

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, September 4, 2018 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**          Prostate Cancer Awareness Month

**DELEGATES**    Lee Goodwin – Allow downtown site for sale of medical cannabis

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Second Quarter Capital Variance Report
2. Second Quarter Operating Variance Report – For Information Only
3. New Business

## **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment – 8 Metropolit Lane
2. New Business

## **CITY OPERATIONS COMMITTEE**

1. Waste Management Bylaw Amendment (e-waste)
2. Contract Award – Selkirk Pump House Site Works
3. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Amend the Joint Use Agreement for Public Facilities
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business



## **PROCLAMATION**

### **PROSTATE CANCER AWARENESS MONTH**

**September 2018**

WHEREAS prostate cancer is the most common cancer to affect Canadian men;  
and

WHEREAS those with a family history of the disease or those of African or  
Caribbean descent are at greater risk of developing prostate cancer; and

WHEREAS the survival rate for prostate cancer can be over 90% when detected  
early; and

WHEREAS the council of the City of Whitehorse supports increased awareness of  
this disease and encourages men in their 40s to talk to their doctors about getting  
a PSA test,

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim September 2018 as  
***Prostate Cancer Awareness Month*** in the City of Whitehorse.

Dan Curtis  
Mayor

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, September 4, 2018 – 5:30 p.m.

Council Chambers, City Hall

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## **CORPORATE SERVICES COMMITTEE**

Chair Councillor Hartland

Vice-Chair Councillor Woodcock

1. Second Quarter Capital Variance Report  
Presented by Brittany Dixon
2. Second Quarter Operating Variance Report – For Information Only  
Presented by Brittany Dixon
3. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 4, 2018
<b>RE:</b> Second Quarter Capital Variance Report

### ISSUE

The Financial Services Department has reviewed capital budget projections submitted by Department Managers and is providing a summary of completed capital projects.

**REFERENCE**                      2018 Capital Budget                                      Appendix "A" attached

### HISTORY

Council adopted a capital budget for 2018 totalling \$10,822,735. Throughout the first six months of the year council and administrative amendments were made totalling \$71,256,823 (\$62,590,176 in approved re-budgets, \$4,027,500 in Appendix B projects, and \$4,639,147 in amendments) for a new total of \$82,079,558.

### ANALYSIS

As part of the City's second quarter variance reporting there is a requirement for Managers to review their planned capital spending. Most projects are proceeding as planned and a few have been successfully completed under budget. A budget amendment is required in order to reduce the 2018 capital budget by \$121,900 with most of the funds being grants from Yukon Government that will not be expended at this time and therefore available for other eligible City projects.

### ADMINISTRATIVE RECOMMENDATION

THAT Council authorize the following amendments to the 2018 to 2021 capital expenditure plan:

1. Amend the funding of the completed and under budget Replacement Transit Buses project with \$53,195 remaining unexpended against YG Gas Tax contribution agreements
2. Amend the funding of the completed and under budget Transit Handy Bus Replacement project with \$5,000 remaining unexpended against YG Gas Tax contribution agreements
3. Amend the funding of the cancelled Force Main Condition Assessments with \$55,000 remaining in the Water and Sewer Reserve
4. Amend the funding of the cancelled Ponderosa Street Sustaining Station Upgrades with \$8,705 remaining in the Water and Sewer Reserve

## Appendix A

### 2018 Capital Budget Amendments

	Project Number	Bylaw/Resolution Number	Council Revision Amount	Admin Revision Amount	
<b>Approved Budget (as per Appendix "A")</b>		Bylaw 2017-36			<b>\$ 10,822,735</b>
<u>Revisions:</u>					
<b>Add Appendix "B" projects</b>					
Livingstone Trail Lagoon Odour Mitigation project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c00111			\$ 291,000	
Livingstone Trail Lagoon Influent Chamber Rplc project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c01118			90,000	
Rural Roads Surfacing project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c00309			560,500	
Sanitary Sewer-Wilson&Thompson project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c00916			188,000	
Garbage/Compost Packer Rplc project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	320c00317			320,000	
Residential/Commercial Organics& Waste Carts project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c01118			100,000	
PLC&Communication System Upgrades project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c00418			150,000	
Landfill Upgrades project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	500c00209			100,000	
WMF Transfer Station Assessment project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c01718			50,000	
Puckett's Gulch Stair Extension project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c01218			155,000	
Pumphouse&Recirculation project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c00209			295,000	
Whistle Bend Lift Station Standby Pump project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c00818			90,000	
SCADA program project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c02609			532,000	
SCADA Software Replacement project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c00518			200,000	
McIntyre Creek Booster Station project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c00115			125,000	
Trail Crossing: Mallard Way project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c01518			76,000	
Waste Mng Facility trsf station vehicle project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	320c00218			55,000	
Rotary Park Playground Rplc project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	740c00217			220,000	
Aquatic Centre Sand Filter Rplc project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	750c00214			50,000	
Compost Facility Expansion project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	650c02118	Bylaw 2018-20		130,000	
Asphalt Paths-Lewes Blvd Trail project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	240c02309			200,000	
Paved Trail Resurfacing-Parks project moved from "B" (subject to funding) to "A" (approved) of 2018 project list as the Gas Tax funding is in place	740c00610			50,000	
			\$ -	\$ 4,027,500	
<b>Approved Rebudgets</b>		Bylaw 2018-14	\$ 62,590,176	\$ -	

## Appendix A

### 2018 Capital Budget Amendments

#### Budget Amendments

Add budget to a new project: Porter Creek Flush System Repair	650c01918	Bylaw 2018-15	850,000
Amend 2018-2021 capital budget to include re-budgeted funds from 2017 to 2018 for ADDTL Packer -WB& Commercial Compost project	320c00112	2018-04-11	309,796
Add budget to a new project: Whistle Bend Future Planning (previously called "Whistle Bend Phase 8 & Town Square" from Appendix "B" 2017-2020 capital)	720c00214	2018-03-06	300,000
Add budget to a new project: Stations Non-Destructive Testing	650c02218	2018-04-10	100,000
Add budget to a new project: Motorways Servicing	720c00718	2018-06-09	90,000
Add budget to a new project: 2018 Lot Development	720c00818	2018-06-09	160,000
Add budget to a new project: 75TH Anniversary of the Alaska Highway Commemorative	740c00218	2018-05-03	5,000
Add budget to a new project: School Mobility Review	240c02018	2018-08-03	44,000
Add budget to a new project: School Mobility Review through reallocation of funds from Bridge Inspections project	240c00312	2018-08-03	(15,523)
Add budget to a new project: Trench Shoring Cage funded through reallocation of funds from Force Main Condition Assessments project	650c02318	2018-10-05	20,000
Add budget to a new project: Trench Shoring Cage funded through reallocation of funds from Force Main Condition Assessments project	650c00318	2018-10-05	(20,000)
Reallocate source of funding from Water&Sewer Reserve to Gas Tax as the Gas Tax funding agreement is in place for PC Flush System Repair	650c01918	ADM-3	850,000
Reallocate source of funding from Water&Sewer Reserve to Gas Tax as the Gas Tax funding agreement is in place for PC Flush System Repair	650c01918	ADM-3	(850,000)
Add budget to a new project: Chadburn Lake Dock Replacement funded through Gas Tax	740c00318	2018-10-04	23,000
Amend 2018-2021 capital budget by increasing budget for Alexander Street Reconstruction East (2-4th) project funded by CWW fund (BCF)	240c00317	2018-06-13	250,000
Amend 2018-2021 capital budget to include re-budgeted funds from 2017 to 2018 for Livingstone Discharge Line Repair project funded by the Gas Tax and to increase 2018 project funded from the Water & Sewer Reserve	650c00516	2018-06-12	170,500
Amend 2018-2021 capital budget to include re-budgeted funds from 2017 to 2018 for McIntyre Creek Culvert Repair	240c00416	2018-06-11	27,950
Increase the budget to a project: Lewes Boulevard Pipe Liner funded by the Gas Tax	650c00917	2018-07-07	200,000
Reallocate budget from the Major Equipment Repairs project to Loader Rplc project	320c00610	ADM-10	(15,000)
Reallocate budget from the Major Equipment Repairs project to Loader Rplc project	320c03110	ADM-10	15,000
Add budget to a new project: Indigenous Bus Wrap project	580c00317	2018-07-03	20,000
Increase the budget to a project: Trail Plan Implementation funded by the CPRA and Trans Canada Trail	740c00409	2018-11-03	24,424
Increase the budget to a project: Paved Trail Resurfacing funded by the Trans Canada Trail	740c00610	2018-11-03	10,000
Reallocate funds from Major Equipment Repairs project to Skid Steer Loade Rplc capital project	320c00610	ADM-17	(2,000)
Reallocate funds from Major Equipment Repairs project to Skid Steer Loader Rplc capital project	320c02410	ADM-17	2,000
Add budget to a new project: Land Acquisition -Takhini North Lot Development	720c00918	Bylaw 2018-36	70,000
Add budget to a new project: Waste Mng Facility Fire	500c00118	Bylaw 2018-45	2,000,000
Reallocate funds for consulting services for records management	300c00117	2018-16-08	(50,000)
Reallocate funds for consulting services for records management	220c00116	2018-16-08	50,000
Reallocate source of funding from Other Contributions to Gas Tax as the Gas Tax funding agreement is in place for Paved Trail Resurfacing -Parks project	740c00610	ADM-21	50,000
Reallocate source of funding from Other Contributions to Gas Tax as the Gas Tax funding agreement is in place for Paved Trail Resurfacing -Parks project	740c00610	ADM-21	\$ (50,000)
<b>Total Budget Amendments</b>			<b>\$ 4,639,147 \$ -</b>
<b>Total Budget Revisions (Details in Appendix "A")</b>			<b>\$ 71,256,823</b>
<b>Total Capital Budget as of December 31, 2018</b>			<b>\$ 82,079,558</b>

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** September 4, 2018  
**RE:** Second Quarter Operating Variance Report – *For information only*

### ISSUE

The Financial Services Department has reviewed operating budget projections submitted by Department Managers and is providing a forecast of operating results to the end of the 2018 fiscal year.

**REFERENCE**            2018 Operating Budget    Appendix “A” attached

### HISTORY

Council adopted an operating budget for 2018 totalling \$77,287,926. Throughout the first two quarters of the year, council and administrative amendments were made with a net total of \$146,037 for a new total of \$77,433,963.

### ANALYSIS

The 2018 second quarter variance projection shows that total operating revenues will be over budget by \$1,169,439 and expenses will be over budget by \$591,977. Therefore, operating projections to December 31, 2018 as compared to the revised budget indicate an operating surplus of \$577,462. When viewed by Fund, the projected surplus is as follows:

Projected Variance		
Fund	Deficit/(Surplus) to Budget	Primary Driver of Fund Variance
General	\$(671,923)	Staff vacancies plus higher than anticipated revenues partially offset by higher reserve transfers
Water and Sewer	\$94,461	Higher electrical and reserve transfer variances
<b>Projected (Surplus)</b>	<b>\$(577,462)</b>	

When analyzing the projected variance by “object-type” across the corporation revenue items of note include:

Revenue (brackets indicate higher than anticipated revenues)	
Sale of Land	(397,000)
Comprehensive Grant	(375,001)
Garage Charge Recovery	(265,397)
Development Cost Charge	(110,000)
General Tax	(108,152)
Miscellaneous	(56,773)
Tipping Fees	118,946
<b>Total Revenues</b>	<b>\$(1,193,377)</b>

- Sale of land revenue is higher than anticipated due to the sale of the Motorways lot which was expected to sell at the end of 2017 but did not sell until 2018.

- Higher than anticipated Comprehensive Municipal Grant Revenue as a result of YG's review of the grant calculation
- The higher than anticipated Garage Charge Recovery offsets the higher expense charged to departments based on their usage of equipment, mostly in winter road maintenance due to the late spring freeze thaw
- Higher than anticipated Development Cost Charge revenue coincides with the higher than expected number of dwelling units permitted to date. So far in 2018 the number of dwellings given occupancy is 46% higher than the number of dwellings given occupancy in all of 2017.
- General Tax revenue is higher than anticipated due to assessment amendments that came in after the initial Tax Roll had been provided to the City
- Miscellaneous Revenue is made up of numerous small, mostly offsetting, amounts such as Transit sales, Canada Games Centre memberships, business licenses sales, development fees and investment income
- Tipping fees are down as fee collection has been reduced due to Compliance Officer vacancy

On the expense side, the following items are projected to vary from the budget:

<b>Expenses (brackets indicate lower than anticipated spending)</b>	
Wages & Benefits	(671,874)
Consultants	77,951
Heating Costs	79,507
Miscellaneous	107,447
Garage Charges	251,877
Transfers to Reserve	676,546
<b>Total Expenses</b>	<b>\$ 521,454</b>

- Wages and Benefits are expected to come in lower than anticipated due primarily to corporate vacancies in the Building and Fleet Maintenance, Landfill, Fire and Business & Technology Systems Departments
- Consultants will be higher than projected as a result of the Collective Agreement negotiation processes with the City's two largest employee unions
- Overall, heating costs are projected to be higher than budgeted as a result of the colder winter and spring temperatures
- Miscellaneous expenses are made up of multiple small amounts which vary slightly from budget including, gas, oil and diesel costs, credit card service fees and ground engagement tools
- Transfers to Reserve are governed by the City's Reserve Bylaw. In this case the higher than expected Land Sales, DCC Revenue and Comprehensive Grant result in a higher transfer to reserve.

*Overall department spending is controlled. Based on the total operating budget of \$77,433,963 a second quarter positive variance of \$577,462 is well within 1% of the City's total operating budget.*



## Appendix A

<b>2018 Operating Budget Amendments</b>			
	Bylaw/Resolution Number	2018	
		Revenue	Expenses
<b>Approved Budget</b>	Bylaw 2018-07	\$ 77,287,926	\$ 77,287,926
<b>Budget Amendments</b>			
Allocate Heritage Fund Grant to YHMA for the 2017 Yukon Stikine Heritage Fair		3,000	3,000
Waste Management Bylaw Changes	Bylaw 2018-19	29,489	29,489
Add budget for Free Tipping Fee Days 2018	2018-08-04	17,500	17,500
Increase operating budget to Winter Rd Mnt for Sand & Gravel to cover the additional costs of winter road sand funded by the General Reserve	2018-10-06	81,700	81,700
Increase operating budget for Mayor & Council -donations account to provide grant with respect to the Tiny House Development Project funded by the General Reserve	2018-16-14		10,449
	2018-16-14	10,449	
Increase operating budget for additional costs of organic waste removal	2018-16-10		3,899
	2018-16-10	3,899	
<b>Summary of Amendments</b>		<b>146,037</b>	<b>146,037</b>
<b>Revised Budget</b>		<b>\$ 77,433,963</b>	<b>\$ 77,433,963</b>

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, September 4, 2018 – 5:30 p.m.

Council Chambers, City Hall

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## **CITY PLANNING COMMITTEE**

Chair Councillor Fendrick

Vice-Chair Councillor Irwin

1. Public Hearing Report – Zoning Amendment – 8 Metropolit Lane

Presented by Mélodie Simard

2. New Business

File #: Z-12-2018

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 4, 2018
<b>RE:</b> Public Hearing Report – Zoning Amendment – 8 Metropolit Lane

### **ISSUE**

Public Hearing report on a bylaw to amend the zoning of 8 Metropolit Lane to allow for a child care centre as a principal use

### **REFERENCES**

- 2010 Official Community Plan
- Zoning Bylaw 2012-20
- *Municipal Act*
- Bylaw 2018-43 and Appendix A

### **HISTORY**

The original Yukon Gardens lot was subdivided in 2008, which created 17 new lots along Garden Road and Metropolit Lane. 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 2018-43 received 1st 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.

A Public Hearing was held on July 23, 2018. No written submissions were received. No one appeared at the Public Hearing. No issues were raised.

### **ALTERNATIVES**

1. Proceed with second and third reading under the bylaw process.
2. Do not proceed with second and third reading.

### **ANALYSIS**

If Council approves this amendment, the applicant will finalize their purchase of the lot and proceed through the development approval process for a child care centre.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2018-43, a bylaw to amend the zoning of 8 Metropolit Lane to allow for a child care centre as a principal use, be brought forward for 2<sup>nd</sup> and 3<sup>rd</sup> reading under the bylaw process.

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, September 4, 2018 – 5:30 p.m.

Council Chambers, City Hall

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## **CITY OPERATIONS COMMITTEE**

Chair Councillor Boyd

Vice-Chair Councillor Hartland

1. Waste Management Bylaw Amendment (e-waste)

Presented by Geoff Quinsey

2. Contract Award – Selkirk Pump House Site Works

Presented by Taylor Eshpeter

3. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 4, 2018
<b>RE:</b> Waste Management Bylaw Amendment

### **ISSUE**

Amending the Waste Management Bylaw to clarify the management of electronic and electrical products in response to upcoming changes to the Designated Materials Regulation

### **REFERENCE**

Waste Management Bylaw 2018-05  
Designated Materials Regulation

### **HISTORY**

In the current Waste Management Bylaw, electronic waste (e-waste) is categorized as a Controlled Waste (Schedule “D”) meaning it will be accepted at the Waste Management Facility, but it needs to be separate from residual waste and placed in a specific area at the site. Electrical waste such as vacuum cleaners and blenders are categorized as Residual Waste (Schedule “F”) and thus are not required to be separated.

Yukon Government (YG) is expected to amend its Designated Materials Regulation as of October 1, 2018 to include both electronic and electrical materials as part of this stewardship program. Accordingly, the handling of these materials in the Waste Management Bylaw needs to change. Both electronic and electrical products as listed in the Designated Materials Regulation Schedule will become Banned Waste (Schedule “E”). Banned waste is not accepted at the Waste Management Facility. After October 1<sup>st</sup>, 2018 (or the date when the new regulation will come into effect if there is a delay on YG’s part) the City will not charge a tipping fee for these products since they will not be accepted at the Waste Management Facility.

In addition, some minor changes to the wording for tires in Schedule “D” is required since now all tires (including those over 24.5”) will be included in the Designated Materials Regulation.

### **ALTERNATIVES**

1. Change the Waste Management Bylaw to reflect changes to the Designated Materials Regulation
2. Do not change the Waste Management Bylaw

## **ANALYSIS**

The City currently spends about \$60,000 per year managing, collecting and shipping e-waste. The revenue from tipping fees on these products averages about \$35,000 per year. With YG adding these products to the Designated Materials Regulation, the City expects that it will no longer incur the costs of handling electronic waste.

Amendments to the Fees and Charges Bylaw to address the changes consequential to the updated Designated Materials Regulation will be brought forward as part of the regular quarterly review this fall.

By including electrical products in the Designated Materials Regulation, these materials will more readily be diverted from the landfill. This will save landfill space, reduce pollution, and capture valuable resources such as metals from the waste stream.

Stewardship programs like the Designated Materials Regulation are effective policy initiatives for diverting costly and hard to handle materials. An upfront fee for a product (like e-waste, but also household hazardous waste, waste oil, paint etc.) ensures that consumers can make a buying decision that includes the full cost of disposal.

In addition, since the fee has already been paid by the primary user, municipalities are not required to handle and charge for these costly materials.

The City has also initiated discussions with the Yukon Government to amend the existing Used Tire Management Program Memorandum of Understanding to ensure a safe and efficient tire depot program.

Once YG informs the City as to where e-waste materials will be collected after the amended regulation comes into effect, the City will supplement any advertising done by YG by advertising that e-waste will no longer be accepted at the Waste Management Facility using the following:

- City website and social media
- Gatehouse signs and attendants

The proposed bylaw has been drafted with an effective date of October 1<sup>st</sup> or thereafter on the effective date of the Designated Materials Regulation, to provide for the possibility of delayed implementation on YG's part.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2018-29, a bylaw to amend the Waste Management Bylaw to align with the new Yukon Designated Materials Regulation, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**

**BYLAW 2018-29**

A bylaw to amend Waste Management Bylaw 2018-05

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

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

WHEREAS it is deemed desirable that the Waste Management Bylaw be amended to align with the new Yukon Designated Materials Regulations with respect to electrical and electronic waste;

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

1. Bylaw 2018-05 is hereby amended by deleting the existing Schedules “D” and “E” and substituting therefore new Schedules “D” and “E” attached hereto as Appendix “A” and forming part of this bylaw.
2. This bylaw shall come into force and effect on October 1, 2018 or the date on which the Yukon Designated Materials Regulation becomes effective, whichever is the later.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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APPENDIX "A"

### SCHEDULE "D"

#### CONTROLLED WASTE

"CONTROLLED WASTE" means such waste as defined in this bylaw.

The following items shall be deemed to be controlled waste for the purposes of this bylaw:

1. Bulky items including without limitation:
  - (1) bed springs and mattresses;
  - (2) wooden furniture;
  - (3) wooden fencing.
2. Carcasses and animal parts, excluding slaughter waste, including without limitation:
  - (1) domestic pets (non-euthanized);
  - (2) large game carcasses and hides;
  - (3) road killed animals;
  - (4) commercial fish waste;
  - (5) euthanized animals.
3. Construction and demolition waste generated as a result of construction, renovation, repair, plumbing or demolition activities including without limitation:
  - (1) cupboards and counter tops;
  - (2) carpet and underlay;
  - (3) porcelain sinks and toilets;
  - (4) plastic and fibreglass fixtures;
  - (5) gyproc;
  - (6) planking and siding;
  - (7) polystyrene or fibreglass insulation;
  - (8) treated wood;
  - (9) any other item identified by the designated officer from time to time.
4. Bricks, masonry, concrete.
5. Uncontaminated soil and soil contaminated with other controlled waste.
6. Grubbing material including, without limitation:
  - (1) roots, stumps, embedded logs;
  - (2) branches and bushes greater than 1.5 cm in diameter.
7. Manure, kennel material, excreta and fish processing material, excluding chicken manure and compostable bedding.

.../continued



# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### Schedule “D” – Controlled Waste (Continued)

8. Special Waste as defined by the *Environment Act* Special Waste Regulations, including without limitation:
  - (1) asbestos segregated and prepared for disposal in accordance with the Occupational Health Regulations of the *Occupational Health and Safety Act* RSY 2002, c.159;
  - (2) cold incinerator ash verified by laboratory analysis to not be a special waste.
  
9. Large Metal Recovery Waste, including without limitation;
  - (1) Scrap metal including, without limitation:
    - (a) filing cabinets;
    - (b) hot water tanks;
    - (c) metal roofing;
    - (d) metal fencing including chain-link fencing;
    - (e) metal desks and other metal furniture;
    - (f) metal wiring;
    - (g) propane tanks with valves removed;
    - (h) purged fuel tanks cut in half;
    - (i) cleaned and purged barrels with lids removed;
    - (j) sheet iron;
    - (k) vehicle parts with all fluids removed.
  - (2) Items containing ozone depleting substances, as defined by the *Environment Act* Ozone Depleting Substances Regulation, including without limitation:
    - (a) fridges;
    - (b) freezers;
    - (c) air-conditioning units.
  - (3) White goods including, without limitation:
    - (a) dishwashers;
    - (b) stoves, ranges, and ovens;
    - (c) washing machines and clothes dryers.
  - (4) Any other item identified by the designated officer from time to time;
  
10. Tires off-rim
  - (1) Rim above 39 inches: subject to tipping fees per the Fees and Charges Bylaw
  - (2) Rim 39 inches or less: as listed in the *Environment Act* Designated Materials Regulation

.../continued

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### **Schedule “D” – Controlled Waste (Continued)**

11. Clean, uncontaminated corrugated cardboard.
12. Clean wood waste including, without limitation, unpainted pallets and untreated, unstained, unpainted, and unglued dimensional lumber (largely spruce, pine or fir).
13. Compostable waste from commercial organic waste producing establishments.
14. Any other item identified by the designated officer from time to time.

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### **SCHEDULE "E"**

#### **BANNED LANDFILL WASTE**

"BANNED LANDFILL WASTE" means such waste as defined in this bylaw.

The following items shall be deemed to be banned from the landfill for the purposes of this bylaw:

1. Bio-medical waste, as defined by the Special Waste Regulations of the *Environment Act*, including without limitation:
  - (1) dressings, bandages or other infected material;
  - (2) hypodermic needles.
2. Slaughter waste.
3. Hazardous waste, as defined by the Special Waste Regulations of the *Environment Act*, including without limitation:
  - (1) aerosols and empty aerosol containers;
  - (2) antifreeze and brake fluid;
  - (3) cleaning chemicals;
  - (4) fluorescent light ballasts manufactured prior to 1980;
  - (5) fluorescent light bulbs;
  - (6) gasoline, propane, solvents and waste oil;
  - (7) herbicides and pesticides;
  - (8) pharmaceuticals;
  - (9) rechargeable batteries and non-rechargeable alkaline batteries;
  - (10) vehicle batteries;
  - (11) paint and paint products;
  - (12) other products labelled as corrosive, toxic, reactive, explosive, oxidizing, poisonous, infectious, or flammable.
4. Highly combustible and explosive material, including without limitation:
  - (1) ammunition, dynamite or other explosives;
  - (2) celluloid cuttings and cellulose motion picture film;
  - (3) chemicals, acids or other combustible residues;
  - (4) oil or gasoline soaked rags and containers;
  - (5) empty motor oil containers and filters;
  - (6) propane tanks with the valve on;
  - (7) fuel tanks that have not been purged.
5. Liquid waste, including without limitation:
  - (1) raw sewage or industrial sludge;
  - (2) septic tank pumpings and wash water;
  - (3) sump waste, as defined in the city's Sewer and Water Bylaw.

.../continued

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### Schedule "E" – Banned Landfill Waste (Continued)

6. Electronic Waste as listed in the *Environment Act* Designated Materials Regulation, including without limitation:
  - (1) Desktop computers
    - (a) Computer towers
    - (b) Servers
    - (c) All bundled keyboard, mice cables and internal components
  - (2) Portable computers
    - (a) Laptops
    - (b) Netbooks & notebooks
    - (c) Tablets
    - (d) All bundled keyboard, mice cables and internal components
  - (3) Computer accessories / peripherals (wired & wireless devices)
    - (a) Keyboards
    - (b) Mice
    - (c) HDMI Switches
    - (d) Modems and Hubs
    - (e) External storage drives
    - (f) Routers
    - (g) Remote control sold separately
    - (h) Trackballs
  - (4) Desktop printers, fax machines and copiers
    - (a) Desktop scanners
    - (b) Desktop copiers
    - (c) Desktop fax machines
    - (d) Desktop printers
    - (e) Includes multifunction copy, scan, fax and print devices
  - (5) Display including all-in-one computers
    - (a) Televisions
    - (b) Monitors
    - (c) Interactive electronic white boards
    - (d) Cash registers (if monitor is included)

.../continued

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### **Schedule "E" – Banned Landfill Waste (Continued)**

- (6) Cellular devices and pagers
  - (a) Cellular phone
  - (b) Cellular phones offering camera, video recording and/or audio functions
  - (c) Smart phones (cell-enabled)
  - (d) Cell-enabled PDAs utilizing touchscreen technology
  - (e) Cell-enabled handheld devices
  - (f) Pagers
  - (g) Cell Phone Signal Boosters
  
- (7) Non-cellular telephones and answering machines
  - (a) VoIP phones
  - (b) VoIP home phone services
  - (c) Satellite phones
  - (d) Telephone amplifiers
  - (e) Telephone recording device
  - (f) VoIP phone adapters
  - (g) Speakers/Conference phones
  
- (8) Personal or portable image/audio/video systems
  - (a) MP3 player
  - (b) Portable CD players
  - (c) Portable stereos
  - (d) Audio recorders
  - (e) Tape or radio players
  - (f) Docking Stations
  - (g) Microphones
  - (h) Digital Photo Frames
  - (i) Guitar Amplifiers
  - (j) Calculators (non-printing and printing)
  - (k) Printing Label Makers
  - (l) Barcode Scanners
  - (m) Hand-Held GPS devices
  - (n) Projectors
  - (o) Cameras (digital and video)
  - (p) Baby monitors (video and audio)
  - (q) Fish finders
  - (r) Headphones/headsets
  - (s) E-books and E-readers
  - (t) Weather stations
  - (u) Clock radios and portable radios AM and FM

.../continued

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### **Schedule "E" – Banned Landfill Waste (Continued)**

- (9) Home audio video systems
  - (a) Stereo
  - (b) Speakers
  - (c) DVD player
  - (d) Video Gaming Systems
  - (e) Karaoke machines
  - (f) Satellite TV Systems
  - (g) TV Set-Top Box
  - (h) TV Converters (analogue-to-digital converter)
  - (i) Security Systems (cameras, monitor, DVR, Mouse)
  - (j) Amplifiers
  - (k) Data projector
  - (l) VCR
  
- (10) Home Theatre in a Box category
  - (a) Disc player
  - (b) Speaker
  - (c) Amplifier
  
- (11) Aftermarket Vehicle audio/video systems for installation in a vehicle
  - (a) Aftermarket Vehicle Stereos
  - (b) Aftermarket GPS Devices
  - (c) Remote starters
  - (d) Radar Detectors
  - (e) Amplifiers
  - (f) Equalizers
  - (g) Audio video components
  
- 7. Electrical products as listed in the *Environment Act* Designated Materials Regulation, including without limitation:
  - (1) Kitchen countertop motorized appliances
    - (a) Blenders, mixers, food processors
    - (b) Juice extractors
    - (c) Coffee grinders
    - (d) Food Dehydrators
    - (e) Fondue Fountains
    - (f) Vacuum Sealers

.../continued

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### **Schedule "E" – Banned Landfill Waste (Continued)**

- (2) Kitchen countertop heating and cooking appliances
  - (a) Toasters, toaster ovens, fryers, hot plates
  - (b) Bread maker
  - (c) Induction cookers
  - (d) Pressure cookers
  - (e) Waffle irons
  
- (3) Kitchen countertop appliances for making hot beverages
  - (a) Coffee makers
  - (b) Kettles
  - (c) Espresso makers
  
- (4) Countertop Microwaves ovens
  
- (5) Time measurement devices
  - (a) Alarm clocks
  - (b) wall clocks
  - (c) Timers
  
- (6) Weight measurement devices
  - (a) Bathroom scales
  - (b) Food scales
  - (c) Luggage scales
  
- (7) Garment Care Appliances
  - (a) Shavers for clothes
  - (b) Portable heated towel racks with plug
  - (c) Irons and steamers
  
- (8) Air Treatment Appliances
  - (a) Portable fans
  - (b) Heaters
  - (c) Aromatherapy Diffusers with a cord
  - (d) Humidifiers
  
- (9) Personal Care Appliances
  - (a) Tooth care appliances
  - (b) Shavers
  - (c) Hair Cutting and Drying appliances
  - (d) Hair straighteners

.../continued

# Bylaw 2018-29

## A Bylaw to Amend the Waste Management Bylaw

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### **Schedule "E" – Banned Landfill Waste (Continued)**

- (10) Full size Floor Cleaning Devices
  - (a) Floor vacuums
  - (b) Carpet cleaners, robotic vacuums
- (11) Small Floor Cleaning Devices
  - (a) Handheld vacuums
  - (b) Stick vacuums
- 8. 45 gallon drums with contents not purged or with lid on.
- 9. Radioactive waste.
- 10. Waste from international air travel.
- 11. Contaminated soil containing a contaminant which is in an amount, concentration, or level in excess of that prescribed by regulation or allowed under a permit.
- 12. Vehicles including all-terrain vehicles and snowmobiles.
- 13. Incinerator ash that is special waste.
- 14. Any other item identified by the designated officer from time to time.



## **ADMINISTRATIVE REPORT**

<b>TO:</b> Operations Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 4, 2018
<b>RE:</b> Contract Award – Selkirk Pump House Site Works

### **ISSUE**

Contract award for the 2018 Selkirk Pump House Site Works Project

### **REFERENCE**

- 2018 Capital Budget (240c00116) 2018 Selkirk Pump House Site Works
- Council Policy: Purchasing and Sales
- Request for Tender RFT 2018-0077, 2018 Selkirk Pump House Site Works

### **HISTORY**

The new Selkirk Pump House was completed in 2014 under the Federal Gas Tax program, but due to contractor default and associated delays, there were no funds remaining to complete the necessary site works and landscaping. A new capital project was approved in 2018 for Selkirk Pump House Site Works using City funding.

A request for tender (RFT) was prepared to seek bids for the project, which will include construction of an asphalt access road, asphalt parking in front of the building's main entrance, asphalt pad at the workshop overhead door.

The RFT for the 2018 Selkirk Pump House Site Works was advertised on the City's website and in local newspapers. The RFT documents were made available on July 12, 2018 via the City's e-procurement platform at [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on August 17, 2018 and one compliant submission was received: The sole bidder was Skookum Asphalt Ltd., with a bid of \$122,870.85 not including GST.

### **ALTERNATIVES**

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis

### **ANALYSIS**

The review of the bid was completed by personnel from Engineering Services and included checking for completeness, mathematical errors, and proper tender security. The bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The prices submitted are reasonable. Sufficient funds are available in the capital budget to complete this project.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the 2018 Selkirk Pump House Site Works project to Skookum Asphalt Ltd. for a net cost to the City of \$122,870.85 plus GST.

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, September 4, 2018 – 5:30 p.m.

Council Chambers, City Hall

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## **COMMUNITY SERVICES COMMITTEE**

Chair Councillor Curteanu

Vice-Chair Councillor Fendrick

1. Amend Joint Use Agreement – French Language School Board

Presented by Krista Mroz

2. New Business

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> September 4, 2018
<b>RE:</b> Amend the Joint Use Agreement for Public Facilities

### **ISSUE**

Amending the Joint Use Agreement to include École Émilie-Tremblay

### **REFERENCE**

Joint Use Agreement Bylaw 2018-46  
Agreement with the Commission scolaire francophone du Yukon

### **HISTORY**

The Joint Use Agreement with respect to Yukon and Whitehorse public facilities was approved by bylaw in July 2018. The Agreement includes all public schools in Whitehorse with the exception of École Émilie-Tremblay. This school was not included because it is under the jurisdiction of a separate school system and the timing didn't work in coordinating both at the same time. An agreement has now been reached with the Commission scolaire francophone du Yukon to include École Émilie-Tremblay in the list of shared public facilities.

### **ALTERNATIVES**

1. Amend the Joint Use Agreement to include École Émilie-Tremblay.
2. Do not amend the Joint Use Agreement.

### **ANALYSIS**

The existing Joint Use Agreement needs to be amended to add École Émilie-Tremblay to the Department of Education facilities included in the agreement.

Adopting a separate agreement with the Commission scolaire francophone du Yukon as an amendment to the existing agreement will add École Émilie-Tremblay to the public facilities available for joint use. All other terms and conditions of the existing agreement will apply.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2018-54, a bylaw to amend the Joint Use Agreement to add École Émilie-Tremblay, be brought forward for consideration under the bylaw process.

# CITY OF WHITEHORSE

## BYLAW 2018-54

A bylaw to amend the Joint Use Agreement for public facilities

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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; and

WHEREAS it is deemed desirable that the Joint Use Agreement be amended to include École Émilie-Tremblay;

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

1. The Joint Use Agreement with the Government of Yukon with respect to Yukon and Whitehorse public facilities is hereby amended to include École Émilie-Tremblay.
2. The Mayor and Assistant City Clerk are hereby authorized to execute on behalf of the City of Whitehorse the Joint Use Agreement with the Commission scolaire francophone du Yukon attached hereto as Appendix "A" and forming part of this bylaw.
3. This bylaw shall be deemed to have been in full force and effect on September 1, 2018.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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Clerk

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

THIS AGREEMENT made this \_\_\_\_\_ day of September, 2018

Effective: September 1, 2018 through August 31, 2021

BETWEEN:

**Commission scolaire francophone du Yukon (CSFY)**  
As represented by directeur général  
(Herein referred to as "CSFY")

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 and CSFY 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:

**ADOPTION OF THE JUA**

To fully adopt all portions of Bylaw 2018-46, the JUA between the Government of Yukon-Department of Education and the City of Whitehorse, with the following additions:

- 1.1. "public facilities" means CSFY facility École Émilie-Tremblay (EET) plus all Department of Education facilities outlined in Appendix C and all City facilities outlined in Appendix D.

- 1.2. That community events for the Francophone community will have booking priority to use EET's facility.
- 1.3. La Garderie du petit cheval blanc will be using EET's facility free of charge to offer daycare services before and after school, on PD days and during spring break.
- 1.4. That CSFY and its schools can benefit from all services under the JUA.
- 1.5. That CSFY will be responsible for providing specific school rules, equipment lists, and changes to availability dates for EET, to the facility booking agent.

### **CHANGES TO THE JUA**

- 1.6. All appendices can be amended as required by the mutual consent of CSFY, Department of Education and the City, and must be agreed to in writing by the contacts.
- 1.7. No provision of the respective JUAs, shall be deemed to have been changed unless made in writing and signed by the City, the Department of Education and/or the CFSY.
- 1.8. If any provision of the JUAs 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 JUAs.

### **TERMS OF THE JUA**

- 1.9. This JUA shall endure from September 1, 2018 through August 31, 2021.
- 1.10. This JUA may be extended, cancelled, or revised at any time upon mutual consent.
- 1.11. This 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.

**CONTACTS**

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

All other terms and conditions shall remain the same.

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.

**Commission scolaire francophone du Yukon (CSFY)**

PER:

Date	Witness	Marc Champagne, directeur général, CSFY
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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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# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, September 4, 2018 – 5:30 p.m.

Council Chambers, City Hall

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## **PUBLIC HEALTH AND SAFETY COMMITTEE**

Chair Councillor Woodcock

Vice-Chair Councillor Boyd

1. New Business