PTDM) Committee
3. Plan Bike to Work Week in collaboration with Yukon Energy Corporation

#### Critical Statistics:



**CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, February 6, 2017

Location: Council Chambers, City Hall

Chair: Roslyn Woodcock      Vice-Chair: Dan Boyd



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2.3 Financial Services	
2.4 Human Resources	
2.5 Legislative Services	
2.6 Strategic Communications	
3. New Business	

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

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 6, 2017
<b>RE:</b> Procedures Bylaw

### **ISSUE**

Proposed new Procedures Bylaw

### **REFERENCE**

- Section 210 of the *Municipal Act*
- Council Code of Conduct

### **HISTORY**

A new Procedures Bylaw was brought forward in December in response to a review of the bylaw conducted at Council's annual legislative workshop. The proposed bylaw reflects the most recent revisions to the *Municipal Act* and incorporates requirements for reports on the attendance, travel, and expense claims of council members. The Council Code of Conduct is also incorporated into the bylaw.

Council members unanimously amended the proposed bylaw before giving it first reading to include a requirement for an annual report on the voting record of each council member. A split vote further amended the bylaw to change the date and time that documents pertaining to the business listed on meeting agendas are made available to the public. The amended bylaw was then given first and second reading.

Some public feedback has been received in response to the changes made. Those providing feedback object to the change to the bylaw that delays full release of the agenda package to the public until the day of the meeting rather than retaining the current practice of releasing all documents on the last business day of the week before the meeting. No other concerns have been raised.

### **ALTERNATIVES**

1. Bring the bylaw forward for third reading
2. Amend the bylaw before giving it third reading
3. Postpone third reading to a later date pending further review

### **ANALYSIS**

Administration goes through a multi-step process to prepare agenda items for Council's consideration. Administrative reports to Standing Committees are required to be submitted a minimum of six work days in advance of the meeting. A preliminary agenda package is assembled and distributed electronically to department managers and the Senior Management Team. This preliminary package is typically delivered electronically on Friday, a full week before the Standing Committee meeting is scheduled. Department managers and directors review the preliminary package and direct changes as necessary.

A semi-final package is then prepared for review by the Senior Management Team. This peer review typically takes place on Tuesday mornings following a de-brief from the previous night's regular council meeting. The departments then make changes as directed and a final review by the Senior Management Team takes place on Thursday afternoons before the package is ready for delivery to Council.

Following the Tuesday peer review, the basic agenda (minus the documents pertaining to the business listed) is released for publication as a draft agenda.

After the final review on Thursday afternoons, administration prepares the final package. Full agenda packages are delivered electronically to all members of Council, the Senior Management Team, department managers and to the City's website before the end of the last business day of the week before the meeting.

Before 2013 documents pertaining to the business listed on the agenda were not available to the public until just before the meeting. A decision by the council of the day in July 2013 made the full agenda package available to the public by 4:00 p.m. on the last business day of the week before the meeting.

Council may proceed with third reading of the bylaw as is, or may amend the bylaw before giving it third reading. If the intention is to amend the bylaw before third reading, administration recommends that direction be given in advance so that appropriate wording can be prepared in advance.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Bylaw 2016-47, a bylaw to provide rules governing council procedures, be brought forward for third reading under the bylaw process

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**City Manager**

**Accomplishments:**

1. Yearly performance reviews completed
2. First asset management policy workshop with Council completed
3. Capital and Operational Budgets passed

**Current Efforts:**

1. Oversight of staff 2017-2019 workplan updates
2. Support meeting with Minister Streicker and Council
3. Meeting with YG Assistant Deputy Ministers and Directors on Capital Projects

**Planned Activities:**

1. Attend AYC Board meeting
2. Continue oversight of Operations Building design
3. Finalize departmental plans in preparation for budget 2018

**Critical Statistics:**

Three Capital Projects Working Group meetings (City/YG)

Two meetings with DM Community Services

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Business and Technology Systems (BTS)**

**Accomplishments:**

1. Internet bandwidth upgrade for the corporate network
2. Upgrade and installation of new screens/monitors at the Heritage Boardroom
3. IT Service Management (ITIL) training for BTS staff

**Current Efforts:**

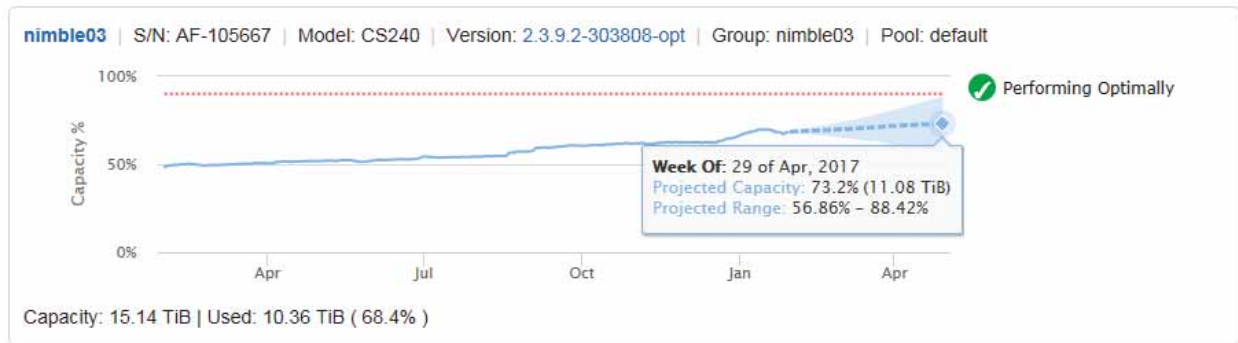
1. Council Chambers Audio-Visual Equipment Upgrades RFP preparation
2. Corporate Network audit and assessment
3. Project Management for Motor Vehicle Data reports for Bylaw and Finance Departments and Recreation and Activity Management Software replacement (Intelli) for CGC

**Planned Activities:**

1. Cellular Phone service RFP
2. Enterprise storage upgrades and capacity expansion
3. Desktop workstations and laptops replenishment, Windows 10 deployment, IT equipment inventory

**Critical Statistics:**

Enterprise Storage (Nimble system) capacity projections for 2017



Around May 2017, the enterprise storage (Nimble) system that contains our database for critical corporate systems and applications is expected to be at 73% to 89% of its capacity. This triggers BTS to plan for and procure storage upgrades and capacity expansion this year.



**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Financial Services**

**Accomplishments:**

1. Developed and presented the draft 2017- 2020 capital budget and 2017 – 2019 operating budget and associated bylaws
2. Completed a successful WCB 3 year audit of both payroll and contractor details
3. Met with all departments to setup 2017 Worktech jobs, payroll defaults and standing purchase orders

**Current Efforts:**

1. Payroll process review implementation
2. Completion of year-end processes including account reconciliations, grant applications, tangible capital asset recording and capital funding in preparation for year-end financial reporting and external audit
3. Undertaking recruitment activities for 2 Procurement positions, Financial Analysts, and Payroll Supervisor as well as continued participation in job evaluation processes for several departmental positions

**Planned Activities:**

1. T4 preparation and continued implementation of the findings of the payroll process review
2. Preparation of 2016 annual financial statements and external financial audit
3. Participation in procurement training as offered by YG

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Human Resources**

**Accomplishments:**

1. Recruitment Directive Committee has completed the substantive review
2. Joint Health and Safety Committee Training – Committee, Supervisors, Managers
3. Implemented the Applicant Tracking System for use in all recruitments

**Current Efforts:**

1. Finalizing Joint Health and Safety revised Terms of Reference
2. Establishing 2017 Training plan for First Nations and Cultural Competence training
3. Final preparations for revised Recruitment Directive to proceed to Policy committee

**Planned Activities:**

1. Specializing Applicant Tracking System to meet departmental needs
2. Collective Bargaining Preparation
3. Establishing a recruitment process training plan

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Legislative Services**

**Accomplishments:**

1. Completed an assessment of corporate records management – procedures, retention schedules, etc.
2. Completed an assessment of potential upgrades to Council Chambers IT Systems.
3. Established an internal interdepartmental Policy Review Committee.

**Current Efforts:**

1. 2017 Citizen Survey design.
2. Consolidation of Zoning Bylaw (i.e. amendments).
3. Department planning for 2017.

**Planned Activities:**

1. Automation of internal corporate workflows.
2. Procure upgrades to Council Chambers IT Systems (with B&TS).
3. Evaluate options to enhance corporate records management.

**Critical Statistics:**

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Strategic Communications**

**Accomplishments:**

1. Release of the printed version of the 2015 annual report
2. Provided communication support for council and departments through speaking notes, press releases, key messages, advertising and communication plans
3. 2017 strategic planning for the department

**Current Efforts:**

1. Collecting city-wide photography to create stock for department use
2. Improvements to internal press processes
3. Providing communication support for council and departments

**Planned Activities:**

1. Continued collection of city-wide photography
2. Integration of key messages into briefing notes
3. Communication Terms of Service and review of current communications policy

**Critical Statistics:**

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, February 6, 2017

Location: Council Chambers, City Hall

Chair: Betty Irwin                      Vice-Chair: Robert Fendrick



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3. New Business	

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

File #: 3230-05

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> February 6, 2017
<b>RE:</b> Heritage Fund Application – Heritage Fair

### **ISSUE**

Application to the City's Heritage Fund in the amount of \$2,000.00 to support the 2017 Yukon/Stikine Region Heritage Fair.

### **REFERENCE**

- Heritage Fund Bylaw 2002-28
- Letter of Request from Yukon Historical & Museums Association

### **HISTORY**

The Yukon Historical & Museums Association (YHMA) is requesting \$2,000.00 from the City's Heritage Reserve Fund ("Heritage Fund") to help finance the 2017 Yukon/Stikine Heritage Fair. The City has awarded grants for the annual fair in past years (2006, 2007, and 2011 to 2016) in sums ranging from \$1,000.00 to \$2,000.00. In 2015, an additional \$2,500.00 was awarded to the association in support of the Heritage After Hours Program and the Heritage Places Poster Contest.

### **ALTERNATIVES**

1. Approve the funding request
2. Deny the funding request

### **ANALYSIS**

#### **2017 Yukon/Stikine Heritage Fair**

The 2017 YHMA Yukon/Stikine Heritage Fair is scheduled to occur on Thursday, May 4 at the Yukon Transportation Museum. The annual fair brings together over 100 students, teachers, parents, and the public from around the Yukon to showcase research and make presentations on topics related to history and heritage. Participants will have the opportunity to take part in heritage-related activities, present projects to judges and the public, and receive prizes for excellence and participation.

#### **Request for Funding**

YHMA relies on donations and volunteer participation by local businesses and organizations to help ensure the success of the annual Heritage Fair. The total budget of this year's event is \$12,975.00. YHMA has secured \$10,000.00 from the Yukon

Department of Education, \$350.00 in other donations, and the association will cover \$625.00 of event costs. In-kind donations have been secured for facility rental and to help cover hotel accommodations.

The association is requesting \$2,000.00 (15% of the total event cost) to be provided from the City's Heritage Fund. This funding will help to offset event and workshop costs. The City's contribution will be recognized in open remarks and by featuring the City logo on the event poster, participant and judge apparel, advertising leading up to the fair, and "thank you" advertising printed after the event, which will appear in newspapers.

### **Heritage Fund**

The Heritage Fund was created to "assist with any of the following purposes within the City of Whitehorse: (1) Restoration of heritage properties; (2) Enhancement of heritage properties; (3) Renovation of heritage properties to meet code requirements; (4) Increasing public awareness of heritage issues; and (5) Other purposes as specified by Council."

The goals of the 2017 Yukon/Stikine Heritage Fair are consistent with the awareness component of the Heritage Fund objectives. The annual fair is an opportunity for Yukon residents to learn and share ideas about the past, and helps to increase understanding of heritage issues within the greater Yukon community. The fair additionally provides an opportunity to showcase the excellent heritage facilities and resources located in Whitehorse.

The current balance of the Heritage Fund Reserve is \$37,400.00. The fund is sustained through annual budget transfers allocated by City Council. Previous withdrawals, not including Heritage Fairs, have included restoration incentives in the amounts of \$20,000.00 for the Telegraph Office (2014), \$1,398.50 for the Hulland House (2013), and \$14,445.00 for the Old Log Church (2013).

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council allocate \$2,000.00 from the reserves to the Yukon Historical & Museums Association to support the 2017 Yukon/Stikine Heritage Fair.

**QUARTERLY ACTIVITY REPORT – November 2016 to January 2017**  
**Planning and Building Services**

**Accomplishments:**

1. Issued 50<sup>th</sup> edition of quarterly newsletter
2. Commenced working with First Nations on a new collaborative method to integrate traditional knowledge into planning activities
3. Hosted a public meeting to discuss the feasibility study for The Point Park

**Current Efforts:**

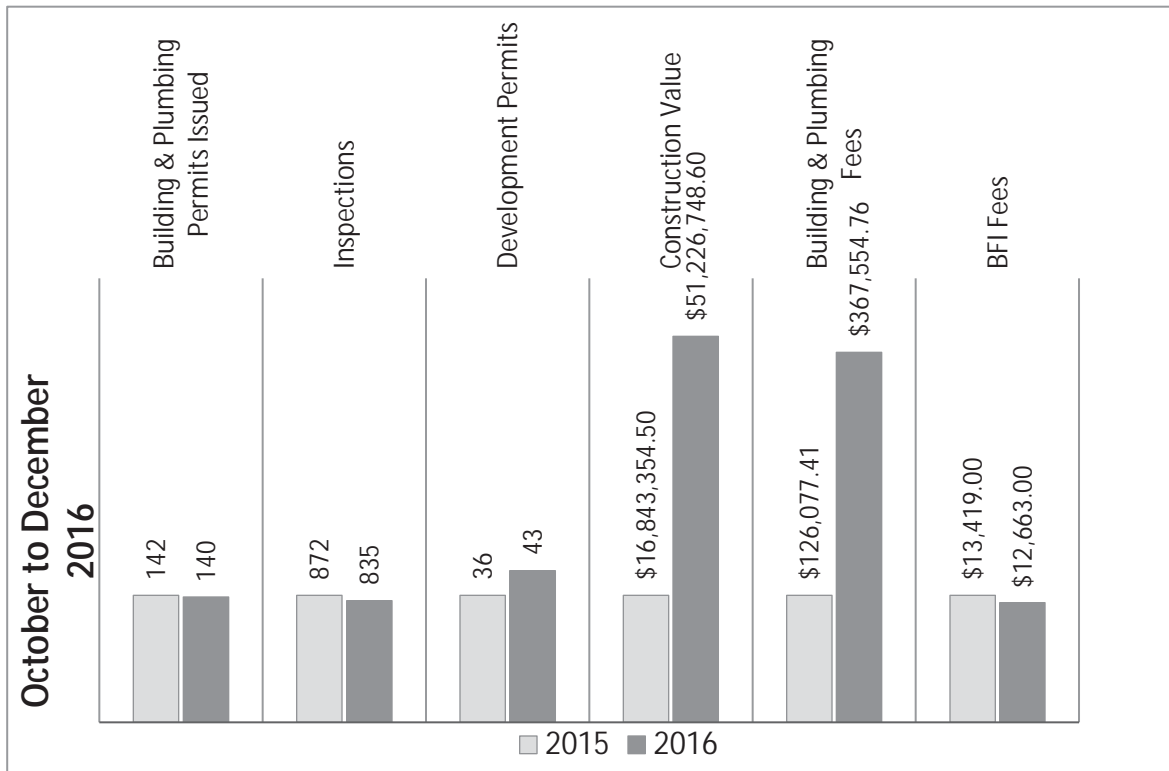
1. Initiating the creation of a new City-wide Public Engagement Strategy
2. Beginning work on new Downtown, Marwell and Robert Service Way plans
3. Finalizing Long Range Planning studies

**Planned Activities:**

1. Obtain proposals from consultants for an update to the Parking Management Plan
2. Prepare information for upcoming Municipal Historic Sites strategy
3. Prepare information for upcoming Drainage Bylaw & Guidelines

**Monthly Building Statistics for Oct to Dec 2016**

	<u>2015</u>	<u>2016</u>
Total Building & Plumbing Permits Issued	142	140
Total Inspections	872	835
Total Residential Development Permits	36	43
Total Construction Dollar Value	\$16,843,354.50	\$51,226,748.60
Total Building & Plumbing Permit Fees	\$126,077.41	\$367,554.76
BFI Fees	\$13,419.00	\$12,663.00



\*NOTE: The following major construction projects have contributed to the variance in the fourth quarter construction value: New Continuing Care Facility - \$42,238,799.00; New addition on Museum - \$5,125,749.50; New warehouse on Yk Brewing Building - \$277,000.00; New Restaurant (Extreme Pita) - \$185,000.00; Reno to Edgewater Hotel – \$200,000.00; New Aircraft Hangar - \$150,000.00; Alterations from Library to Date Centre - \$156,750.00.