

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, March 18, 2019 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**            Arctic Winter Games Celebration Week

**DELEGATES**                Jeane Lassen – Arctic Winter Games 2020

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. Business License Bylaw Amendment (Cannabis related)
2. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. Local Improvement Charges – Cook Street Reconstruction
2. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Re-budgeting Capital Expenditures
2. Amend Fees and Charges Bylaw (1<sup>st</sup> Quarter Changes)
3. Contract Award – Network Switches
4. New Business

## **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment – Administrative Edits
2. New Business

## **CITY OPERATIONS COMMITTEE**

1. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. New Business



## PROCLAMATION

### **Arctic Winter Games Celebration Week**

WHEREAS the Arctic Winter Games are one year away as they will be held March 15 to 21, 2020; and

WHEREAS the host for the 2020 Games is the City of Whitehorse in partnership with the Government of Yukon; and

WHEREAS we are excited to celebrate the northern spirit of sport, culture and community that makes the Arctic Winter Games; and

WHEREAS we encourage all citizens to **Bring It, North!**

NOW THEREFORE, I, Mayor Dan Curtis, do hereby proclaim March 18 to 24, 2019 to be ***Arctic Winter Games Celebration Week*** in the City of Whitehorse.

Dan Curtis  
Mayor

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

Date: Monday, March 18, 2019

Location: Council Chambers, City Hall

Chair: Jocelyn Curteanu Vice-Chair: Stephen Roddick



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	Pages
1. <b>Business License Bylaw Amendment (Cannabis related)</b>	1 - 4
Presented by P. Ross	
2. <b>New Business</b>	

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Public Health and Safety Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 18, 2019
<b>RE:</b> Business License Bylaw Amendments (Cannabis related)

### **ISSUE**

Amendments to the Business License Bylaw with respect to the private retail sales of cannabis.

### **REFERENCES**

- Bylaw 2017-24 Business License Bylaw
- Bylaw 2019-13 Business License Bylaw Amendment
- Yukon Government Cannabis Control Regulations
- Bylaw 2019-08 Cannabis Private Retail Zoning Amendment

### **HISTORY**

In November 2017, the Yukon Government (YG) released its proposed framework for legalizing cannabis in Yukon. This framework was developed in response to the Government of Canada's decision to legalize cannabis at the federal level in 2018. In the first phase of framework implementation, YG was the sole authority to sell recreational cannabis. In early 2018 the City of Whitehorse passed amendments to the Zoning Bylaw and Business License Bylaw to accommodate the YG cannabis retail store in the Marwell area. The YG store opened on Industrial Road in October 2018.

Yukon Liquor Corporation is now accepting applications for new operations for consideration by the Cannabis Licensing Board. However, private sale of cannabis will not be able to be licensed under the Business License Bylaw until the zoning amendment to Bylaw 2019-08 has been adopted by Council.

With YG regulations now in place, Administration is now bringing forward amendments to the Business License Bylaw to remove duplicate regulations.

### **ALTERNATIVES**

1. Proceed with the bylaw process.
2. Refer the proposed bylaw back to Administration.

### **ANALYSIS**

The initial amendments to the Business License Bylaw were approved prior to the development of YG regulations. As such, the City prepared amendments to the Business License Bylaw that were based on regulations found in other jurisdictions. As some regulations are duplicated in the Yukon Government Cannabis Control

Regulations approved in December 2018, the following City Business License Bylaw regulations are now unnecessary:

- Requirement that all applications include a security plan, certified criminal records check, and proof of security alarm contract;
- Requirements for a video surveillance system, retention of video camera data, and a monitored security alarm system; and
- Requirement that cannabis products are displayed in a way that a child or young person may not see them from outside the business premises.

Removing these regulations from the Business License Bylaw will relieve the City of some of the enforcement duties that will be carried out by the Yukon Liquor Corporation.

Administration is also proposing to add a requirement that all applicants for a business license for Retail Services, Restricted provide a copy of a valid licence to sell cannabis products issued by the Yukon Liquor Corporation.

Other amendments being proposed in this bylaw include the addition of a definition for “restricted goods” and an update of the definition for “Retail Services, Restricted” to align with the definitions set forth in the City’s Zoning Bylaw and being proposed for amendment under Bylaw 2019-08.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT council direct that Bylaw 2019-13, a bylaw to amend the Business License Bylaw with respect to private cannabis retail sales, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2019-13**

A bylaw to amend Business License Bylaw 2017-24

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WHEREAS section 247 of the *Municipal Act* (R. S. Y. 2002) provides that council may by bylaw impose and collect business licenses and fees, inspection fees, parking fees, recreation fees and other fees, utility charges, fines and penalties as considered necessary; and

WHEREAS section 247 of the *Municipal Act* provides that council may by bylaw take into revenue fines, interest on deposits and investments, any charges for the operation of any services or utilities under the control of Council, and any other funds the municipality may acquire; and

WHEREAS it is deemed desirable to license and regulate businesses carried on or operated within the City for, amongst other reasons, the health, safety and welfare of the citizens of the City of Whitehorse; and

WHEREAS council deems it appropriate to amend the Business License Bylaw to provide additional regulations for the operation of retail cannabis businesses in response to the federal legalization of cannabis;

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

1. Section 5 of Business License Bylaw 2017-24 is hereby amended by adding a new definition for 'restricted goods' as follows:  
"RESTRICTED GOODS" means cannabis and cannabis-containing products.
2. Section 5 of Business License Bylaw 2017-24 is hereby amended by deleting the existing definition for 'retail services, restricted' and substituting therefore a new definition as follows:  
"RETAIL SERVICES, RESTRICTED" means the use of premises for the retail sale of restricted goods to the general public, and includes on-site storage to support the operations of those premises."
3. The Specific Business Regulations section of Business License Bylaw 2017-24 is hereby amended by deleting existing section 73 and substituting therefore new section 73 as follows:  
"73. A person who applies for a license to carry on a Retail Services-Restricted business shall submit, together with the requisite fees, an application in a form acceptable to the Designated Officer and the following documents:
  - (1) a copy of a valid licence to sell restricted goods issued by the Yukon Liquor Corporation;

## Bylaw 2018-40 – A Bylaw to Amend the Business License Bylaw

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- (2) contact information for a responsible person or persons available to be contacted at any time;
  - (3) the certificate of title or the lease for the business premises; and
  - (4) such other documents as may be required by the Designated Officer.
4. The Specific Business Regulations section of Business License Bylaw 2017-24 is hereby amended by deleting existing section 74 and renumbering the remaining sections accordingly.
5. This bylaw shall come into full force and effect upon final passage thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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Assistant City Clerk

**CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA**

Date: Monday, March 18, 2019

Location: Council Chambers, City Hall

Chair: Laura Cabott      Vice-Chair: Dan Boyd



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	<b>Pages</b>
<b>1. Local Improvement Charges - Cook Street Reconstruction</b>	<b>1 - 10</b>
Presented by T. Eshpeter	
<b>2. New Business</b>	



## **ADMINISTRATIVE REPORT**

<b>TO:</b> Development Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 18, 2019
<b>RE:</b> Local Improvement Charges – Cook Street Reconstruction

### **ISSUE**

To proceed with a local improvement charges (LIC) bylaw as a means to partially finance the reconstruction of Cook Street from Fourth Avenue to the Escarpment.

### **REFERENCE**

- Municipal Act
- Whitehorse Sustainability Plan
- Local Improvement Policy
- Bylaw 2018-54 Capital Expenditure Program 2019-2022
- Bylaw 2019-09 Cook Street Local Improvement Charge Bylaw
- Schedule A – Local Improvement Charges
- Admin Report Figure 1.0

### **HISTORY**

Cook Street is identified for full reconstruction of the roadway and deep utilities. The Engineering Services department initiated the process in the summer of 2018 with an information letter to the benefitting property owners, a public meeting on July 25, 2018, and an online survey that was advertised in the letter and at the meeting. Input from the open house and the survey was considered, and follow-up by phone was done with property owners who had not responded to either of these opportunities. In general, feedback was positive and there has been no strong opposition to advancing this project to the LIC process, which includes a formal process pursuant to the Municipal Act, whereby notices are served to property owners to register their opposition to the LIC under Bylaw 2019-09.

Engineering Services has developed a preliminary design for the project area based on the input received, local factors, technical considerations, and City standards. The project area extends along Cook Street from Fourth Avenue to the Escarpment. Past practice has been to complete the north-south avenues in association with the street reconstructions. In this case, since both Ogilvie and Wheeler Streets were previously improved, Fifth, Seventh and Eighth Avenues between Ogilvie and Wheeler Street will form part of this project, but are not proposed to be part of the LIC component. Therefore, avenue-side frontage of corner lots is not proposed to be included in the overall LIC recovery from the property owners.

The proposed work includes:

- Replacement of water and sewer mains to meet current infrastructure standards and increasing capacity needs;
- Replacement of water services that bleed with recirculating services to meet current standards for frost protection and improve efficiency in the distribution of water;

- Enhanced street lighting and landscaping;
- Monolithic sidewalks and angled parking on both sides of the street;
- New asphalt road surface and removal of frost susceptible soils below roadways; and
- Construction of concrete curbs and gutters to improve drainage.

The budgetary cost estimate to complete this project is \$7,400,000. Approximately \$485,050 will be contributed through a Local Improvement Charge applied to benefitting properties that front onto Cook Street. The Capital Budget has the remainder of the funds allocated from City reserves and federal funding, yet to be approved, although this project fits the eligibility of the Investing in Canada Plan. The earliest potential date for construction is spring 2020.

### **ALTERNATIVES**

1. Bring the LIC bylaw forward under the bylaw process
2. Do not bring forward the LIC bylaw

### **ANALYSIS**

By replacing aging water and sewer infrastructure on Cook Street, the project will contribute towards meeting sustainability goals by reducing the amount of water wasted by services that bleed for frost protection. Additional benefits include upsizing the capacity of infrastructure to meet a growing population density in downtown and the increase in service needs.

Achieving universal accessibility in surface works is an important goal for the City. Cook Street consists of a combination of paved and gravel surfacing, on which potholes, ponding, and dusty conditions are common occurrences. The proposed work includes concrete sidewalks, curbs, gutters, and new asphalt paving which will significantly improve accessibility and pedestrian safety.

The proposed charge to residential properties and not-for-profits is \$645.52 per metre of frontage. The proposed charge for commercial properties is \$1,291.04 per metre. Government owners would be charged \$1,936.56 per metre. Owners have the option to amortize these costs over a 15-year period. Bylaw 2019-09 authorizes the levy of these LIC charges to the benefitting property owners with the balance provided from City reserves. It should be noted that the LICs are solely a financing source used for reconstruction projects. Council has the option to proceed with the project without using LIC charges as a source of funding but would need to amend the budget.

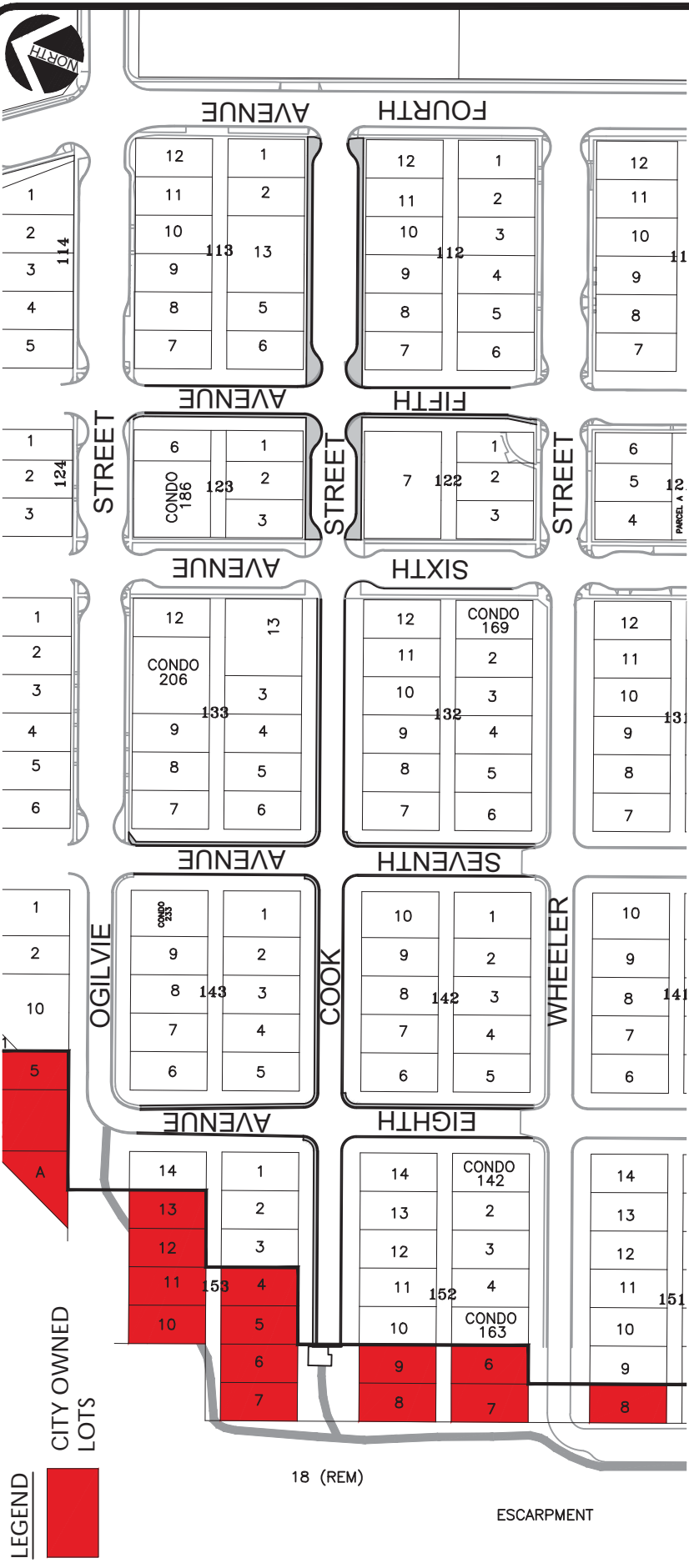
A tentative schedule for the next steps in the process is as follows:

<b>March 25</b>	First Reading of the bylaw, launching the property owner response
<b>March 27</b>	Notices mailed to property owners
<b>April 23</b>	Public Hearing
<b>May 3</b>	Conclusion of the response period
<b>May 13</b>	Report on the public hearing and results of the response
<b>May 21</b>	2 <sup>nd</sup> & 3 <sup>rd</sup> reading of the bylaw (Council may proceed or defeat)

Council would consider final confirmation of the project with the approval of the project in the Capital Budget.

**ADMINISTRATIVE RECOMMENDATION**

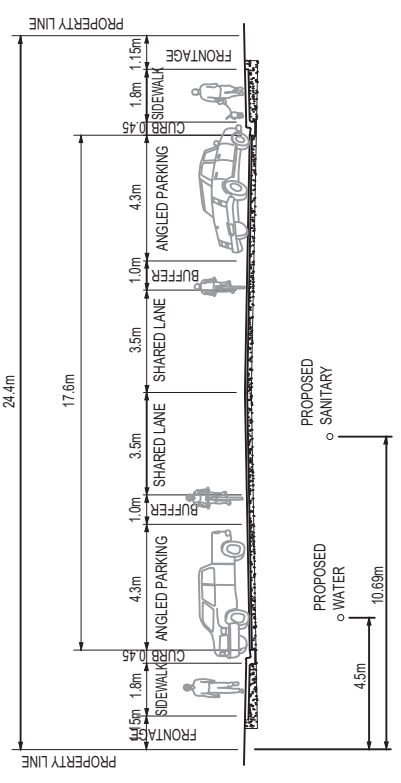
THAT Council direct that Bylaw 2019-09, a bylaw to provide for a Local Improvement Charge with respect to the Cook Street Local Improvement Project be brought forward for consideration under the bylaw process.



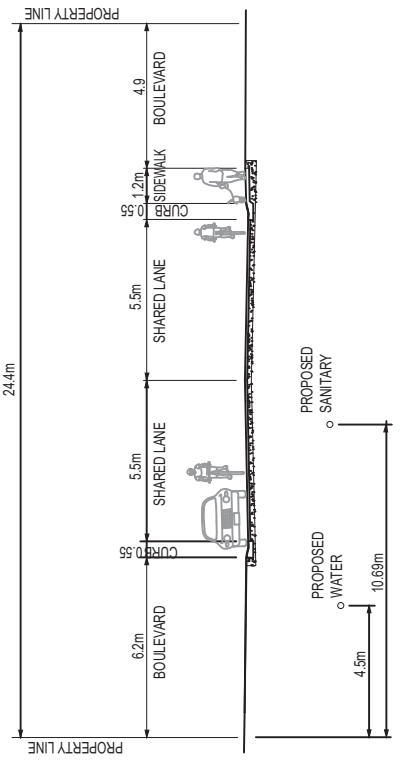
**LEGEND**  
 CITY OWNED LOTS

18 (REM)

ESCARPMENT



COOK STREET - WEST BOUND (4th - 6th AVENUE)



COOK STREET - WEST BOUND (6th - ESCARPMENT)



**COOK STREET - PLAN VIEW & CROSS SECTIONS**  
 FIGURE 1.0

NOT TO SCALE

**CITY OF WHITEHORSE**  
**BYLAW 2019-09**

A bylaw to provide for a tax levy to partially fund a local improvement project on Cook Street

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WHEREAS section 267(1) of the *Municipal Act* (R.S.Y. 2002) provides that a municipality may undertake any local improvement it considers necessary for the benefit of all or part of a municipality; and

WHEREAS section 267(2) of the *Municipal Act* requires that a bylaw to provide for and authorize a local improvement will prescribe which properties will benefit and how to determine the total cost or a portion of that cost that is to be levied against properties that will benefit from a local improvement, and determine the levy to be charged against each property that will benefit over the probable life of the local improvement; and

WHEREAS section 267(2) of the *Municipal Act* provides that council may by bylaw levy the total cost or a proportion of the cost of a local improvement against the properties that will benefit from the local improvement, and provide the means for assessment, collection, and payment of the cost; and

WHEREAS the actual cost of the said design and construction is estimated to be \$7,400,000.00 of which \$485,050.18 will be raised by way of a special frontage charge, and \$6,914,949.82 will be contributed by the municipality at large; and

WHEREAS in order to construct and complete the project it will be necessary to borrow up to the sum of \$485,050.18 on the credit of the City by issuing debentures as herein provided; and

WHEREAS the amount of taxable assessment as last determined and fixed by the Assessment Review Board for 2018 was \$3,145,453,516; and

WHEREAS the amount of debenture debt of the City as at December 31, 2017 was \$8,182,899 no part of which is in arrears; and

WHEREAS the estimated life of the project exceeds fifteen years; and

WHEREAS it is deemed necessary and expedient to undertake certain local improvement works, namely the construction of underground and surface works on the portion of **Cook Street** from **Fourth Avenue to Eighth Avenue**.

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

1. Pursuant to section 269(1) of the *Municipal Act*, notice is hereby given that the council of the City of Whitehorse hereby authorizes a work of local improvement, being the construction of underground and surface works on the roadways abutting the properties as set out in Schedule "A" attached to and forming part of this bylaw.

## Cook Street LIC: Local Improvement Charges Bylaw 2019-09

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2. The properties benefiting from this work of local improvement and their frontages have been determined in accordance with the provisions of City of Whitehorse Bylaw 2011-21 and are as set out in Schedule "A" to this bylaw.
3. The total cost of the local improvement has been determined in accordance with the provisions of Bylaw 2011-21.
4. A portion of the cost of the work is to be paid for by way of a frontage tax to be levied on those properties as set out in Schedule "A" to this bylaw, and a portion is to be paid for out of capital general funds.
5. For the purposes aforesaid, the sum of up to \$485,050.18 is to be borrowed by way of debentures issued on the credit and security of the City at large.
6. The sum of \$485,050.18 is to be collected by way of a special frontage charge assessment as provided in Schedule "A" to this bylaw.
7. The debentures to be issued under this bylaw shall be dated upon such day as may be appropriate having regard to the date of the borrowing, and shall be issued for the term of fifteen (15) years and shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal annual instalments during the said fifteen (15) years.
8. The debentures shall bear interest during the currency of the debenture at a rate not exceeding the rate as fixed from time to time by the Department of Finance of the Government of Yukon as being the rate of interest applicable on loans to municipalities and others.
9. The said debenture shall be signed by the Mayor and the Clerk of the City, and the Clerk shall affix thereto the corporate seal of the City.
10. There shall be levied and raised in each year of the currency of the local improvement hereby authorized the amount necessary to pay the annual amount of interest and principal falling due in each year on such debenture by levying a special assessment under the *Assessment and Taxation Act*, and there is hereby imposed on all lands set out in Schedule "A" attached hereto and forming part of this bylaw, an annual fee for each of fifteen (15) years to be computed at date of borrowing and based on the same interest rate as the borrowing allowed for in section 8 of this bylaw. The said special assessment shall be in addition to all other rates and taxes.
  - (1) The property owner has the option of paying the total property charge prior to its due date, or of paying equal annual instalments each of fifteen (15) years, commencing on the due date.
  - (2) The property owner may reduce the balance owing on the total property charge by making a lump sum payment in any year during the life of the bylaw. Such lump sum payments shall be accepted only in the month of January each year.
  - (3) The property owner may pay off the balance owing at any point during the 15-year life of the bylaw.

## **Cook Street LIC: Local Improvement Charges Bylaw 2019-09**

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11. The frontage rate is determined as residential or non-residential in accordance with the property's assessment class. Should this assessment class change during the life of the bylaw, it is hereby authorized that the unit rate may also change as required.
12. Any existing local improvement charges for surface works abutting any properties set out in Schedule "A" are hereby rescinded.
13. The provisions of section 269 and 270 of the *Municipal Act* respecting the giving of notice and hearing of objections shall be followed prior to final passage of this bylaw.
14. A public hearing is scheduled to take place at a regular council meeting on **Tuesday, April 23, 2019** at which council will hear and consider any submissions respecting the proposed project and local improvement charges. The meeting will be held in Council Chambers at City Hall, beginning at 5:30 p.m.
15. The provisions of this bylaw shall come into full force and effect pending budget approval.

**FIRST READING:**

**NOTICE GIVEN:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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City Clerk



## Downtown Reconstruction - Cook Street (4th-escarpment)

### Local Improvement Charge

BYLAW 2019-09

Full Rate (Gov't): 1,936.56

Residential rate 1/3 645.52

Commercial Rate 2/3 1,291.04

Estimated Interest Rate 6.25%

Lot Block Plan	Owner Address	Civic Address	Roll #	Assessed Use/Class	Surface Frontage Charge (\$/M)	Assessed Frontage (m)	Total Property Charge	Annual Property Charge OVER 15 YEARS
1 113 18415	4190 - 4TH AVENUE WHITEHORSE, YT Y1A 1J8	4190 - 4TH AVENUE	3011130100	CMS	1291.04	15.24	\$ 9,837.72	\$ 1,029.53
2 113 18415	27 BELL CRESCENT WHITEHORSE, YT Y1A 4T4	404 COOK STREET	3011130200	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 113 18415	BOX 20640 WHITEHORSE, YT Y1A 7A2	406 COOK STREET	3011130300	RSM	645.52	30.48	\$ 19,675.45	\$ 2,059.06
9 112 18415	100-14505 BANNISTER ROAD SE T2X 3J3 CALGARY, ALBERTA	407 COOK STREET	3011120900	CMS	1291.04	15.24	\$ 9,837.72	\$ 1,029.53
10 112 18415	100-14505 BANNISTER ROAD SE T2X 3J3 CALGARY, ALBERTA	407 COOK STREET	3011120900	CMS	1291.04	15.24	\$ 9,837.72	\$ 1,029.53
11 112 18415	100-14505 BANNISTER ROAD SE T2X 3J3 CALGARY, ALBERTA	407 COOK STREET	3011120900	CMS	1291.04	15.24	\$ 9,837.72	\$ 1,029.53
12 112 18415	100-14505 BANNISTER ROAD SE T2X 3J3 CALGARY, ALBERTA	407 COOK STREET	3011120900	CMS	1291.04	15.24	\$ 9,837.72	\$ 1,029.53
8 112 18415	28 WINZE PLACE WHITEHORSE, YT Y1A 0A9	409 COOK STREET	3011120800	CMS	1291.04	15.24	\$ 9,837.72	\$ 1,029.53
5 113 18415	100 PARK LANE WHITEHORSE, YT Y1A 3E7	410 COOK STREET	3011130500	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
7 112 18415	411 COOK STREET WHITEHORSE, YT Y1A 2R2	411 COOK STREET	3011120700	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
6 113 18415	412 COOK STREET WHITEHORSE, YT Y1A 2R1	412 COOK STREET	3011130600	CMS	1291.04	15.24	\$ 9,837.72	\$ 1,029.53
1 123 18415	805 COOK STREET WHITEHORSE, YT Y1A 2S2	502 COOK STREET	3011230100	RS2	645.52	12.19	\$ 7,868.89	\$ 823.49
2 123 18415	504 COOK STREET WHITEHORSE, YT Y1A 2R4	504 COOK STREET	3011230200	RS2	645.52	15.04	\$ 9,708.62	\$ 1,016.02
3 123 18415	5119-5TH AVENUE WHITEHORSE, YT Y1A 1L5	506 COOK STREET	3011230300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53



# Downtown Reconstruction - Cook Street (4th-escarpment)

## Local Improvement Charge

BYLAW 2019-09

Full Rate (Gov't): 1,936.56  
 Residential rate 1/3 645.52  
 Commercial Rate 2/3 1,291.04

Estimated Interest Rate 6.25%

Lot Block Plan	Owner Address	Civic Address	Roll #	Assessed Use/Class	Surface Frontage Charge (\$/M)	Assessed Frontage (m)	Total Property Charge	Annual Property Charge OVER 15 YEARS
13 133 80932	605 STRICKLAND STREET WHITEHORSE, YT Y1A2K6	602 COOK STREET	3011331300	RSM	645.52	30.48	\$ 19,675.45	\$ 2,059.06
7 122 91-116	2 KLONDIKE ROAD WHITEHORSE, YT Y1A 3L5	6189 - 6TH AVENUE	3011220700	GOV	1936.56	42.51	\$ 27,441.06	\$ 2,871.74
12 132 18415	6188 - 6TH AVENUE WHITEHORSE, YT Y1A 1N8	6188 - 6TH AVENUE	3011321200	RSM	645.52	15.24	\$ 9,837.72	\$ 1,029.53
11 132 18415	174 MORaine DRIVE WHITEHORSE, YT Y1A 0E5	603 COOK STREET	3011321100	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
10 132 18415	605 COOK STREET WHITEHORSE, YT Y1A 2R5	605 COOK STREET	3011321000	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 133 18415	606 COOK STREET WHITEHORSE, YT Y1A 2R6	606 COOK STREET	3011330300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
9 132 18415	1102 PINE STREET WHITEHORSE, YT Y1A 4E8	607 COOK STREET	3011320900	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
4 133 18415	608 COOK STREET WHITEHORSE, YT Y1A 2R6	608 COOK STREET	3011330400	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
8 132 18415	609 COOK STREET WHITEHORSE, YT Y1A 2R5	609 COOK STREET	3011320800	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
5 133 18415	7191-7TH AVENUE	610 COOK STREET	3011330500	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
7 132 18415	200-211 MAIN STREET (SUITE 200) WHITEHORSE, YT Y1A 2B2	611 COOK STREET	3011320700	RS1	645.52	35.49	\$ 22,909.50	\$ 2,397.51
6 133 18415	7191-7TH AVENUE WHITEHORSE, YT Y1A 1R4	7191 - 7TH AVENUE	3011330600	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
10 142 20077	#2-701 COOK STREET WHITEHORSE, YT Y1A 2R7	701 COOK STREET	3011421000	RSM	645.52	18.29	\$ 11,806.56	\$ 1,235.57
1 143 20077	410H JARVIS STREET WHITEHORSE, YT Y1A 2C6	702 COOK STREET	3011430100	RS2	645.52	18.29	\$ 11,806.56	\$ 1,235.57
9 142 20077	100 PARK LANE WHITEHORSE, YT Y1A 3E7	703 COOK STREET	3011420900	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
2 143 20077	704 COOK STREET WHITEHORSE, YT Y1A 2R9	704 COOK STREET	3011430200	RSM	645.52	15.24	\$ 9,837.72	\$ 1,029.53

# Downtown Reconstruction - Cook Street (4th-escarpment)

## Local Improvement Charge

BYLAW 2019-09

Full Rate (Gov't): 1,936.56

Residential rate 1/3 645.52

Commercial Rate 2/3 1,291.04

Estimated Interest Rate 6.25%

Lot Block Plan	Owner Address	Civic Address	Roll #	Assessed Use/Class	Surface Frontage Charge (\$/M)	Assessed Frontage (m)	Total Property Charge	Annual Property Charge OVER 15 YEARS
8 142 20077	100 PARK LANE WHITEHORSE, YT Y1A 3E7	705 COOK STREET	3011420800	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 143 20077	70 KLUANE CRESCENT WHITEHORSE, YT Y1A 3G8	706 COOK STREET	3011430300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
7 142 20077	707 COOK STREET WHITEHORSE, YT Y1A 2R7	707 COOK STREET	3011420700	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
4 143 20077	708 COOK STREET WHITEHORSE, YT Y1A 2R9	708 COOK STREET	3011430400	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
6 142 20077	709 COOK STREET WHITEHORSE, YT Y1A 2R7	709 COOK STREET	3011420600	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
5 143 20077	115-108 ELLIOTT STREET WHITEHORSE, YT, Y1A 6C4	710 COOK STREET	3011430500	RSM	645.52	15.24	\$ 9,837.72	\$ 1,029.53
14 152 20077	8188 8TH AVENUE WHITEHORSE, YT Y1A 1T2	801 COOK STREET	3011521400	RS2	645.52	15.24	\$ 9,837.72	\$ 1,029.53
1 153 20077	802 COOK STREET WHITEHORSE, YT Y1A 2S1	802 COOK STREET	3011530100	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
13 152 20077	342 VALLEYVIEW CRESCENT WHITEHORSE, YT Y1A 3C9	803 COOK STREET	3011521300	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
2 153 20077	BOX 31291 WHITEHORSE, YT Y1A 5P7	804 COOK STREET	3011530200	RS2	645.52	15.24	\$ 9,837.72	\$ 1,029.53
12 152 20077	805 COOK STREET WHITEHORSE, YT Y1A 2S2	805 COOK STREET	3011521200	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
3 153 20077	BOX 11016 WHITEHORSE, YT Y1A 6L6	806 COOK STREET	3011530300	RS2	645.52	15.24	\$ 9,837.72	\$ 1,029.53
11 152 20077	104A KEEWENAW DRIVE WHITEHORSE, YT, Y1A 0B5	807 COOK STREET	3011521100	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53
10 152 20077	809 COOK STREET WHITEHORSE, YT Y1A 2S2	809 COOK STREET	3011521000	RS1	645.52	15.24	\$ 9,837.72	\$ 1,029.53

**TOTAL** **751.41** \$ **485,050.18** \$ **50,761.10**

**CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA**

Date: Monday, March 18, 2019

Location: Council Chambers, City Hall

Chair: Samson Hartland      Vice Chair: Laura Cabott



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	<b>Pages</b>
<b>1. Re-budgeting Capital Expenditures</b>	1 - 23
Presented by B. Dixon	
<b>2. Amend Fees and Charges (1st Quarter Changes)</b>	24 - 34
Presented by B. Dixon	
<b>3. Contract Award - Network Switches</b>	35 - 36
Presented by M. Reyes	
<b>4. New Business</b>	

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 18, 2019
<b>RE:</b> Re-budgeting Capital Expenditures

### **ISSUE**

Amend the 2019 to 2022 capital expenditure program to re-budget 2018 capital expenditures that were not completed

### **REFERENCE**

2018-2021 Capital Budget (Bylaw 2017-36)  
2019 Capital Re-budget Requests (Appendix A, Bylaw 2019-06)

### **HISTORY**

As in previous budget cycles, some capital projects budgeted for the 2018 budget /fiscal year were not fully completed. The managers were was asked to review their outstanding capital projects and identify any that required re-budgeting. The projects were reviewed by Financial Services and senior management, and a list of recommended projects for re-budgeting has been prepared and is presented as Appendix A.

Factors used when considering the re-budget recommendations include: reasons for delay; previous re-budgeting history; scope of original approved budget (no re-profiling allowed), as well as verifying that the original budget allocation was not increased without additional funding sources identified.

If these projects are to be completed, expenditures that were authorized in 2018 have to be re-budgeted into 2019 by amending the capital budget bylaw.

### **ALTERNATIVES**

1. Amend the capital budget by approving the re-budget amounts from 2018 projects
2. Refer the proposed re-budgets back to administration for further analysis

### **ANALYSIS**

The proposed list of Capital expenditures to be completed in 2019 is attached as Appendix A to Bylaw 2019-06.

Of the \$82,565,658 budgeted for capital projects in 2018, \$38,200,080 was unspent. Of the unspent balance, \$34,478,309 is coming forward at this time as re-budget requests. Included in this amount is \$23,840,347 for the new Operations Building which is

expected to be completed in 2019. In comparison, the re-budget amount in 2018 was \$62,590,176; of that \$46,228,571 was in relation to the Operations Building.

Reasons for projects not being completed during 2018 include:

- Multi-year projects;
- Staff, consultant and contractor availability;
- Delays due to late contract awards, coordination of efforts and external approvals;
- Goods ordered but not received prior to December 31, 2018.

It is anticipated that, if approved, most of the re-budget proposals will be completed in 2019.

Of the \$34,478,309 in budget requests, \$6,121,541 is related to projects that were previously identified as coming from the appropriate City reserves. The balance, \$28,356,768 is related to projects with funding identified from outside funding sources like Gas Tax and other government grants.

There are no requests for additional funds.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2019-06, a bylaw to amend the 2019 to 2022 capital expenditure program by re-budgeting 2018 capital expenditures in the amount of \$34,478,309, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**

**BYLAW 2019-06**

A bylaw to amend the 2019 to 2022 Capital Expenditure Program  
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WHEREAS section 238 of the *Municipal Act* (R. S. Y. 2002) provides that council shall by bylaw adopt an annual operating budget and a multi-year capital expenditure program; and

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

WHEREAS it has become necessary to increase the 2019 to 2022 capital expenditure program to provide for the re-budgeting of 2018 capital projects;

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

1. The 2019 capital budget is hereby increased in the amount of \$34,478,309 to provide for the re-budgeting of 2018 capital projects as detailed in Appendix "A" attached hereto and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon final passing thereof.

**FIRST and SECOND READING:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

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

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Department / Sub-Department	Capital Job	Reason Re-budget Request	2018 Revised Budget	2018 YTD Actuals	Re-budget amount Requested
Director, Infrastructure & Operations	120c00115 ASSET MANAGEMENT	In 2018 departments were working on asset management as time allowed; for 2019 this project has been confirmed as a corporate priority. A consultant has been retained to measure progress to-date and recommend a path forward. Staff training on AM, departmental wages to collect data and manage the project, software modifications, and consultant fees are anticipated following receipt of the consultant's report. This is expected to be a multi-year project but significant progress is expected in 2019.	298,028	35,443	262,585
Legislative Services	220c00116 RECORDS MANAGEMENT	Other priorities related to the 2018 municipal election and orientation of the incoming council meant that the department did not have the capacity to oversee completion of the project in 2018. The re-budgeted amount will be spent on completing the project as originally designed, i.e., the development of a documentary framework for establishment of a corporate records management system, with related testing and training. The contract for the project ends August 31, 2019 and the project is expected to be complete by then.	52,612	17,850	34,762
Engineering Services	240c00111 LIVINGSTONE TRAIL LAGOON ODOUR MITIGATION	This is a multi-year project. Sludge sampling is required following the stabilization of the sludge after one year.	508,589	486,976	21,613
Engineering Services	240c00116 SELKIRK PUMPHOUSE SITE WORKS	This project was not completed in 2018 as industry capacity did not allow contractor to complete the work. The contract is in place and will occur in spring 2019.	135,000	7,107	127,893
Engineering Services	240c00117 Water License Renewal	This is a multi-year project involving YESAB and Water Board hearings.	170,000	109,069	60,931

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Engineering Services	240c00317 Downtown Reconstruction - Alexander St East (2-4th)	This is a multi-year project, only the landscaping remains and the project will be finalized in 2019.	3,525,500	2,917,215	608,285
Engineering Services	240c00318 Hamilton Boulevard Traffic Study	This project was not completed in 2018 as it became apparent that additional analysis was required at one of the intersections following a motor vehicle collision. The report will be updated in early 2019.	50,000	33,803	16,197
Engineering Services	240c00511 PORTER CREEK LAGOON REMEDIATION	This is a multi-year project. Further testing and site remediation will happen in 2019.	94,666	76,183	18,483
Engineering Services	240c00516 BLACK ST STAIRS DRAINAGE	The scope of the repair has changed significantly due to the accelerated deteriorating condition of the stairs. The contract was cancelled with the contractor and an amendment is required to change the scope of this project to be limited to detailed design in 2019. A budget request for construction will follow as part of the 2020 request.	70,867	1,775	45,000
Engineering Services	240c00711 DOWNTOWN RECONSTRUCTION - WHEELER ST WEST	This is a multi-year project, only the landscaping remains and the project will be finalized in 2019.	3,428,358	2,017,833	920,525
Engineering Services	240c00811 MARWELL LIFT STATION	This is a multi-year project. In 2019 the project will focus on the replacement of deficient pressure gauges in 2019.	2,290,680	2,087,248	203,432
Engineering Services	240c01118 Livingstone Trail Lagoon Influent Chamber Replacement	This is a multi-year project, completion of the detailed design and tender are scheduled for 2019 while construction won't begin until 2020.	90,000	40,704	49,296
Engineering Services	240c01218 Puckett's Gulch (Black St) Stairs Extension	This is a multi-year project, in 2018 the design was completed and the fabrication and construction are scheduled for 2019.	155,000	10,282	144,718
Engineering Services	240c01316 GROUNDWATER PROTECTION PLANNING & IMPLEMENTATION	Multi-year project. Update to Source Water Aquifer Protection Plan in 2019.	120,139	18,225	101,914



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Engineering Services	240c02010 DOWNTOWN RECONSTRUCTION - 6TH AVE	This is a multi-year project, only the landscaping remains and the project will be finalized in 2019.	3,529,561	2,589,299	940,262
Engineering Services	240c02309 ASPHALT PATHS - VARIOUS LOCATIONS	The Lewes Blvd section of the project was delayed to coordinate with the construction of new Francophone School bus pull out. The contract is in place and will be completed in 2019.	200,000	41,118	158,882
Engineering Services	240c02609 SCADA PROGRAM	This is a multi-year project. The detailed design commenced in 2018 and is ongoing. The remainder of the work in 2019 includes tendering the supply and installation of the SCADA controls. The project will be complete in 2019.	541,428	20,946	520,482
Business & Technology Systems	300c00109 COMPUTER INFRASTRUCTURE	Procurement of computer, printer, server, and network replenishment were still pending towards the end of 2018 due to staff capacity issues. Planning for New Ops Building IT equipment was prioritized. The re-budgeted amount will be spent on new computer workstations, printers, servers, network equipment and related devices that will replace those that are 5 or more years old (end of life). Any funds not used will be re-allocated to 2019 to continue to provide necessary service levels and to meet the City's needs. This is a multi-year project though 2018 budget should be exhausted by December 2019.	740,061	342,870	397,191
Business & Technology Systems	300c00110 SOFTWARE ACQUISITION	CGC building controls software upgrade (Delta Controls and Orcaview) has started in 2018 but is still in progress. Relying on vendor availability to implement the project. Also, additional requests for new Microsoft and Adobe licenses continue to be received and need processing. The re-budgeted amounts will be spent on the continuation of upgrades for CGC building controls software (Delta Controls and Orcaview) and additional Microsoft	82,477	45,040	37,437

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		and Adobe Licenses. The project will be complete in December 2019.			
Business & Technology Systems	300c00111 SOFTWARE LICENSING RENEWALS	This is a multi-year project, funds for 2018 were not exhausted as there were issues with or clarification required from vendors that needed to be resolved. The re-budgeted amounts will be spent on PacWeigh (Water and Waste), OKTA, AutoCAD, HP ClearPass software renewals as well as Class 8 support extensions, if needed, while PerfectMind is being implemented. Re-budget amounts from 2018 are expected to be spent by December 2019.	586,655	557,262	29,393
Business & Technology Systems	300c00112 SECURITY CAMERAS	Security camera installation for City Hall was still pending at the end of 2018 and continued over to 2019. The landfill gatehouse cameras are still pending due to limited network connectivity options and resourcing/capacity issues. Re-budgeted funds will be spent on the replacement of old security camera equipment and Landfill gatehouse cameras. The project is expected to be complete by December 2019.	116,699	12,589	104,110

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Business & Technology Systems	300c00113 ERP DEVELOPMENT	<p>This is a multi-year project, providing for ongoing improvements, upgrades and enhancements to the City's core financial systems. There are ongoing discussions and consultations with various City Departments to collect and gather requirements. In 2019 the re-budgeted amount will be needed to fund the potential implementation of Operating Budget Plan modules and Asset Management modules in 2019. These have been identified as priorities by Council and Senior Management. Funds re-budgeted from 2018 are expected to be expended by December 2020.</p>	132,509	16,568	115,941
Business & Technology Systems	300c00116 RECREATION ACTIVITY MANAGEMENT SYSTEM	<p>The project was still in progress in 2018 is expected to continue in 2019. The re-budgeted amount will be spent on completing PerfectMind implementation in 2019. The project is expected to be complete by December 2019.</p>	149,190	74,077	75,113
Business & Technology Systems	300c00117 Land and Building Services Records Digitization	<p>The project started piloting of scanners in 2018, but the direction of the project is pending on the outcome of the Records Management (RM) policy and procedure review by Legislative Services. The Re-budgeted amount will be spent on new software licenses, data conversion/migration, implementation services, consulting, hardware, training and info campaigns. Depending on RM policy and procedure outcome, the first phase of the project is expected to be completed in 2020-2021. This is a multi-year project.</p>	118,000	4,570	113,430
Business & Technology Systems	300c00118 Radio and Location Equipment	<p>Project spending was delayed in 2018 as decisions need to be made in consultation with the departments regarding radio technology (analog vs. digital) and models to be used going forward. Discussions and research are still in progress. The re-budgeted funds will be spent on handheld radios that various departments are using. This is a multi-</p>	49,700	18,740	30,960

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		year project with 2018 funds expected to be fully expended by December 2019.			
Business & Technology Systems	300c00212 PAPERLESS DOCUMENT MANAGEMENT	This is project is awaiting the completion of the records management assessment which will provide direction on how these funds will be spent going forward. The budget is also used for the periodic maintenance and repair of SharePoint and need to be carried over to the next year. In 2019 the re-budgeted amounts will be spent on repair and maintenance of SharePoint software and server which include licensing and consulting fees. This is a multi-year project.	29,737	288	29,449
Business & Technology Systems	300c00218 Bylaw Incident Reporting Software	The project was not completed in 2018 as BTS and Bylaw needed time to draft RFP for the system. In addition, more time was needed to revalidate project's direction in light of departmental changes in Bylaw. The re-budgeted funds will be spend on bylaw software and implementation which will include licensing, installation/configuration, implementation, training for staff and related. The project is expected to be complete in December 2019.	45,000	476	44,524
Business & Technology Systems	300c00314 Fire And Bylaw Computer Aided Dispatch	This project was not completed in 2018 because the project needed validation of direction in light of recent management changes in the Fire Services Department. Currently discussing options forward with Fire Chief and Deputy Fire Chief. The re-budgeted amount will be spent on a new assessment on Computer Aided Dispatch software that is that will still satisfy the needs of the Fire	25,891	199	25,692

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		Department. Depending on the outcome, further funds will be requested in 2020.			
Business & Technology Systems	300c00318 Unified Communications (IP Telephony and VOIP)	This project was not complete in 2018 as resource and capacity issues prevented this phase of the project to initiate in 2018. When the network administrator was hired in the latter parts of 2018, he needed to get up to speed with the VOIP. By the end of 2018, reference materials have been purchased that enabled staff to draft a Terms of Reference. The project is in progress. We are gathering quotes on the IT consulting firms that can do the VOIP needs assessment and feasibility study for the City. The projected is expected to be complete in September 2019.	50,000	68	49,932
Building & Fleet Maintenance	320c00110 ONE TON TRUCK REPLACEMENT	The vehicles were ordered in 2018 and delivery is expected in mid-2019.	162,924	89,528	73,396
Building & Fleet Maintenance	320c00111 MAJOR BUS REPAIRS	This is a multi-year project and the 2018 portion was not complete by year end due to competing priorities. Bus rebuilds are in progress with the first bus scheduled for completion in the first quarter of 2019. The second bus will begin after the first is complete.	363,517	17,050	346,467
Building & Fleet Maintenance	320c00114 PUMP HOUSE BUILDINGS REPAIRS	This project was not complete in 2018 due to staff capacity and competing or changing priorities. Seasonal work in progress, further work to be done summer of 2019 on major repairs to various building structures. To be completed end of 2019	37,027	476	36,551
Building & Fleet Maintenance	320c00218 ADDTL PICKUP - TRANSFER STATION OFFICER - FGD	The vehicle was ordered in 2018 and delivery is expected in mid-2019.	63,000	-	63,000

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Building & Fleet Maintenance	320c00418 BCP - FIRE HALL 1 DEMOLITION	Seasonal work along with BCP - Fire 1 demo work planning in progress and to begin late 2019.	60,000	-	60,000
Building & Fleet Maintenance	320c00809 MT MCINTYRE UPGRADES	This project was substantially completed at the end of 2018, with only a small amount of work required in 2019. The project is expected to be complete by the end of the first quarter in 2019.	75,000	67,022	7,978
Building & Fleet Maintenance	320c00811 FUEL TANK REMOVAL	This project was not complete in 2018 due to staff capacity and competing priorities. The work is done seasonally and in 2019 the re-budget amount will be spent on changing out old fuel tanks. The project is expected to be complete by the end of September 2019.	50,000	39,834	10,166
Building & Fleet Maintenance	320c00915 ROBERT SERVICE CAMPGROUND BLDG REPAIRS	This project is done seasonally and was not completed in 2018 due to staff capacity and competing priorities. The re-budget amounts will be spent on upgrading low water fixtures and completing minor cosmetic upgrades. The project is expected to be complete by the end of June 2019.	90,047	66,181	23,866
Building & Fleet Maintenance	320c01110 MT MAC - UPGRADE HEATING PLANTS	At the end of 2018, the boiler replacement was put out to tender however bids received were over the project budget and therefore the tender was not awarded. In 2019 the operations department will look at options to re-design and retender the boiler replacement for a second time. Anticipated completion of date of the project is currently unknown.	117,747	290	117,457
Building & Fleet Maintenance	320c01114 ENERGY UPGRADES - CANADA GAMES CENTRE	This project was started but not complete in 2018 due to competing priorities. The re-budget amount will be spent on LED lighting upgrades and a large project being undertaken for Fieldhouse and Flexhall for mid-2019. The project is expected to be completed by the end of 2019.	227,500	27,735	199,765

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Building & Fleet Maintenance	320c01416 EMERGENCY EXIT SNOW/ICE ROOFS - CGC	This project was not started in 2018 due to competing priorities. In 2019 the re-budget will be spent on design and procurement. The operations department is actively recruiting a senior project tech to move this project forward in 2019.	74,111	-	74,111
Building & Fleet Maintenance	320c01516 KULAN SATELLITE STN UPGRADES	This project was not starting in 2018 due to competing priorities. In 2019, the re-budget will be spent on design and expansion of the City's kulan storage facility. The Operations department is actively recruiting a senior project tech to move this project forward.	147,153	-	147,153
Building & Fleet Maintenance	320c01709 PICKUP TRUCK REPLACEMENT	The vehicle was ordered in 2018 and delivery is expected in mid-2019.	202,000	466	201,534
Building & Fleet Maintenance	320c01712 ENVIRONMENTAL ASSESSMENTS - SURPLUS PROPERTIES	This project is reserved for consulting services for environmental assessments and basic environmental testing for City property being sold. The project will progress in conjunction with multiyear BCP.	90,091	-	90,091
Building & Fleet Maintenance	320c01716 BCP - FIRE HALL #1 BUILDING	This is a multi-year project. The design is currently being developed for release in the first quarter of 2019. Construction will be complete in 2020.	489,984	211,755	278,229
Building & Fleet Maintenance	320c01810 BCP - OPERATIONS BUILDING	This is a multi-year project expected to be complete by October 2019.	46,228,570	22,388,279	23,840,291
Building & Fleet Maintenance	320c02016 HERITAGE BLDG ROOF REPLACEMENT	This is a multi-year project. In 2019 the re-budget amount will be spent on roof repairs for buildings in lepage park.	129,814	8,136	121,678
Building & Fleet Maintenance	320c02109 VAN REPLACEMENT	The vehicles were ordered in 2018 and delivery is expected in mid-2019.	71,500	154	71,346
Building & Fleet Maintenance	750c01411 FLOORING REPAIRS - FACILITIES	This is a multi-year project that was underway in 2018 but not complete. The re-budget funds will be used in conjunction with the approved budget for 2019 to repair floors in recreation facilities. Repairs are expected to be complete at the end of 2019.	16,886	5,000	11,886



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Building & Fleet Maintenance	750c01413 POOL SLIDE STRUCTURE UPGRADE	This project was not started in 2018 due to staff capacity. In 2019 the re-budget amount will be spent on the repair designs for the pool slide structure. The project is expected to be completed in 2019. The operations department is actively recruiting a senior project tech to move this project forward in 2019.	123,180	-	123,180
Fire	320c01210 EMO EQUIPMENT	Completion of this project was delayed in 2018 while identifying required upgrades. The re-budget amount will be spend on upgrades and budget will be expended by December 2019.	4,573	-	4,573
Fire	440c00114 RESCUE TRUCK REPLACEMENT	This project was underway in 2018 however the build is not yet complete. The remainder of the budget will be spent on the completing the rescue truck build. The truck is expected to be complete by July 2019.	900,000	362,137	537,863
Fire	440c00118 Fuel Abatement	This is a multi-year project and in 2018 was delayed due to end of Fuel abatement season and weather. In 2019 the re-budget amount will be spent on fuel abatement in Copper Haul Road and South Whitehorse jurisdiction.	200,000	65,121	134,879
Fire	440c00209 SCBA AIR MANAGEMENT REPLACEMENT/UPGRADE	This is a multi-year project for the continuous replacement of SCBA gear. In 2019 the budget will be spent on replacing and upgrading old SCBA that has reached the end of its useful life.	68,048	32,013	36,035
Fire	440c00210 TECHNICAL RESCUE	This is a multi-year project that requires new technical rescue gear or equipment replacement on an ongoing basis. In 2019 the re-budget amount will be used in conjunction with the approved 2019 budget to support technical rescue applications.	22,159	20,328	1,831



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Fire	440c00510 TRAINING CENTRE IMPROVEMENTS	This project was not complete in 2018 due to departmental capacity. The re-budget amount will be spent on removing vehicles from the site that are used for auto extraction training. The project is expected to be complete by July 2019.	11,394	10,849	545
Operations	500c00109 TRAFFIC CONTROLLER CABINET	seasonal work to be tendered	50,000	26,918	23,082
Operations	500c00116 MAJOR SIDEWALK REPAIRS	This is a multi-year project that can only be done during the summer months. In 2019 the re-budget amount will be spent on major repairs on a priority basis.	130,295	25,893	104,402
Operations	500c00118 WMF Fire	This project was established in 2018 to respond to a fire at the Waste Management Facility. The cover material which the City had on-hand for the day to day operations of the WMF was used to extinguish the fire. In 2019 the re-budget amount will be used to replenish the supply of cover material for the landfill. Using the WMF Fire capital project to purchase the cover material will ensure that the total cost of the fire to the City will be captured in the project.	2,000,000	386,094	613,906
Operations	500c00409 PARA RAMP INFILLS	This is a multi-year project that can only be done during the summer months. In 2019 the re-budget amount will be spent para-ramp infills beginning in areas with the highest amount of pedestrian traffic.	30,000	11,118	18,882
Operations	500c01009 SNOW DUMP DEVELOPMENT	This project was not started in 2018 as the work must be coordinated with ongoing development required. Snow storage in Whistle Bend is currently being reviewed and further development will likely be required in 2019.	28,742	-	28,742
Operations	500c01109 WASTE OIL RECLAMATION	Seasonal work progressing in conjunction with others Regulated multi-year project. Continuation of sampling in 2019.	30,000	3,953	26,047

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Transit	580c00115 TRANSIT SHELTERS & BENCHES	This project was put on hold in 2018 to ensure that efficiencies were maximized in light of the potential Transit Comfort Station project. In 2019 the re-budgeted funds will be used for the improving shelters and stops on the transit route. The re-budget amount from the shelter and benches budget in 2018 year will be fully expended by December 2019.	16,326	9,297	7,029
Water and Waste Services	500c00209 LANDFILL UPGRADES	The project was not completed in 2018 due to reduced project staff capacity within the department. The re-budgeted amount will be used for (i) replacement and upgrade to 2 more -total of four- electric gates, (ii) Repairs and brush clearing on the electric fence at the landfill, (iii) Site clean-up & access upgrade, grubbing & stripping and metals access area, and (iv) Update & new signage through the facility. Project planned to be completed on December 2019.	116,709	5,361	111,348
Water and Waste Services	650c00115 MCINTYRE CREEK BOOSTER STATION	The project was not completed in 2018 due to the McIntyre Creek Pump Upgrade tender process being cancelled and published once again by the end of the year. The contract was awarded beginning of 2019. The re-budget will be used to cover the contractor and consultant costs, of upgrading the pump #3 at the McIntyre Creek Pumphouse. Contracts are currently getting in place, and the work has started. The project budget was approved to increase to \$450k along with award in January 2019. Additional Gas Tax funds have been requested to cover the increased budget. The scheduled completion date for the project is December 31, 2019.	207,258	1,690	205,568

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Water and Waste Services	650c00209 PUMPHOUSE & RECIRCULATION	The work was not completed in 2018 as there were engineering design deficiencies that were not anticipated including upgrading the security panel to LCD for conformance with the rest of the City's stock. The re-budget amount will be spent on design corrections. The project is expected to complete June 2019.	364,643	200,335	20,000
Water and Waste Services	650c00410 SMALL LIFT STATION UPGRADES	The project was not completed in 2018 due to Utility Stations Supervisor vacancy for most of the calendar year to coordinate the projects scheduled under this job. The re-budget amount will be spent on procuring and installing a davit for the Quartz Road Lift Station, installing a new platform at the Tamarack Lift Station, and improvements at the Range Road (Elvin's) Lift Station. The project will be completed between December 2019 and June 2020.	65,000	2,846	62,154
Water and Waste Services	650c00418 PLC and Communications Systems Replacement	The project was not completed in 2018 due department capacity and competing priorities in 2018 and the delay to the related SCADA Software Replacement Project. The re-budget will be used to complete the project in 2019, install new PLC's and radio upgrades, and hiring a programmer to incorporate the new components into operation. Gas Tax funding was approved in 2018 for \$150,000. Project to be completed by June 30, 2020. A commensurate Gas Tax amendment has been submitted for approval by YG in February 2019.	150,000	58,616	91,384
Water and Waste Services	650c00518 SCADA Software Replacement	The project was not completed in 2018 due department capacity and competing priorities in 2018. The re-budget will be used to hire a consultant to develop tender specifications and hire a contractor to implement the new SCADA software. Gas Tax funding was approved for \$200,000 in 2018, and an amendment was	200,000	110	199,890

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		submitted in 2019 for extra \$80,000. The project is scheduled to be completed by June 30, 2020.			
Water and Waste Services	650c00718 Selkirk Aquifer Flood Risk Assessment	A PO was issued on Dec 3, 2018 to a consultant for this project. The project was performed from Dec 3, 2018 to Feb 1, 2019. All invoices have been paid, total \$15,000. The re-budget amount is requested to cover the invoices paid for the project in 2019. The project was completed on Feb 1, 2019.	30,000	-	30,000
Water and Waste Services	650c01217 Commercial Water Meter Replacements	The project has progressed in 2018 for the installation of commercial flow meters. As new commercial activities become active or existing ones get upgraded, it is expected that the meter replacement program will continue in 2019. The re-budget amount will be used to replace new or upgraded meters in commercial activities during 2019. The meter replacement program is continuous. It will be executed in 2019 and beyond.	29,475	5,405	24,070
Water and Waste Services	650c01218 War Eagle Tire Pile Survey and Fire Risk Abatement	The project was not completed in 2018 due to high work load on operating the landfill and managing extraordinary events. The survey portion of the project was performed in 2018. The re-budget amount will be used to hire a contractor to move or remove the tires out of the waste management facility; and hire a consultant to conduct a fire abatement assessment. The project will be completed by December 31, 2019.	10,000	2,460	7,540

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Water and Waste Services	650c01409 HYDRANT INFILL	In 2018 hydrant assembly parts were purchased but the project was not complete due to staff capacity and competing priorities. The re-budget amount will be spent on the assembly and install of the hydrant. Additional budget has been approved in 2019 for an additional hydrant infill. It is anticipated that project requests for hydrant infill will come forward in future years as well. The re-budget amount is expected to be exhausted by December 2019.	20,000	8,367	11,633
Water and Waste Services	650c01414 REBUILD PRESSURE CONTROL VALVES CITY WIDE	The project was carried out in 2018 for a various pressure control valves across the City, according to the crew capacity and work load. Additional retrofit of valves is pending to be completed in 2019. The re-budget amount will be used to continue rebuilding pressure control valves across the water distribution and wastewater collection systems in 2019. The project is scheduled to be completed in December 31, 2019.	45,397	30,160	15,237
Water and Waste Services	650c01618 Porter Creek Lift Stations Assessment	A PO was issued December 21, 2019 to Stantec Architecture Ltd. to perform the assessment. The work was delayed while waiting to know outcome of the Marwell rehabilitation project. The re-budget amount will be used to pay the committed \$29,995 to the consultant to perform the work in 2019. The schedule for completion of this project is July 31, 2019.	30,000	-	30,000

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Water and Waste Services	650c01818 SWAP Implementation	The project was not completed in 2018 because of turnover in the EC1 position, and refocus of the EC1 and EC2 onto expansion of Commercial Organics and recycling funding, respectively. With significant changes to the Solid Waste Management System anticipated in 2019, funding was strategically held in reserve to synchronize the efforts in public education with the roll out of the Commercial Org. program, implementation of tipping fees in the Whitehorse periphery, end of Schedule G milestones. The Re-budget amount will be spent on consulting services for development of education materials, and advertising. The project will be complete by Dec 31, 2019	65,000	41,482	23,518
Water and Waste Services	650c02118 Compost Facility Expansion	In 2018 a consultant was retained to start the design of the compost facility expansion. The project will continue in 2019 with the completion of the design, tender, and construction of the expansion. The re-budget amount will be used to finish the consultant work regarding the design and continue with its role on construction administration in 2019. The project is scheduled to be completed by December 31, 2019.	130,000	47,779	82,221
Economic Development	700c00117 FUTURE INDUSTRIAL LAND SUPPLY AND DEMAND STUDY	The project delayed in 2018 due to scope/schedule changes. The re-budgeted amount will be spent on consultant costs. The project will be by mid-2019.	31,452	16,277	15,175
Planning Services	720c00116 HERITAGE STRATEGY REVIEW	This project was not completed in 2018 due to staff capacity. The re-budget amount will be spent on consultant services. The project will be completed by December 2019.	17,998	-	17,998
Planning Services	720c00117 DOWNTOWN PARKING MANAGEMENT PLAN UPDATE	This is a multi-year project. The re-budget amount will be spent on consulting services. The project will be completed by December 31, 2019.	49,922	39,922	10,000

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Planning Services	720c00214 WHISTLE BEND FUTURE AREAS PLANNING	This is a major multi-year planning project. Re-budget amounts will be spent on the current consulting contract with WSP to complete Planning/Engineering Report and YESAB review process. The project is expected to be complete by the summer of 2019.	300,000	230,110	69,890
Planning Services	720c00215 RANGE POINT PLANNING IMPLEMENTATION	The project was not complete in 2018 due to staff capacity. Re-budget amounts will be spent on trail enhancements as per the plan. Project will be completed in 2019.	12,666	-	12,666
Planning Services	720c00218 NEIGHBOURHOOD COLLECTOR ROAD MASTER PLANS	This is a major multi-year planning project. The project was not completed in 2018 due to staff capacity and competing priorities. A contractor has been hired for the first phase of the work and the project will be completed in 2020.	50,000	-	50,000
Planning Services	720c00418 MULTI-USE TRAIL DESIGN GUIDELINES	This project was delayed in 2018 due to capacity and competing priorities. Re-budgeted funds will be spent on consulting services for the contract that was awarded late in 2018. The project is expected to be completed by December 2019.	40,000	7,587	32,413
Planning Services	720c00614 NEIGHBOURHOOD SIGN CREATION & REFURBISHMENT	The contractor hired in 2018 was unable to start work on the project as planned. The re-budget amount will be spent on new cedar signage and refurbishment of existing signs. The project will be completed by December 31, 2019.	10,000	-	10,000
Planning Services	720c00618 CHADBURN LAKE PARK IDENTITY/BRANDING	The project was delayed due to staff capacity. Re-budget amounts will be spent on consultant fees, signage, and advertising materials. The project is expected to be complete by December 2019.	30,000	-	30,000
Planning Services	720c00815 OFFICIAL COMMUNITY PLAN REVIEW - 2018	This is a multi-year project and the re-budget amount will be spent on public meetings, staffing, mapping, drafting of document, and additional studies. The project is expected to carry over to 2020.	175,147	45,705	129,442



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Planning Services	720c00818 2018 LOT DEVELOPMENT	Mary Lake lot development project and lot sale was completed in 2018, however invoices for ATCO & Northwestel installations have not yet been received. Arkell lot utility servicing work was unable to be completed in 2018. Re-budget amounts will be spent on outstanding Mary Lake invoices and Arkell utility installation costs, surveying and land titles costs required to create lots for sale. Arkell utility installations are being projected for completion in early Summer and Arkell land lottery for August, 2019.	160,000	16,034	143,966
Planning Services	720c01414 HOUSING & DOWNTOWN INITIATIVES	This is a multi-year project for housing related initiatives. Re-budget amounts will be spent on updating the Development Incentives Policy and advertisement of housing initiatives. Project will be complete by the end of 2019.	16,269	-	16,269
Planning Services	720c02014 SCHWATKA LAKE PLAN IMPLEMENTATION	This project took longer than expected due to staff capacity and competing priorities. Staff have prepared draft guidelines for signs and related improvements and are now in a position to spend the re-budget amount on further implementation of the plan. The project is expected to be complete in 2019.	28,413	1,600	26,813
Parks and Trails	740c00216 WHISTLE BEND AMENITIES	In 2018 equipment was ordered and received late in season and crews were not able to install. Remaining funds will be used to install in summer of 2019. Capital project to be completed summer 2019.	80,000	61,983	18,017
Parks and Trails	740c00309 PLAYGROUND EQUIPMENT REPLACEMENT	A PO was issued in 2018 for the purchase of playground equipment for a Riverdale playground located at Tagish and Tachun. The shipping company reported concerns with damaged packaging when it received the equipment for transport. This incident has delayed the delivery which is now expected in March 2019.	140,477	93,437	47,040



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Parks and Trails	740c00409 TRAIL PLAN IMPLEMENTATION	This is a multi-year project. In 2019 the re-budget amount will be spent on conducting trail work in Crestview, Porter Creek, Whistle Bend and Range Point as per the neighborhood trail plans. This work will include creation of single track trails, bridge installation over McIntyre Creek and signage. This work is expected to be complete by the end of September, 2019.	145,344	90,531	47,100
Parks and Trails	740c00417 Shipyards Park Electrical Posts and Outlet Replacement.	Quotes were received in the fourth quarter but the window to install before freeze up was passed. The contractor will start first thing in 2019 once the ground thaws.	25,000	359	24,641
Parks and Trails	740c00610 PAVED TRAIL RESURFACING - PARKS	Trails sections were identified in 2018 to be completed. Due to asphalt plant unable to fill orders some sections are still waiting to be addressed. Funds to be spent during summer 2019.	60,000	16,664	43,336
Parks and Trails	740c00616 JIM LIGHTS PARK RETAINING WALL	Materials for the project were purchased in 2018 based on a final design. In 2019 the re-budget amount will be spent on removing and disposing the existing wall and building the new retaining wall with materials purchased in 2018. This project is expected to be complete by September 2019.	15,641	6,248	9,393
Parks and Trails	740c01009 EROSION CONTROL	This is a multi-year, seasonal project. In 2019 the re-budget amount will be spent erosion control and signage for previously identified areas including the millennium trail and the hill in shipyards park. Additional areas requiring control will also be addressed during 2019 season.	34,380	26,536	7,844
Parks and Trails	740c01315 WHISTLE BEND PLAYGROUNDS	In 2018 playground equipment was purchased but installation was not fully complete for the additional parks features. In 2019 re-budget amounts will be used to install the equipment. This project is expected to be complete by September 2019.	51,442	12,456	38,986

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Parks and Trails	740c05310 DOWNTOWN STREET UPGRADES - PARKS	The benches located on Main Street require replacement. The re-budgeted amounts will be spent on replacing the benches as well as concrete work to replace the current brick infrastructure on walkways. The planned upgrades will be complete by December 2019.	25,000	18,859	6,141
Recreation & Facility Services	750c00115 Programming Equipment	Project incomplete due to timing and delays. Phase 1 of setting up the Total Resistance System (TRX) is complete. Re-budget to be spent on phase 2, which involves the purchase of TRX equipment. Project complete by September 2019.	40,870	33,988	6,882
Recreation & Facility Services	750c00214 Aquatic Centre Sand Filter Replacement	It wasn't completed in 2018 due to time constraints during pool shutdown. The re-budgeted amount will be spent on the final installation of the sand filters. Project completion September 2019.	50,000	24,659	25,341
<b>Total All Jobs</b>			<b>72,751,438</b>	<b>36,607,016</b>	<b>34,478,309</b>

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 18, 2019
<b>RE:</b> Amend Fees and Charges Bylaw (1 <sup>st</sup> Quarter Changes)

### ISSUE

Amendments to the Fees and Charges Bylaw

### REFERENCE

Fees and Charges Manual – Appendix A

Bylaw 2019-12

### HISTORY

As part of the quarterly review, the Financial Services Department compiles a list of suggested changes to the City's fees and charges as submitted by the management group.

### ALTERNATIVES

1. Adopt the changes to fees and charges as recommended
2. Do not adopt the fees and charges and refer back to administration

### ANALYSIS

Following is a list of all the requests submitted including fee increases, deletions and wording amendments to provide clarity as detailed:

- Remove the Development Cost Charge fee for Residential, Single Family units adding a secondary suite. Historically, this fee has been fully granted back under the development incentive policy. Removing this fee entirely eliminates the administrative work of collecting the fee and then granting it back.
- Increase the following parks fees by the standard and annual 1.5% increase that was missed during the previous round of fees and charges changes
  - Memorial Bench, Supply and Install
  - Memorial Tree, Supply and Install
  - Rental Charge for the 10x10 tent or 10x20 tent
  - Rental Charge for the 20x20 tent
- Add a new fee for extending the Vinyl Application - Full Bus Wrap advertising fee for additional years. The new fee is a reduced fee for the Full Bus Wrap, offered to customers that wish to extend a Vinyl Application - Full Bus Wrap beyond 12 months, for an additional 12 months and for each additional 12 month interval. This fee is equal to 2/3 of the current fee for the Full Bus Wrap. Providing a reduced rate for additional years of bus wrap advertising is intended to incentivize businesses to continue advertising with the City.

- Add clarification for three other Vinyl Bus Wrap advertising fees.
- Add a new per person/per hour labour charge-out fee for Water and Waste or Operations personnel for the hours outside of 7:00am to 5:30pm, with a minimum of 4 hours per call out at \$120 per person per hour.
- Amend the fee description for the per hour labour charge-out fee for Water and Waste or Operations personnel to include “for the hours between 7:00am to 5:30pm” and amend the unit of measure to “per person, per hour”

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2019-12, a bylaw to amend the Fees and Charges Bylaw, be brought forward for consideration under the bylaw process; and

THAT the 2020 and 2021 Provisional Operating and Maintenance Budgets be increased in the amount of \$5,133, offset by transfers to the General Reserve for the additional revenue.

# **CITY OF WHITEHORSE**

## **BYLAW 2019-12**

A bylaw to amend Fees and Charges Bylaw 2014-36

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

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

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

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

1. The fee schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Schedules 4, 8, 9 and 11, substituting therefore new Schedules 4, 8, 9 and 11 attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect on and from final passage thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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City Clerk

## CITY OF WHITEHORSE

### BYLAW 2019-12

#### Explanatory Notes:

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

The changes are highlighted and include fee increases, deletions and some minor wording amendments to provide clarity as detailed herein:

- Remove the Development Cost Charge fee for Residential, Single Family units adding a secondary suite. Historically, this fee has been fully granted back under the development incentive policy. Removing this fee entirely eliminates the administrative work of collecting the fee and then granting it back.
  - Adjust Fee for Development Cost Charge, Residential Single Family, Secondary Suite, Approved Minor Development Incentive to \$0
- Increase the following parks fees by the standard 1.5% annual increase. These fee increases were missed during the previous round of fees and charges amendments
  - Memorial Bench, Supply and Install
  - Memorial Tree, Supply and Install
  - Rental Charge for the 10x10 Tent and 10 x 20 Tent
  - Rental Charge for the 20x20 Tent
- Add a new fee for extending the Vinyl Application – Full Bus Wrap advertising fee for additional years. The new fee is a reduced fee for the Full Bus Wrap, offered to customers that wish to extend a Vinyl Application – Full Bus Wrap beyond 12 months, for an additional 12 months and for each additional 12 month interval. This fee is equal to 2/3 of the current fee for the Full Bus Wrap. Providing a reduced rate for additional years of bus wrap advertising is intended to incentivize businesses to continue advertising with the City.
  - Add a new fee “Full Bus Wrap Renewal: each 12 Month Interval after the first year – Full bus wrap less areas required clear for safety”
- Add clarification for three other Vinyl Bus Wrap advertising fees:
  - Rename “Vinyl Application Bus Wrap – Yearly – 1/3 Side of the Bus” to “Vinyl Application Bus Wrap – Side of the bus: 12 Months – Top Runner, One Panel or Lower Portion”
  - Rename “Vinyl Application Bus Wrap – Yearly – Full side of Bus” to “Vinyl Application Bus Wrap – Full 1 Side of the Bus: 12 Months – 1 side of the bus Less areas required clear for safety”
  - Rename “Vinyl Application Bus Wrap – Yearly – 1/3 Exterior Bus” to “Vinyl Application Bus Wrap – Full Bus Wrap 1<sup>st</sup> Year: 12 Months – Full bus wrap less areas required clear for safety”
- Add a new per person/per hour labour charge–out fee for Water and Waste or Operations personnel for the hours outside of 7:00am to 5:30pm, with a minimum of 4 hours per call out at \$120 per person per hour.
- Amend the fee description for the per hour labour charge-out fee for Water and Waste or Operations personnel to include “for the hours between 7:00am to 5:30pm” and amend the unit of measure to “per person, per hour”

		FEE DESCRIPTION			Bylaw 2019-12		Final Fee 5% GST Inc	UNITS	
		Approved Base Fee	Date Fee Effective						
Operations	Equipment Charge			Tandem Dump & Tractor		76.00	01-Jan-11	79.80	per hour
Operations/Water&Waste	Equipment Charge			Eductors - Vactors		170.00	01-May-15	178.50	per hour
Operations/Water&Waste	Equipment Charge			Road Grader		94.00	01-Jan-11	98.70	per hour
Operations/Water&Waste	Equipment Charge			Pickups		19.00	01-Jan-11	19.95	per hour
Operations/Water&Waste	Equipment Charge			One Tons		30.00	01-Jan-11	31.50	per hour
Operations/Water&Waste	Equipment Charge			Loaders		90.00	01-Jan-11	94.50	per hour
Operations/Water&Waste	Equipment Charge			Single Axle 5 Ton		74.00	01-Jan-11	77.70	per hour
Operations/Water&Waste	Equipment Charge			Track Hoe		125.00	01-Jan-11	131.25	per hour
Operations/Water&Waste	Equipment Charge			Wheel Case Hoe		65.00	01-Jan-11	68.25	per hour
Operations/Water&Waste	Equipment Charge			Street Sweepers		83.00	01-Jan-11	87.15	per hour
Operations/Water&Waste	Equipment Charge			Skid Steer		50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge			Steamer Truck		192.00	01-Jan-11	201.60	per hour
Operations/Water&Waste	Equipment Charge			Bucket Truck		150.00	01-Jan-11	157.50	per hour
Operations/Water&Waste	Equipment Charge			Vibrator Roller		50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge			Paver		100.00	01-Jan-11	105.00	per hour
Operations/Water&Waste	Equipment Charge			Pothole Patcher		600.00	01-Jan-11	630.00	per hour
Operations/Water&Waste	Equipment Charge			Compressor		50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge			Tapping Tool		80.00	01-Jan-11	84.00	per hour
Operations/Water&Waste	Equipment Charge			Camera		40.00	01-Jan-11	42.00	per hour
Operations/Water&Waste	Equipment Charge			Brush Chipper		50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge			Water Service Freeze Machine		20.00	01-Jul-13	21.00	per hour
Operations/Water&Waste	Equipment Charge			Sewer Router		20.00	01-Jul-13	21.00	per hour
Operations/Water&Waste	Equipment Charge			Water Service Thaw Machine		20.00	01-Jul-13	21.00	per hour
Operations/Water&Waste	Equipment Charge			Sewer Camera -Large diameter pipe		50.00	01-May-15	52.50	per hour
Operations/Water&Waste	Labor			<del>Operations/Water&amp;Waste</del> Personnel		<del>70.00</del>	<del>01-Jan-17</del>	<del>72.50</del>	<del>per-hour</del>
Operations/Water&Waste	Labor Charge			Operations/Water&Waste Personnel		70.00	31-Mar-19	73.50	Per Person- Per Hour
Operations/Water&Waste	Labor Charge			Operations/Water&Waste Personnel		120.00	31-Mar-19	126.00	Per Person- Per Hour

FEE DESCRIPTION		Bylaw 2019-12			Final Fee 5% GST Inc	UNITS
		Approved Base Fee	Date Fee Effective	Date Fee Effective		
Parks	Deposit, Damage- All booking	fully refundable if all rental conditions met	500.00	01-Jan-15	no gst	each
Parks	Shipyards Park	Non-Profit Rental - full day	402.30	01-Jan-19	422.40	full day
Parks	Shipyards Park	Non-Profit Rental - half day	201.36	01-Jan-19	211.40	half day
Parks	Shipyards Park	For Profit Rental - full day	804.61	01-Jan-19	844.80	full day
Parks	Shipyards Park	For Profit Rental - half day	402.71	01-Jan-19	422.80	half day
Parks	All Parks excluding Shipyards	Profit Rental - full day	592.76	01-Jan-19	622.40	full day
Parks	All Parks excluding Shipyards	Profit Rental - half day	296.38	01-Jan-19	311.20	half day
Parks	All Parks excluding Shipyards	Profit Rental - Hourly	68.01	01-Jan-19	71.40	hourly
Parks	All Parks excluding Shipyards	Non-Profit Rental - full day	296.38	01-Jan-19	311.20	half day
Parks	All Parks excluding Shipyards	Non-Profit Rental - half day	148.19	01-Jan-19	155.60	full day
Parks	All Parks excluding Shipyards	Non-Profit Rental - Hourly	34.00	01-Jan-19	35.70	hourly
Parks	For Profit in Designated Areas ONLY- Hourly	Programmed Activities in Area- Per Hour-no staff	24.89	01-Jan-19	26.10	per hour
Parks	Non-Profit Rental -per portion of Shipyards Park Building	per portion, per hour	34.15	01-Jan-19	35.90	per hour
Parks	Non-Profit rental -Outdoor Fire Pit Rental	Rental, wood, fire permit & attendant (monitors & extinguishes fire)	34.15	01-Jan-19	35.90	per hour
Parks	For Profit Rental -per portion of Shipyards Park Building	per portion, per hour	68.31	01-Jan-19	71.70	per hour
Parks	For Profit rental -Outdoor Fire Pit Rental		68.31	01-Jan-19	71.70	per hour
Parks	Memorial Bench	Supply and install	2,423.89	01-Jan-18	2545.10	each
Parks	Memorial Tree	Supply and install	1,615.93	01-Jan-18	1696.70	each
Parks	Portable Firepits	Portable Firepits	50.00	01-Jan-17	52.50	each
Parks	Parks	Bleacher Rentals	300.00	01-Jan-17	315.00	per two bleachers
Parks	Lift Truck	2 Operators & Truck	210.00	01-Jan-18	220.50	Per Hour
Parks	Picnic Tables	Delivery & Pick Up	228.00	01-Jan-18	239.40	Per 2 tables
Parks	Rental: 10 x 10 Tent or 10 x 20 Tent		285.28	01-Jan-18	303.70	Each
Parks	Rental: 20 x 20 Tent		1,157.10	01-Jan-18	1215.00	Each
Parks	Outdoor Garbage/Recycling Compost Bins	3 bin unit rental	237.50	01-Jan-18	249.40	Per one waste sorting station
Parks	Water Truck	1 Operator & Truck	145.00	01-Jan-18	152.30	Per Hour
Parks	Robert Service Camp Ground	Electrical Fee for Food Concession	150.00	01-Jul-18	157.50	Monthly
Parks	Robert Service Camp Ground	Site Rental	25.00	01-Jan-18	26.30	Per Day
Parks	Robert Service Camp Ground	Firewood	7.50	01-Jan-18	7.90	Bundle
Parks	Robert Service Camp Ground	Showers	4.75	01-Jan-18	5.00	per 5 Minutes



	Bylaw 2018-61		Bylaw 2019-12		Units
	Approved Fee	Date Fee Effective	Approved Fee	Date Fee Effective	
Address Changes					
Development Cost Charge	changing a municipal address	no relocation	200.00	22-Jun-98	each
Development Cost Charge	residential, single family	Secondary Suite	2,185.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	unserviced Country Residential secondary Suite	1,040.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	urban serviced lot	3,641.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential serviced lot	3,641.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential non serviced lot	1,769.00	01-Jul-14	per dwelling
Development Cost Charge	residential, duplex	duplex housing	5,826.00	01-Jul-14	per 2 dwellings
Development Cost Charge	residential, multiple housing	townhouse	2,913.00	01-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	apartment	2,185.00	01-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	multiple detached dwellings	2,913.00	01-Jul-14	per dwelling
Development Agreement	Incentive	Minor	75.00	08-Oct-13	each
Development Agreement	Incentive	Standard/Major	200.00	08-Oct-13	each
Development Permit	Conditional Use - \$500 plus applicable Permitted Use fee.		500.00	01-Jan-15	each +
Development Permit	Designated municipal historic resource		-	27-Jan-03	each
Development Permit	Permitted Use: Non-residential Zone (No new construction)		275.00	29-Jan-07	each
Development Permit	Permitted Use: Non-residential Zone(New Construction)	\$275.00 + 1.10/sq.metre	275.00+	29-Jan-07	each +
Development Permit	Permitted Use: Residential Zone	Multiple Housing & Commercial Use	275.00 +	22-Jun-98	each
Development Permit	Permitted Use: Residential Zone	Multiple Housing & Commercial Use	275.00	01-Feb-09	each
Development Permit	Permitted Use All Zones	Change of Use: no zoning requirements	75.00	01-Jun-17	each
Development Permit	Permitted Use: Residential Zone	Secondary commercial Uses (change of use)	30.00	01-Jan-19	each
Development Permit	Permitted Use: Residential Zone	Secondary Living Suite or Garden Suite	75.00	01-Jan-19	each
Development Permit	Permitted Use: Residential Zone	single, duplex, triplex & townhouse	75.00	01-Jan-19	each
Development Permit	Placement of Sign		25.00	01-Feb-09	each
Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Annual permit	300.00	01-May-16	each
Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Refundable deposit	1,500.00	01-May-16	each
Development Permit	Demolition of a Structure	Demolition Structure (<75 m2)	75.00	01-Jun-17	each
Development Permit	Demolition of a Structure	Commercial	275.00	01-Feb-09	each
Development Permit	Demolition of a Structure	Residential	200.00	01-Feb-09	each
Development Permit	Relocation of a Structure		25.00	01-Feb-09	each
Development Permit	Temporary Use Permit	Community Event	25.00	01-Feb-09	each
Development Permit	Temporary Use Permit	Commercial Event/Development	275.00	01-Feb-09	each

	FEE DESCRIPTION	Bylaw 2018-61		Bylaw 2019-12		Units
		Approved Fee	Date Fee Effective	Approved Fee	Date Fee Effective	
Development Permit	Temporary Use Permit	25.00	01-Feb-09	25.00	01-Feb-09	each
Development Permit	Mobile food Vendor on public site	275.00	01-May-15	275.00	01-May-15	each
Development Permit	Mobile food Vendor on public site; electricity charge	50.00	01-May-15	50.00	01-May-15	each
Development Permit Refund	written request from applicant within 6 months of original date of issue-no permit related work on site has begun-deduction of \$55. or 20% of fee whichever is MORE.	Varies	01-Feb-09	Varies	01-Feb-09	each
Land Management	Development agreement	200.00	29-Jan-07	200.00	29-Jan-07	each
Land Management	Road Closure Bylaw	500.00	29-Jan-07	500.00	29-Jan-07	each
Land Management	Subdivision Approval Extension	250.00	29-Jan-07	250.00	29-Jan-07	each
Official Community Plan Amendment Fee (OCP Amendment Fee)		1,500.00	01-Jan-17	1,500.00	01-Jan-17	each
Parking	Payment in lieu of providing parking space	18,706.00	13-Nov-01	18,706.00	13-Nov-01	each space
Parking	Payment in lieu of providing parking space	7,967.00	13-Nov-01	7,967.00	13-Nov-01	each space
Subdivision Application	Condominium (non refundable fee)	50.00	08-Jan-01	50.00	08-Jan-01	each
Subdivision Application	Consolidation (non refundable fee)	50.00	22-Jun-98	50.00	22-Jun-98	each
Subdivision Application	Subdivision (non refundable fee)	100.00	22-Jun-98	100.00	22-Jun-98	each
Subdivision Application	Property line adjustment or realignment (non refundable fee)	50.00	08-Jan-01	50.00	08-Jan-01	each
Variance, Board of Appeal	non refundable fee each appeal	500.00	01-Feb-05	500.00	01-Feb-05	each
Zoning Amendment		1,500.00	08-Oct-13	1,500.00	08-Oct-13	each
Zoning Amendment	Designated municipal historic resource	-	27-Jan-03	-	27-Jan-03	each

		Bylaw 2019-12		Final Fee 5% GST Inc	Unit
		Approved Fee	Date Fee Effective		
Bus Fares	Adult Monthly Pass		Age 19-59		
Bus Fares	Adult Single-cash	62.00	01-Jan-08	no gst	each
Bus Fares	Adult Ticket (sold in strips of 10)	2.50	01-Jan-08	no gst	each
Bus Fares	Day Pass	23.00	01-Jan-08	no gst	each strip
Bus Fares	Disabled Handy Bus-Cash	5.00	01-Apr-15	no gst	each
Bus Fares	Disabled Handy Bus-Monthly Pass	2.50	01-Jan-08	no gst	each
Bus Fares	Disabled Handy Bus-Ticket (strip of 10)	26.00	01-Jan-08	no gst	each
Bus Fares	Disabled Conventional Bus	10.00	01-Jan-08	no gst	each strip
Bus Fares	Pre-schooler 4 and under accompanied by an adult (2 per adult)	free	01-Jul-03	-	each
Bus Fares	Senior Monthly Pass	free	22-Jun-98	-	each
Consolidated	Senior Single-cash	26.00	01-Jan-08	no gst	each
Bus Fares	Youth Monthly Pass	2.50	01-Jan-08	no gst	each
Bus Fares	Youth Single-cash	10.00	01-Jan-08	no gst	each strip
Bus Fares	Youth Ticket (sold in strips of 10)	40.00	01-Jan-08	no gst	each
Bus Fares	Superpass Monthly	2.50	01-Jan-08	no gst	each
Bus Fares	Superpass Monthly	15.00	01-Jan-08	no gst	each strip
Bus Fares	Superpass Monthly	54.25	01-Jul-18	no gst	each
Bus Fares	Superpass Monthly	35.00	01-Jan-15	no gst	each
Bus Fares	Superpass Monthly	22.75	01-Jan-15	no gst	each
Bus Fares	Superpass Monthly	22.75	01-Jan-15	no gst	each
Group Pass	College	248.00	01-Jan-13	no gst	each
Group Pass	College	248.00	01-Jan-13	no gst	each
Group Pass	College	198.40	01-Jan-13	no gst	each
Group Pass	College	198.40	01-Jan-13	no gst	each
Group Pass	College	161.20	01-Jan-13	no gst	each
Group Pass	College	161.20	01-Jan-13	no gst	each
Group Pass	College	124.00	01-Jan-13	no gst	each
Group Pass	College	124.00	01-Jan-13	no gst	each
Group Pass	College	62.00	01-Jan-13	no gst	each
Group Pass	College	62.00	01-Jan-13	no gst	each

FEE DESCRIPTION

	Age 19-59				
	Age 19-59				
	Age 19-59				
	Age 5 and over				
	Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service				
	Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service				
	Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service				
	Conventional Bus disabled customers that meet the eligibility requirements of Handy Bus Service				
	proof of age may be required				
	Age 60 and over				
	Age 60 and over				
	Age 60 and over				
	Age 5-18				
	Age 5-18				
	Age 5-18				
	Superpass -ADULT				
	Superpass -YOUTH				
	Superpass -SENIOR				
	Superpass -DISABILITY				
	0% -10% (0-55) of students participating				
	10%-20% (56-110) of students participating			0% Transit Discount	
	20%-30% (111-165) of students participating			20% Transit Discount	
	30%-40% (166-220) of students participating			20% Transit Discount	
	40%-50% (221-275) of students participating			35% Transit Discount	
	50%-60% (276-330) of students participating			35% Transit Discount	
	60%-70% (331-385) of students participating			50% Transit Discount	
	70%-80% (386-440) of students participating			50% Transit Discount	
	80%-90% (441-495) of students participating			75% Transit Discount	
	90%-100% (496-550) of students participating			75% Transit Discount	

		Bylaw 2019-12		Final Fee 5% GST Inc	Unit		
		Approved Fee	Date Fee Effective				
Group Pass	Education	0% of eligible students or employees participating	0% Transit Discount	40.00	01-May-12	no gst	each
Group Pass	Education	25% of eligible students or employees participating	10% Transit Discount	36.00	01-May-12	no gst	each
Group Pass	Education	50% of eligible students or employees participating	15% Transit Discount	34.00	01-May-12	no gst	each
Group Pass	Education	75% of eligible students or employees participating	20% Transit Discount	32.00	01-May-12	no gst	each
Group Pass	Education	100% of eligible students or employees participating	25% Transit Discount	30.00	01-May-12	no gst	each
Group Pass	Employers 5-25 Participants	0% of employees participating	0% Transit Discount	62.00	01-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	25% of employees participating	3.75% Transit Discount	59.68	01-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	50% of employees participating	7.50% Transit Discount	57.35	01-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	75% of employees participating	11.25% Transit Discount	55.03	01-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	100% of employees participating	15.0% Transit Discount	52.70	01-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	0% of employees participating	0% Transit Discount	62.00	01-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	25% of employees participating	5% Transit Discount	58.90	01-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	50% of employees participating	10% Transit Discount	55.80	01-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	75% of employees participating	15% Transit Discount	52.70	01-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	100% of employees participating	20% Transit Discount	49.60	01-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	0% of employees participating	0% Transit Discount	62.00	01-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	25% of employees participating	6.25% Transit Discount	58.13	01-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	50% of employees participating	12.50% Transit Discount	54.25	01-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	75% of employees participating	18.75% Transit Discount	50.38	01-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	100% of employees participating	25% Transit Discount	46.50	01-Jun-12	no gst	each
Group Pass	Youth - Employers 5-25 Participants	0% of employees participating	0% Transit Discount	40.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	25% of employees participating	3.75% Transit Discount	38.50	01-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	50% of employees participating	7.50% Transit Discount	37.00	01-Jul-13	no gst	each

		FEE DESCRIPTION		Bylaw 2019-12		Final Fee 5% GST Inc	Unit
		Approved Fee	Date Fee Effective	Approved Fee	Date Fee Effective		
Group Pass	Youth - Employers 5-25 Participants		75% of employees participating	35.50	01-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants		100% of employees participating	34.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants		0% of employees participating	40.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants		25% of employees participating	38.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants		50% of employees participating	37.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants		75% of employees participating	34.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants		100% of employees participating	32.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants		0% of employees participating	40.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants		25% of employees participating	37.50	01-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants		50% of employees participating	35.00	01-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants		75% of employees participating	32.50	01-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants		100% of employees participating	30.00	01-Jul-13	no gst	each
Advertising	Bench Back		monthly	82.50	01-Jan-13	86.60	each
Advertising	Bench Back		yearly	825.00	01-Jan-13	866.30	each
Advertising	Exterior King panels, side of bus		monthly	275.00	01-Jan-13	288.80	each
Advertising	Exterior King panels, side of bus		yearly	2,750.00	01-Jan-13	2,887.50	each
Advertising	Interior panel		monthly	33.00	01-Jan-13	34.70	each
Advertising	Interior panel		yearly	352.00	01-Jan-13	369.60	each
Advertising	Shelters		monthly	385.00	01-Jul-13	404.30	each
Advertising	Shelters		yearly	3,850.00	01-Jul-13	4,042.50	each
Advertising	Vinyl-application-bus-wrap		yearly	<del>1,650.00</del>	01-Jan-13	<del>1,722.50</del>	each
Advertising	Vinyl-application-bus-wrap		yearly	<del>3,850.00</del>	01-Jan-13	<del>4,042.50</del>	each
Advertising	Vinyl-application-bus-wrap		yearly	<del>7,700.00</del>	01-Jan-13	<del>8,085.00</del>	each
Advertising	Vinyl application bus wrap		Side of the bus: 12 Months	1,650.00	31-Mar-19	1,732.50	each
Advertising	Vinyl application bus wrap		Full 1 side of the Bus: 12 Months	3,850.00	31-Mar-19	4,042.50	each
Advertising	Vinyl application bus wrap		Full Bus Wrap 1st Year: 12 Months	7,700.00	31-Mar-19	8,085.00	each
Advertising	Vinyl application bus wrap		Full Bus Wrap Renewal: each 12 month interval after the 1st Year	5,133.33	31-Mar-19	5,390.00	each
Advertising	Back face of bus passes		Yearly	1,980.00	01-Jan-13	2,079.00	each

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 18, 2019
<b>RE:</b> Contract Award – Network Switches

### **ISSUE**

Contract award for Network Switches for New Operations Building and Replenishment

### **REFERENCE**

Request for Tender RFT 2019-026 Network Switches for New Operations Building and Replenishment

Council Policy: Purchasing and Sales

Capital Budget 300c00109 Computer Infrastructure

Capital Budget 320c01810 Operations Building Project

### **HISTORY**

A request for tender (RFT) was prepared to seek a supplier for network switches that will be installed for the new operations building and also for replenishment of the City's ageing and obsolete switches installed in current buildings and facilities.

The RFT for Network Switches was advertised on the City's website and in local newspapers. The RFT documents were made available on February 15, 2019 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

Nineteen parties showed interest in the tender by viewing or downloading the tender documents.

The tender closed on March 7, 2019 and three submissions were received, all of which are compliant and listed in alphabetical order below:

- Atwell Systems Inc
- Connectra Technologies Inc
- Nova Networks Inc

The low bidder was Atwell Systems Inc, with a bid of \$192,539.23 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 bids by an internal review committee, which comprised personnel from Procurement and the Business and Technology Systems Department, included checking for completeness, mathematical errors, and proper tender security.

The review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully, and the prices submitted are reasonable.

Sufficient funds are available in the capital budget to complete this project. The funding sources will be distributed as follows:

- \$94,848.92 from 300c00109 Computer Infrastructure Capital
- \$97,690.31 from 320c01810 Operations Building Project

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the supply of Network Switches for New Operations Building and Replenishment project to Atwell Systems Inc. for a net cost to the City of \$192,539.23 plus GST.

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

Date: Monday, March 18, 2019

Location: Council Chambers, City Hall

Chair: Stephen Roddick                      Vice-Chair: Jan Stick



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	<b>Pages</b>
<b>1. Public Hearing Report - Zoning Amendment - Administrative Edits</b>	<b>1 - 3</b>
Presented by M. Simard	
<b>2. New Business</b>	



## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> March 18, 2019
<b>RE:</b> Public Hearing Report – Zoning Amendment – Administrative Edits

### **ISSUE**

A report on the public hearing for numerous Administrative edits to the Zoning Bylaw.

### **REFERENCE**

- 2010 Official Community Plan
- Zoning Bylaw 2012-20
- Bylaw 2019-07 and Appendix A

### **HISTORY**

Proposed Bylaw 2019-07 contains a number of minor administrative amendments to the Zoning Bylaw to clarify interpretation and otherwise implement minor changes. Most of these changes have arisen from day-to-day use of the bylaw. Administrative edits to the Zoning Bylaw are typically brought forward on a periodic basis. The last general amendments to the Zoning Bylaw were adopted in April 2018.

Bylaw 2019-07 proposes amendments to numerous sections including:

- definitions
- general development regulations (landscaping)
- specific use regulations
- parking and loading
- signage
- specific zones
- enforcement
- zoning maps

Bylaw 2019-07 received 1st Reading on January 28, 2019. Notices were published in the newspapers on February 1 and 8, 2019.

One of the proposed edits is a map-based zoning change to allow for a potential future elementary school in Whistle Bend. A total of 33 letters were sent to property owners within 100 m of that subject property. The Whistle Bend Community Association, Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail of this mapping change.

A public hearing was held on February 25, 2019. No one appeared at the public hearing and six written submissions expressing concerns were received.

The following issues were raised:

- Prescribed perennial plantings is onerous to property owners
- Storage of refuse/compost bins should not be limited
- Location of school may create transportation issues
- Bears are attracted to refuse/compost carts and fruit trees

## **ALTERNATIVES**

- 1) Proceed under the bylaw process.
- 2) Refer back to Administration.

## **ANALYSIS**

### **Prescribed perennial plantings are onerous to property owners**

Concern was raised that requiring perennial landscaping in front yards is overly prescriptive and will not allow for annual plantings or local food production. There was also a concern that requiring perennial plantings could lead to additional installation of invasive species.

Section 7 of the Zoning Bylaw specifies that landscape plantings are required as part of any new development, typically with new construction. The proposed change specifies that these required landscape plantings must be perennial species. The required plantings specified in the Zoning Bylaw are a minimum requirement only. Property owners would still be able to install further plantings, such as flowers, shrubs, or food gardens in the front yard.

The Parks and Trails Department also reviews development proposals for invasive species and works with the Yukon Invasive Species Council to keep information and resources for residents up to date.

### **Storage of refuse/compost bins should not be limited**

One member of the public stated that the City should not regulate where refuse/compost bins can be stored on a private lot.

The Zoning Bylaw already prohibits storage of these items in the front yard setback. The proposed change is to extend this regulation to include the exterior side yard setback as well. The proposed regulation would only impact corner lots that have two public street frontages. The purpose of this regulation is to maintain a visually appealing streetscape along both frontages.

In the majority of instances, bins can be kept against the house with no concern as buildings are typically not built to both setbacks on corner lots. The purpose of this regulation is to eliminate storage near the street.

### **Location of school may create transportation issues**

There was a concern raised that transportation issues could arise if street crossings are not well marked and drop-off areas are not well planned. At this time, there is no design for a school on the subject lot located on Olive May Way in Whistle Bend. These issues would be addressed during the development permit process.

### **Bears are attracted to refuse/compost carts and fruit trees**

There were several comments concerned with various bear attractants, such as refuse and compost bins and landscape plantings such as berries and fruit trees. Water and Waste Services is currently looking at site-specific solutions in high-risk areas, such as bear proof refuse and compost bins. However, it should be noted that 60% of incidents

between 2012 and 2017 occurred outside of residential collection areas. The City does not restrict planting of berries or fruit trees as they support local food production. Based on available data, the City has not identified berries and fruit trees as major attractants for bears.

**Concerns not related to the proposed amendment**

There were several concerns raised with wordings in the Zoning Bylaw that are not part of the proposed bylaw amendment. These include residential parking, RV parking and storage, and planting of invasive species.

These items are outside the scope of this bylaw amendment process, but residents will be able to examine and comment on the Zoning Bylaw in its entirety during the Zoning Bylaw rewrite process that will follow completion of the Official Community Plan in 2020. Administration also brings forward occasional edits to the bylaw and some of these concerns could be examined for future amendments.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2019-07, a bylaw to amend the Zoning Bylaw with respect to a number of administrative edits, be brought forward for second and third reading under the bylaw process.

**CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA**

Date: Monday, March 18, 2019

Location: Council Chambers, City Hall

Chair: Dan Boyd      Vice-Chair: Samson Hartland



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**Pages**

**1. New Business**

**CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE**

Date: Monday, March 18, 2019

Location: Council Chambers, City Hall

Chair: Jan Stick      Vice-Chair: Jocelyn Curteanu



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**Pages**

**1. New Business**