

Mayor Dan Curtis
Deputy Mayor Roslyn Woodcock
Reserve Deputy Mayor Betty Irwin

AGENDA

CALL TO ORDER 5:30 p.m.

AGENDA Adoption

PROCLAMATIONS

MINUTES Regular Council Meeting #2018-16 dated July 9, 2018

DELEGATIONS

PUBLIC HEARING Bylaw 2018-38 – Zoning Amendment (Whistle Bend Phase 6)
Bylaw 2018-41 – Zoning Amendment (Motorways Fire Station)

COMMITTEE REPORTS

Public Health & Safety Committee – *Councillors Woodcock and Boyd*
Bylaw Services Program Review

Development Services Committee – *Councillors Irwin and Curteanu*

Corporate Services Committee – *Councillors Hartland and Woodcock*
Council Endorsement of Solid Waste Management System

City Planning Committee – *Councillors Fendrick and Irwin*
Public Hearing Report – Zoning Amendment, 11 Tarahne Way
Development Incentive Agreement – 1515 Dogwood Street

Operations Committee – *Councillors Boyd and Hartland*

Community Services Committee – *Councillors Curteanu and Fendrick*
Parks and Recreation Master Plan
Joint Use Agreement

NEW AND UNFINISHED BUSINESS

<u>BYLAWS</u>	2018-28	Amend Controlled Substances Properties Bylaw	3 rd Reading
	2018-39	Amend Fees and Charges Bylaw (Quarterly Changes)	3 rd Reading
	2018-40	Amend Business License Bylaw (Cannabis Related)	3 rd Reading
	2018-42	Local Improvement (Electric at 1142 Squatters Road)	3 rd Reading
	2018-44	Budget Amendment (Cornerstone Project Grant)	3 rd Reading
	2018-37	Zoning Amendment (11 Tarahne Way)	2 nd & 3 rd Reading
	2018-46	Joint Use Agreement (City-YG Public Facilities)	1 st & 2 nd Reading

ADJOURNMENT

MINUTES of **REGULAR** Meeting #2018-16 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, July 9, 2018, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis
Councillors Dan Boyd
Jocelyn Curteanu
Robert Fendrick
Samson Hartland
Betty Irwin
Roslyn Woodcock

ALSO PRESENT: City Manager Linda Rapp
Director of Community and Recreation Services Jeff O'Farrell
Director of Corporate Services Valerie Braga
Director of Development Services Mike Gau
Director of Infrastructure and Operations Peter O'Blenes
Manager of Business and Technology Systems Michael Reyes
Manager of Legislative Services Catherine Constable
Acting Manager of Strategic Communications Myles Dolphin
Assistant City Clerk Norma Felker

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

CALL TO ORDER

2018-16-01

It was duly moved and seconded
THAT the agenda be adopted as presented.

AGENDA

Carried Unanimously

2018-16-02

It was duly moved and seconded
THAT the minutes of the regular council meeting dated June 25, 2018
be adopted as presented.

MINUTES

June 25, 2018

Carried Unanimously

2018-16-03

It was duly moved and seconded
THAT the minutes of the special council meeting dated June 26, 2018
be adopted as presented.

MINUTES

June 26, 2018

Carried Unanimously

PUBLIC HEARING

Mayor Curtis called three times for anyone to appear to address Bylaw 2018-37, a bylaw to amend the zoning at 11 Tarahne Way in the Whistle Bend Subdivision to allow for the construction of a reduced-density townhouse development.

BYLAW 2018-37

ZONING AMENDMENT
11 Tarahne Way

Steve Roddick spoke against the proposed bylaw, stating the opinion that it would be bad for the diversity and vitality of Whistle Bend and for the City in general. He stated that having high density housing options close to transit routes is critical to the success of the transit service. Mr. Roddick further stated that the availability of high density housing options helps to avoid development of new subdivision areas and the spread of urban sprawl until absolutely necessary.

STEVE RODDICK
Opposed

No written submissions were received with respect to this bylaw.

No Submissions

Mayor Curtis declared the public hearing closed and advised that no further submissions on the issue will be considered by council except the report provided by administration.

Public Hearing Closed

COMMITTEE REPORTS

Development Services Committee

2018-16-04

It was duly moved and seconded
THAT the 2018 to 2020 operating expenses program be amended by increasing the 2018 operating budget in the amount of one million dollars to cover a grant with respect to the Cornerstone Building project, funded by the General Reserve; and

GRANT – CORNERSTONE
BUILDING PROJECT

THAT Bylaw 2018-44, a bylaw to amend the 2018 operating budget and authorize a contribution agreement between the City of Whitehorse and Challenge Disability Resource Group, be brought forward for consideration under the bylaw process.

Carried Unanimously

2018-16-05

It was duly moved and seconded
THAT Bylaw 2018-40, a bylaw to amend the Business License Bylaw with respect to cannabis-related businesses, be brought forward for consideration under the bylaw process.

BRING FORWARD
BUSINESS LICENSE
BYLAW AMENDMENT

Carried Unanimously

Some members of council expressed concern that the regulations for cannabis sale businesses are discriminatory and questioned why they are not being applied to all businesses. Administration advised that the amendments are proposed so that the City is prepared to deal with this new type of business. Once the Yukon regulations are in place and cannabis-related businesses have been established by the private sector, there may be reasons for future changes to the bylaw.

Discussion

2018-16-06

It was duly moved and seconded
THAT Bylaw 2018-28, a bylaw to amend the Controlled Substance Properties Bylaw in preparation for upcoming new legislation with respect to cannabis, be brought forward for consideration under the bylaw process.

BRING FORWARD
CONTROLLED SUBSTANCE
BYLAW AMENDMENT

Carried Unanimously

Corporate Services Committee

2018-16-07

It was duly moved and seconded
THAT Bylaw 2018-39, a bylaw to amend the Fees and Charges Bylaw with respect to second quarter changes, be brought forward for consideration under the bylaw process.

BRING FORWARD
FEES AND CHARGES
BYLAW AMENDMENTS

Carried Unanimously

2018-16-08

It was duly moved and seconded
THAT Administration is hereby authorized to waive the public bidding process for the supply of consulting services for records management in 2018; and

THAT the 2018 to 2021 capital expenditure program is hereby amended by re-allocating \$50,000 from project number #300c00117 to project #220c00116 in 2018; and

THAT Administration is hereby authorized to award the contract for consulting services for records management to File IT Solutions for an amount not to exceed \$50,000.00 plus GST.

BUDGET AMENDMENT
AND SOLE-SOURCE
CONTRACT AWARD FOR
CONSULTANT SERVICES
(Records Management)

Some members of council expressed concern about a sole-source contract when other firms have the required knowledge and expertise.

Discussion

2018-16-09

It was duly moved and seconded
THAT the motion with respect to the consulting services contract for Records Management be split into three separate motions so that each one may be voted on separately.

Motion to Split the
Resolution to Provide
For Separate Votes

Defeated (3 – 4)

In Favour Councillors Boyd, Fendrick and Hartland
Opposed Mayor Curtis, Councillors Curteanu, Irwin and Woodcock

Recorded Vote

The main motion was then voted on and carried (4 – 3)

Vote on Main Motion

In Favour Mayor Curtis, Councillors Curteanu, Irwin and Woodcock
Opposed Councillors Boyd, Fendrick and Hartland

Recorded Vote

2018-16-10

It was duly moved and seconded

THAT Administration is hereby authorized to award the contract for Organic Waste Removal Services to General Waste Management for a net cost to the City not to exceed \$315,725.00 plus GST; and

THAT the 2018 to 2020 operating expenditure program is hereby increased in the amount of \$3,899.00 for 2018, \$72,001.00 for 2019, and \$84,054.00 for 2020, funded by the general reserve, to cover the additional costs of organic waste removal services.

CONTRACT AWARD AND
BUDGET AMENDMENT
ORGANIC WASTE
REMOVAL SERVICES

Some council members expressed concern regarding the cost for this contract compared to projections given earlier in the year. Concerns were also raised about the City's liability if a number of the high-volume producers of organic waste decide not to use this service.

Discussion

2018-16-11

It was duly moved and seconded

THAT the contract award for organic waste removal services be referred back to standing committee for further review.

Motion to Refer
Back to Committee

Defeated (2 – 5)

In Favour Councillors Boyd and Hartland
Opposed Mayor Curtis, Councillors Curteanu, Fendrick, Irwin and Woodcock

Recorded Vote

The main motion was then voted on and carried (5 – 2)

Vote on Main Motion

In Favour Mayor Curtis, Councillors Curteanu, Fendrick, Irwin and Woodcock

Recorded Vote

Opposed Councillors Boyd and Hartland

2018-16-12

It was duly moved and seconded

THAT the application from Simon Hambrook and Lillian Grubach-Hambrook under the urban electrification program for Lot 1142, Quad 105D/11 is hereby accepted; and

That Bylaw 2018-42 to authorize a work of local improvement for urban electrification at 1142 Squatters Road, be brought forward for consideration under the bylaw process.

ACCEPT APPLICATION
FOR URBAN ELECTRIC
LOCAL IMPROVEMENT

Carried Unanimously

Deputy Mayor Woodcock challenged council members to quit using single-use plastic during the month of July and to document their strategies and successes through social media. Plastic Free July Challenge

City Planning Committee

2018-16-13

It was duly moved and seconded
THAT subdivision approval is hereby renewed for the subdivision of approximately 24.8 hectares of vacant Yukon land for the creation of 129 new lots, greenbelts, lanes and roads known as Whistle Bend Phase 3, as shown on the proposed subdivision sketch.

RENEW SUBDIVISION
APPROVAL FOR
WHISTLE BEND PHASE 3

Carried Unanimously

2018-16-14

It was duly moved and seconded
THAT a Development Incentive Agreement with Blood Ties Four Directions is hereby approved with respect to a major development incentive for a five-unit rental housing development at 6140 Sixth Avenue; and

DEVELOPMENT
INCENTIVE AGREEMENT

THAT a grant to Blood Ties Four Directions is hereby approved in the amount of \$3,244.93 relating to the cost of development fees per the Development Incentives Policy; and

Blood Ties Four Directions
Tiny House Project

THAT a grant to Blood Ties Four Directions is hereby approved in the amount of \$11,652.00 relating to Development Cost Charges per the Residential Development Cost Charges Bylaw.

2018-16-15

It was duly moved and seconded
THAT the motion regarding the Blood Ties Four Directions Tiny House Project be amended by adding two new clauses as follows:

“THAT the 2018 operating budget be increased in the amount of \$10,449.24, funded by the general reserve, to provide an additional grant to offset fees paid with respect to the Tiny House Development Project; and

Amendment

THAT a grant to Blood Ties Four Directions be approved in the amount of \$10,449.24 relating to tipping fees paid at the Waste Management Facility for construction and demolition waste and fees paid for the disconnection and reconnection of water and sewer services with respect to the Tiny House Development Project.”

Carried (4 – 3)

In Favour Councillors Boyd, Curteanu, Fendrick and Irwin

Recorded Vote

Opposed Mayor Curtis, Councillors Hartland and Woodcock

The main motion as amended was voted on and carried unanimously.

Vote on Main Motion

2018-16-16

It was duly moved and seconded
THAT Bylaw 2018-43, a bylaw to amend the zoning at 8 Metropolit Lane to allow for the development of a child care centre in a Highway Commercial zone, be brought forward for consideration under the bylaw process.

BRING FORWARD
ZONING AMENDMENT
8 Metropolit Lane

Carried Unanimously

City Operations Committee

2018-16-17

It was duly moved and seconded
THAT Administration is hereby authorized to award the contract for the 2018 Asphalt Path Project to Skookum Asphalt Ltd. for a net cost to the City of \$171,191.42 plus GST.

CONTRACT AWARD
ASPHALT PATH
PROJECT

Carried Unanimously

Community Services Committee

Sally Wright addressed the Committee on behalf of the Escarpment Parks Society to provide an update on the activities of the organization. Ms. Wright outlined the plans in place for the development of a park at the west end of Strickland Street and the signage that will be installed to commemorate the history of the area. Ms. Wright noted that the society's initial park on Cook Street was damaged during a construction project last year. She asked what steps will be taken to ensure that the park is restored.

SALLY WRIGHT
Escarpment Parks Society
For Information Only

A council member advised that, in response to the query raised by Ms. Wright, it has been confirmed that the contractor for the work done last year in the Cook Street Park area is responsible for the restoration of the park to pre-construction levels. The work is scheduled to be completed before the end of this construction season.

Solution to Issue Raised
For Information Only

Mayor Curtis advised that he will be in Juneau on July 4th, attending Independence Day celebrations. He will travel with an RCMP delegation and there will be no travel expenses involved. This arrangement provides an opportunity for him to participate in the celebrations with the mayor and citizens of our sister city.

MAYOR'S VISIT
TO JUNEAU
For Information Only

Public Health and Safety Committee

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

No Report

BYLAWS

2018-16-18

It was duly moved and seconded
THAT Bylaw 2018-25, a bylaw to amend Snowmobile Bylaw 2012-01
to provide clarity with respect to excluded trails, having been read a
first and second time, now be given third reading.

Carried Unanimously

BYLAW 2018-25

SNOWMOBILE BYLAW
AMENDMENT
THIRD READING

2018-16-19

It was duly moved and seconded
THAT Bylaw 2018-28, a bylaw to amend the Controlled Substances
Properties Bylaw in preparation for upcoming changes with respect to
cannabis legislation, be given first reading.

Carried Unanimously

BYLAW 2018-28

AMEND CONTROLLED
SUBSTANCE PROPERTIES
BYLAW (Cannabis Related)
FIRST READING

2018-16-20

It was duly moved and seconded
THAT Bylaw 2018-28 be given second reading.

Carried Unanimously

SECOND READING

2018-16-21

It was duly moved and seconded
THAT Bylaw 2018-39, a bylaw to amend the Fees and Charges Bylaw
with respect to second quarter changes, be given first reading.

Carried Unanimously

BYLAW 2018-39

FEES & CHARGES
BYLAW AMENDMENT
FIRST READING

2018-16-22

It was duly moved and seconded
THAT Bylaw 2018-39 be given second reading.

Carried Unanimously

SECOND READING

2018-16-23

It was duly moved and seconded
THAT Bylaw 2018-40, a bylaw to amend the Business License Bylaw
with respect to cannabis-related businesses, be given first reading.

Carried Unanimously

BYLAW 2018-40

BUSINESS LICENSE
BYLAW AMENDMENT
FIRST READING

2018-16-24

It was duly moved and seconded
THAT Bylaw 2018-40 be given second reading.

SECOND READING

2018-16-25

It was duly moved and seconded
THAT Bylaw 2018-40, a bylaw to amend the Business License Bylaw,
be amended prior to second reading by deleting the proposed new
section 78 respecting security measures and renumbering the
remaining sections accordingly.

Amendment

Defeated (2 – 5)

In Favour Councillors Boyd and Hartland

Opposed Mayor Curtis, Councillors Curteanu, Fendrick, Irwin and
Woodcock

Recorded Vote

The main motion was then voted on and carried unanimously.

Vote on Main Motion

2018-16-26

It was duly moved and seconded
THAT Bylaw 2018-42, a bylaw to authorize local improvement charges
with respect to the electrification of the property located at Lot 1142
Squatters Road, be given first reading.

BYLAW 2018-42

LOCAL IMPROVEMENT
Lot 1142 Squatters Road

FIRST READING

Carried Unanimously

2018-16-27

It was duly moved and seconded
THAT Bylaw 2018-42 be given second reading.

SECOND READING

Carried Unanimously

2018-16-28

It was duly moved and seconded
THAT Bylaw 2018-44, a bylaw to authorize a budget amendment and a
contribution agreement with Challenge Disability Resource Group with
respect to the Cornerstone Building Project, be given first reading.

BYLAW 2018-44

BUDGET AMENDMENT
Cornerstone Building

FIRST READING

Carried Unanimously

2018-16-29

It was duly moved and seconded
THAT Bylaw 2018-44 be given second reading.

SECOND READING

Carried Unanimously

2018-16-30

It was duly moved and seconded
THAT Bylaw 2018-43, a bylaw to amend the zoning at 8 Metropolit
Lane to allow for the development of a child care centre in a Highway
Commercial zone, be given first reading.

Carried Unanimously

BYLAW 2018-43

ZONING AMENDMENT
8 Metropolit Lane

FIRST READING

There being no further business, the meeting adjourned at 7:15 p.m.

ADJOURNMENT

MEMORANDUM

FILE #: Z-09-2018

TO: Mayor and Council
FROM: Administration
DATE: July 23, 2018
SUBJECT: Public Hearing at Regular Council Meeting July 23, 2018

Please be advised there will be a Public Hearing at the regular council meeting on July 23, 2018 to hear from interested parties related to the following zoning amendment:

Bylaw 2018-38, a bylaw to amend the zoning for Phase 6 of Whistle Bend.

The basic concept for Whistle Bend was developed in 2006, a master plan for the area was approved in 2009, and detailed planning and engineering pre-design for phases 1 to 7 was complete by 2012. Further design revision for subsequent phases has been ongoing in concert with detailed engineering design. Zoning was approved for phase 5 in November 2017. Administration is now bringing forward zoning for phase 6.

Bylaw 2017-34 received 1st Reading on June 25, 2018. Notices were published in the newspapers on June 29 and July 6, 2018. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were notified by mail. There are no property owners within 100 metres and no sign was placed in the area as it is currently inaccessible to the public.

Kinden Kosick
Planner II
Planning and Sustainability Services

MEMORANDUM

FILE #: Z-11-2018

TO: Mayor and Council
FROM: Administration
DATE: July 23, 2018
SUBJECT: Public Hearing at Regular Council Meeting July 23, 2018

Please be advised there will be a Public Hearing at the regular council meeting on July 23, 2018 to hear from interested parties related to the following zoning amendment:

Bylaw 2018-41, a bylaw to amend the zoning of several lots in the Motorways area to allow for a new City fire station and expansion of an existing electrical substation.

The existing fire station adjacent to City Hall was constructed in the 1950s and is at the end of its life as it is energy inefficient and unable to accommodate existing or future needs of the City Fire Department.

Through the City Building Consolidation project, it was determined that a new fire station could be developed at the City owned garage building in Motorways, which would also allow for potential expansion of City Hall. The existing building could be retrofitted to accommodate future needs of the Fire Department.

A basic design review has been undertaken for the site and building and Administration is ready to move to the design/build stage should Council approve this amendment.

ATCO Electric has an existing power substation adjacent to the Motorways garage. They have expressed a need to expand their infrastructure in this area to accommodate growing power needs in Downtown. There is a City owned parcel that is excess to the needs of the City that would be ideal for this purpose. The proposed zoning amendment includes the existing and potential expansion areas for ATCO.

Bylaw 2017-41 received 1st Reading on June 25, 2018. Notices were published in the newspapers on June 29 and July 6, 2018. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were notified by mail. Letters were sent to 105 property owners within 100 metres and a notification sign was placed in the area.

Kinden Kosick
Planner II
Planning and Sustainability Services



Minutes of the meeting of the Public Health and Safety Committee

Date	July 16, 2018
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 Councillor Samson Hartland Councillor Betty Irwin
Guest	Consultant Todd MacDonald – Electronic Participation Consultant John Prno – Electronic Participation
Staff Present	Linda Rapp, City Manager Dave Pruden, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Michael Reyes, Manager of Business and Technology Systems Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk

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

1. Bylaw Services Program Review

The Bylaw Services program review focused on the overall objectives of efficiency, effectiveness and economy. The work included a technical review, comparisons to similar jurisdictions, and consultation with the Yukon Government, First Nations, stakeholders and the public. Following review and analysis, a number of recommendations and an implementation plan were prepared. The report focuses on six program areas for the Bylaw Services Department and includes performance improvement recommendations for each area.

The recommendation of the Public Health and Safety Committee is

THAT the 2018 Bylaw Services Program Review be accepted as a guiding document.



Minutes of the meeting of the Development Services Committee

Date	July 16, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Betty Irwin – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Samson Hartland Councillor Roslyn Woodcock
Staff Present	Linda Rapp, City Manager Dave Pruden, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Michael Reyes, Manager of Business and Technology Systems Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk

Your Worship, there is no report from the Development Services Committee



Minutes of the meeting of the Corporate Services Committee

Date	July 16, 2018
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 Councillor Betty Irwin
Staff Present	Linda Rapp, City Manager Dave Pruden, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Michael Reyes, Manager of Business and Technology Systems Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk Geoff Quinsey, Manager of Water and Waste Services

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

1. Endorsement of the Solid Waste Management System

A Solid Waste Advisory Committee was struck in 2017 with representatives from the Association of Yukon Communities and Yukon Government. This committee then morphed into a Ministerial Committee on Solid Waste. The committee forwarded 14 recommendations to the Minister in the spring of 2018 and all were accepted. The Yukon Government has indicated that it is prepared to move forward with the recommendations made by the Ministerial Committee on Solid Waste. The Association of Yukon Communities recommends that Yukon municipalities formally endorse the recommendations in order to show solidarity for a Yukon-wide Solid Waste Management System.

In 2017 Environment and Climate Change Canada published a document providing guidance on best practices for the planning, design, operation, and eventual closure of existing or new municipal solid waste facilities in northern and remote regions. The

document recognizes the unique challenges of climate, geology, population size and distribution, socio-economic factors and access to services and facilities. The adoption of the best practices guideline will provide clear direction and guidance to Administration for identification of short term priorities, and development of long-term plans for the infrastructure and operation of the City's municipal solid waste system.

The recommendation of the Corporate Services Committee is

THAT the recommendations for action towards a sustainable solid waste management system for Yukon be formally endorsed as a means to support work on new ways of dealing with solid waste in Yukon; and

THAT Environment and Climate Change Canada's planning and technical guidance document titled "Solid Waste Management for Northern and Remote Communities" be accepted as the best practices guiding document for the City's solid waste management system.



Minutes of the meeting of the City Planning Committee

Date July 16, 2018

Location Council Chambers, City Hall

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

Staff Present
Linda Rapp, City Manager
Dave Pruden, Acting Director of Community and Recreation Services
Valerie Braga, Director of Corporate Services
Patrick Ross, Acting Director of Development Services
Richard Graham, Acting Director of Infrastructure and Operations
Catherine Constable, Manager of Legislative Services
Michael Reyes, Manager of Business and Technology Systems
Myles Dolphin, Acting Manager of Strategic Communications
Norma Felker, Assistant City Clerk
Mike Ellis, Senior Planner

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

1. Public Hearing Report – Zoning Amendment (11 Tarahne Way)

The owner of the lot located at 11 Tarahne Way in Whistle Bend has applied to change the zoning of the property to allow for a reduced-density townhouse development. The change is requested because the proponent believes that apartment units are not marketable in Whistle Bend.

No written submissions were received on this issue. At the public hearing one person spoke against the proposed amendment, stating that reducing the number of units will impact the viability of transit service and commercial areas in Whistle Bend and the overall sustainability of the neighbourhood. The delegate also stated that the availability of high density housing options helps to avoid development of new subdivision areas and the spread of urban sprawl. If the planned density in Whistle Bend continues to be reduced, fewer units will be built in an area that is already serviced. A concern was also raised that the proponent may not be able to construct the development as proposed.

Townhouses and apartments provide for different housing needs, and higher density housing can provide more affordable and smaller units than townhouse developments. When the new continuing care centre opens apartment style housing may be in demand by new employees. Additionally, developing a variety of housing types in Whistle Bend allows for residents of all demographics, such as age or income level, to live in the neighbourhood. Having numerous housing options also allows people to 'age in place' and remain in the neighbourhood as their housing needs change over time.

No information presented as part of the public hearing process supports the reduction of density on the subject lot.

The recommendation of the City Planning Committee is

THAT Bylaw 2018-37, a bylaw to amend the zoning at 11 Tarahne Way to allow for reduced-density development, be brought forward under the bylaw process and defeated at second reading.

2. Development Incentive Agreement (1515 Dogwood Street)

The Development Incentives Policy is meant to encourage specific development in the City, including rental housing, mixed-used development, and supportive housing. Under this policy, developments that meet the specified criteria are eligible for a yearly monetary grant from the City. The value of the grant is based on the increase in taxation rate due to the improvements on the property.

The owner of the property located at 1515 Dogwood Street in Porter Creek has been issued a development permit to construct four rental housing units at 1515 Dogwood Street in the Porter Creek area. This development meets the criteria for the major development incentive, and administration is bringing a Development Incentive Agreement forward for Council approval.

The recommendation of the City Planning Committee is

THAT a major development incentive agreement with respect to a four-unit rental housing development at 1515 Dogwood Street in Porter Creek be approved.



Minutes of the meeting of the City Operations Committee

Date	July 16, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	Linda Rapp, City Manager Dave Pruden, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Michael Reyes, Manager of Business and Technology Systems Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk

Your Worship, there is no report from the City Operations Committee



Minutes of the meeting of the Community Services Committee

Date	July 16, 2018
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Robert Fendrick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Guest	Jane Keopke, Consultant
Staff Present	Linda Rapp, City Manager Dave Pruden, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Michael Reyes, Manager of Business and Technology Systems Myles Dolphin, Acting Manager of Strategic Communications Norma Felker, Assistant City Clerk Krista Mroz, Manager of Recreation and Facility Services Teresa Acheson, Customer Service Supervisor

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

1. Parks and Recreation Master Plan

The 2018 Parks and Recreation Master Plan was developed over a six-month timeframe through a five-phase process that included research, engagement, analysis, visioning, and draft review. With a 12 year-year horizon, this plan sets the strategic direction for the City with respect to how it delivers and partners around parks and recreation infrastructure and service.

The Master Plan provides a point of reference that can help inform future decision making, set priorities, and identify the resources that are required to both sustain and grow parks and recreation opportunities. The Plan also contains tools that can help ensure decisions are made in an informed and transparent manner that aligns with demonstrated needs and optimizes benefits.

The Master Plan also includes goals, guiding principles and a vision statement. These philosophical elements identify the core values and beliefs that will permeate all aspects of the City's provision of parks and recreation opportunities. They also articulate the broad-based benefits that are accrued through an ongoing investment in these essential services.

The recommendation of the Community Services Committee is

That the 2018 Parks and Recreation Master Plan be accepted as a guiding document.

2. Joint Use Agreement

The purpose of the Joint Use Agreement is to provide a framework by which selected school buildings and grounds controlled or operated by Department of Education and various public facilities controlled by the City can be used by the community to the maximum extent practicable using a benefits-based approach for space allocations.

Earlier this year representatives from the City and the Government of Yukon completed a thorough review and update of the current Joint Use Agreement. The revised agreement is now being brought forward for Council approval.

The recommendation of the Community Services Committee is

THAT Bylaw 2018-46, a bylaw to adopt an agreement with the Government of Yukon to maximize the joint use of public facilities in the City of Whitehorse, be brought forward for consideration under the bylaw process.

3. Community Events – For Information Only

The Mayor highlighted a number of community events that took place over the past weekend, including the Dustball Tournament, the Sister City tennis challenge, won this year by Juneau, and the Skookum Hospital Foundation fundraising golf event. The Mayor also reminded the public that there are four excellent tennis courts at the Mount McIntyre Recreation Centre.

CITY OF WHITEHORSE

BYLAW 2018-28

A bylaw to amend Controlled Substance Properties Bylaw 2007-06

WHEREAS section 265 of the *Municipal Act* (R. S. Y. 2002) provides that council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of persons and property; and

WHEREAS council deems it appropriate to amend the Controlled Substance Properties Bylaw in preparation for federal legalization of cannabis;

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

1. Section 2 of Controlled Substance Properties Bylaw 2007-06 is hereby amended by adding a new definition as follows:

“CANNABIS means a cannabis plant within the meaning of the federal *Cannabis Act* as amended from time to time.”

2. Section 2 of Controlled Substance Properties Bylaw 2007-06 is hereby amended by deleting the existing definition for “Grow Operation” and substituting therefore a new definition as follows:

“GROW OPERATION” means the cultivation of:

- (1) marijuana plants in a quantity that is not authorized by the *Cannabis Act* or the *Access to Cannabis for Medical Purposes Regulations*, SOR/2016-23 as amended from time to time;
- (2) Other plants that are controlled substances; and
- (3) The production of amphetamines.”

3. Controlled Substance Properties Bylaw 2007-06 is hereby amended by deleting the existing section 11 and substituting therefore a new section 11 as follows:

“11. Except as permitted by the Zoning Bylaw, a person shall not cause, allow, or permit in a building, the manufacture, growing, storage, transfer or disposal of a substance that emits odours, fumes or particulate matter that disturbs the enjoyment, comfort or convenience of individuals.”

4. This bylaw shall come into full force and effect upon final passage thereof.

FIRST and SECOND READING: July 9, 2018

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

CITY OF WHITEHORSE

BYLAW 2018-39

A bylaw to amend Fees and Charges Bylaw 2014-36

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

WHEREAS all City of Whitehorse municipal fees and charges are consolidated into one bylaw; and

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to reflect changes required as a result of a quarterly review;

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

1. The fee schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Schedules 2, 5, 6, 7, 8, 11 and 12 and substituting therefore new Schedules 2, 5, 6, 7, 8, 11 and 12 attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect on and from final passage thereof.

FIRST and SECOND READING: July 9, 2018

THIRD READING and ADOPTION:

Mayor

City Clerk

CITY OF WHITEHORSE

BYLAW 2018-39

Explanatory Notes:

The attached bylaw amends the Fees and Charges Bylaw to reflect changes required as per a quarterly operational review.

The changes are highlighted and include new fees, the deletion of discontinued or redundant fees, change in rounding of fees and some minor wording amendments to provide clarity as detailed herein:

- Add new Organics Collection fees to encourage seasonal participants to freeze their accounts and hold their bins and carts rather than have them removed for a few months of the year.
- Multiple fee increases in the Fire Department to include a cost recovery portion. Fees currently do not vary based on scale of each service provided. Fees changing include:
 - Safety Plan – Review of New Fire Safety Plan – Plans range from small to large depending on Occupancy.
 - File Search/Letter – Range from a small search to a large, time consuming search depending on the request
 - Hazard Incident Response
 - Fire Investigation – Investigations can take days, actual costs need to be considered
- Append the annual “Inspection required for Licencing and Permitting” fee description to include day-cares and child care centres as these are the only organizations required by law to have these complete.
- Remove the fee for “Inspection of Single Family Living Units” as the Fire Department does not conduct those.
- Remove multiple “Stand-by Confined Space” fees and consolidate the fees to one new fee “Stand-By Confined Space on Site” to include cost recovery for wages, benefits and any lost or damaged equipment.
- Add a new Business License fee for Retail Cannabis Businesses. The fee is designed to offset the administrative processing cost of the business license application including review and processing of the applications, criminal records checks, security plans, zoning analysis and the periodic enforcement checks on the business operations for compliance with municipal legislation.
- Add new fees for Park rentals to meet the demands of profit and non-profit groups. These fees are for all parks excluding Shipyards Park which has its own fee structure in place.

- Add a new monthly electrical fee for the food concession at Robert Service Campground as the concession is operating for 12 hour days, 7 days a week during the operating season.
- Append the fee description for Shipyards Park full day and half day rental to include the number of hours; full day rental means 12 hours and half day rental means 6 hours.
- Remove the Parks' fee for Robert Service Campground secure storage as the storage lockers cannot be guaranteed and usage is based on first come first serve. Locks will be sold at the campground in place of the rental, the lock prices are captured in the 'Miscellaneous items for resale' charges.
- 'Miscellaneous items for resale' has been added to the fees and charges schedule to reflect the current practice of selling convenience items at 100% mark-up of the items' original cost.
- Amend Rec Facilities fees for Wellness Service Basic Body Comp or Program to introduce member rates and non-member rates. The cost for these services is currently below cost recovery so the increases will be phased in over the next year.
- Remove Rec Facilities' Theme Party Package as the CGC is restructuring the birthday party options for public and is working to create diverse choices that feature the facility and amenities available.
- Increase the Transit fee for an Adult Superpass by \$.05.

Fees & Charges Manual
Bylaw 2014-36 - Appendix "A"

Consolidated to Bylaw 2018-39

		FEE DESCRIPTION				Bylaw 2018-39		Final Fee if		
					Approved Fee	Date Fee Effective	GST Applicable + 5% GST	UNITS		
ATV Bylaw	Impound Fee	Impounded			150.00	1-Oct-12		each		
ATV Bylaw	special permit	Special events permit		request to use ATV in prohibited area	50.00	1-Oct-12		each		
ATV Bylaw	Site inspection charge	Site Inspection for special events permit		request to use ATV in prohibited area	110.00	1-Oct-12		each		
animal, other	pound fee	impounded		actual cost of seizure & impoundment	cost +	23-Feb-09		each		
animal, other	pound fee	feed & care daily		in addition to actual costs of seizure	25.00	2-Jan-02	26.25	each		
cat	pound fee	cat feed & care daily		daily except weekends & stat. holidays prior to release	5.50	23-Feb-09	5.80	each		
cat or dog	license (Lifetime) tag	neutered cat or dog		lifetime fee	27.50	23-Feb-09		each		
cat or dog	license administrative fee	to change from un-neutered to neutered classification			11.00	23-Feb-09		each		
cat or dog	license tag	un-neutered cat or dog		annual fee	50.00	1-Jan-11		each		
cat or dog	license tag	replacement tag			2.75	23-Feb-09		each		
cat or dog	application for special permit for 3 dogs/cats				100.00	10-Jan-05		each		
dog	pound fee	dog feed & care daily		daily except weekends & stat. holidays prior to release	15.00	2-Jan-02	15.75	each		
dog	Dangerous Dog Fees	Licensing Fee		residing within the city limits	250.00	23-Feb-09		Yearly		
cat or dog	pound fee	no tag		1st impoundment in 12 months	60.00	2-Jan-02		each		
cat or dog	pound fee	no tag		2nd impoundment	150.00	2-Jan-02		each		
cat or dog	pound fee	no tag		3rd + impoundment	250.00	22-Jun-98		each		
cat or dog	pound fee	with current tag		1st impoundment in 12 months	40.00	2-Jan-02		each		
cat or dog	pound fee	with current tag		2nd impoundment in 12 months	135.00	2-Jan-02		each		
cat or dog	pound fee	with current tag		3rd + impoundment in 12 months	200.00	22-Jun-98		each		
cat or dog	sale of cat or dog			pound fee + feed & care costs	varies	22-Jun-98		each		
dog team	special permit	dog team within City limits		annual fee	120.00	29-Jan-07		each		
cat or dog	animal trap rental	rental of animal trap for 10 days			25.00	1-Jan-12	26.25	each		
Business License		each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable			160.00	1-Jan-14		each		
Business License	Door to Door Salesperson, Non Resident Business			Surcharge	846.00	1-Jul-13		each +		
Business License	Door to Door Salesperson, Resident Business			Surcharge	186.00	1-Jul-13		each +		

		FEE DESCRIPTION		Bylaw 2018-39		Final Fee if		UNITS
				Approved Fee	Date Fee Effective	GST Applicable	+ 5% GST	
Business License	Licensed premises (liquor) above 70 square meters		Surcharge	2.11	23-Feb-09			per sq mtr+
Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms		Surcharge	7.92	1-Jul-13			per room +
Business License	Mobile Home Park over 5 spaces		Surcharge	7.92	23-Feb-09			per space+
Business License	Minor Business Category	Characterized by minimal operations and revenue (e.g. Special Event Artists, Party Plan Activity)		100.00	1-Jul-13			each +
Business License	Retail sales/Wholesale outlets over 220 square meters		Surcharge	0.66	23-Feb-09			per sq mtr +
Business License	Retail sales/Wholesale outlets over 220 square meters		Surcharge	100.00	1-Jul-13			each +
Business License	Retail Cannabis Business		maximum of 12 consecutive months per year, plus surcharge if applicable	2,000.00	1-Jul-18			each
Business License	Seasonal Business License		maximum of 6 consecutive months per year, plus surcharge if applicable	100.00	1-Jul-13			each +
Business License	Transfer Fee		to transfer the place of business to a new owner	26.40	23-Feb-09			each
Business License	Transfer Fee		to change the name of the business	26.40	23-Feb-09			each
Business License	Re-application Fee		10% late penalty if renewed after business license expiration date from day 1 - 30. \$50 penalty from day 31 - 365	10%	1-Jan-14			each
Business License	Re-application Fee		\$50 reapplication fee after the 30 day period of non-renewal	50.00	1-Jan-14			each
Bagged Meters	Construction		A maximum of 2 meter heads - after 30 consecutive days at regular rates	15.00	8-Oct-13		15.75	Meter/day
Bagged Meters	Funeral			-	8-Oct-13		0.00	First 5 meters
Bagged Meters	\$25.00 per metered parking space per day			25.00	29-Jan-07		26.25	meter/day
Central Business District	Permit		Loading Zone Day	10.00	1-Mar-15			day
Central Business District	Permit		Loading Zone Week	25.00	1-Mar-15			week
Central Business District	Permit		Loading Zone Year	50.00	1-Mar-15			year
Parking	Kiosk Fee			0.47	4-Jun-17		0.50	per hour
Parking Meter	Parking Meter Fee			0.24	8-Oct-13		0.25	15 Mins
Noise Variance Letters	Administration Fees		To extend hours	50.00	23-Feb-09			each
Parking Permit	Commercial Accessible Parking Permit		Commercial	35.00	1-Jan-14			each
Parking Permit	Temporary Accessible Parking Permit		Temporary	25.00	1-Jan-14			each
Parking Permit	Replacement Accessible Parking Permit		Replacement	25.00	1-Jan-14			each
Parking Permit	Permanent Accessible Parking Permit		Permanent Accessible Parking Permit	25.00	1-Jan-12			each

		FEE DESCRIPTION				Bylaw 2018-39		Final Fee if		
					Approved Fee	Date Fee Effective	GST Applicable + 5% GST	UNITS		
Parking Permit	Fee for Service Vehicles	issued on or before June 30 in any year			350.00	1-Jan-12		each		
Parking Permit	Fee for Service Vehicles	issued after June 30 in any year			175.00	1-Jan-12		each		
Parkade Rental	Main Steele Parkade	Monday to Friday			173.33	1-Jan-11	182.00	month		
Parkade Rental	Main Steele Parkade	Weekly (weekdays)			45.00	1-Mar-15	47.25	week		
Parkade Rental	Second Steele Parkade	Monday to Friday			173.33	1-Jan-11	182.00	month		
Parkade Rental	Second Steele Parkade	Daily (weekdays)			10.00	1-Mar-15	10.50	day		
Parkade Rental	Second Black Parkade	Monday to Friday			50.00	24-Aug-10	52.50	month		
Residential Parking Permit	First Permit - 1 Per Year	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business District			50.00	1-Jan-14	52.50	each		
Residential Parking Permit	Second Permit - 1 Per Year	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business District			350.00	1-Jan-14	367.50	each		
Residential Parking Permit	Visitor - 2 Maximum per Year	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business District			25.00	1-Jan-14	26.25	each		
Residential Parking Permit	Replacement - as needed	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business District			50.00	1-Jan-14	52.50	each		
Road Closure Applications	Full Day	Up to a maximum of 2 blocks			250.00	23-Feb-09	262.50	each		
Road Closure Applications	1/2 Day	Up to a maximum of 2 blocks			125.00	23-Feb-09	131.25	each		
Road Closure Applications	Full Day	For each additional block			125.00	23-Feb-09	131.25	each		
Street Occupancy Permit	Less than 1 week				35.00	1-Jan-14		each		
Street Occupancy Permit	Up to 1 Month				50.00	1-Jan-14		each		
Street Occupancy Permit	More than 1 Month				100.00	1-Jan-14		each		
Road Closure Applications	1/2 Day	For each additional block			75.00	23-Feb-09	78.75	each		
Road Closure Applications	Administration Costs	To process the Application			50.00	23-Feb-09		each		
Parade/Road Closure	Traffic Control	For each intersection			25.00	1-Jan-11	26.25	each		
Safe Snowmobile Card	Fee paid by there person receiving the card after passing a snowmobile safety course exam online				34.95	1-Oct-12	36.70	each		
Snowmobile Bylaw	Impound Fee	Impounded			150.00	1-Oct-12		each		
Snowmobile Bylaw	Special Permit	Special events permit			50.00	1-Oct-12		each		
Snowmobile Bylaw	Site Inspection Charge	Special events site inspection			110.00	1-Oct-12		each		
Vehicle for hire	driver permit and vehicle license	new, renewal			75.00	1-Jan-12		each		

		Bylaw 2018-39		Final Fee if GST Applicable + 5% GST	UNITS
		Approved Fee	Date Fee Effective		
FEE DESCRIPTION					
Vehicle for hire	driver permit and vehicle license		replacement		
Vehicle for hire	inspection outside of scheduled dates		description as per Vehicle for Hire Bylaw 2003-28		
		25.00	1-Jan-12		each
		100.00	1-Jan-12		each

		FEE DESCRIPTION			Bylaw 2018-39		Final Fee 5% GST Inc	UNITS
		Withdrawal/Change	Approved Base Fee	Date Fee Effective				
Rec Facilities	Administration ***non-profit groups charging	All Programs	25.00	1-Jul-13			Each	
Rec Facilities	***for profit groups minimum full cost			23-Feb-09				
Rec Facilities	Rental, Leisure Ice	1/3 of Dry floor arena rates		1-Mar-11		0.00	1/2 day	
Rec Facilities	Damage Deposit	Dry floor rentals or any rentals where liquor is served or consumed-\$500 per booking	500.00	1-Jan-10		no gst	per booking	
Rec Facilities	Dry Floor (Arenas)	Regular Rate + cost of staff	160.88	1-Sep-18		168.90	hour	
Rec Facilities	Dry Floor (Arenas)	Y/S/D Non-Profit Discount	74.03	1-Sep-18		77.75	hour	
Rec Facilities	Dry Floor (Arenas)	Adult Non-Profit Discount	111.00	1-Sep-18		116.55	hour	
Rec Facilities	Rental - 1/3 of Fieldhouse/Flexihall	1/3 of Fieldhouse Rate	0.00	1-Jan-11		0.00		
Rec Facilities	Rental - 1/2 of Fieldhouse/Flexihall	1/2 of Fieldhouse Rate	0.00	1-Jan-11		0.00		
Rec Facilities	Rental, Fieldhouses	Non-prime Y/S/D Discount	55.53	1-Sep-18		58.30	hour	
Rec Facilities	Rental, Fieldhouses Rental, Takhini Arena	Non-prime Adult Discount	83.25	1-Sep-18		87.40	hour	
Rec Facilities	Rental, Outdoor Training Field	Mezzanine April 1 - Sept 30 (based on field condition)	60.86	1-Sep-18		63.90	hour	
Rec Facilities	Rental, Snowball	Maximum 1.5 hours -rental ea. per 15 min	Actual Cost	23-Feb-09		Actual Cost Plus GST	each	
Rec Facilities	Rental, Parking Lot	regular rate	51.09	1-Sep-18		53.65	ea 15 min	
Rec Facilities	Rental, Winter Ice	valid April 1-Sept 30 (outside regular season)	41.78	1-Sep-18		43.85	hour	
Rec Facilities	Rental, Winter Ice	Non-prime Adult Discount	122.68	1-Sep-18		128.80	hour	
Rec Facilities	Rental, Winter Ice	Non-prime Y/S/D Discount	77.86	1-Sep-18		81.75	hour	
Rec Facilities	Rental, Winter Ice	Adult Non-Profit Discount	163.68	1-Sep-18		171.85	hour	
Rec Facilities	Rental, Winter Ice	S/Y/D Non-Profit Discount	103.78	1-Sep-18		108.95	hour	
Rec Facilities	Rental Ice	Regular rate	209.57	1-Sep-18		220.05	hour	
Rec Facilities	Rental, Ice Summer Storage/Exclusive Use Space	Non-Profit Groups	161.09	1-Sep-18		169.15	hour	
Rec Facilities	Storage/Exclusive Use Space	Storage Locker	121.78	1-Sep-18		127.85	year	
Rec Facilities	Storage/Exclusive Use Space	Small areas - 100-299 cu ft.	486.18	1-Sep-18		510.50	year	
Rec Facilities	Storage/Exclusive Use Space	Medium areas - 300-699 cu ft.	728.92	1-Sep-18		765.35	year	
Rec Facilities	Storage/Exclusive Use Space	Large areas - 700-1000 cu ft.	970.61	1-Sep-18		1019.15	year	
Rec Facilities	Storage/Exclusive Use Space	Other areas	1214.58	1-Sep-18		1275.30	year	
Rec Facilities	Office Space	office space rental	219.77	1-Sep-18		230.75	Monthly	
Rec Facilities	Rental Booking Amendment Fee	Kiosk Space Request for changes to their rentals after being firmed up	28.87	1-Sep-18		30.30	Day	
Rec Facilities			5.00	1-Sep-15		No GST	Day	

		FEE DESCRIPTION		Bylaw 2018-39		Final Fee 5% GST Inc	UNITS	
				Approved Base Fee	Date Fee Effective			
Rec Facilities	Rental	Static Display Space		with written approval by Manager	11.35	1-Sep-18	11.90	Day
Rec Facilities	Rental	Additional Staff		Extra rec staff required for rental or event support	hourly rate + staff	1-Sep-15	hourly rate + staff	hour
Rec Facilities	Rental, Kitchen Rental, Meeting Space	Mt McIntyre Rec Centre - Kitchen		Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	38.46	1-Sep-18	40.40	Day
Rec Facilities	Rental, Meeting Space	Large meeting area			40.58	1-Sep-18	42.60	hour
Rec Facilities	Rental, Pool	Small meeting area		Meeting rooms and portion of Concourse	20.29	1-Sep-18	21.30	hour
Rec Facilities	Rental, Pool	Regular Rate		2 Lifeguards for up to 50 people	318.08	1-Sep-18	334.00	hour
Rec Facilities	Rental, Pool	Pool-Adult Non-Profit Discount		2 Lifeguards for up to 50 people	238.56	1-Sep-18	250.50	hour
Rec Facilities	Rental, Pool Lane	Pool - Youth/Senior/Disabled Non-Profit Discount		2 Lifeguards for up to 50 people	116.85	1-Sep-18	122.70	hour
Rec Facilities	Daily Single Admission	Pool Lane		1/8 of Pool Rental Rates	0.00	1-Jan-11	0.00	hour
Rec Facilities	Daily Single Admission	Adult		19 - 59 years 60 yrs. or older, or proof of current post-secondary enrollment	7.54	1-Sep-18	7.90	each
Rec Facilities	Daily Single Admission	Senior/Student			6.16	1-Sep-18	6.45	each
Rec Facilities	Daily Single Admission	Youth or Disabled		2 to 18 years or permanent disability	3.93	1-Sep-18	4.10	each
Rec Facilities	Daily Single Admission	Family		2 guardians with up to 5 dependents 18 and under, at the same address	17.41	1-Sep-18	18.30	each
Rec Facilities	Swimming Lessons	Small Child		Under 2	No Charge	15-Oct-05	No Charge	each
Rec Facilities	Fitness Classes	See Leisure Guide			See Leisure Guide			each
Rec Facilities	Continuous /Annual Pass	See Leisure Guide			See Leisure Guide			each
Rec Facilities	Continuous /Annual Pass	Adult		19 - 59 years 60 yrs. or older, or proof of current post-secondary enrollment	43.20	1-Sep-18	45.35	month
Rec Facilities	Continuous /Annual Pass	Senior/Student			34.88	1-Sep-18	36.60	month
Rec Facilities	Continuous /Annual Pass	Youth or Disabled			21.55	1-Sep-18	22.65	month
Rec Facilities	Continuous /Annual Pass	1 Parent Family		2 to 18 years or permanent disability 1 guardians with dependents 18 and under, at the same address	54.10	1-Sep-18	56.80	month
Rec Facilities	Continuous /Annual Pass	2 Parent Family		2 guardians with dependents 18 and under, at the same address	93.68	1-Sep-18	98.35	month
Rec Facilities	1 Month Pass	Adult		19 - 59 years 60 yrs. or older, or proof of current post-secondary enrollment	51.84	1-Sep-18	54.45	each
Rec Facilities	1 Month Pass	Senior/Student			41.85	1-Sep-18	43.95	each
Rec Facilities	1 Month Pass	Youth or Disabled		2 to 18 years or permanent disability 1 guardians with dependents 18 and under, at the same address	25.92	1-Sep-18	27.20	each
Rec Facilities	1 Month Pass	1 Parent Family		1 guardians with dependents 18 and under, at the same address	66.69	1-Sep-18	70.00	each
Rec Facilities	1 Month Pass	2 Parent Family		2 guardians with dependents 18 and under, at the same address	113.07	1-Sep-18	118.70	each
Rec Facilities	Group Membership			10 or more people -10% discount off individual continuous/annual membership rates	0.00	1-Sep-17	0.00	each
Rec Facilities	Adult Programming Children/Youth/Seni	min. 100% recoverable			See Leisure Guide	1-Jan-10	See Leisure Guide	each
Rec Facilities	Day-camp Programming	min. 50% recoverable or/Disabled		not including day camp	See Leisure Guide	1-Jan-10	See Leisure Guide	each
Rec Facilities		min. 60% recoverable			See Leisure Guide	1-Mar-11	See Leisure Guide	each

FEE DESCRIPTION		Bylaw 2018-39		Final Fee 5% GST Inc	UNITS		
		Approved Base Fee	Date Fee Effective				
Rec Facilities	Punchcard (10)	Adult	19 - 59 years 60 yrs. or older, or proof of current post-secondary enrollment	66.81	1-Sep-18	70.15	each
Rec Facilities	Punchcard (10)	Senior/Student		53.86	1-Sep-18	56.55	each
Rec Facilities	Punchcard (10)	Child/Youth or Disabled	2 to 18 years or permanent disability	33.67	1-Sep-18	35.35	each
Rec Facilities	Punchcard (10)	Family	2 guardians with up to 5 dependents 18 and under, at the same address	156.51	1-Sep-18	164.35	each
Rec Facilities	Rental, set up	1/2 of regular rental rate	1/2 of regular rental rate		1-Jan-10	1/2 of regular rental rate	per booking
Rec Facilities	Rental, Fieldhouses	S/Y/D Non-Profit Discount	Flexihall or Fieldhouse	74.04	1-Sep-18	77.75	hour
Rec Facilities	Rental, Fieldhouses	Adult Non-Profit Discount	Flexihall or Fieldhouse	111.00	1-Sep-18	116.55	hour
Rec Facilities	Rental, Fieldhouses	Regular Rate	Flexihall or Fieldhouse	148.07	1-Sep-18	155.45	hour
Rec Facilities	Rental Sports Equipment	skate rentals/badminton racquets		3.60	1-Sep-18	3.80	per unit
Rec Facilities	Rental	Portable Bleachers	Staff costs	Actual Cost	1-Sep-13	Actual Cost	each
Rec Facilities	Rental	Mobile Electric Cart	240 Volts	97.27	1-Sep-18	102.15	each
Rec Facilities	Rental	AV Equipment	TV/VCR/Overhead Projector	11.27	1-Sep-18	11.85	each
Rec Facilities	Rental	LCD Projector and screen		57.33	1-Sep-18	60.20	each
Rec Facilities	Rental	Fitness/Party Equipment	DDR/Treadmills etc. Includes variety of equipment, activities, games and facilitation booklet	57.33	1-Sep-18	60.20	each
Rec Facilities	Rental	Activity Bag		20.60	1-Sep-18	21.65	each
Rec Facilities	Rental	Podium		11.27	1-Sep-18	11.85	each
Rec Facilities	Rental	Table		11.27	1-Sep-18	11.85	each
Rec Facilities	Rental	Chairs		2.04	1-Sep-18	2.15	each
Rec Facilities	Pipe & Drape Rental	8'-12' section		33.33	1-Sep-15	35.00	per section
Rec Facilities	Floor covering installation	staff costs		Actual Cost	1-Sep-06	Actual Cost Plus GST	actual cost
Rec Facilities	Stage (4' X 8' Risers)			62.75	1-Sep-14	65.90	each
Party Package	Party set up for up to-10 people			23.75	1-Sep-18	24.95	per unit
Party Package	Party set up + 10 people			9.54	1-Sep-17	10.00	per unit
Party Package	Theme Party Package (Member)	include party rnr, party header, supplies		158.99	1-Sep-18	166.95	each
Party Package	Theme Party Package (Member)	include party header, supplies		202.63	1-Sep-18	212.75	each
Rec Facilities	Advertising	Board Advertising - CGC	Board advertising for arenas and fieldhouses	785.72	1-Jan-14	825.00	annual
Rec Facilities	Advertising	Poster Ads	Poster Ads up to 11x17	23.81	1-Jan-14	25.00	Monthly
Rec Facilities	Advertising	4x8 Sign - CGC	4x8 Sign Advertising	519.05	1-Jan-14	545.00	annual
Rec Facilities	Advertising	Takhini Arena	65% of CGC Advertising rates	65% of CGC rates	1-Sep-11	65% of CGC rates	annual
Rec Facilities	Advertising	Resurfacer - CGC	1 Side	1000.00	1-Jun-12	1050.00	annual

		FEE DESCRIPTION		Bylaw 2018-39		Final Fee 5% GST Inc	UNITS
				Approved Base Fee	Date Fee Effective		
Rec Facilities	Advertising	Resurfacer - CGC	2 Sides	1500.00	1-Jun-12	1575.00	annual
Rec Facilities	Advertising	Resurfacer - CGC	Top	750.00	1-Jun-12	787.50	annual
Rec Facilities	Advertising	Resurfacer - CGC	Front	500.00	1-Jun-12	525.00	annual
Rec Facilities	Advertising	Resurfacer - CGC	Rear	250.00	1-Jun-12	262.50	annual
Rec Facilities	Advertising	Resurfacer - CGC	Entire Machine	2000.00	1-Jun-12	2100.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	1/2 Centre Ice	1500.00	1-Jun-12	1575.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Full Centre Ice	2000.00	1-Jun-12	2100.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Neutral Zone	1000.00	1-Jun-12	1050.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	End Zone	1000.00	1-Jun-12	1050.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Blue Line	1000.00	1-Jun-12	1050.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Face Off Dots	250.00	1-Jun-12	262.50	annual
Rec Facilities	Advertising	Hallway Beams	Takhini Arena Only	75.00	1-Jun-12	78.75	annual
Rec Facilities	Advertising	Active Living Guide-Non-Profit Organizations	HALF PAGE	86.19	1-Sep-18	90.50	each
Rec Facilities	Advertising	Active Living Guide-Non-Profit Organizations	FULL PAGE	141.73	1-Sep-18	148.80	each
Rec Facilities	Advertising	Active Living Guide - Profit Organizations	HALF PAGE	141.73	1-Sep-18	148.80	each
Rec Facilities	Advertising	Active Living Guide - Profit Organizations	FULL PAGE	255.58	1-Sep-18	268.35	each
Rec Facilities	Advertising	Active Living Guide - Cover Pages	10% off 2 editions, 15% off 3 editions	1566.24	1-Jan-14	1644.55	each
Rec Facilities	Keys Deposit	all facilities	all facilities	50.00	1-Jan-10	no gst	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual	24.89	1-Sep-18	26.15	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Team	124.42	1-Sep-18	130.65	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual Member	11.90	1-Sep-18	12.50	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual Non-member	23.82	1-Sep-18	25.00	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual Member	47.62	1-Jan-19	50.00	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual Non-member	33.33	1-Jan-19	35.00	each
Rec Facilities	Bag of Pins	Whitehorse Pins	Bag of 25	9.52	1-Jan-15	10.00	bag of 25

	Bylaw 2018-39		Final Fee if GST Applicable + 5% GST	UNITS
	Approved Fee	Date Fee Effective		
Burning	110.00	23-Feb-09		per day
Burning	22.00	23-Feb-09		each
Burning	110.00	23-Feb-09		per season
Confined Space	actual + 500.00	27-Jan-03		each event
Explosives	100.00	28-Jan-02	105.00	each
High Hazard Fireworks Display	250.00	1-Jan-12		each
Occupancy Load	150.00	1-Jan-12	157.50	each
Safety Plan	actual + 100	1-Jul-18	+ GST	each
Safety Plan	50.00	1-Jan-12	52.50	
Alarm	250.00	1-Jan-12		each
Alarm	200.00	1-Jan-12		each
Admin	actual + 100	1-Jul-18	+ GST	each
Response	actual + 250	1-Jul-18		unit/hour+
Investigation	actual + 100	1-Jul-18		each
Inspection	200.00	1-Jan-12		each
Inspection	free	22-Jun-08	each	each
Inspection	50.00	23-Feb-09	each	each
Inspection	50.00	1-Jul-18		each
Inspection	100.00	1-Jan-12		yearly
Inspection	100.00	1-Jan-12		each
Stand-By	500.00	1-Jan-11	each	each
Stand-By	50.00	1-Jan-11	each	each
Stand-By	200.00	1-Jan-11	each	each
Stand-By	500.00	1-Jan-11	each	each
Stand-By	actual + \$500	1-Jul-18		each
Technical Rescue	Actual Cost	1-Jul-13		each

FEE DESCRIPTION

open burning for land clearing purposes	
1 week (7 day) permit	
Season is October 1 to March 31	
standard 3rd (third) party billing rates for staff & equipment plus \$500.00 for materials used	
for non-City organized events	fee + fire protection if needed
determine the occupancy load of a space for licensing purposes	
Fee includes cost recovery for applicable wages and benefits	
Review of an updated fire safety plan	
False Alarm for third incident of a similar system malfunction in a 12 month period	
False Alarm after third incident of a similar system malfunction in a 12 month period compounding on top of the third alarm response for each subsequent event	
Information Request/ Provide information from files and to provide letter of compliance for insurance or other needs - Fee includes cost recovery for applicable wages and benefits	
Per Unit responding plus actual cost of incident mitigation, disposal and lost or damage to equipment	
provide an investigation into the cause of a fire that the Fire Department did not attend to distinguish	
Third and each subsequent inspection until compliance	
Daycares or Child Care centers	
inspecting a premise for purpose of obtaining a liquor license	If no occupancy load calculation is required
Annual Agreement Standby in Station	
One-Time Agreement Standby in Station per day	
One-Time Agreement Standby in Station per week	
On-Site Stand-By for High Hazard Entry per hour	
On Site Stand-By. Fee includes cost recovery for applicable wages, benefits and lost or damaged equipment	

		FEE DESCRIPTION		Bylaw 2018-39		Final Fee if GST Applicable + 5% GST	UNITS
		Approved Fee	Date Fee Effective				
Advertising	All			various by tender	8-Mar-99		
AutoCAD custom drafting & plotting		minimum 1/2 hour charge		50.00	1-Jan-08	52.50	per hour
AutoCAD drawing compilation and printing				21.50	1-Jan-08	22.60	per sheet
AutoCAD Plotting				8.25	1-Jan-08	8.70	per plot
Blue Print reproductions				3.00	1-Jan-08	3.20	per sheet
Book, Lost Graves				10.00	1-Jan-08	10.50	each
Business License List		special, monthly or partial listing		0.25	1-Jan-08	0.30	per page
Business License List		full listing		45.00	1-Jan-08	47.30	each
Compost carts	Sales	Ability to purchase additional household carts		200.00	1-Jan-10	210.00	each
Delivery Charge-rentals	Equipment (DPW)-barricades			40.00	1-Jan-08	42.00	per rental
Delivery Charge-rentals	Equipment (DPW)-portable bleachers			200.00	1-Jan-08	210.00	per rental
Delivery Charge-rentals	Equipment (DPW)-snow fencing			40.00	1-Jan-08	42.00	per rental
Deposit, Damage	Flag		fully refundable if returned in good condition	20.00	28-Jun-99		each
Deposit, Damage	Equipment (DPW)-barricades		fully refundable if all rental conditions met	20.00	22-Jun-98		each
Deposit, Damage	Equipment (DPW)-portable bleachers		fully refundable if all rental conditions met	100.00	22-Jun-98		section
Deposit, Damage	Equipment (DPW)-snow fencing		fully refundable if all rental conditions met roll approx. 50 linear feet, rent includes posts if available	25.00	22-Jun-98		roll
Evaluation of restricted / over-strength waste				actual	8-Mar-99	actual	each
Flag	City (3'x6')			65.00	1-Jan-08	68.30	each
DVD	copy of recorded meeting			6.00	1-Jan-10	6.30	each
Development Design & Construction Review Cost Charge		Construction Value Up To \$500,000.00		2%	1-Jul-13		each
Development Design & Construction Review Cost Charge		Construction Value from 500,001.00 To \$3,000,000.00		1%	1-Jul-13		each
Development Design & Construction Review Cost Charge		Construction Value Above \$ 3,000,001.00		0.5%	1-Jul-13		each
IS Consultant Fees				80.00	23-Feb-09	84.00	each
Miscellaneous Items for Resale	Convenience items available for resale through Parks or Rec and Facility Services		Including but not limited to swim diapers, goggles, locks, swim suits, towels, hockey laces & yoga mats	100% mark-up on cost		GST Applicable	each
Land Use Permit		temporary or seasonal land use		75.00	22-Jun-98		each
Local Improvement Search		LIC		25.00	29-Jan-07	26.30	each
Manual - Contract Tendering				80.00	1-Jan-08	84.00	each
Manual - Servicing Standards		manual & changes/revisions to manual to be sold at cost		80.00	1-Jan-08	84.00	each
NSF Fees/Cheque return fees/Rejected Pre-authorized credit card fee				45.00	1-Jun-14		each
Official Community Plan				20.00	1-Jan-08	21.00	each
Overstrength oil and grease, B.O.D. and T.S.S. surcharge		\$500,001.00		0.20	8-Mar-99	0.20	per Kg.

	FEE DESCRIPTION				Final Fee if GST Applicable + 5% GST	UNITS
	Bylaw 2018-39		Date Fee Effective	Final Fee if GST Applicable + 5% GST		
	Approved Fee					
photocopy			at the discretion of administration	0.25	1-Jan-08	each
Pin	City of Whitehorse		reference Pin Policy (City Clerk's)	1.00	1-Jan-08	each
Plan Reproduction			fee plus reproduction cost	25.00	1-Jan-08	plus repro- duction cost
Reprint of documents pertaining taxes and utilities				1.00	29-Jan-07	each
Service Inspection - Private				200.00	8-Mar-99	each
Snow Dump Permit			per truck	100.00	1-Jan-08	per truck
Studies/Reports			at cost with \$10.00 minimum	cost	22-Jun-98	each
Tax Search/Certificate				60.00	23-Feb-09	each
3rd Party Rate			(materials & shipping costs = shipping surcharge) X 35% Markup + Wages&Benefits@32%		1-Apr-15	each
3rd Party Rate (RCMP)			(materials & shipping costs = shipping surcharge) + Wages&Benefits@32%		1-Apr-15	each
Unpaid Accounts			All unpaid accounts will be charged interest on the outstanding amounts. Outstanding taxes will be charged under the provisions of the Tax Act	2.00%	1-Jan-11	per month
Use Permit			temporary or seasonal land use	75.00	22-Jun-98	each
Wood Stove Approval			copy of approval	10.00	22-Jun-98	each
Zoning Bylaw				75.00	1-Jan-08	each
Zoning Bylaw			individual copy	10.00	1-Jan-08	each
Zoning Bylaw			initial subscription service	50.00	1-Jan-08	each
Zoning Maps				5.00	1-Jan-08	each

		FEE DESCRIPTION		Bylaw 2018-39		Final Fee 5% GST Inc	UNITS
				Approved Base Fee	Date Fee Effective		
Parks	Deposit, Damage-All booking	fully refundable if all rental conditions met		500.00	1-Jan-15	no gst	each
Parks	Shipyards Park	Non-Profit Rental - full day	12 Hours	396.36	1-Jan-18	416.20	full day
Parks	Shipyards Park	Non-Profit Rental - half day	6 Hours	198.39	1-Jan-18	208.30	half day
Parks	Shipyards Park	For Profit Rental - full day	12 Hours	792.72	1-Jan-18	832.40	full day
Parks	Shipyards Park	For Profit Rental - half day	6 Hours	396.76	1-Jan-18	416.60	half day
Parks	All Parks excluding Shipyards	Profit Rental - full day	12 Hours	584.00	1-Jul-18	613.20	full day
Parks	All Parks excluding Shipyards	Profit Rental - half day	6 Hours	292.00	1-Jul-18	306.60	half day
Parks	All Parks excluding Shipyards	Profit Rental - Hourly	1 Hour	67.00	1-Jul-18	70.35	hourly
Parks	All Parks excluding Shipyards	Non-Profit Rental - full day	12 Hours	292.00	1-Jul-18	306.60	half day
Parks	All Parks excluding Shipyards	Non-Profit Rental - half day	6 Hours	146.00	1-Jul-18	153.30	full day
Parks	All Parks excluding Shipyards	Non-Profit Rental - Hourly	1 Hour	33.50	1-Jul-18	35.18	hourly
Parks	For Profit in Designated Areas ONLY- Hourly	Programmed Activities in Area- Per Hour - no staff		24.52	1-Jan-18	25.70	per hour
Parks	Non-Profit Rental -per portion of Shipyards Park Building		per portion, per hour	33.65	1-Jan-18	35.30	per hour
Parks	Non-Profit rental-Outdoor Fire Pit Rental	Rental, wood, fire permit & attendant (monitors & extinguishes fire)		33.65	1-Jan-18	35.30	per hour
Parks	For Profit Rental -per portion of Shipyards Park Building		per portion, per hour	67.30	1-Jan-18	70.70	per hour
Parks	For Profit rental-Outdoor Fire Pit Rental			67.30	1-Jan-18	70.70	per hour
Parks	Memorial Bench	Supply and Install		2,388.07	1-Jan-18	2507.50	each
Parks	Memorial Tree	Supply and Install		1,592.05	1-Jan-18	1671.60	each
Parks	Portable Firepits	Portable Firepits		50.00	1-Jan-17	52.50	each
Parks	Parks	Bleacher Rentals	Delivery and Pick Up for 2 Bleachers	300.00	1-Jan-17	315.00	per two bleachers
Parks	Lift Truck	2 Operators & Truck		210.00	1-Jan-18	220.50	Per Hour
Parks	Picnic Tables	Delivery & Pick Up		228.00	1-Jan-18	239.40	Per 2 tables
Parks	Rental: 10 x 10 Tent			285.00	1-Jan-18	299.30	Each
Parks	Rental: 10 x 20 Tent			285.00	1-Jan-18	299.30	Each
Parks	Rental:20 x 20 Tent			1,140.00	1-Jan-18	1197.00	Each
Parks	Outdoor Garbage/Recycling Compost Bins	3 bin unit rental		237.50	1-Jan-18	249.40	Per one waste sorting station
Parks	Water Truck	1 Operator & Truck		145.00	1-Jan-18	152.30	Per Hour
Parks	RSCG	Secure Storage		4.75	1-Jan-18	5.00	Per Day
Parks	Robert Service Camp Ground	Electrical Fee for Food Concession		150.00	1-Jul-18	157.50	Monthly
Parks	Robert Service Camp Ground	Site Rental		25.00	1-Jan-18	26.30	Per Day

		FEE DESCRIPTION		Bylaw 2018-39		Final Fee 5% GST Inc	UNITS
		Approved Base Fee	Date Fee Effective				
Parks	Robert Service Camp Ground	7.50	1-Jan-18	7.90	Bundle		
Parks	Robert Service Camp Ground	4.75	1-Jan-18	5.00	per 5 Minutes		

		FEE DESCRIPTION					
		Approved Fee	Date Fee Effective	Final Fee	5% GST Inc		
Bus Fares	Adult Monthly Pass		Age 19-59	62.00	1-Jan-08	no gst	each
Bus Fares	Adult Single-cash		Age 19-59	2.50	1-Jan-08	no gst	each
Bus Fares	Adult Ticket (sold in strips of 10)		Age 19-59	23.00	1-Jan-08	no gst	each strip
Bus Fares	Day Pass		Age 5 and over	5.00	1-Apr-15	no gst	each
Bus Fares	Disabled Handy Bus-Cash		Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service	2.50	1-Jan-08	no gst	each
Bus Fares	Disabled Handy Bus-Monthly Pass		Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service	26.00	1-Jan-08	no gst	each
Bus Fares	Disabled Handy Bus-Ticket (strip of 10)		Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service	10.00	1-Jan-08	no gst	each strip
Bus Fares	Disabled Conventional Bus		Conventional Bus disabled customers that meet the eligibility requirements of Handy Bus Service	free	1-Jul-03	-	each
Bus Fares	Pre-schooler:4 and under accompanied by an adult (2 per adult)			free	22-Jun-98	-	each
Bus Fares	Senior Monthly Pass		Age 60 and over	26.00	1-Jan-08	no gst	each
Bus Fares	Senior Single-cash		Age 60 and over	2.50	1-Jan-08	no gst	each
Bus Fares	Senior Ticket (strips of 10)		Age 60 and over	10.00	1-Jan-08	no gst	each strip
Bus Fares	Youth Monthly Pass		Age 5-18	40.00	1-Jan-08	no gst	each
Bus Fares	Youth Single-cash		Age 5-18	2.50	1-Jan-08	no gst	each
Bus Fares	Youth Ticket (sold in strips of 10)		Age 5-18	15.00	1-Jan-08	no gst	each strip
Bus Fares	Superpass Monthly		Superpass-ADULT	54.25	1-Jul-18	no gst	each
Bus Fares	Superpass Monthly		Superpass-YOUTH	35.00	1-Jan-15	no gst	each
Bus Fares	Superpass Monthly		Superpass-SENIOR	22.75	1-Jan-15	no gst	each
Bus Fares	Superpass Monthly		Superpass-DISABILITY	22.75	1-Jan-15	no gst	each
Group Pass	College		0% -10% (0-55) of students participating	248.00	1-Jan-13	no gst	each
Group Pass	College		10%-20% (56-110) of students participating	248.00	1-Jan-13	no gst	each
Group Pass	College		20%-30% (111-165) of students participating	198.40	1-Jan-13	no gst	each
Group Pass	College		30%-40% (166-220) of students participating	198.40	1-Jan-13	no gst	each
Group Pass	College		40%-50% (221-275) of students participating	161.20	1-Jan-13	no gst	each
Group Pass	College		50%-60% (276-330) of students participating	161.20	1-Jan-13	no gst	each
Group Pass	College		60% -70% (331-385) of students participating	124.00	1-Jan-13	no gst	each

		FEE DESCRIPTION					
		Bylaw 2018-39		Final Fee 5% GST Inc	Unit		
		Approved Fee	Date Fee Effective				
Group Pass	College	70%-80% (386-440) of students participating	50% Transit Discount	124.00	1-Jan-13	no gst	each
Group Pass	College	80% -90% (441-495) of students participating	75% Transit Discount	62.00	1-Jan-13	no gst	each
Group Pass	College	90%-100% (496-550) of students participating	75% Transit Discount	62.00	1-Jan-13	no gst	each
Group Pass	Education	0% of eligible students or employees participating	0% Transit Discount	40.00	1-May-12	no gst	each
Group Pass	Education	25% of eligible students or employees participating	10% Transit Discount	36.00	1-May-12	no gst	each
Group Pass	Education	50% of eligible students or employees participating	15% Transit Discount	34.00	1-May-12	no gst	each
Group Pass	Education	75% of eligible students or employees participating	20% Transit Discount	32.00	1-May-12	no gst	each
Group Pass	Education	100% of eligible students or employees participating	25% Transit Discount	30.00	1-May-12	no gst	each
Group Pass	Employers 5-25 Participants	0% of employees participating	0% Transit Discount	62.00	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	25% of employees participating	3.75% Transit Discount	59.68	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	50% of employees participating	7.50% Transit Discount	57.35	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	75% of employees participating	11.25% Transit Discount	55.03	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	100% of employees participating	15.0% Transit Discount	52.70	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	0% of employees participating	0% Transit Discount	62.00	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	25% of employees participating	5% Transit Discount	58.90	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	50% of employees participating	10% Transit Discount	55.80	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	75% of employees participating	15% Transit Discount	52.70	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	100% of employees participating	20% Transit Discount	49.60	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	0% of employees participating	0% Transit Discount	62.00	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	25% of employees participating	6.25% Transit Discount	58.13	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	50% of employees participating	12.50% Transit Discount	54.25	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	75% of employees participating	18.75% Transit Discount	50.38	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	100% of employees participating	25% Transit Discount	46.50	1-Jun-12	no gst	each
Group Pass	Youth - Employers 5-25 Participants	0% of employees participating	0% Transit Discount	40.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	25% of employees participating	3.75% Transit Discount	38.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	50% of employees participating	7.50% Transit Discount	37.00	1-Jul-13	no gst	each

FEE DESCRIPTION		Bylaw 2018-39			Final Fee 5% GST Inc	Unit	
		Approved Fee	Date Fee Effective	Date Fee Effective			
							Approved Fee
Group Pass	Youth - Employers 5-25 Participants	75% of employees participating	11.25% Transit Discount	35.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	100% of employees participating	15.0% Transit Discount	34.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	0% of employees participating	0% Transit Discount	40.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	25% of employees participating	5% Transit Discount	38.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	50% of employees participating	10% Transit Discount	37.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	75% of employees participating	15% Transit Discount	34.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	100% of employees participating	20% Transit Discount	32.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	0% of employees participating	0% Transit Discount	40.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	25% of employees participating	6.25% Transit Discount	37.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	50% of employees participating	12.50% Transit Discount	35.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	75% of employees participating	18.75% Transit Discount	32.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	100% of employees participating	25% Transit Discount	30.00	1-Jul-13	no gst	each
Advertising	Bench Back	monthly	21"x69" ad panel	82.50	1-Jan-13	86.60	each
Advertising	Bench Back	yearly	21"x69" ad panel	825.00	1-Jan-13	866.30	each
Advertising	Exterior King panels, side of bus	monthly	139"x30" ad panel	275.00	1-Jan-13	288.80	each
Advertising	Exterior King panels, side of bus	yearly	139"x30" ad panel	2,750.00	1-Jan-13	2,887.50	each
Advertising	Interior panel	monthly	11"x21" ad panel	33.00	1-Jan-13	34.70	each
Advertising	Interior panel	yearly	11"x21" ad panel	352.00	1-Jan-13	369.60	each
Advertising	Shelters	monthly	47 1/4" x 68 1/2"	385.00	1-Jul-13	404.30	each
Advertising	Shelters	yearly	47 1/4" x 68 1/2"	3,850.00	1-Jul-13	4,042.50	each
Advertising	Vinyl application bus wrap	yearly	1/3 side of bus	1,650.00	1-Jan-13	1,732.50	each
Advertising	Vinyl application bus wrap	yearly	Full side of bus	3,850.00	1-Jan-13	4,042.50	each
Advertising	Vinyl application bus wrap	yearly	1/3 exterior bus	7,700.00	1-Jan-13	8,085.00	each
Advertising	Back face of bus passes	yearly	Includes Adult, 300, Youth 400, Seniors 100	1,980.00	1-Jan-13	2,079.00	each

		Bylaw 2018-39			
		Approved Fee	Date Fee Effective	UNITS	
FEE DESCRIPTION					
Waste	Curbside Collection		11.05	1-Jan-18	unit/month
Waste	Curbside Collection		12.65	1-Jan-19	unit/month
Waste	Curbside Collection		24.10	1-Jan-18	unit/month
Waste	Curbside Collection		27.30	1-Jan-19	unit/month
Waste	Organics Collection		25.00	1-Jun-15	per site/ month
Waste	Organics Collection		35.00	1-Jan-19	per site/ month
Waste	Organics Collection		20.00	1-Jan-18	per site/ month
Waste	Organics Collection		30.00	1-Jan-19	per site/ month
Waste	Organics Collection		150.00	1-Jan-18	per site/ month
Waste	Organics Collection		250.00	1-Jan-19	per site/ month
Waste	Organics Collection		160.00	1-Jan-18	per site/ month
Waste	Organics Collection		280.00	1-Jan-19	per site/ month
Waste	Organics Collection		300.00	1-Jul-18	each
Waste	Organics Collection		200.00	1-Jul-18	each
Waste	Organics Collection		50.00	1-Jul-18	per site
Waste	Compostable Waste		42.50	1-Jan-18	tonne
Waste	Compostable Waste		43.00	1-Jan-19	tonne
Waste	Compostable Waste		5.00	1-Jan-14	per load
Waste	Compostable Waste		3.00	1-Jan-14	1 to 3 bags
Waste	Compostable Waste		0.00	1-Jun-15	per tonne
Waste	Brushing& Clean Wood		42.50	1-Jan-18	per tonne
Waste	Recyclable Waste		0.00	11-Jul-00	no charge
Waste	Controlled Waste		7.00	1-May-13	each

		FEE DESCRIPTION			
		Approved Fee	Date Fee Effective	UNITS	
Waste	Controlled Waste	animal carcasses-large	25.00	1-Jan-17	each
Waste	Controlled Waste	Asbestos - in addition to materials containing asbestos charge	160.00	1-May-13	per load
Waste	Controlled Waste	Materials containing asbestos	105.00	1-Jun-15	per tonne
Waste	Controlled Waste	Materials containing asbestos from outside City boundaries	300.00	1-Jun-15	per tonne
Waste	Controlled Waste	minimum charge - to be weighed	35.00	1-May-13	each
Waste	Controlled Waste	Bulky items i.e. Couch, recliners etc.	10.00	1-May-13	each
Waste	Controlled Waste	Bedsprings, mattresses	15.00	1-May-13	each
Waste	Controlled Waste	C&D and wood - small load	23.50	1-May-13	each
Waste	Controlled Waste	C&D Sorted large load - to be weighed	101.50	1-Jan-18	tonne
Waste	Controlled Waste	C&D Sorted large load - to be weighed	104.50	1-Jan-19	tonne
Waste	Controlled Waste	Clean fill	0.00	30-May-12	each
Waste	Controlled Waste	Designated municipal historic resource	0.00	28-Jun-99	each
Waste	Controlled Waste	Large metal recovery (small load)	35.00	1-Jan-17	each
Waste	Controlled Waste	Large metal recovery (weighed)	101.50	1-Jan-18	Tonne
Waste	Controlled Waste	Large metal recovery (weighed)	104.50	1-Jan-19	Tonne
Waste	Controlled Waste	Re-useable items	charged per item as per relevant category		
Waste	Controlled Waste	White goods	15.00	1-May-13	each
Waste	Controlled Waste	White goods (containing refrigerant)	40.00	1-May-13	each
Waste	Residual Waste	Residual waste-up to 8 bags	5.00	1-May-13	1 to 8 bags
Waste	Residual Waste	Small load (Max 2mX2.5mX.3m or 6'X8'X2')	10.00	1-May-13	each
Waste	Residual Waste	Medium load (Max 2mX2.5mX1.2m or 6'X8'X4')	20.00	1-May-13	each
Waste	Residual Waste	Sorted large load - to be weighed	101.50	1-Jan-18	Tonne
Waste	Residual Waste	Sorted large load - to be weighed	104.50	1-Jan-19	Tonne

		FEE DESCRIPTION			
		Approved Fee	Date Fee Effective	UNITS	
Waste	Residual Waste	Sorted waste from outside city boundaries	160.00	1-Mar-18	Tonne
Waste	Residual Waste	Volume equivalent for properly sorted residual or C&D waste	15.00	1-May-13	cubic metre
Waste	Mixed Waste	C&D unsorted large load - to be weighed	250.00	23-Feb-09	Tonne
Waste	Mixed Waste	Soil mixed with other controlled waste	250.00	1-May-13	Tonne
Waste	Mixed Waste	Un-sorted large load - to be weighed	250.00	23-Feb-09	Tonne
Waste	Mixed waste	Un-sorted waste from outside city boundaries	330.00	1-Mar-18	Tonne
Waste	Mixed waste	volume equivalent for contaminated residual or C&D waste	30.00	1-May-13	cubic metre
Waste	Mixed waste	Load contains appliance with Freon, electronic waste, hazardous waste or tire	50.00	1-Apr-18	each
Waste	Banned Landfill Waste	E-Waste - Audio - Small	5.00	1-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Audio - Large	10.00	1-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Computer - Small	10.00	1-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Computer - Large	15.00	1-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Small Flat	17.00	1-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Large Flat	34.50	1-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Small CRT	23.00	1-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Large CRT	45.00	1-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Handheld	1.00	1-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Copy Equipment - Small	12.00	1-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Copy Equipment - Large	46.00	1-Jan-17	each
Waste	Banned Landfill Waste	Tires with an inner diameter equal to or greater than 62 cm (24.5 inches)	80.00	1-Jan-17	each
Waste	Other	clean-up of waste not disposed of properly or spilled on street or lane	actual	22-Jun-98	each
Waste	Other	Load inspection fee	100.00	1-Jan-10	per inspection
Waste	Other	removal of condemned waste receptacle	actual	28-Jun-99	each

		Bylaw 2018-39			
		Approved Fee	Date Fee Effective		UNITS
	FEE DESCRIPTION				
Waste	Other	actual	28-Jun-99	removal of waste receptacle on street other than collection day	each
Waste	Other	actual	28-Jun-99	testing weigh scale for accuracy	each
Waste	Other	250.00	23-Feb-09	Uncovered Load	each
Waste	Permit	0.00	30-May-12	Permit to Collect Waste	each
Waste	Permit	0.00	30-May-12	Permit to Dispose Waste	each
Waste	Permit	0.00	30-May-12	Permit to Transport Waste	each
Waste	Compost Sale	45.00	1-Jul-15	1-9 cubic yard bulk blended sand/compost	0.765m3 (1 yard)
Waste	Compost Sale	30.00	1-Jan-17	10+ cubic yard bulk blended sand/compost	0.765m3 (1 yard)
Waste	Compost Sale	45.00	1-Jul-15	1-9 cubic yard bulk compost	0.765m3 (1 yard)
Waste	Compost Sale	30.00	1-Jan-17	10 + cubic yard bulk compost	0.765m3 (1 yard)
Waste	Compost Sale	5.00	1-Jan-15	Bagged Compost	20 L bag

CITY OF WHITEHORSE
BYLAW 2018-42

A bylaw to authorize a work of local improvement to provide for urban electrification

WHEREAS in 1989 council approved the concept of assisting taxpayers to bring electrical service to their property via the imposition of a local improvement charge; and

WHEREAS the owners of the property located at L1142 Squatters Road have applied under the Urban Electrification Program for a local improvement to assist them in providing power to the property; and

WHEREAS sections 267 to 271 of the *Municipal Act* require that a bylaw to provide for and authorize a local improvement will contain specific information pertaining to the local improvement and the procedures to be followed in passing the bylaw; and

WHEREAS the actual cost of the said construction is estimated to be \$35,175.00 of which \$35,175.00 will be raised by way of a special tax assessment, and

WHEREAS in order to construct and complete the project it will be necessary to fund up to the sum of \$35,175.00 from the City; and

WHEREAS the estimated life of the project exceeds ten years;

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

1. A work of local improvement, being the electrification of the property described as Lot 1142, Quad 105D/11, 77645 CLSR, Plan 95-72, Roll #3701111420, property class RSC, located at Squatters Road, is hereby authorized.
2. The parcel of land benefiting from this work of local improvement is as set out in section 1 of this bylaw.
3. The total cost of the local improvement has been determined by ATCO Electric Yukon.
4. The cost of the work is to be paid for by way of a special assessment to be levied on the parcel described in section 1 of this bylaw.
5. For the purposes aforesaid, the sum of up to \$35,175.00 is to be funded by the City at large.
6. The sum of \$35,175.00 is to be collected by way of a special assessment as provided in section 7 of this bylaw.

Local Improvement for Urban Electrification Bylaw 2018-33

7. There is hereby imposed on the land described in section 1 of this bylaw a special assessment under the *Assessment and Taxation Act*. This equates to an annual fee in the amount of \$4,218.84 for each of ten years. This sum is the amount necessary to pay the annual amount of interest and principal falling due in each year, computed at the prime business rate of 3.45% as at June 15, 2018. The said special assessment shall be in addition to all other rates and taxes.
 - (1) The property owners have the option of paying the total property charge prior to its due date, or of paying the equal annual instalments each of ten years, commencing on July 2, 2019.
 - (2) The property owners may reduce the balance owing on the total property charge by making a lump sum payment in any year during the life of the bylaw. Such lump sum payments shall be accepted only in the month of January each year.
 - (3) The property owners may also pay off the balance owing at any point during the ten-year life of the bylaw.
8. The provisions of this bylaw shall come into full force and effect upon final passage thereof.

NOTICE GIVEN: July 3, 2018
FIRST and SECOND READING: July 9, 2018
THIRD READING and ADOPTION:

Mayor

City Clerk

CITY OF WHITEHORSE

BYLAW 2018-44

A bylaw to amend Operating Budget Bylaw 2018-07

WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that council shall by bylaw adopt an annual operating budget and a multi-year capital expenditure program; and

WHEREAS section 241 of the *Municipal Act* provides that no expenditure shall be made which increases total expenditures above what was approved in the annual operating budget or capital budget unless such expenditure is approved by bylaw; and

WHEREAS it is deemed desirable that the 2018 operating budget be increased in order to provide for a grant in support of the Cornerstone Project;

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

1. The 2018 to 2020 operating and maintenance expenditure program is hereby amended by increasing the 2018 operating budget in the amount of \$1,000,000.00 to provide for a grant to the Challenge Disability Resource Group in support of the Cornerstone Project. The said grant will be funded by the General Reserve.
2. The Mayor and Assistant City Clerk are hereby authorized to execute on behalf of the City of Whitehorse the contribution agreement attached hereto as Appendix "A" and forming part of this bylaw.
3. This bylaw shall come into full force and effect upon final passing thereof.

FIRST and SECOND READING: July 9, 2018

THIRD READING and ADOPTION:

Mayor

Clerk

CONTRIBUTION AGREEMENT

This Agreement is made as of the _____ day of _____, 2018.

BETWEEN:

CITY OF WHITEHORSE
a municipal corporation
(the “City”)

AND:

CHALLENGE-DISABILITY RESOURCE GROUP
a society incorporated under the laws of Yukon
(“Challenge”)

IN RESPECT OF:

Lot 2 Block 38
Plan 2016-0007
Whitehorse, Yukon
(the “Subject Land”)

1) PREAMBLE

WHEREAS Challenge is the registered owner in fee simple of the Subject Land; and

WHEREAS Challenge has proposed the construction of a 55-unit affordable housing development consisting of 24 rental units, 24 supportive housing units, and seven affordable condominium housing units as well as other mixed-use development components to be built upon the Subject Land, herein called the “Project”; and

WHEREAS the City Council has identified Affordable Housing as a priority in its *Strategic Plan Update 2017*; and

WHEREAS the City Council wishes to contribute alongside other housing partners to enable an affordable housing project to help address housing affordability and provide housing for some of the city’s most vulnerable, consistent with the *Housing Action Plan for Yukon* and *Safe at Home – A Community-Based Action Plan to End and Prevent Homelessness*;

NOW THEREFORE in consideration of the promises and mutual terms, covenants and conditions to be observed and performed by each of the parties hereto, the parties agree as follows:

2) PROVISION OF CONTRIBUTION GRANT

- a) Upon issuance of a Development Permit from the City and Challenge opening with a Canadian Chartered Bank, a segregated bank trust account, with the name of “Cornerstone Building Trust Account” (or such other name as close to that as is possible, the “Trust Account”), the City will issue a contribution grant to Challenge in the amount of \$1,000,000 (One Million Dollars) (the “Contribution Funds”).
- b) Challenge shall deposit the Contribution Funds to the Trust Account and the Contribution Funds shall be held by Challenge in trust and disbursed for expenses incurred in relation to the Project or returned to the City in accordance with the terms of this Agreement;

- c) Challenge shall use the Contribution Funds solely to pay construction labour and material costs related to the Project and City imposed fees, charges and deposits related to the Project, but no other soft costs;
- d) Challenge shall withdraw funds from the Trust Account only in proportion to the state of completion of construction of the Project and only after receipt of a certificate from the architect supervising the construction of the Project confirming the state of completion (“Progress Certificate”). That is, after receipt of a Progress Certificate from the Architect confirming the Project is 10% complete, Challenge may withdraw \$100,000.00 from the Trust Account, and after receipt of a Progress Certificate from the architect confirming the Project is 20% complete, Challenge may withdraw a further \$100,000.00 from the Trust Account, and so on. Challenge may take draws in such intervals of the stages of completion as are convenient to it to facilitate funding of construction and convenient to the architect for the purpose of issuing the Progress Certificates.
- e) Challenge shall return the Contribution Funds to the City in the event that construction of the Project does not commence within 18 months of the date of payment of the Contribution Funds to Challenge and Challenge shall return the remaining balance of the Contribution Funds to the City in the event that Challenge fails to receive final occupancy approval from the City for all of the fifty-five units of the Project within 48 months of the date of payment of the Contribution Funds to Challenge.
- f) Challenge shall ensure, in a manner acceptable to the City in its sole discretion, that the City receives full credit for the City’s contribution to and assistance with the Project, in all announcements, releases and advertisements related to the Project, including but not limited to the following:
 - i. All activities
 - ii. Projects
 - iii. Communications
 - iv. Announcements
 - v. Publicity
 - vi. Signs
 - vii. Any other appropriate means of communication or commemoration over which Challenge has influence or control.

Challenge shall comply with the reference list of City visibility requirements attached as Schedule 1 to this Agreement.

- g) The City assumes no legal responsibility or liability for the construction or operation of the Project.
- h) Challenge shall not to apply for grants related to property taxes or any further financial assistance related to the Project, or to other real property owned by Challenge in the City of Whitehorse, for a period of 10 years after receipt of the grant. Challenge may apply for non-property related grants such as Environmental Grants and Community Clean-up Grants for use in its programming, which shall be subject to City policies at the time.

3) FINANCIAL REPORTING

- a) Challenge shall keep proper books of accounts of all receipts and expenditures relating to the Project and the Trust Account and to provide a yearly report to the City by March 15 detailing expenditures related to the Project and expenditures from the Trust Account with copies of the Progress Certificates.

- b) Challenge shall make available for inspection by the City or its auditors all of its financial records, books and accounts within 7 days of receipt of written request by the City.
- c) Challenge shall provide an audited statement for the Trust Account within 30 days of receipt of written request by the City.
- d) Challenge shall keep a tracking system in both paper and virtual formats of all expenses and receipts related to the Project and all withdrawals from the Trust Account.
- e) Challenge shall provide the City all of the Progress Certificates and the complete bank Trust Account statement from the date of its last yearly report to the City, to the date of request, within three days of receipt of written request by the City.

4) NOTICES

- a) Whenever, under the provision of this Agreement, any notices, demands or requests are required to be given by either party to the other, such notice, demand or request may (except where expressly otherwise herein provided) be given by delivery by hand to, by sending the same by facsimile, or by registered mail sent to, the respective addresses or facsimile number hereinafter provided for, and if given by mail shall be deemed to have been served and given on the second business day following the date of mailing by registered mail and provided such addresses or facsimile number may change upon five (5) days' notice. In the event that notice is served by mail at the time when there is an interruption of mail service affecting the delivery of mail, the notice shall not be deemed to have been served until one (1) week after the date that the normal service is restored. The respective addresses and facsimile number of the parties being, in the case of the City:

City of Whitehorse
Attention: Director, Development Services
2121 Second Avenue
Whitehorse, Yukon
Y1A 1C2
Fax: (867) 668-8635

and in the case of Challenge:

Challenge Disability Resource Group
Attention: **Jillian Hardie, [Executive Director/CEO]**
1148 Front Street
Whitehorse, Yukon
Y1A 1A6
Fax: (867) [667-4337]

**CORPORATE SIGNING AUTHORITY
AFFIDAVIT**

CANADA) I, **Jillian Hardie**,
)
YUKON TERRITORY) of the City of Whitehorse, in the Yukon Territory,
)
TO WIT:) MAKE OATH AND SAY AS FOLLOWS:

I am the Executive Director/CEO **CHALLENGE-DISABILITY RESOURCE GROUP** (the “Society”).

- 1) I am the person who subscribed my name and affixed the corporate seal of the Society to the attached Agreement.
- 2) I am authorized by the Society to subscribe my name and affix the corporate seal to the attached instrument.
- 3) Attached hereto as Exhibit A is a true copy of the resolutions of the board of directors of the Society approving the Society entering into the attached Agreement.
- 4) The Society exists as of the date hereof.

SWORN BEFORE ME)
at the City of Whitehorse,)
in the Yukon Territory,)
this _____ day of _____,)
2018.)

_____)
A Notary Public in and for)
the Yukon Territory)
)
_____)
Print Name of Notary Public)

SCHEDULE 1

City of Whitehorse Visibility Requirements

	Pre-Project	During Project
Word mark Placement	<p>On all print materials, such as posters, tickets, and all publications</p> <p>On all print and television advertisements</p> <p>On all displays and banners</p> <p>On all internal and external newsletters</p> <p>On website</p> <p>The size and location of the Word mark should reflect the City contribution. Word mark to be provided by the City</p>	<p>Venue signage</p> <p>On all print materials produced for distribution during the Project (i.e. programmes, guides etc.)</p>
Print Materials	<p>All major promotional print publications produced for the Project should provide and/or contain the following:</p> <ul style="list-style-type: none"> • Word mark placement • Message from the Mayor 	<p>All major promotional print publications produced for the Project should provide and/or contain the following:</p> <ul style="list-style-type: none"> • Word mark placement • Message from the Mayor
Public Events	<p>City representation at all announcements and media events leading up to Project</p>	<p>City representation at all major announcements and media events during the Project</p>
Advertising	<p>Where the applicant receives free space in publications or local newspapers, free City Word mark placement should be provided</p>	<p>Where the applicant receives free space in publications or local newspapers, free City Word mark placement should be provided</p>
Public Information	<p>City to be given an opportunity to provide quotes in all news releases where possible</p> <p>Information on the City contribution to the Project to be available on the recipient's website</p>	<p>City to be given an opportunity to provide quotes in all news releases where possible</p> <p>Information on the City contribution to the Project to be available on the recipient's website</p>

CITY OF WHITEHORSE
BYLAW 2018-37

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 reduced-density development on Tarahne Way in the Whistle Bend Subdivision;

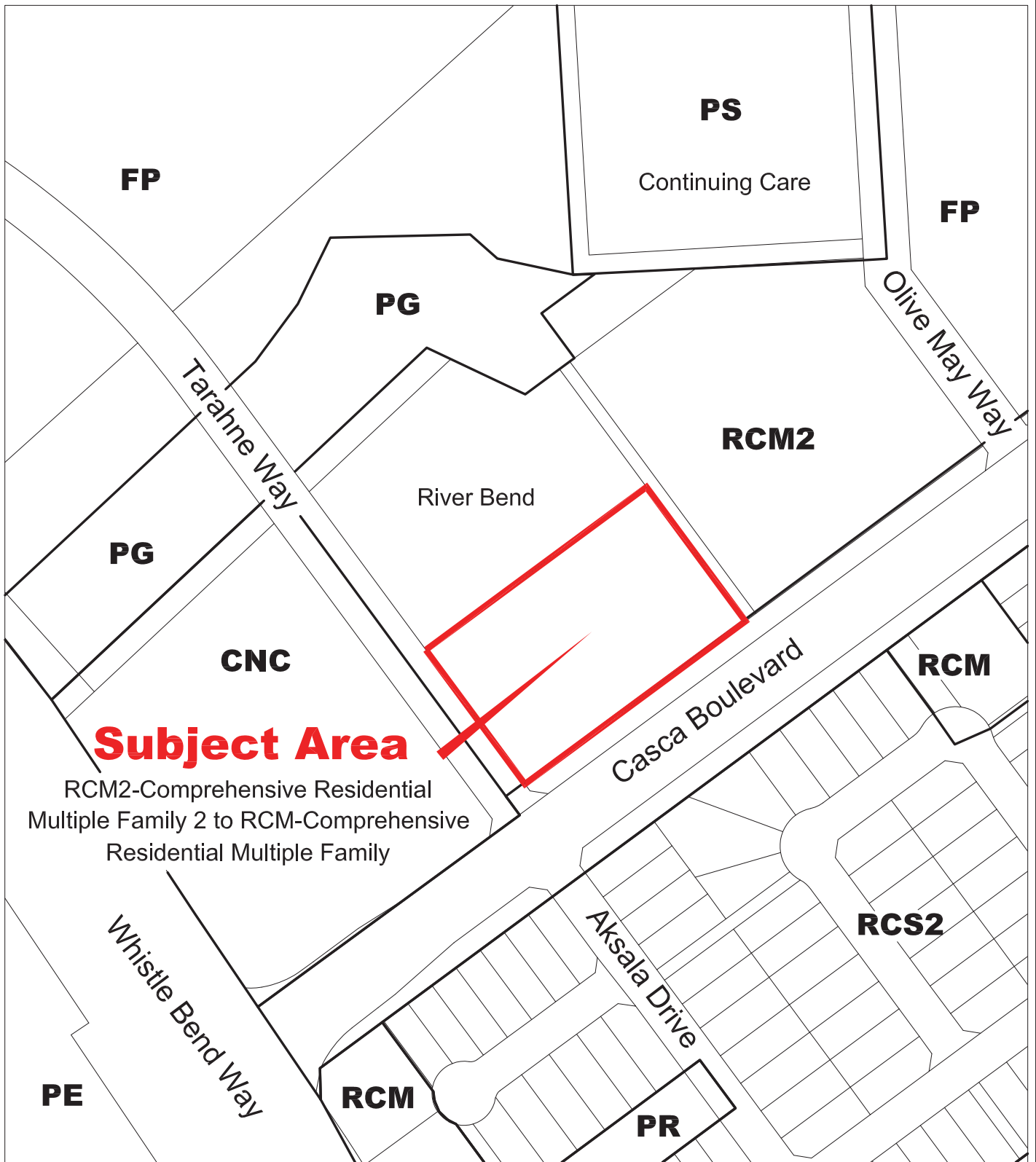
NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 118, Plan 2015-0011 LTO, located at 11 Tarahne Way, from RCM2-Comprehensive Residential Multiple Family 2 to RCM-Comprehensive Residential Multiple Family, as indicated on the sketch attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING: June 11, 2018
PUBLIC NOTICE: June 15 and June 22, 2018
PUBLIC HEARING: July 9, 2018
SECOND READING:
THIRD READING and ADOPTION:

Mayor

City Clerk




Subject Area

RCM2-Comprehensive Residential
Multiple Family 2 to RCM-Comprehensive
Residential Multiple Family

Bylaw 2018-37
A Bylaw to amend the zoning of 11 Tarahne Way from RCM2 to RCM to allow for a lower density townhouse development.

LEGEND

 SUBJECT AREA

CITY OF WHITEHORSE

BYLAW 2018-46

A bylaw to authorize the adoption of a Joint Use Agreement

WHEREAS section 265 of the *Municipal Act* (R.S.Y. 2002) provides that council may pass bylaws for municipal purposes respecting the acquisition, sale, management, mortgaging, construction, leasing, renting, or any other dealings with any real or personal property, or any interest in land, buildings or other improvements on land or personal property; and

WHEREAS the City and the Government of Yukon have negotiated an agreement to maximize the use of public facilities in Whitehorse for the period September 1, 2018 through August 31, 2021;

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

1. The City of Whitehorse is hereby authorised to enter into a Joint Use Agreement with the Government of Yukon with respect to Yukon and Whitehorse public facilities. The said agreement is identified as Appendix “A” and forms part of this bylaw.
2. The Mayor and City Clerk are hereby authorized to execute the Joint Use Agreement identified in section 1 of this bylaw on behalf of the City of Whitehorse.
3. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Clerk

YUKON — WHITEHORSE
PUBLIC FACILITIES JOINT USE AGREEMENT
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YUKON — WHITEHORSE
PUBLIC FACILITIES JOINT USE AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2018

Effective September 1, 2018 through August 31, 2021

BETWEEN:

YUKON GOVERNMENT – Department of Education

As represented by the Minister of Education

(Herein referred to as “the Department of Education”)

AND:

THE CITY OF WHITEHORSE

As represented by the Mayor of Whitehorse

(Herein referred to as "the City")

WHEREAS both parties agree that public facilities within Whitehorse should be utilized to the maximum extent feasible; and

WHEREAS both parties are desirous of establishing a mutual exchange of the use of public facilities for the benefit of citizens of Whitehorse and students of all Department of Education schools; and

WHEREAS both parties are agreeable to the use of their respective public facilities in accordance with the provisions of the Whitehorse Yukon Public Facilities Joint Use Agreement (JUA); and

WHEREAS both parties are agreeable to the implementation of a benefits-based approach to the allocation of facility space, reflecting the community's needs, personal and social connectedness, economic vitality, and environmental consciousness

THE PARTIES AGREE AS FOLLOWS:

PURPOSE

The purpose of the JUA is to provide a framework by which selected public facilities within the bounds of the City of Whitehorse can be used by the community to the maximum extent practicable using a benefits-based approach for space allocations.

The JUA makes provisions for use of the facilities, subject to the “Vision and Values” and all applicable terms and conditions contained in the JUA.

The JUA covers facility uses **outside** of the core school activities of Department of Education and core recreation activities of the City.

VISION

Available public facility space is highly utilized for valued community needs, and is allocated fairly, equitably and on the basis of demonstrable needs and benefits to the community, with youth-oriented activities as the highest priority.

All parties subject to the JUA:

- respect each other, the facilities and the community;
- actively work together to resolve allocation and scheduling issues;
- cooperate and communicate to enhance the community's self-image; and
- build healthy opportunities for individuals to connect in ways that benefit all.

Progressive partnerships are encouraged as a means of promoting community spirit and community wellness through utilization of public facilities.

VALUES

The Department of Education and the City value the promotion and provision of recreation and active living services, which are essential to becoming a benefits-driven vibrant community.

The principles of this approach include the following:

- Recreation and active living are essential to personal health and a key determinant of health status.
- Recreation and active living are key to balanced human development-helping Canadians reach for their potential.
- Recreation and active living are essential to quality of life.
- Recreation and active living reduces self-destructive and anti-social behaviour.
- Recreation and active living build strong families and healthy communities.
- Recreation and active living reduces health care, social services and police/justice costs.

Community needs are defined and/or determined through a collaborative community effort involving all possible partners. This approach provides for innovation and leadership in all walks of life and can be key in nurturing culture and self-esteem while increasing health, wellness and the quality of life for individuals in the community. This approach recognizes and incorporates the following principles:

- Ensuring social connectedness
- Building community spirit
- Building healthy opportunities
- Promoting economic revival; and
- Developing progressive partnerships

1. CODE OF CONDUCT

The Department of Education and the City agree that success of the JUA is dependent on continued commitment to the purpose, vision and values of this joint user agreement as well as:

- participation by user groups reflecting the diversity of the community and assuring opportunities for gender equity and inclusiveness;
- mutual respect of each other's values and needs, recognizing that the facilities are made available for the benefit of all.
- respect between facility users and facility staff;
- an understanding that facility users are held accountable for the care of the facilities during their use.

2. DEFINITIONS

“designated representative” is the contact person for the user group.

“facility booking agent” means the City of Whitehorse, Recreation and Facility Services Department representative.

“facility operators” means the Department of Education who controls the selected school building and grounds and the City who controls the selected municipal public facilities.

“fundraising event” means any event sponsored by a non-profit group, society, or organization to which the public is invited and is required to either pay an admission fee or is encouraged to purchase goods or services offered for sale. All profit is turned back to the non-profit group, society or organization. See Appendix G for Fee Schedule.

“public facilities” means all Department of Education facilities outlined in Appendix C and all City facilities outlined in Appendix D.

“user(s)” or “user groups” are any facility booking group or sport governing body using public facilities as defined above.

3. JOINT CITY AND DEPARTMENT OF EDUCATION RESPONSIBILITIES

The Department of Education and the City agree:

- 3.1 that they will not charge each other for the use of all public facilities covered by the JUA.
- 3.2 that the use of any facility covered by this agreement will be booked through the City of Whitehorse, Recreation and Facility Services Department, Facility Booking Agent.
- 3.3 to make available to user groups, after the needs of the facility operators are met, the facilities indicated in Appendices C and D.
- 3.4 to allocate public facilities in decreasing order of priority as listed in Appendices I and J. Activities will be prioritized and scheduled according to a balanced approach, in alignment with the “Purpose, Vision and Values.”

- 3.5 that youth activities will receive booking preference, and that allocations between the hours of 5:00 pm to 9:00 pm at schools are primarily reserved for youth activities, programs and events.
- 3.6 that all user groups providing their facility booking requests for the up and coming year by June 1 will be given priority over facility booking requests received after June 1.
- 3.7 to review the state of outdoor facilities with any interested user group by the end of September to determine field availability for the next year.

Joint Activities

- 3.8 to develop a shared facility booking calendar and distribute to all applicable parties.
- 3.9 to develop a measurement system (Appendix H), focused on our “Purpose, Vision and Values,” that will determine whether the community is receiving the identified benefits through the offering of the activity.
- 3.10 that each will develop user group monitoring processes that will assist in the evaluation of the appropriate use of public facilities by the user groups. Evaluation to be based upon Appendices B, E and F and any other documents deemed appropriate.

User Fee Schedule

- 3.11 to establish a fee schedule, maintained at a level ensuring user groups have the ability to participate in the JUA, as set out in Appendix G.

Maintenance

- 3.12 that any facility may be withdrawn temporarily from the JUA for repairs or renovations providing notice at least fourteen (14) days in advance or in the event of an emergency as soon as reasonably practicable.
- 3.13 that the City will contact the designated representative and provide written notice of any facilities withdrawn from use.
- 3.14 that maintenance standards shall be determined by the facility operator and shall conform with generally accepted maintenance practices and provide a mechanism for user groups to report maintenance issues and/or recommendations.
- 3.15 that regular repair and maintenance of any public facility and its operational costs are the complete responsibility of the facility operator.
- 3.16 that the facility operator shall be responsible for the repair of damage caused by a user group. This does not preclude the facility operator from securing reimbursement from the user group, through their liability insurance.

4. DEPARTMENT OF EDUCATION RESPONSIBILITIES:

The Department of Education will:

- 4.1 prepare and provide to the City Appendices B, C, G, and I.
- 4.2 provide specific school rules, security procedures, and equipment lists to the facility booking agent.
- 4.3 provide to the City confirmation of facility availability dates for the following schedules:
 - Fall schedule (September to June) by May 1
 - Summer schedule (July, August) by May 1
 - Christmas Break schedule by November 1
 - March Break schedule by February 1
 - Outdoor Facility schedule (May – August) by February 1
- 4.4 provide to the City, with confirmation by May 1, whether outdoor fields can be made available before mid-May, and any restrictions on the type of usage for individual outdoor fields.
- 4.5 Department of Education will provide a yearly contribution in the amount of \$30,000.00 on the 1st of September of each year to the City towards the administration costs of the JUA.

5. CITY RESPONSIBILITIES

The City will:

- 5.1 provide a copy of the JUA and all appropriate appendices to the designated representative and have the designated representative review all pertinent documents, providing signatures and/or initials where required.
- 5.2 prepare and provide a master list of confirmed public facility bookings to the Department of Education. Applicable portions of the master list may be provided to each school principal, designated representative and each supervisor of a City public facility.
- 5.3 notify the user group if either the Department of Education or the City revokes the groups facility use privileges for failure to adhere to the code of conduct or for infractions listed in Appendices B, E, and F.
- 5.4 advertise, by May 1st of each year, that bookings are being accepted for use of public facilities for activities, programs, and events during the upcoming school year.
- 5.5 remit to Department of Education, on an ongoing basis, all revenues derived from the rental of the public facilities depicted in Appendix C.

6. USER GROUP RESPONSIBILITIES

User groups will:

- 6.1 follow the procedures outlined in Appendices E and .F
- 6.2 follow the rules outlined in Appendix B: General School Rules, as well as any rules provided by a specific school.
- 6.3 review all pertinent documents and the designated representative will provide signatures and/or initials where required.
- 6.4 report all maintenance issues.

Liability

- 6.5 provide proof of two million dollars (\$2,000,000.00) general liability insurance covering the organization. Special requests to waive the insurance requirement can be made to the Department of Education through the Facility Booking Agent in writing.
- 6.6 be responsible for any claim, demand, cost, damage, action, suit or proceeding that is, in any manner, based upon, or arising from, or attributable to, its negligence or wilful misconduct in relation to the performance of this JUA or the carrying out of this JUA by the user group, as outlined in Appendices B, E and F.

7. CHANGES TO THE JUA

- 7.1 All appendices can be amended as required by the mutual consent of each party and must be agreed to in writing by the contacts.
- 7.2 No provision of this JUA, shall be deemed to have been changed unless made in writing and signed by the City and the Department of Education.
- 7.3 If any provision of this agreement is unenforceable or invalid for any reason, such unenforceability or invalidity shall not affect the remaining provisions and such provisions shall be severable from the JUA.

8. TERMS OF THE JUA

- 8.1 This JUA shall endure from September 1, 2018 through August 31, 2021.
- 8.2 The JUA may be extended, cancelled, or revised at any time upon mutual consent.
- 8.3 The JUA shall be extended for up to one calendar year from the expiration date specified above if a new agreement has not been put in place.

9. CONTACTS

- 9.1 The contact for the Department of Education is the Director of Operations.
- 9.2 The contact for the City is the Manager of Recreation and Facility Services.
- 9.3 The contact for Commission scolaire francophone du Yukon is the Communications and Community Relations analyst.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their seals at the City of Whitehorse, in the Yukon Territory, on the day and year written below.

GOVERNMENT OF YUKON – Department of Education

PER:

Date	Witness	Nicole Morgan, Deputy Minister Department of Education
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THE CORPORATE SEAL OF THE CITY OF WHITEHORSE WAS HEREUNTO AFFIXED IN THE PRESENCE OF:

Date	Norma L. Felker Assistant City Clerk	Dan Curtis, Mayor City of Whitehorse
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APPENDIX A: School Facility Booking Form

Submit Forms to the Facility Booking Office – recbookings@whitehorse.ca

Canada Games Centre / Fax: 668-8675 / Phone: 633-8518

Organization:		Activity:	
Age of Participants:	# of Participants:	Will you be charging an admission fee:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main Contact:		Phone (day):	
Email Address:		Phone (eve):	
Mailing Address:		Postal Code:	
	Request for School Use (please print clearly)	Confirmed To be completed by the Facility Booking Agent	The School is <u>NOT</u> available on the following dates: *All Statutory Holidays, Christmas, Spring, & Summer Breaks *See Special Events School Calendar for additional dates
School			
Area Required			
Circle Day/s Required	Mon Tues Wed Thurs Fri Sat Sun		
Starting Time			Occupancy Fee (if applicable) Make cheque payable to Territorial Treasurer
Finishing Time			
Starting Date			
Finishing Date			

Additional Information:

I hereby agree to comply with all rules, regulations and procedures as established by the City of Whitehorse, Department of Education, and the School on behalf of my organization.

Signature of User Group Contact: _____ **Received Proof of Insurance:**

Authorized Signature for SPECIAL PERMISSION _____

Signature of City Representative _____ **Date Received:** _____

To Be Completed by Facility Booking Agent:			
Date:		Key Return Date:	
Key/Card Issued To:		Key/Card #(s):	
Key Deposit:	\$	Payment Type:	Holding <input type="checkbox"/> Deposited <input type="checkbox"/>
\$500.00 Damage Deposit Received <input type="checkbox"/>		Payment Type:	Holding <input type="checkbox"/> Deposited <input type="checkbox"/>
Key/Card Returned:		Summer Key Return Date: August 31	Fall/Winter Key Return Date: June 30
Key/Card Deposit Refunded <input type="checkbox"/>		All keys/cards/fobs must be returned by these dates or deposits will be forfeited	
		Summer Booking Deadline: April 1	Fall/Winter Booking Deadline: June 1

APPENDIX B: GENERAL SCHOOL RULES

The designated representative shall be responsible for ensuring that the user group adheres, to the rules found in this appendix and to any other “school specific rules” governing the use of public facilities as provided by the City of Whitehorse, Facility Booking Agent. Please ensure that facility is left in the same or better condition than when you arrived.

Each designated representative shall:

Access and Security

1. Ensure that designated parking and emergency vehicle access is maintained at all times.
2. Inform the user group of the booked facility time. Persons are to enter the booked facility during the scheduled times only, via the approved access point.
3. Be responsible for the entrance and exit of members of the user group and/or spectators from the public facility as per the specific school security procedures. Facility doors are to be secured at all times.
4. Ensure that users understand that corridors and classrooms not specifically authorized for use are “out of bounds.”
5. Ensure that each user group completes the “facility specific log book” upon arrival/departure.

Supervision

6. Be responsible for the supervision of their organization's members and spectators of the event being conducted. Adequate supervision must be in place at all times. Where it is deemed necessary by the Facility Booking Agent or school principal, a user group may be required to provide on-site supervision (exclusive of coaches, referees, or custodians) such as a “Facility User Group Host” and/or additional security or custodian(s) for an activity, event or program.
7. Supervise all children/youth under the age of 19.

Prohibited Substances and Activities

8. Ensure that user groups refrain from using alcohol and illegal substances in any facility or on facility grounds.
9. Ensure that, as per *The Smoke-free Places Act* (s4) (3), "smoking/vaping is not permitted in school facilities or on school grounds,
10. Ensure that prohibited activities do not take place in school facilities or on school grounds, including:
 - 10.1. Indoor activities involving animals
 - 10.2. Activities that involve sleepovers
 - 10.3. Activities that due to their nature and type of equipment used may lead to damage to public facilities or increase the risk of injury to participant and/or spectators.

NOTE: The Facility Booking Agent, Department of Education and facility operators reserve the right to determine what are considered 'prohibited activities' that fall under 'c' on a case by case basis.

School Gymnasiums

11. Ensure that outer footwear is removed at the entrance to the school.
12. Ensure that only shoes with non-marking soles (white or clear-soled running shoes) are permitted.
13. Ensure that food and beverages are not permitted, with the exception of drinking water in closed containers.
14. Ensure that advertising for any recreational activity or production is not displayed or affixed to any part of a school grounds or premises without prior authorization from the school principal.

Use of Equipment

15. Ensure that permission and arrangements have been made with the principal of the school, prior to the use/access of basketball boards, badminton and volleyball standards and nets and soccer nets. All equipment will be set up and put away by the user group.

Damages and Losses

16. Be responsible for all damages or losses to the facility as a result of the user's acts or omissions during their period of use. This includes acts by unauthorized persons who may have entered the facility due to lack of security by the user group during or after the period of use.
17. Document and report any damage, evident upon arrival, to equipment or premises to the Facility Booking Agent.
18. Document and report any damage to equipment or premises that was a result of an activity of the user group to the Facility Booking Agent. Damages will be assessed and the user group will be charged, if applicable.
19. Be responsible for any lost or stolen items belonging to the members of your organization.

Cleaning

20. Report any concerns with cleanliness of the premises, evident upon arrival, to the Facility Booking Agent.
21. Ensure that the facility is left clean for the next facility user group, including, but not limited to:
 - 21.1. Return all equipment to its proper place;
 - 21.2. place garbage in proper recycling receptacles;
 - 21.3. wipe floors, if required, due to spills, muddy shoes etc;
 - 21.4. return tables, chairs, and desks to their proper places; and
 - 21.5. turn off the lights

NOTE: Cleaning supplies are the responsibility of the user group. If the user group is unable to clean up, the designated representative will make alternate arrangements, as the school janitors will not clean up for user groups.

Failure to Comply

22. If the premises are found in an unacceptable condition as determined by the facility owner, the user group will be charged for janitorial services needed to clean the facility and or damages assessed. A minimum of one-hour janitorial services will be charged if the facility (school) requires cleaning/organizing by the facility owner prior to the commencement of the regularly intended use of the facility (school gyms, school classrooms). Failure to report damages or concerns with cleanliness could result in all users of the facility being charged for the date/time in question.
23. The City may deny or cancel user group bookings immediately for cause. Failure to comply with the following rules governing the use of facilities can result in a loss of privilege of use and/or charges as per Appendix E.
 - 23.1. Non-payment of damage claims.
 - 23.2. Non-compliance with the Joint Use Agreement and/or this appendix, Previous infractions (cumulative infractions) may be taken into consideration.
 - 23.3. Any illegal activity carried out within the public facility
 - 23.4. Use of facility during unscheduled hours as stated in the booking contract.
 - 23.5. Failure to use allocated space or to complete the facility log book (three times or more) with or without a minimum of 36 hours' notice to Facility Booking Agent. Groups who do not complete the log book will be assessed and charged.

Initials of User Group Designated Representative:

NOTE: Initials indicate: review complete, compliance agreed upon and copy received.

APPENDIX C: Department of Education /Commission scolaire francophone du Yukon Public Facilities for Community Use

1. INDOOR PUBLIC FACILITIES

Subject to this JUA, Department of Education / Commission scolaire francophone du Yukon makes available the following for community use:

SCHOOL	CLASS ROOMS	GYM SHOWERS	STAGE	OTHER ROOMS
Christ the King Elementary		1 w/showers	1	
École Émilie-Tremblay	*	1 w/showers		* Library, Bistro
Elijah Smith Elementary		1 w/showers	1	Multi-purpose Room
F.H. Collins Secondary		1 w/showers		
Golden Horn Elementary		1		
Grey Mountain Primary				Activity Room
Hidden Valley Elementary	*	1 w/showers	1	*Library
Holy Family Elementary		1 w/showers	1	
Jack Hulland Elementary		2 gyms 1 w/showers	1	
Porter Creek Secondary	*	1 w/showers	1	*Home Ec, Cafeteria, Library
Selkirk Elementary		1 w/showers	1	*Kitchen
Takhini Elementary		1 w/showers	1	*Library
Vanier Catholic Secondary	*	2 gyms 1 w/shower	1	
Whitehorse Elementary		1 w/showers	1	Activity Room
Wood Street Centre	*3			Rm 1, 2, 5

***Special Permission** - For information on what areas and activities are considered “Special Permission,” please contact the Facility Booking Agent.

NOTE: La Garderie du petit cheval blanc will be using EET’s facility free of charge when the school is open; after school daycare services and PD days. The Francophone community will have priority for bookings at EET. Requests for additional space will be considered and/or approved on a case by case basis by the Facility Booking Agent.

- 2 Department of Education / Commission scolaire francophone du Yukon will make available the aforementioned public facilities, provided they are not required by the school, at the following times:

2.1 September to June Bookings for Elementary and Secondary Schools:

Monday to Friday Inclusive: 5:00am - 7:30am / 3:30pm - 11:00pm

Note: 3:30pm - 5:00pm require special permission
Saturday and Sunday: 8:00am - 11:00pm.

2.2 Summer, Christmas, and Spring Break School Bookings:

Department of Education will make three (3) schools available during the summer break, Christmas Break and Spring Break and will ensure the applicable school principals are notified. School facilities will be available from:

Monday to Sunday: 8:00am - 11:00pm.

2.3 Statutory Holidays:

School facilities noted above in Clause 1 will not be available for use on statutory holidays and when required for elections, including: school council, municipal, territorial or federal, unless “special permission” is attained. For the purpose of this clause, statutory holidays will include:

New Year’s Day	Easter Sunday	Canada Day	Thanksgiving	Boxing Day
Heritage Day	Easter Monday	Discovery Day	Remembrance Day	National Aboriginal Day
Good Friday	Victoria Day	Labour Day	Christmas Day	

Information regarding school availability and booking can be obtained by contacting the Facility Booking Agent.

3. OUTDOOR PUBLIC FACILITIES

Subject to this JUA, Department of Education / Commission scolaire francophone du Yukon makes available the following for community use:

SCHOOL GROUNDS	SOCCER FIELD	BALL DIAMONDS	OVERLAP	TRACK
Christ the King Elementary	1			
Golden Horn Elementary				
Elijah Smith Elementary	1			
École Émilie-Tremblay	1			
F.H. Collins Secondary	2			X
Hidden Valley Elementary	1			
Holy Family Elementary	1	1	X	
Jack Hulland Elementary	1	1	X	
Porter Creek Secondary	1	1	X	
Selkirk Elementary	1	1	X	
Takhini Elementary	1	1	X	
Vanier Catholic Secondary	2	1		
Whitehorse Elementary	1	1	X	

NOTE: "Overlap" denotes that only 1 booking at a time can be scheduled for the soccer field or baseball field as the surfaces overlap.

NOTE: A "Field User Meeting" with representative from the user groups, the City, Department of Education and Highways and Public Works – Facility Management will be held annually, by April 15, to allocate field use. Approval for the use of any of these facilities must be received by the City from Department of Education prior to commencement of use.

4. Department of Education makes available, during the school term, the OUTDOOR facilities at the following times:
 - Monday to Friday inclusive: 5:00pm - 11:00pm.
 - Saturday and Sunday: 8:00am - 11:00pm.
5. Department of Education makes available, during the school summer break, OUTDOOR facilities at the following times:
 - Daily 8:00am - 11:00pm.

APPENDIX D : City of Whitehorse Public Facilities Available for Yukon School Use

1. Subject to this JUA, the City of Whitehorse makes the following public facilities available for school use:

Facility	Showers Change	Meeting Rooms	Times Available	Viewing/ Bleachers	Parking	Availability	Facility Suitability	Restriction Periods
Whitehorse Lions Aquatic Centre	Male/female	1 (seats 15)	9:00- 10:30 am. 1:00- 2:30 pm.	25 seating	Yes	Sept- June Tuesday- Friday	Aquatic Activities	Pool Maintenance Rec Program Times Special Events
Canada Games Centre Ice	Male/Female	None	9:00- 10:30 am. 1:00- 2:30 pm.	270 seats 300 temp.	Yes	Sept- April Monday- Friday	Ice Activities	Arena Maintenance Rec Program Times Special Events

2. The Child Development Centre will have access to the Canada Games Centre Ice and the non-lesson times at the Whitehorse Lions Aquatic Centre providing their use does not impact upon or exclude usage by any other school.
3. The Yukon Home Educators Society will have access to the Canada Games Centre Ice and the Whitehorse Lions Aquatic Centre. Should the number of participants per session be less than ten (10), the City reserves the right to combine the booking with that of another school.
4. YG – Department of Education Schools will have access to the Canada Games Centre ice and Whitehorse Lions Aquatic Centre.

APPENDIX E: Procedures for Booking Department of Education Public Facilities

The procedures outlined below pertain to the public facilities listed in Appendix B. The public facilities must be booked, approved and confirmed through the City of Whitehorse, Facility Booking Agent by the **designated representative**, (one person who submits all bookings for the organization and continues to liaise with the City in regard to the bookings for the school year) of the user group.

The following are the five (5) facility booking request deadlines:

- Deadline for school year submissions (September to June) is June 1st
- Deadline for changes to School special events or School Regular Bookings in respective school (December – June) is September 30th
- Deadline for Summer and Outdoor Field submissions (July and August) is April 1st
- Deadline for Christmas Break is October 1st
- Deadline for Spring Break is January 1st

Any Facility Booking requests received after these deadlines are considered Late Requests

Note: Any public facility outlined in this agreement can be booked, at any time during the year, if the facility is available on the days and times requested, as determined by review of the master list by the Facility Booking Agent, with the provision of five (5) days' notice.

1. Designated Representative will contact the City of Whitehorse, Facility Booking Agent at: 633-8518 or recbookings@whitehorse.ca
2. Facility Booking Agent, in consultation with the designated representative, will determine the appropriate facility for the user group.
3. Designated Representative will attain and complete "Appendix A: School Facility Booking Form and School Rules."
4. Facility Booking Agent to confirm facility availability.

Upon confirmation of facility availability, the Facility Booking Agent will:

5. provide an information package, which is to be reviewed and initialed by the designated representative. Designated representative initials indicate that the user group "understands" and "will abide by" all information contained in the package. The package will include, but is not limited to a copy of "Appendix A: Facility Booking Form and School Rules" and "User Group "Specific" Contract."
6. request a "\$50.00 deposit for each key/card/fob received by the designated representative. The deposit will be subject to the following:
 - 6.1. Designated representative to return key/card/fob on the date specified on the "School Facility Booking Form." Deposit for each not returned, on the date specified will result in the loss of the deposit.
 - 6.2. The key/card/fob deposit for user group bookings that are longer than a month's duration will be cashed and deposited in a holding account. Deposits for user group bookings that are less than a month's duration will be held (not cashed) by the City and returned when the key/card/returned.

7. request from all user groups a yearly damage deposit of five hundred dollars (\$500.00), payable to the City of Whitehorse. The damage deposit will be subject to the following:
 - 7.1. Damage deposits for user group bookings that are longer than a month's duration will be cashed and deposited in a holding account. Damage deposits for bookings of less than a month in duration will be held (not cashed) by the City and returned if no damages have been assessed;
 - 7.2. Where a user group is found to be responsible for damages to a facility, damages will be assessed by Department of Education and forfeited from the damage deposit (\$500). The user group will be billed for any additional damage costs.
 - 7.3. Payment for damages by a user group will be made to the Territorial Treasurer. Administration of invoicing for damages will be administered through the Facility Booking Agent.
 - 7.4. If the damage deposit is depleted or drawn down during the year, the user group is required to "top up" or post another damage deposit of \$500 prior to confirmation of booking for the upcoming year.
8. request payment of the rental fee, if applicable, by the designated representative, as per Appendix F: Yukon Government and City of Whitehorse Fee Schedule for Use of Public Facilities." Rental will be confirmed upon receipt of payment. Payment must be received at least five (5) days prior to the requirement for space. Payment must be by cash, cheque, or money order payable to the Territorial Treasurer.
9. Upon completion of the aforementioned procedures the Facility Booking Agent
 - 9.1. confirm the user group booking with the designated representative.
 - 9.2. retain the original signed and confirmed school facility booking form, JUA and appendices.
 - 9.3. provide one copy of the signed and confirmed school facility booking form, JUA and appendices to the designated representative.
 - 9.4. ensure that the schools joint use contact is notified at least five (5) days before the school facility is to be used.

APPENDIX F: Procedures for Yukon School Use of City Public Facilities

Facility Booking Agent | Canada Games Centre

P: 633-8518 | F: 668-8675 | recbookings@whitehorse.ca

The procedures outlined below pertain to the public facilities listed in Appendix C. The public facilities must be booked, approved and confirmed through the City of Whitehorse, Facility Booking Agent by the **designated representative**, (one person who submits all bookings for the school and continues to liaise with the City concerning the bookings for the school year).

The facility booking request deadline for school year submissions (September to June) is June 1

APPENDIX F Cont'd: Booking Request Form for Canada Games Centre

Submit Forms to the Facility Booking Office – recbookings@whitehorse.ca

Canada Games Centre / Fax: 668-8675 / Phone: 633-8518

School: _____

Phone: _____

Contact: _____

Email: _____

List all PD or 'please don't book pool / skate' days:

Back to back time slots to ease bussing? (y / n)

Skate times at the same time as swim lessons to fill bus? (y / n)

Other requests: _____

Learn to Swim: Grades 2 – 4			Swim to Survive: Grades 5 – 7		
Grade	Predicted # Students (15 – 24)	Time Preference (AM/PM, time of year)	Grade	Predicted # Students (15 – 24)	Time Preference (AM/PM, time of year)

Recreational and Whole School Swim: Grades 1-12				Recreational Skate: Grades KG-12	
Grade(s)	Rec Swim (R) Or Whole School (W)	Predicted # of Students	Time Preference (AM/PM, time of year)	Grade (s)	Time Preference (AM/PM, time of year)

Please add any additional request information to back of page.

Joint Use Booking Policies

- School booking times include 9:00 - 9:45 am, 9:45 - 10:30 am, 1:00 - 1:45 pm and 1:45 - 2:30 pm. Tuesday through Friday.
- During Joint Use Times, Learn-to-Swim programs will be allocated first, and then Swim to Survive followed by recreational swim/skate times.
- Lessons will be allocated a minimum of 2 weeks prior to the start of the school year.
- At the start of the school year, each school will receive confirmation of their swim/skate times. Please contact the Facility Booking Agent immediately if there are any problems with these times.
- Schools will be notified in the event of a cancellation.
- Schools may ask to be placed on a waitlist for additional swim/skate times.
- The Aquatic Coordinator reviews requests for exceptions to established guidelines for school swims.

Recreational Swimming/Skating

- Recreation Swims are designed for groups of 20 or more participants. Groups with less than 20 participants will be invoiced for 20 participants. Schools are strongly encouraged to bring more than one class at a time.
- The city cannot accommodate Kindergarten classes in Recreational Swims, as all children under 6 must be in arms reach of an adult at all times, with a ratio of 1 adult to 3 children. It is recommended that Grade 1 classes sign up for recreation swims after Christmas Break to ensure that all their students have turned 6.
- Educational assistants may be required to accompany participants with special needs in the pool and should come prepared with swim attire.
- A supervisor must be on ice surfaces at all times during skate bookings and in the aquatic centre during swim times (in pool, viewing area or on pool deck).
- It is recommended that all students wear a helmet on the ice. The Canada Games Centre does not have helmets available for use.
- In order to maximize ice time and speed up the skate rental process, teachers should collect rental fees from the children or give the number of skate rentals required to the CSR and the city will invoice the school as usual.

Other Use of Canada Games Centre

- Schools wishing to utilize other parts of the facility (i.e. Coca Cola Fieldhouse, Powerade Flexihall, Wellness Centre, Child Play Area or Dasani Running Track) may do so by purchasing wristbands for each student.
- Schools may also rent the Coca Cola Fieldhouse, Powerade Flexihall or meeting rooms for exclusive use.
- Please contact the Facility Booking Agent regarding usage outside of the Joint Use Agreement.
- Classes must be aware of the team/group training guidelines. Please contact a Fitness Specialist at 633-8502 for information or to arrange an orientation for your students in the Wellness Centre.

Questions/Concerns with Swimming Lessons

- Please bring all swimming lesson questions or concerns directly to the attention of the swimming instructor.
- Questions or concerns that cannot be resolved are brought to the attention of the Aquatic Team Leader or Aquatic Coordinator.
- In the event that no one is available, please inquire at the front desk for another supervisory staff member.

Rules and Discipline

- Participants are expected to follow all facility rules while at the Canada Games Centre.
- Participants who do not adhere to the rules may be disciplined with a time out, and in more severe circumstances teachers may be required to assist in dealing with discipline issues.
- Participants are not allowed in the water until a lifeguard is on deck or their swim instructor is present. Participants are not allowed on the ice while maintenance is in progress.

Cancellation Policy

- All cancellations must be made in writing (fax, email, or letter). Failure to provide adequate notice of cancellation will result in the school being invoiced a cancellation fee.
- Cancellations made on short notice due to circumstances beyond your control (i.e., problems with bussing) will not be invoiced; however, we request to be notified of the cancellation as soon as possible.

School Booking	Minimum Notification Required	Cancellation Fee
School Swim or Skate	More than 14 days' notice	No charge
School Swim or Skate	14 days or less	\$65 Cancellation / No show Fee

Payment Policies

School representatives are welcome to book an appointment to review all bookings and policies.

- All schools will be invoiced; immediate payment is accepted for skate rentals only.
- Schools are eligible for the Joint Use rates only during designated Joint Use booking times.
- Teachers are responsible for confirming number of students, including students with active memberships, upon arrival to the Canada Games Centre to ensure accurate numbers.
- Schools will be invoiced for the exact number of participants or the specified minimum number, when minimums are not met.
- Students who have memberships will not be subject to additional costs to use the facility during school hours unless signing up for a program (Learn-to-Swim, Swim to Survive). They will still be included in minimum participant requirements.

These policies and procedures are subject to change. All schools will be notified in writing of any changes.

FAQ's Regarding School use of CGC

Can I join my class in the water during lessons?

Yes! We encourage teacher participation during this time. Feel free to join in on one of the classes and learn with your students. If the need arises you may be required to supervise on deck any students who are under discipline.

What is the Adult to Child Ratio for children in the pool?

Schools are responsible to provide responsible adults in accordance with the established ratios. Our policy states that all children under 6 must be in arms reach of an adult at all times, with a ratio of 1 adult to 3 children. We recommend that Grade 1 classes sign up for recreation swims after Christmas Break to ensure that all their students have turned 6. All bookings must meet ratios and age requirements.

How many students can we bring to the pool for recreation swims?

There may be limited opportunities for recreational swims, so we encourage schools to fill up the bus when coming to the pool. We can easily accommodate 2 classes (50 students) with current staffing and may be able to accommodate larger groups in a whole school swim, with appropriate notice.

The ideal recreation swim accommodates varied grades (i.e. grade 2 and grade 6) to maximize both pools of the Aquatic Centre (Younger grades enjoy the Leisure Pool, while older grades enjoy the diving board).

Why do we get invoiced for students not there?

As part of the joint Use Agreement, the City of Whitehorse is to recover the cost of staffing during school usage times. We have scheduled our lifeguarding/instructing staff based on the average group sizes. Schools will be invoiced for the required minimum.

Are other areas at the Canada Games Centre part of the Joint Use Agreement?

The Joint Use Agreement only includes swimming and skating at the Canada Games Centre. Schools wishing to use other parts of the facility (i.e. Coca Cola Fieldhouse, PowerAde Flexihall, Wellness Centre and Dasani Running Track) may do so by purchasing wristbands for each student or renting available space. Schools wanting to rent the Coca Cola Fieldhouse, PowerAde Flexihall or meeting rooms for exclusive use can do so by calling the Facility Booking Agent at 633-8518.

Classes making use of our Wellness Centre/Track must be aware of the team/group training guidelines for that area. Please contact our fitness specialist at 633-8502 for information and to arrange an orientation for your students.

What if my student has a CGC membership?

Students who have memberships will not be subject to additional costs to use the facility during school hours unless signing up for a program (Learn-to-Swim, Swim to Survive). Proof of valid membership must be presented to a CSR at the time of booking.

APPENDIX G: Fee Schedule

1. YG – Department of Education agrees to charge for the use of public facilities under its jurisdiction

Commercial Event	fifteen (15) cents per square foot of booked space per calendar day
Political Event / Religious Event	Two (2) cents per square foot of booked space per calendar day
Private Meeting	\$75.00
Cancellation of space without notice as specified or Absentee	\$75.00
Summer Camps for Non-Profit Organizations	\$200.00 flat rate per week (Mon-Fri)
Area used left unclean	\$75.00
Non Profit Special Event & Regular Bookings for Child, Youth, Adult, Senior Activities	No Charge

2. City of Whitehorse agrees to charge for the use of public facilities under its jurisdiction as set out below established through the 'Fees and Charges Bylaw':

- a. Canada Games Centre ATCO ice No Charge
- b. Whitehorse Lions Aquatic Centre Staff Costs and instructional fees

APPENDIX H: Assessment: Benefits-based Approach to Recreation Use, Active Living and Space Allocation of Public Facilities

The benefits-based approach is an evolutionary process that helps reposition, promote, and provide services that are truly essential to the community's needs. It is an abstract concept (rather than a concrete model) used to develop outcome-oriented performance measurement indicators and tools to gauge progress towards becoming a benefits driven vibrant community in the field of recreation.

Activity Type Criteria / Facility Space Allocation Use

City of Whitehorse Recreation and Facility Services Department			
Benefits	Activity Type	Comments	Score
A potential life-long activity			
Activity is a recurring event			
Physical exercise is involved			
Encourages family participation, fun			
A key component is skill development			
Instruction occurs in a supervised environment			
Leadership skill development			
Artistic skill development			
Competitive skill development/exposure			
Interpersonal skill development			
Practice opportunity is provided			
Integrates the disadvantaged			
Social/artistic/cultural/economic opportunity incorporated into activity to address such things as and create opportunities for: cultural interaction; social interaction; group interaction; arts/culture appreciation; community awareness; education and awareness; individual expression and spontaneity			
Activity is planned by a community group			
Spectator potential			
Volunteer involvement			
Community planned and/or operated			
Community contribution to finances to support program			
Activity is part of an umbrella group			
Activity is group focused			
Brings together those who might not otherwise come together			
Builds community identity			
Activity promotes conservation and education of the natural environment			
Unique to that community (neighbourhood focused)			

High value-3 points per criteria

Low value -1 point per criteria

APPENDIX I: DEPARTMENT OF EDUCATION FACILITIES ALLOCATION PRIORITIES

Note: “Special Event” requests as outlined below and received prior to the June 1 deadline are scheduled in advance of regular bookings to ensure that space is available and that user groups are aware in advance that their space will not be available during the “special event” booked times.

Special Events

1. School Special Event:

Any event organized by the school and occurring in the school.

2. Non-Profit Special Event

Any event organized by a non-profit community organization where no additional monies are collected (tournament, concert or celebration). Each user group is limited to two (2) special events during the school season which would bump a regular user. Priority will be given as follows:

- a) Child / Youth
- b) Adult / Senior
- c) Fundraising Event

Regular Bookings:

3. School Regular Bookings:

Co-curricular or extra-curricular programs and activities sponsored by Department of Education, school board or school council. These are scheduled outside the regular school day and are a part of a school’s regular program of activities.

4. Child / Youth Activities:

Any community program or activity sponsored by a non-profit group, society or organization for individuals below the age of nineteen. The program must be comprised solely of youth under the supervision of a responsible adult.

5. Adult / Senior Activities:

Any community program or activity sponsored by a non-profit group, society or organization where the majority of individuals are above the age of eighteen (18).

Other Activities

6. Political or Religious Event:

Any event or program of activities sponsored by groups, societies, and organizations (such as a service, bible study, rally, campaign) where the primary aim is political or religious in nature or where the event is used for fund raising to support the group’s goals and objectives. This does not include recreation or leisure activities that are sponsored by a religious group for the general public. *See Appendix G for Fee Schedule.*

7. **Public Meeting:**
An activity, meeting or event that is open to the general public, at which there is no exchange of money, and is sponsored by a non-profit group, society or organization.
8. **Private Meeting**
An activity, meeting or event that is closed to the general public, at which there is no exchange of money, and sponsored by a non-profit group, society or organization. *See Appendix G for Fee Schedule.*
9. **Non-Specified Event – Contact the Facility Booking Agent**
 - a) **Commercial Event:**
Any event sponsored by a group, individual or business where the group, individual or business profits and to which the public is invited and is required to either pay an admission fee or is encouraged to purchase goods or services offered for sale. *See Appendix G for Fee Schedule.*
10. **Late requests**
Any request submitted to the Facility Booking Agent after the June 1 deadline is subject to availability.

APPENDIX J: CITY OF WHITEHORSE FACILITIES ALLOCATION PRIORITIES

1. Learn to Swim (2 grades within each school)
2. Swim to Survive (Grade 5 to 7)
3. Learn to Swim for additional grades within each school
4. Whole School Swims
5. Recreational Swim times
6. Recreational Skate times
7. Late Requests: Any request submitted to the Facility Booking Agent after the June 1 deadline is subject to availability