

**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 #2018-17 dated July 23, 2018  
Special Council Meeting #2018-18 dated August 2, 2018

### DELEGATIONS

PUBLIC HEARING Bylaw 2018-43 – Zoning Amendment (8 Metropolit Lane)

### COMMITTEE REPORTS

**Development Services Committee** – *Councillors Irwin and Curteanu*

**Corporate Services Committee** – *Councillors Hartland and Woodcock*

Budget Amendment – Curling Club Electrical Upgrades

Contract Award – Date Centre Firewall

Contract Award – Reverse Proxy and Application Protection

Quarterly Progress Reports

**City Planning Committee** – *Councillors Fendrick and Irwin*

Subdivision Approval – Whistle Bend Phase 6

Zoning Amendment – 1181 and 1191 Front Street

Zoning Amendment – Mount Sima Industrial Area

Zoning Amendment – 7 Bennett Road Lot Expansion

Public Hearing Report – Zoning Amendment, Whistle Bend Phase 6

Public Hearing Report – Zoning Amendment, Motorways Fire Station

**Operations Committee** – *Councillors Boyd and Hartland*

Contract Award – Wheel Loader Mounted Snow Blower

Contract Award – Hart Crescent Recirculation Station Upgrades

Contract Award – Porter Creek Force Main Repair

Contract Award – Environmental Control Facility Desludging

Budget Amendment – Landfill Excavation Phase 2 West

**Community Services Committee** – *Councillors Curteanu and Fendrick*

**Public Health & Safety Committee** – *Councillors Woodcock and Boyd*

### NEW AND UNFINISHED BUSINESS

<u>BYLAWS</u>	2018-46	Joint Use Agreement (City-YG Public Facilities)	3 <sup>rd</sup> Reading
	2018-47	PSAC Collective Agreements (Y022 & Y023)	3 <sup>rd</sup> Reading
	2018-38	Zoning Amendment (Whistle Bend Phase 6)	2 <sup>nd</sup> & 3 <sup>rd</sup> Reading
	2018-41	Zoning Amendment (Motorways Fire Station)	2 <sup>nd</sup> & 3 <sup>rd</sup> Reading
	2018-48	Zoning Amendment (Mount Sima Industrial Area)	1 <sup>st</sup> Reading
	2018-49	Zoning Amendment (7 Bennett Road Lot Expansion)	1 <sup>st</sup> Reading
	2018-50	Zoning Amendment (1181 and 1191 Front Street)	1 <sup>st</sup> Reading

### ADJOURNMENT

MINUTES of **REGULAR** Meeting #2018-17 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, July 23, 2018, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis  
Councillors Dan Boyd  
Jocelyn Curteanu  
Robert Fendrick – Electronic Participation  
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  
Acting Director of Development Services Patrick Ross  
Director of Infrastructure and Operations Peter O'Blenes  
Acting Manager of Strategic Communications Myles Dolphin  
Manager of Legislative Services Catherine Constable  
Manager of Business and Technology Systems Michael Reyes  
Manager of Bylaw Services Dave Pruden  
Assistant City Clerk Norma Felker

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

**CALL TO ORDER**

**2018-17-01**

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

**AGENDA**

Carried Unanimously

**2018-17-02**

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated July 9, 2018 be  
adopted as presented.

**MINUTES**

July 9, 2018

Carried Unanimously

**PUBLIC HEARING**

Mayor Curtis called three times for anyone to appear to address Bylaw 2018-38, a bylaw to amend the zoning for Whistle Bend Phase 6. No one was present to speak to the bylaw and no written submissions were received.

**BYLAW 2018-38**  
Whistle Bend Phase 6

Mayor Curtis declared the public hearing for Bylaw 2018-38 closed and advised that no further submissions on the issue will be considered by council except the report provided by administration.

Public Hearing Closed

Mayor Curtis called three times for anyone to appear to address Bylaw 2018-41, a bylaw to amend the zoning of portions of a large parcel of City-owned land in the Motorways area to allow for the development of a fire station and the expansion of an existing electrical substation.

**BYLAW 2018-41**

Zoning Amendment  
Motorways Fire Station

There was no one present to speak to the bylaw. One written submission was received that did not object to the bylaw but raised some issues and concerns.

Submissions Received

Mayor Curtis declared the public hearing for Bylaw 2018-41 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**

**Public Health and Safety Committee**

**2018-17-03**

It was duly moved and seconded  
THAT the 2018 Bylaw Services Program Review is hereby accepted  
as a guiding document.

BYLAW SERVICES  
PROGRAM REVIEW

Carried Unanimously

Council members noted that this review is being accepted as a guiding document only and none of the recommendations will be acted upon until budget funds have been allocated. Considerable work will need to be done before any of the technology-based recommendations may be implemented.

Discussion

A council member suggested that council should urge the Yukon Government to expedite changes to the *Motor Vehicle Act* to allow the use of some of these technologies in the near future.

**Development Services Committee**

There was no report from the Development Services Committee.

No Report

**Corporate Services Committee**

**2018-17-04**

It was duly moved and seconded  
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.

ENDORSE ACTION  
RECOMMENDATIONS  
FOR SOLID WASTE  
MANAGEMENT SYSTEM

Carried Unanimously

**City Planning Committee**

**2018-17-05**

It was duly moved and seconded  
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.

BRING FORWARD  
AND DEFEAT  
ZONING AMENDMENT  
11 Tarahne Way

Carried (5 – 2)

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

Recorded Vote

Councillor Boyd explained that the negative votes on this issue were not against bringing the bylaw forward. They opposed the portion of the resolution regarding defeating the bylaw at second reading.

Discussion

**2018-17-06**

It was duly moved and seconded  
THAT a major development incentive agreement with respect to a four-unit rental housing development at 1515 Dogwood Street in Porter Creek is hereby approved.

MAJOR DEVELOPMENT  
INCENTIVE  
1515 Dogwood Street

Carried Unanimously

**City Operations Committee**

There was no report from the City Operations Committee.

No Report

**Community Services Committee**

**2018-17-07**

It was duly moved and seconded  
THAT the 2018 Parks and Recreation Master Plan is hereby accepted  
as a guiding document.

PARKS & RECREATION  
MASTER PLAN

Carried Unanimously

**2018-17-08**

It was duly moved and seconded  
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.

BRING FORWARD  
JOINT USE AGREEMENT

Carried Unanimously

A council member noted that all the public facilities under this  
agreement are extremely well used, and urged community groups that  
book these spaces to ensure that they either use the facility as booked  
or cancel the booking in a timely manner so that the space may be  
utilized by another group or organization.

Discussion

The Mayor highlighted a number of recent community events 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.

COMMUNITY EVENTS  
For Information Only

**BYLAWS**

**2018-17-09**

It was duly moved and seconded  
THAT Bylaw 2018-28, a bylaw to amend the Controlled Substances  
Properties Bylaw in response to upcoming changes with respect to  
cannabis legislation, having been read a first and second time, now be  
given third reading.

**BYLAW 2018-28**  
CONTROLLED SUBSTANCES  
PROPERTIES BYLAW  
3<sup>RD</sup> READING

Carried Unanimously

**2018-17-10**

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, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2018-39**  
FEES & CHARGES  
AMENDMENT  
3<sup>RD</sup> READING

**2018-17-11**

It was duly moved and seconded  
THAT Bylaw 2018-40, a bylaw to amend the Business License Bylaw in response to upcoming changes with respect to cannabis legislation, having been read a first and second time, now be given third reading.

Carried (6 – 1)

**BYLAW 2018-40**  
BUSINESS LICENSE  
BYLAW AMENDMENT  
3<sup>RD</sup> READING

A council member expressed concern that this bylaw treats cannabis-related businesses differently than off-sale and pawn shop businesses, with respect to the fees charged for a business license.

Discussion

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

Recorded Vote

**2018-17-12**

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, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2018-42**  
URBAN ELECTRIC  
Lot 1142 Squatters Road  
3<sup>RD</sup> READING

A member of council expressed a desire to see the name of the road changed to something more respectable.

Discussion

**2018-17-13**

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, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2018-44**  
BUDGET AMENDMENT  
Cornerstone Building Grant  
3<sup>RD</sup> READING

**2018-17-14**

It was duly moved and seconded  
THAT Bylaw 2018-37, a bylaw to amend the zoning at 11 Tarahne Way in Whistle Bend to allow for the construction of a reduced-density townhouse development, be given second reading.

Defeated (2 – 5)

Council members discussed the need for housing but it was suggested that an application to change the zoning of this parcel is premature. It was noted that townhouses form a large portion of the housing stock in Whistle Bend and it is Council's responsibility to ensure that a variety of housing types are available.

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

**BYLAW 2018-37**

ZONING AMENDMENT  
11 Tarahne Way  
2<sup>ND</sup> READING

Discussion

Recorded Vote

**2018-17-15**

It was duly moved and seconded  
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 given first reading.

Carried Unanimously

**2018-17-16**

It was duly moved and seconded  
THAT Bylaw 2018-46 be given second reading.

Carried Unanimously

**BYLAW 2018-46**

JOINT USE AGREEMENT  
1<sup>ST</sup> READING

2<sup>ND</sup> READING

There being no further business, the meeting adjourned at 6:12 p.m.

**ADJOURNMENT**

MINUTES of **SPECIAL** Meeting #2018-18 of the council of the City of Whitehorse called for 12:05 p.m. on Thursday, August 2, 2018, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis  
Councillors Jocelyn Curteanu  
Robert Fendrick  
Samson Hartland

ABSENT: Councillors Dan Boyd  
Betty Irwin  
Roslyn Woodcock

ALSO PRESENT: City Manager Linda Rapp  
Acting Director of Community and Recreation Services Dave Pruden  
Director of Corporate Services Valerie Braga  
Acting Director of Development Services Patrick Ross  
Director of Infrastructure and Operations Peter O'Blenes  
Acting Manager of Strategic Communications Myles Dolphin  
Manager of Legislative Services Catherine Constable

Mayor Curtis called the meeting to order at 12:10 p.m.

## CALL TO ORDER

### 2018-18-01

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

## AGENDA

Carried Unanimously

## BYLAWS

### 2018-18-02

It was duly moved and seconded  
THAT Bylaw 2018-47, a bylaw to adopt collective agreements with Public Service Alliance of Canada Locals Y022 and Y023 for the period from September 1, 2017 to August 31, 2021, be given first reading.

**BYLAW 2018-47**  
COLLECTIVE AGREEMENTS  
FIRST READING

Carried Unanimously



**2018-18-03**

It was duly moved and seconded

THAT Collective Agreement Bylaw 2018-47 be given second reading.

SECOND READING

Carried Unanimously

There being no further business, the meeting adjourned at 12:12 p.m.

**ADJOURNMENT**

## MEMORANDUM

FILE #: Z-12-2018

TO: Mayor and Council  
FROM: Administration  
DATE: August 6, 2018  
SUBJECT: Public Hearing at Regular Council Meeting August 6, 2018

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Please be advised there will be a Public Hearing at the regular council meeting on August 6, 2018 to hear from interested parties related to the following zoning amendment:

**Bylaw 2018-43, a bylaw to amend the zoning of 8 Metropolit Lane to allow for a child care centre as a principal use.**

The original Yukon Gardens lot was subdivided in 2008, which created 17 new lots along Garden Road and Metropolit Lane. At that time, the CH-Highway Commercial zoning was retained for all lots, which are not serviced by municipal infrastructure. A PE-Environmental Protection lot was also created to protect a drainage pond, which is located directly adjacent to the west of the subject parcel.

Since 2008, there has been one other rezoning application approved in this area. In 2015, Council approved an application for 15 Metropolit Lane to amend the zoning from CH-Highway Commercial to CIMx(d)-Mixed Use Commercial/Industrial (modified) which allowed for large scale greenhouses with reduced setbacks.

The subject lot, 8 Metropolit Lane, is currently zoned CH, which does not permit child care centres. The applicant has applied for a spot zone to allow the specific principal use. The application was reviewed by Development Review Committee (DRC) on March 21.

Bylaw 2017-43 received 1<sup>st</sup> Reading on July 9, 2018. Notices were published in the newspapers on July 13 and 20, 2018. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were notified by mail. Letters were sent to five 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 Development Services Committee

<b>Date</b>	July 30, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Samson Hartland
<b>Absent</b>	Councillor Roslyn Woodcock
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk

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



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	July 30, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Absent</b>	Councillor Roslyn Woodcock
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk Teresa Acheson, Acting Manager of Recreation and Facility Services Victor Hopkins-Lecheminant, IT Security Specialist

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

### **1. Budget Amendment – Curling Club Electrical Upgrades**

The Whitehorse Curling Club has secured funding for 90% of the total cost to complete electrical upgrades to the ice plant at the Mount McIntyre Recreation Centre. The project will upgrade the main electrical service and distribution equipment and install a separate water meter for the ice plant.

A 10% contribution from the City is required in order for the project to proceed. Administration reviewed existing capital budgets and determined there is room to fund the requirement from within the City’s existing approved capital budget. The funds required can be re-allocated from the Sanitary Turf Cleaner project which has been placed temporarily on hold while less expensive options are explored.

**The recommendation of the Corporate Services Committee is**

THAT the 2018 to 2021 capital expenditure program be amended by approving the creation of a new capital project for Curling Club Electrical Upgrades in the amount of \$8,016.00, funded by reducing project 750c00218, the Sanitary Turf Cleaner project.

**2. Contract Award – Data Centre Firewall**

A firewall is a critical component of information technology infrastructure that inspects data packets and filters malicious or unwanted network traffic. Data centre firewalls further delineate the zone for critical infrastructure such as servers, enterprise storage, and database against the zone for non-critical components such as employee work stations, kiosks, smartphones, etc. In a time when constant cyber-attacks occur, these technologies give the City additional protection from hackers, spammers, unauthorized network access and other malware.

One submission was received in response to the tender issued. The bid meets all specifications and is within budget.

**The recommendation of the Corporate Services Committee is**

THAT Administration be authorized to award the contract for the supply, implementation and support of Checkpoint data centre firewall to iON United Inc. in the amount of \$84,900.00 plus GST for one-time supply and implementation costs and \$283,500.00 plus GST for annual support, maintenance, and license subscription costs covering the following five-year period.

**3. Contract Award – Reverse Proxy and Application Protection**

Reverse proxy is a technology that protects the City's internal servers and information technology network by masking their location information and other sensitive data and making these undetectable externally. The current version is nearing the end of its support program and is in need of capacity and feature upgrades.

Two bids were received in response to the tender issued. The review committee agreed that the low bidder is familiar with the scope of the work and has the knowledge and skills to complete the work successfully. The bid meets all specifications and is within budget.

**The recommendation of the Corporate Services Committee is**

THAT Administration be authorized to award the contract for the supply, implementation, and support of F5 Reverse Proxy Servers to iON United Inc. in the amount of \$73,700.00 plus GST for one-time supply and implementation costs and \$58,000.00 plus GST for annual support and maintenance costs covering the following five-year period.

**4. Quarterly Progress Reports**

Progress reports for May through July 2018 were received from the City Manager and the Corporate Services, Community and Recreation Services, Development Services and Infrastructure and Operations Divisions.

**The recommendation of the Corporate Services Committee is**

THAT the quarterly progress reports for May, June and July 2018 be accepted as presented, and

THAT Administration be authorized to update the strategic priorities charts accordingly.



## Minutes of the meeting of the City Planning Committee

**Date** July 30, 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

**Absent** Councillor Roslyn Woodcock

**Staff Present**  
Linda Rapp, City Manager  
Lindsay Schneider, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Patrick Ross, Acting Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Norma Felker, Assistant City Clerk  
Kinden Kosick, Acting Senior Planner

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

**1. Subdivision Approval – Whistle Bend Phase 6**

The Government of Yukon is requesting subdivision approval for phase 6 of the Whistle Bend neighbourhood. The application area includes a variety of zones that will result in 100 single family or duplex lots, 75 townhouse lots, four multi-family lots, one park lot, and one public utility lot. All of the proposed lots conform to the applicable zoning regulations of the Zoning Bylaw.

This subdivision approval is subject to Public Use Land Dedication requirements. The land dedication proposed is in the form of greenbelts that will also contribute to land dedications in future subdivisions.

Residential Development Cost Charges for the residential lots will be collected at the time of building permit application.

**The recommendation of the City Planning Committee is**

THAT the subdivision of approximately 14.5 hectares of land for the creation of new residential lots, lanes, roads and a park for the area known as Whistle Bend Phase 6, be approved as shown on the proposed subdivision sketch, subject to the condition that the Government of Yukon enter into a Development Agreement with the City of Whitehorse for the construction of underground utilities, roads and lanes to service the proposed subdivision area and other areas of the Whistle Bend Subdivision.

**2. Zoning Amendment – 1181 and 1191 Front Street**

The owner of 1181 and 1191 Front Street has applied to amend the zoning of these properties to increase the maximum allowable building height to 20 metres. The increase to the building height is being requested in order to make future development on these two properties financially feasible and to help address parking issues.

The proponent plans to construct a number of new buildings on these parcels including a hotel development and mixed-use residential/commercial buildings. Increased building heights are also being requested to accommodate underground or at-grade parking.

The proposed uses comply with the Official Community Plan and the current zoning of the two properties. The current zoning also includes a number of regulations and design guidelines to encourage the development of a unique and thriving mixed-use area.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2018-50, a bylaw to amend the zoning of 1181 and 1191 Front Street to increase the maximum building height to 20 metres, be brought forward for consideration under the bylaw process.

**3. Zoning Amendment – Mount Sima Industrial Area**

An application has been received to amend the zoning of a 1.5 hectare parcel of vacant Commissioner's land on Mount Sima Road. The land is owned by the Government of Yukon and the proponent has applied for a long term lease for the purpose of operating a solar farm. The location offers nearby access to the electrical grid for the sale of power to the public utility, and has the adequate southern exposure necessary to enhance solar production throughout the year.

The application is to change the zoning from Future Planning to Public Utilities. If the application is approved, the principal use will be comprised of a 50-kilowatt array of solar panels. Supplementary structures such as a caretaker residence and storage sheds will also be constructed on the parcel. The subject area is designated Industrial in the Official Community Plan and utilities are considered appropriate within this designation. A driveway access from Mount Sima Road and some land clearing will also need to occur to enable the solar farm development.



**The recommendation of the City Planning Committee is**

THAT Bylaw 2018-48, a bylaw to amend the zoning of a 1.5 hectare parcel of vacant Commissioner's Land located in the Mount Sima Industrial Subdivision to allow for the development of a solar farm, be brought forward for consideration under the bylaw process.

**4. Zoning Amendment – 7 Bennett Road Lot Expansion**

The owner of the property located at 7 Bennet Road in the Kulan Industrial Area has applied to rezone a parcel of vacant Commissioner's land adjacent to the property to allow for a lot expansion. A review under the Yukon Environmental and Socio-economic Assessment Act was required for this lot expansion request. The recommendation of the Decision Document is for the project to proceed subject to terms and conditions relating to themes that include erosion control, management of invasive species, fuel spill contingency, setback from a riparian feature, protection of bird habitat, presence of a mining claim, and notice of work on the parcel to neighbouring property owners

If the zoning amendment is approved, the property owner plans to purchase the parcel from the Government of Yukon and consolidate it with the existing property.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2018-49, a bylaw to amend the zoning of a parcel of vacant Commissioner's land to allow for a lot expansion at 7 Bennett Road in the Kulan Industrial Area, be brought forward for consideration under the bylaw process.

**5. Public Hearing Report – Zoning Amendment – Whistle Bend Phase 6**

As the Whistle Bend neighbourhood is built out, design changes are being made to reflect engineering requirements and better planning solutions. The zoning proposed for Phase 6 includes a mix of residential uses, a park, and public green space.

A broad mix of housing allows residents to "age in place" and has the socio-economic benefit of mixing a range of income levels and demographics within a neighbourhood. Phase 6 is located within walking distance of the Whistle Bend core and includes high density residential lots that support the viability of both commercial opportunities and transit service. The design also includes two "green streets" in which single family houses face onto a landscaped green corridor with a walking path instead of a typical residential street. Parking is available from expanded laneways.

No one appeared to speak to the public hearing. No written submissions were received and no issues were raised with respect to the proposed zoning.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2017-38, a bylaw to amend the zoning for Phase 6 of Whistle Bend, be brought forward for second and third reading under the bylaw process.

**6. Public Hearing Report – Zoning Amendment – Motorways Fire Station**

A zoning amendment is required in order to relocate the Downtown Fire Station to the Motorways Area. The proposed zoning will allow emergency and protective services as the principal uses and will also allow for the eventual expansion of an existing ATCO Electric power substation. The proposed amendment also provides for a minor relaxation of the interior side yard setback to reflect the placement of the existing building relative to the lot line.

No one appeared to speak at the public hearing. One written submission did not oppose the bylaw but raised a number of concerns including the impact of building height and lighting design on adjacent properties, the noise impact of sirens on nearby residents, and potential loss of access through the existing lane.

The preliminary design for the fire station shows that the building height will be the same as the existing Motorways garage. ATCO's new infrastructure is expected to be similar in size and noise level to the current facility. All lighting will be designed to have low impact on adjacent properties. The benefit of having emergency services nearby generally outweighs any negative impact of additional noise from sirens. Administration is reviewing options to maintain lane access to the adjacent lots. The final design for the fire station, lot layout, and access will be determined through the subdivision process.

The current zoning bylaw calls for a three-metre buffer between public/institutional zones and residential/commercial zones. Due to the placement of the building already on site, Administration is recommending that Bylaw 2018-41 be amended at second reading to remove the buffer requirement for this development.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2018-41, a bylaw to amend the zoning of portions of a parcel of City-owned land in the Motorways area to allow for the development of a fire station and the expansion of an existing electrical substation, be brought forward for second and third reading under the bylaw process, and

THAT Bylaw 2018-41 be amended at second reading to include the additional special modification that a 3.0 m vegetative buffer is not required.

**7. Development at 14<sup>th</sup> and Centennial – For Information Only**

Administration provided an update on a development on privately-owned land at the intersection of 14<sup>th</sup> Avenue and Centennial Street in Porter Creek. The development is being monitored to ensure the protection of the riparian area of the adjacent creek.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	July 30, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Samson Hartland – Vice-Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Absent</b>	Councillor Roslyn Woodcock
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk Richard Graham, Manager of Operations

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

**1. Contract Award – Wheel Loader Mounted Snow Blower**

The 2018 capital budget includes funds for a large snow blower that can be mounted on existing wheel loaders. Three bids were received in response to the tender issued, but one bid was found to be non-compliant and was therefore rejected.

The low bidder meets all tender specifications and is within budget.

**The recommendation of the City Operations Committee is**

THAT Administration be authorized to award the contract for the supply of one Wheel Loader Mounted Snow Blower to Industrial Machine Inc. for a net cost to the City of \$142,125.00 plus GST.

**2. Contract Award – Hart Crescent Recirculation Station Upgrades**

The 2018 capital budget includes funding for the upgrade of the Hart Crescent Recirculation Station. The project will replace the piping and recirculation pump inside the station and relocate the existing control kiosk.

Three bids were received in response to the tender issued. One bid was rejected due to non-compliance. The low bidder has the knowledge, skills and experience to complete the work successfully. The bid meets all tender specifications, and the prices submitted are reasonable and within budget.

**The recommendation of the City Operations Committee is**

THAT Administration be authorized to award the contract for the Hart Crescent Recirculation Station Upgrade project to Arcrite Northern Ltd. for a net cost to the City of \$139,777.77 plus GST.

**3. Contract Award – Porter Creek Force Main Repair**

One bid was received in response to a tender issued for the repair of twin waste water force mains that are part of the Porter Creek flush system. Repair of the breached pipe is critically important due to the lack of options for stopping wastewater flow in the event of a pipe failure. If the duty pipe fails without redundancy in place, an uncontrolled discharge of wastewater directly into the Yukon River could occur.

The sole bidder has the knowledge, skills and experience to complete the work successfully. The bid meets all tender specifications, and there are sufficient funds in the 2018 capital budget to complete the project.

**The recommendation of the City Operations Committee is**

THAT Administration be authorized to award the contract for the Porter Creek Force Main Repair project to Castle Rock Enterprises for a net cost to the City of \$476,145.00 plus GST.

**4. Contract Award – Environmental Control Facility Desludging**

Removal of sludge sediment from the primary cells in the Livingstone Trail Environmental Control Facility is required to ensure the long term performance of the primary cells and avoid solids overflow into the secondary cells. The removal of sludge also aids in the mitigation of odour production. One bid was received in response to the tender issued for this project. The bidder has the knowledge, skills and experience to complete the work successful, and there are sufficient funds in the 2018 capital budget to complete the project.

**The recommendation of the City Operations Committee is**

THAT Administration be authorized to award the contract for the Livingstone Trail Environmental Control Facility Desludging project to Lambourne Environmental Ltd. for a net cost to the City of \$471,916.00 plus GST.

**5. Budget Amendment – Landfill Excavation Phase 2 West**

In May of this year Council awarded a contract for a project to complete excavation of earth from the Phase 2 West area of the landfill for the rehabilitation and construction of new roads and the stockpiling of cover material. However, at the time of the contract award the budget was not amended.

During the initial geotechnical survey, it was determined that the amount of earthworks required to move material was greater than originally scoped. Favourably, this increases the available capacity for Phase 2 as well as increasing the stockpile of cover material required for daily operations.

The required budget amendment is an additional \$300,000 which will be funded from an approved Federal Gas Tax transfer payment.

**The recommendation of the City Operations Committee is**

THAT the 2018 to 2021 capital expenditure program be amended by increasing the 2018 project 650c00817, Landfill Excavation Phase 2 West, in the amount of \$300,000.00, funded by Federal Gas Tax.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	July 30, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Robert Fendrick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Samson Hartland Councillor Betty Irwin
<b>Absent</b>	Councillor Roslyn Woodcock
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk

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



**Minutes of the meeting of the  
Public Health and Safety Committee**

<b>Date</b>	July 30, 2018
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin
<b>Absent</b>	Councillor Roslyn Woodcock
<b>Staff Present</b>	Linda Rapp, City Manager Lindsay Schneider, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Patrick Ross, Acting Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk

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Your Worship, there is no report from the Public Health and Safety Committee.

**CITY OF WHITEHORSE**

**BYLAW 2018-46**

A bylaw to authorize the adoption of a Joint Use Agreement

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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:** July 23, 2018

**THIRD READING and ADOPTION:**

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Mayor

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Assistant City 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

<b>Organization:</b>		<b>Activity:</b>	
<b>Age of Participants:</b>	<b># of Participants:</b>	<b>Will you be charging an admission fee:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Main Contact:</b>		<b>Phone (day):</b>	
<b>Email Address:</b>		<b>Phone (eve):</b>	
<b>Mailing Address:</b>		<b>Postal Code:</b>	
	<b>Request for School Use</b> (please print clearly)	<b>Confirmed</b> To be completed by the Facility Booking Agent	<b>The School is <u>NOT</u></b> <b>available on the following</b> <b>dates:</b> *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			<b>Occupancy Fee</b> (if applicable) <b>Make cheque payable to</b> <b>Territorial Treasurer</b>
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:** \_\_\_\_\_

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

## 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](mailto: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](mailto: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 (Continued): 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.

<b>School Booking</b>	<b>Minimum Notification Required</b>	<b>Cancellation Fee</b>
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

# CITY OF WHITEHORSE

## BYLAW 2018-47

A bylaw to adopt collective agreements with respect to city employees

WHEREAS section 188 of the *Municipal Act* (R. S. Y. 2002) provides that council shall by bylaw establish the terms and conditions of employment of the chief administrative officer, designated municipal officers, and other officers and employees, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal and rules of conflict of interest; and

WHEREAS the remuneration, hours of work, and conditions of employment of certain employees are included in separate bylaws or collective agreements entered into by the City; and

WHEREAS Memorandums of Settlement with Public Service Alliance of Canada Locals Y022 and Y023 were ratified by City Council on April 30, 2018;

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

1. This bylaw may be cited as the *P.S.A.C. Collective Agreement Adopting Bylaw.*
2. The Collective Bargaining Agreement with Public Service Alliance of Canada Local Y022 for the period September 1, 2017 to August 31, 2021 is hereby adopted by this bylaw. The said agreement is identified as Appendix "A" and forms part of this bylaw.
3. The Collective Bargaining Agreement with Public Service Alliance of Canada Local Y023 for the period September 1, 2017 to August 31, 2021 is hereby adopted by this bylaw. The said agreement is identified as Appendix "B" and forms part of this bylaw.
4. This bylaw shall be deemed to have been in full force and effect on and from the 1<sup>st</sup> day of September 2017.

**FIRST and SECOND READING:** August 2, 2018

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Collective Agreements identified as Appendix “A” and “B” are not included in this package due to the extreme size of these documents.

Please refer to the agenda package from the August 2, 2018 Special Meeting. Both of the agreements are included in that package.

**CITY OF WHITEHORSE**  
**BYLAW 2018-38**

A bylaw to amend Zoning Bylaw 2012-20

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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 the zoning for Phase 6 of the Whistle Bend Subdivision was established as part of the master plan for multiple phases, and detailed planning has indicated that certain changes are desirable with respect to various zones and zone boundaries; and

WHEREAS Phase 6 of Whistle Bend is vacant and all properties are owned by the Government of Yukon and City of Whitehorse, thus minimizing the impact of zoning changes at this time; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to establish new zoning for the area known as Whistle Bend Phase 6;

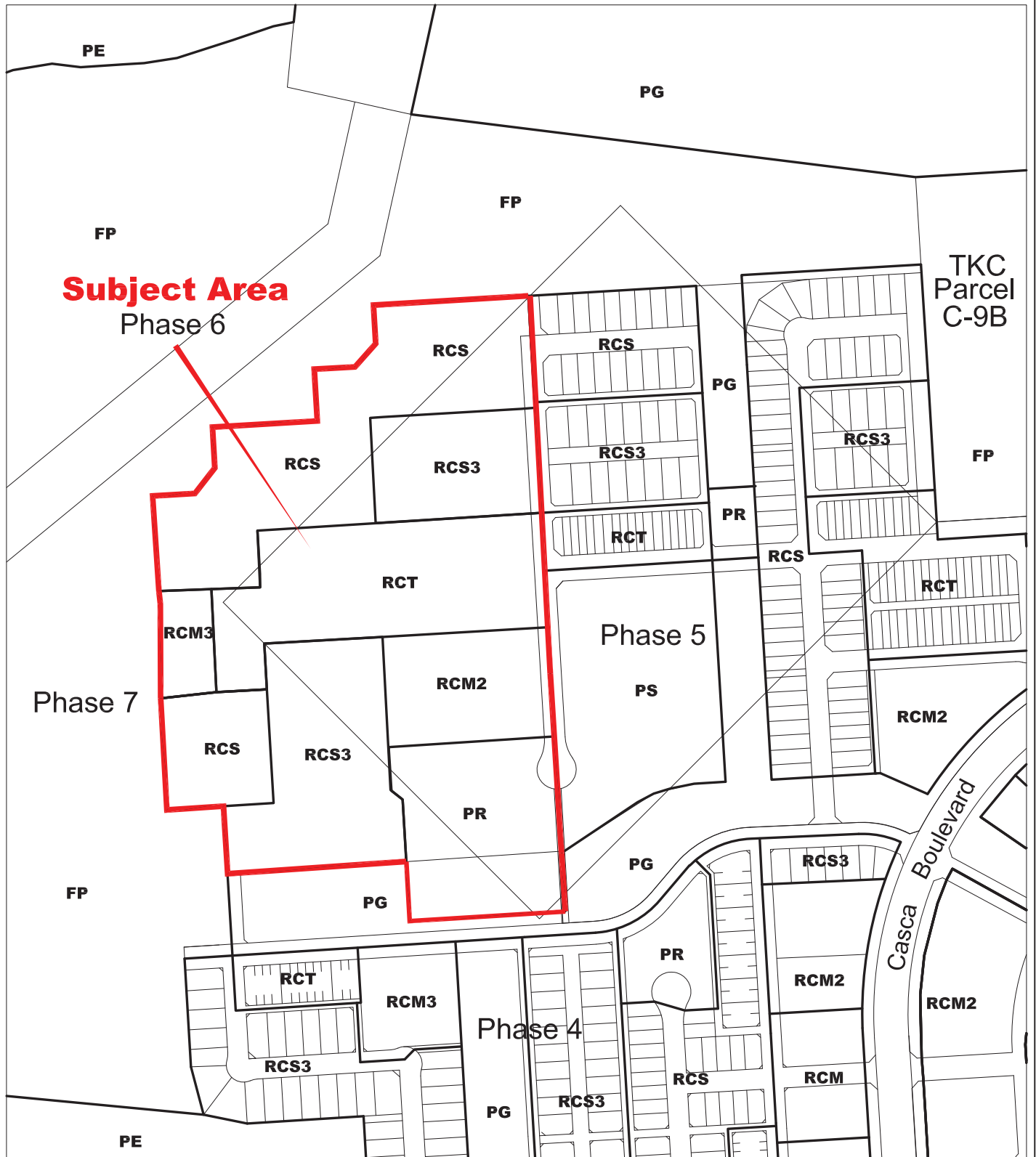
NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of an approximately 16 hectare parcel, including a portion of Lot 439, Plan 26864 LTO and vacant Commissioner’s Land, also known as Whistle Bend Phase 6, from FP--Future Planning to PR--Parks and Recreation, RCM2--Comprehensive Residential Multiple Family 2, RCM3--Cottage Cluster, RCS--Comprehensive Residential Single Family, RCS3--Comprehensive Residential Single Family 3, and RCT—Townhouse, as indicated on Appendix “A” attached hereto and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:** June 25, 2018  
**PUBLIC NOTICE:** June 29 and July 6, 2018  
**PUBLIC HEARING:** July 23, 2018  
**SECOND READING:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Bylaw 2018-38**  
 A bylaw to implement the zoning for Whistle Bend Phase 6.

**LEGEND**

 SUBJECT AREA

**CITY OF WHITEHORSE**  
**BYLAW 2018-41**

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 the development of a fire station and the expansion of an existing electrical substation in the Motorways area;

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

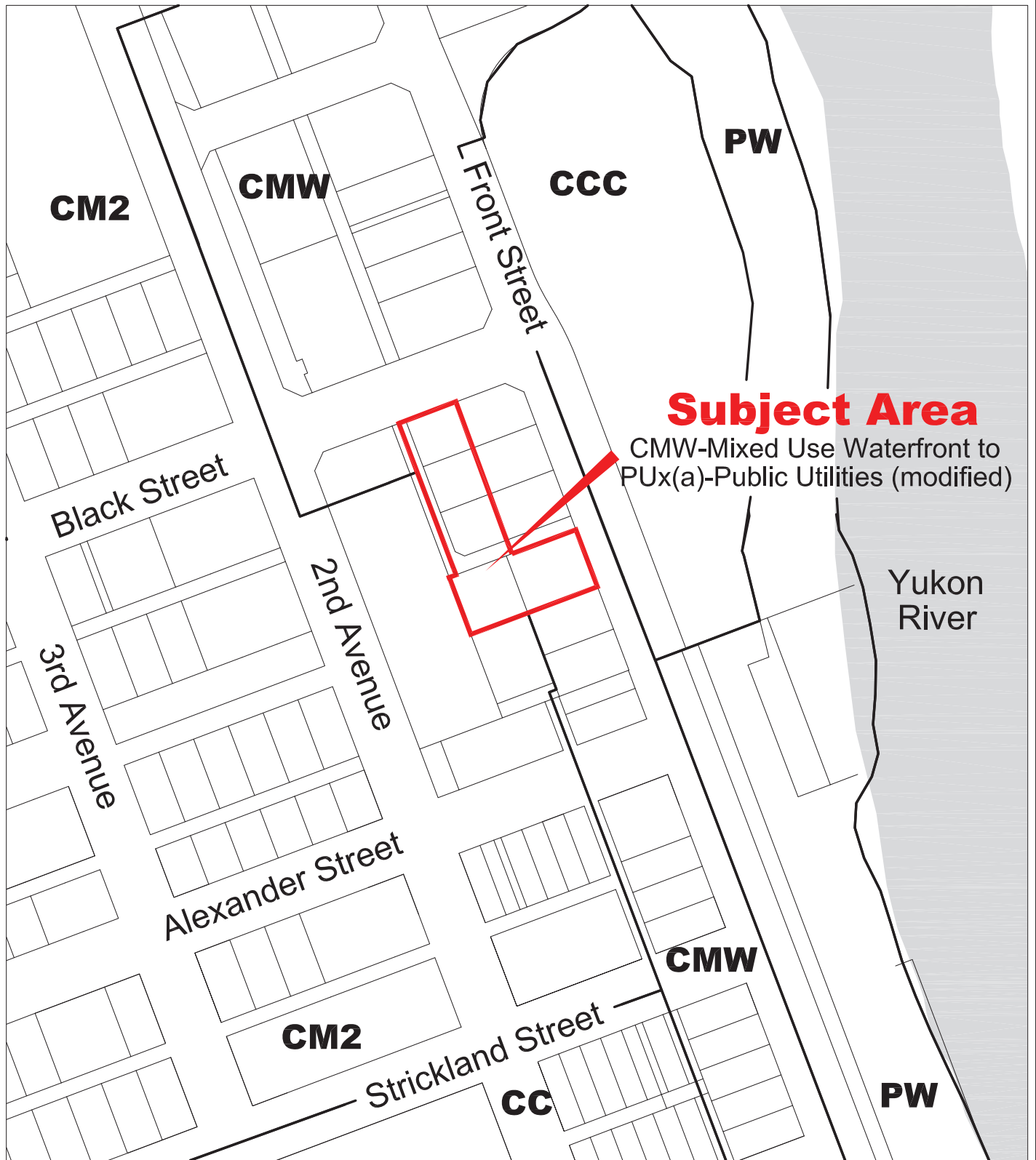
1. Section 12 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 12.5.7 as follows:  
    "12.5.7       Special Modifications  
                  (a)   Portions of Lots 29 to 33, Lot 38 and Lane 3, Block 316 Downtown Whitehorse, Plan 2008-0034 LTO, located in the Motorways area, are designated PUX with the special modification being that the interior side yard setback is reduced to 2.6 m."
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of portions of Lots 29, 30, 31, 32 and 33, Lot 38 and Lane 3, Block 316 Downtown Whitehorse, Plan 2008-0034 LTO, located in the Motorways area, from CMW--Mixed Use Waterfront to PUX(a)--Public Utilities (modified), as indicated on the sketch attached hereto as Appendix "A" and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**       June 25, 2018  
**PUBLIC NOTICE:**     June 29 and July 6, 2018  
**PUBLIC HEARING:**     July 23, 2018  
**SECOND READING:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk






**Bylaw 2018-41**

A Bylaw to amend portions of Lots 29-33, Lot 38, and Lane 3, Block 316 Downtown Whitehorse, Plan 2008-0034 LTO, from CMW-Mixed Use Waterfront to PUX(a)-Public Utilities (modified).

**LEGEND**

 SUBJECT AREA

**CITY OF WHITEHORSE**  
**BYLAW 2018-48**

A bylaw to amend Zoning Bylaw 2012-20

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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 the development of a solar farm in the Mount Sima Industrial Area;

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 a 1.5 hectare (15,000 m<sup>2</sup>) parcel of vacant Commissioner's Land, located adjacent to Lot 58-3, Plan 96798 CLSR (72 Mount Sima Road), from FP–Future Planning to PU–Public Utilities, as indicated on the sketch attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

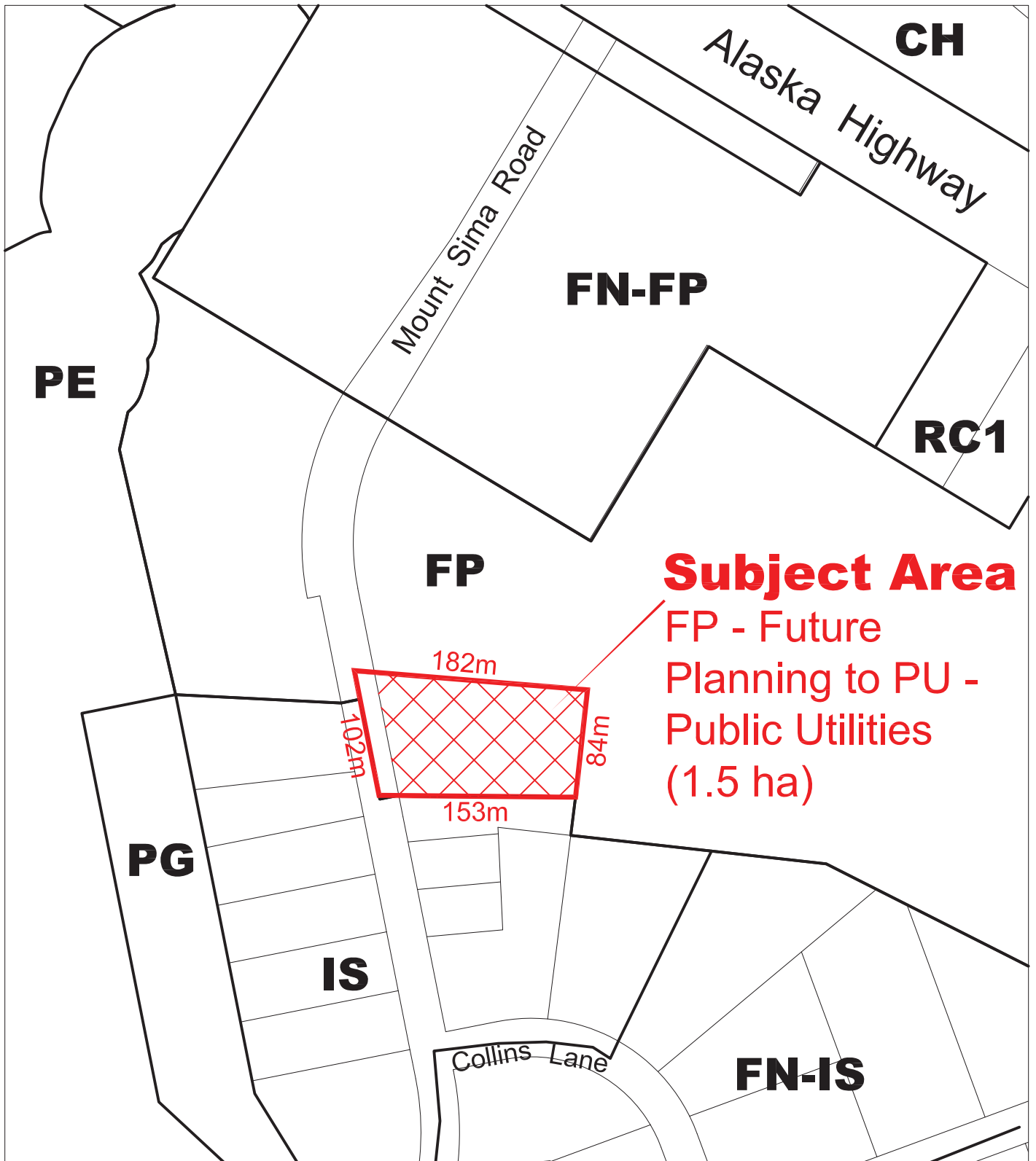
**FIRST READING:**  
**PUBLIC NOTICE:**  
**PUBLIC HEARING:**  
**SECOND READING:**  
**THIRD READING and ADOPTION:**

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Mayor

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City Clerk



**Subject Area**  
FP - Future Planning to PU - Public Utilities (1.5 ha)

Bylaw 2018-48  
A bylaw to amend the zoning of a parcel of vacant Commissioner's Land from FP - Future Planning to PU - Public Utilities to enable a solar farm in the Mount Sima Industrial Subdivision.

**LEGEND**

 SUBJECT AREA

**CITY OF WHITEHORSE**  
**BYLAW 2018-49**

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 the expansion of an industrial property in the Kulan Industrial Area;

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 a 0.4 hectare parcel of vacant Commissioner's land located adjacent to 7 Bennett Road in the Kulan Industrial Area, from PE--Environmental Protection to IS--Service Industrial, as indicated on the sketch attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

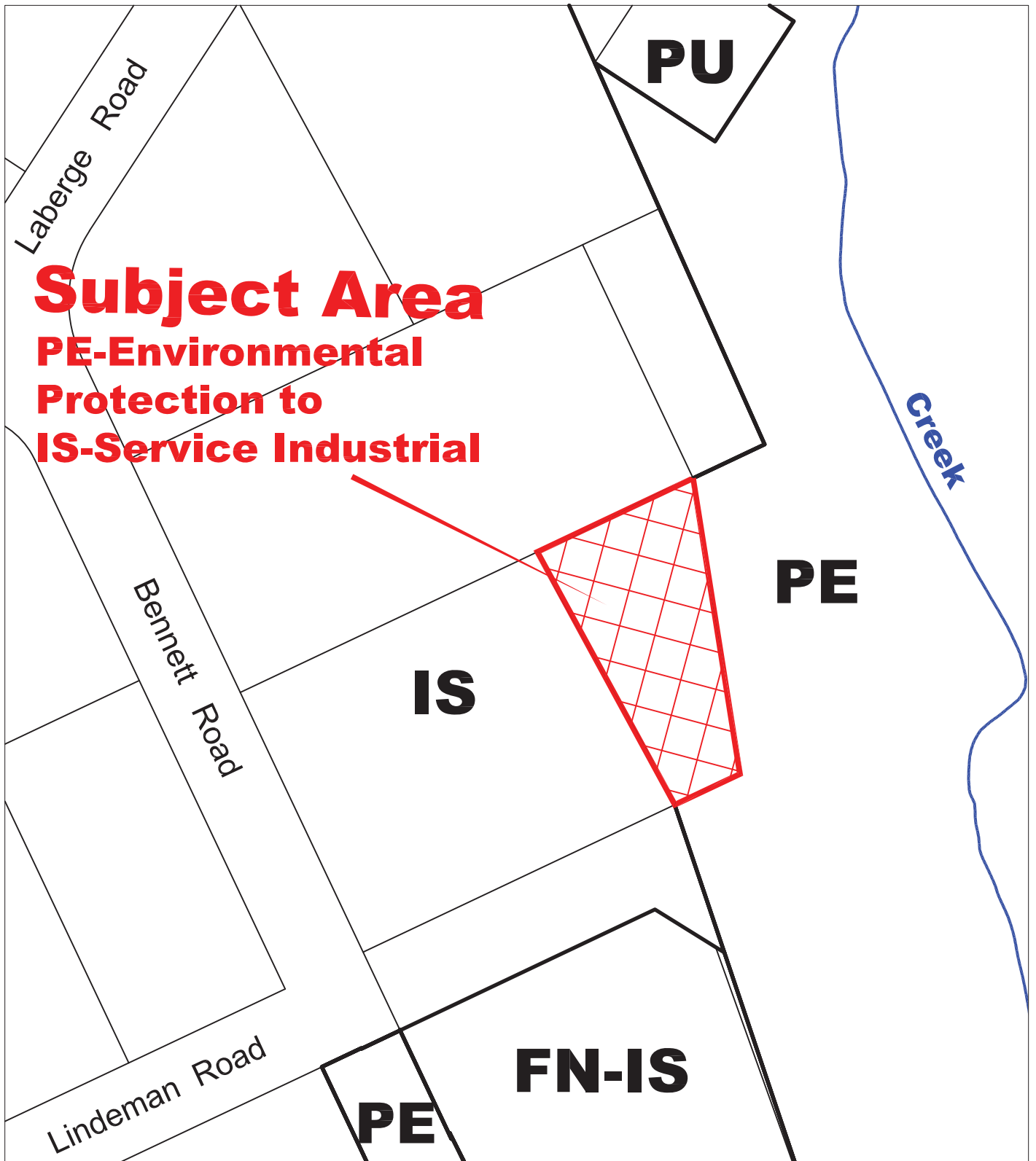
**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**


\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



Bylaw 2018-49: A bylaw to amend the zoning of a vacant parcel of land from PE-Environmental Protection to IS-Service Industrial to allow for a 0.4 hectare rear lot expansion of 7 Bennett Road, in Kulan Industrial Area.

**LEGEND**

 SUBJECT AREA

**CITY OF WHITEHORSE**  
**BYLAW 2018-50**

A bylaw to amend Zoning Bylaw 2012-20

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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 increase the allowable building height for 1181 and 1191 Front Street;

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

1. The map titled “Zoning Bylaw 2012-20 Downtown Heights” attached as Appendix C and forming part of Zoning Bylaw 2012-20 is hereby amended by changing the maximum allowable height of development to 20 metres for Lot 40-2, Block 316, Plan 2012-0161 LTO and Condominium 200, Plan CC200 LTO, located at 1181 and 1191 Front Street, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

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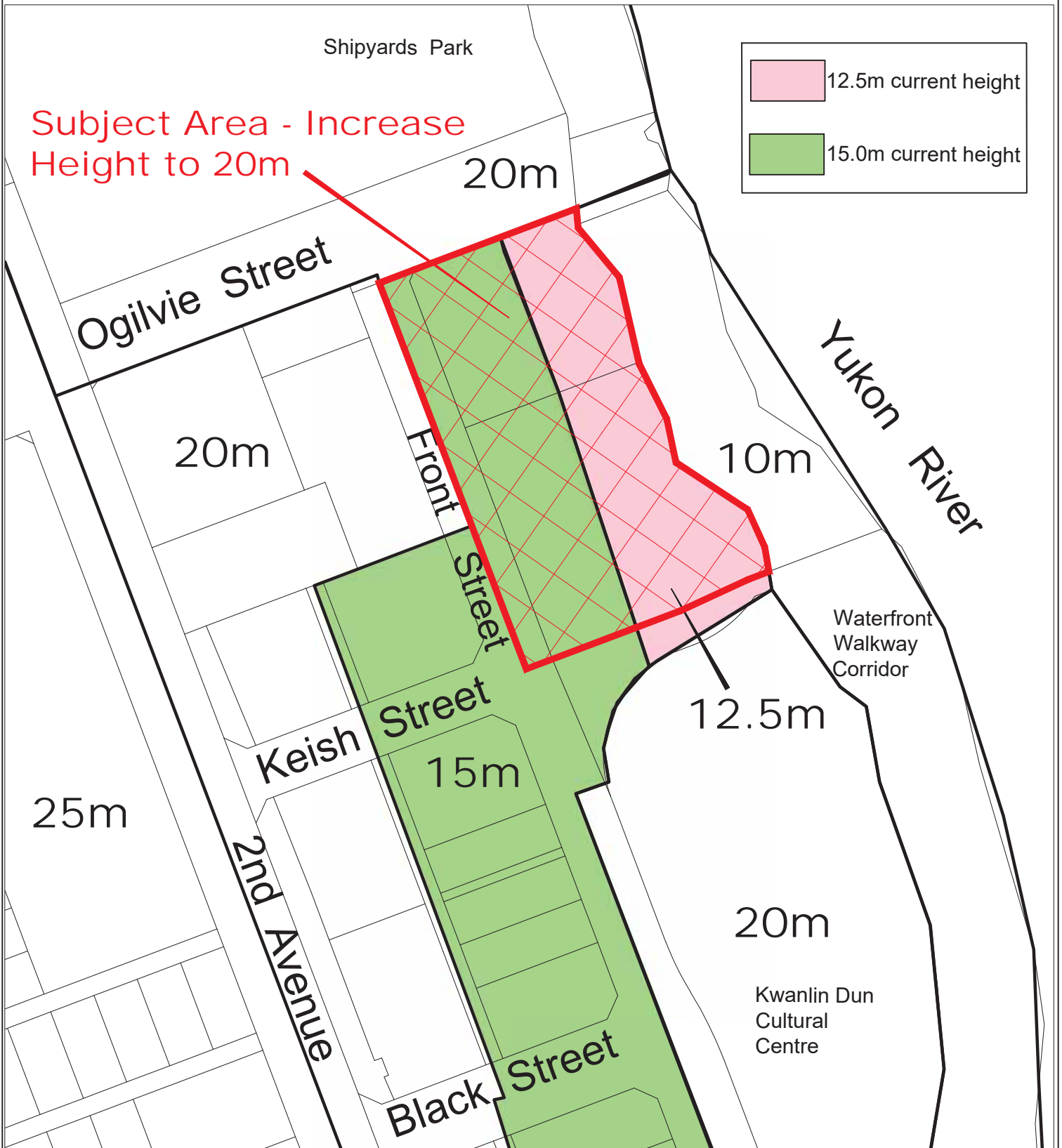
Mayor

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City Clerk




CITY OF WHITEHORSE  
ZONING BYLAW 2018-50  
APPENDIX 'A'



**Bylaw 2018-50**

A Bylaw to amend the zoning of 1181 and 1191 Front Street to increase the maximum allowable building height from 12.5m and 15m to 20m.

**LEGEND**

 SUBJECT AREA