

**-CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2019-07**

**DATE:** Monday, April 8, 2019  
**TIME:** 5:30 p.m.

**Mayor** Dan Curtis  
**Deputy Mayor** Dan Boyd  
**Reserve Deputy Mayor** Jan Stick

## **AGENDA**

**CALL TO ORDER** 5:30 p.m.

**AGENDA** Adoption

### **PROCLAMATIONS**

**MINUTES** Regular Council Meeting #2019-06 dated March 25, 2019

### **PUBLIC HEARING**

### **COMMITTEE REPORTS**

**Public Health & Safety Committee** – *Councillors Curteanu and Roddick*  
Wildfire Fuel Reduction – Prescribed Burns – *For Information Only*  
Traffic Bylaw Amendment – Speed Reductions

**Development Services Committee** – *Councillors Cabott and Boyd*  
Correct Cook Street West Local Improvement Charges Bylaw

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

**City Planning Committee** – *Councillors Roddick and Stick*

Public Hearing Report – Zoning Amendment – Cannabis Retail Sales

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

Contract Award – Winter Road Maintenance Supplies  
Contract Award – Supply of Line Painting  
Contract Award – Mosquito Control Program

**Community Services Committee** – *Councillors Stick and Curteanu*  
Community Clean-up Policy Amendments

### **NEW AND UNFINISHED BUSINESS**

|                      |         |  |   |
|----------------------|---------|--|---|
| <b><u>BYLAWS</u></b> | 2019-06 | Amend Capital Budget (2018 Re-budgets)               | 3 <sup>rd</sup> Reading                   |
|                      | 2019-12 | Fees and Charges Amendment (1 <sup>st</sup> Quarter) | 3 <sup>rd</sup> Reading                   |
|                      | 2019-08 | Zoning Amendment (Cannabis Retailing)                | 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading |
|                      | 2019-13 | Business License Bylaw Amendment (Cannabis Related)  | 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading |
|                      | 2019-10 | Traffic Bylaw Amendment                              | 1 <sup>st</sup> & 2 <sup>nd</sup> Reading |

### **ADJOURNMENT**



MINUTES of **REGULAR** Meeting #2019-06 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, March 25, 2019, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis  
Councillors Dan Boyd  
Laura Cabott  
Jocelyn Curteanu  
Samson Hartland  
Stephen Roddick  
Jan Stick

ALSO PRESENT: City Manager Linda Rapp  
Director of Community and Recreation Services Jeff O'Farrell  
Director of Corporate Services Valerie Braga  
Director of Development Services Mike Gau  
Director of Infrastructure and Operations Peter O'Blenes  
Manager of Strategic Communications Myles Dolphin  
Acting Manager of Legislative Services Norma Felker

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

**CALL TO ORDER**

**2019-06-01**

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

**AGENDA**

Carried Unanimously

**2019-06-02**

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated March 11, 2019  
be adopted as presented.

**MINUTES**

March 11, 2019

Carried Unanimously

**PUBLIC HEARING**

Mayor Curtis called three times for anyone to appear to address Bylaw 2019-08, a bylaw to amend the Zoning Bylaw to allow for the private retail sale of cannabis and cannabis-containing products.

**BYLAW 2019-08**  
ZONING AMENDMENT  
Cannabis Retail Sales

Dr. Brendan Hanley, Chief Medical Officer of Health, noted that the definition of parks in the proposed bylaw is based on the presence of play structures. He suggested that this definition should be broadened in order to minimize potential effects on youth and vulnerable persons who tend to gather in parks without play structures such as LePage Park. Dr. Hanley also recommended that the hours of availability be reduced as indications are that increased availability will result in increased consumption.

Dr. Brendan Hanley

Thomas de Jager of Yukon Wide Adventures suggested that tourism businesses and attractions should also have buffer areas separating them from potential retail sales. He stated that his business is already impacted by nearby users of cannabis, and suggested that Whitehorse use signage similar to the signage used in Big White.

Thomas de Jager

Yolande Vachon suggested that the City adopt sites for cannabis use as a means of keeping it away from children.

Yolande Vachon

Jordi Mikeli-Jones spoke in support of the bylaw as presented. She stated that she has invested in a property on Wood Street for the purpose of operating a CanaSpace Store, and that location would be directly impacted if the buffer restrictions were extended to include LePage Park. She advised that her business plans include cameras, signage, age restrictions, safety issues and education. In addition, the business would be open for limited hours rather than operating within the hours allowed under Yukon regulations.

Jordi Mikeli-Jones

Jeremy Jones advised that he is a volunteer facilitator with Smart Recovery, and their proposed business on Wood Street will actively promote education and responsible use. He acknowledged that Yukon has a statistically higher usage rate for cannabis, but not necessarily a higher disorder rate. He noted that only two to six percent of cannabis users become addicted, while the rates for alcohol and opiate addiction are significantly higher. He also stated that the prevalence of use only incidentally increases with increased availability.

Jeremy Jones

A total of 13 written submissions were received, one in favour, one opposed, one with no concerns and ten expressing concerns.

Submissions Received

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

Public Hearing Closed

## **COMMITTEE REPORTS**

### **Public Health and Safety Committee**

#### **2019-06-03**

It was duly moved and seconded THAT Bylaw 2019-13, a bylaw to amend the Business License Bylaw with respect to the private retail sale of cannabis and cannabis-containing products, be brought forward for consideration under the bylaw process.

BRING FORWARD  
AMENDMENT TO THE  
BUSINESS LICENSE  
BYLAW (Cannabis Retail)

Carried Unanimously

Some council members expressed concern that the bylaw does not limit the hours of operation for cannabis retail sales. The consensus was to proceed with the bylaw process, with the bylaw receiving only first reading at the start. This will allow time for the receipt of information regarding enforcement issues around business hours.

Discussion

**Development Services Committee**

**2019-06-04**

It was duly moved and seconded  
THAT Bylaw 2019-09, a bylaw to provide for a work of local improvement on a portion of Cook Street from 4<sup>th</sup> Avenue to the escarpment, be brought forward for consideration under the bylaw process.

BRING FORWARD  
LOCAL IMPROVEMENT  
CHARGES BYLAW  
(Cook Street West)

Carried Unanimously

**Corporate Services Committee**

**2019-06-05**

It was duly moved and seconded  
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 \$34,190,520, be brought forward for consideration under the bylaw process.

BRING FORWARD  
CAPITAL BUDGET  
AMENDMENT  
(2018 Capital Re-budgets)

Carried Unanimously

**2019-06-06**

It was duly moved and seconded  
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.

BRING FORWARD  
FEES AND CHARGES  
BYLAW AMENDMENT  
(1<sup>st</sup> Quarter Changes)

Carried Unanimously

**2019-06-07**

It was duly moved and seconded  
THAT administration be authorized to award the contract for the supply of Network Switches for the new Operations Building and Replenishment project to Atwell Systems Inc. for a net cost to the City of \$192,539.23 plus GST.

CONTRACT AWARD  
NETWORK SWITCHES

Carried Unanimously

In light of a recent tender where the procurement was awarded to an outside firm when there was a very small price difference between the winning bid and that of a local supplier, a Committee member expressed concern that more such unfortunate events could occur before the City's Procurement Policy will be brought forward for consideration.

LOCAL PROCUREMENT  
For Information Only

The Mayor polled Council to see if there was interest in improving opportunities for local business in the short term while the policy review is still pending. There was no consensus on the issue.

Councillor Boyd gave notice that at the next regular council meeting on March 25, 2019 he would bring forward a motion that reads as follows:

NOTICE OF MOTION

"THAT administration be directed to review all potential tenders being considered between the present and the conclusion of the review of the Procurement Policy; and

Local Procurement

THAT administration be directed to present recommendations to Council on the best method to use when proceeding with individual tenders."

**City Planning Committee**

**2019-06-08**

It was duly moved and seconded  
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.

BRING FORWARD  
ZONING AMENDMENT  
BYLAW 2019-07

Carried Unanimously

Council members discussed the wording used to name these types of bylaws and the request was made that the issues not be minimized by calling them edits and minor changes. It was noted that items that seem to be of minor importance to some may actually be larger issues to others.

Discussion

One member of council raised concerns regarding the requirement for development permits for accessory development in non-residential zones. Administration confirmed that accessory development in commercial zones is done through permits to enable better tracking, as the intensity of use is difficult to track without this process.

**City Operations Committee**

There was no report from the City Operations Committee.

No Report

**Community Services Committee**

It is just one year until the 2020 Arctic Winter Games open in Whitehorse. Mayor Curtis proclaimed the week of March 18 to 24, 2019 to be Arctic Winter Games Celebration Week in the City of Whitehorse.

On behalf of the Arctic Winter Games 2020 Host Society, Jeane Lassen stated that the Arctic Winter Games are about much more than the sports scheduled for competition. They are about games activities, common community, friends made and memories created.

Ms. Lassen encouraged anyone interested in participating in the 2020 Games to come to the Games office in the Northern Vision Building on Ogilvie Street, and to show their support by purchasing Games wear that is now on sale at Sport Experts.

She presented a brief video introducing the theme song chosen for the 2020 Games and showing highlights of past Games activities.

ARCTIC WINTER GAMES  
2020 – ONE YEAR OUT

For Information Only

A Committee member noted that March 21 is the International Day for the Elimination of Racial Discrimination and, in light of recent acts of destruction resulting from racism and discrimination, all Canadians are encouraged to show solidarity in the face of this plague.

The Canadian Commission for UNESCO is coordinating a social media campaign to raise awareness about racism and discrimination and the role we all play in eliminating it. The campaign focuses on inter-cultural dialogue to learn and draw strength from our differences.

To participate, citizens are encouraged to engage in dialogue with persons of a different ethnicity to learn about their culture, history and interests and then post a video or photo of this encounter on social media with the tag @ccunesco #itstartswithme.

It is hoped that this campaign will help debunk many of the stereotypes and prejudices that may lead to racism and discrimination.

ACTION AGAINST  
RACISM AND  
DISCRIMINATION

For Information Only

The mayor thanked the City's transit drivers for their service in recognition of March 18<sup>th</sup> as Transit Driver Appreciation Day

TRANSIT DRIVER  
APPRECIATION

**NEW & UNFINISHED BUSINESS**

**2019-06-09**

It was duly moved and seconded  
THAT administration be directed to review all potential tenders being considered between the present and the conclusion of the review of the Procurement Policy; and

LOCAL PROCUREMENT  
(Councillor Boyd's  
Notice of Motion)

THAT administration be directed to present recommendations to council on the best method to use when proceeding with individual tenders.

Councillor Boyd stated that he was bringing the motion forward due to the fact that the Procurement Policy could take some time to finalize and Council could be missing out on opportunities to support local business.

Some council members questioned how the proposed motion would address the concerns raised, and expressed concerns that the motion is too wide open, resulting in a lot of work for administration that could cause a halt on some work with potentially large implications.

Discussion

Some members of council expressed support for the idea of giving local businesses better opportunities but also expressed concern with this ad hoc approach.

**2019-06-10**

It was duly moved and seconded  
THAT the motion regarding local procurement be postponed.

Motion to Postpone

Council members discussed the fact that a meeting regarding a revised Procurement Policy is only about a month away. At that time council will have an opportunity to discuss the issues. Some members of council expressed concern about asking administration to take time now to develop recommendations contrary to existing policy. It was noted that working outside existing policy or developing work-arounds with no opportunity for input could potentially result in costly legal challenges.

The motion to postpone was withdrawn.

Motion Withdrawn

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

Vote on Main Motion

IN FAVOUR Councillors Boyd, Cabott and Hartland  
OPPOSED Mayor Curtis, Councillors Curteanu, Roddick and Stick

Recorded Vote



A council member advised that a number of parking meters stolen over the winter were discovered destroyed in the forest. It was noted that the cost of replacement would be about \$15,000, not including labour. The hope was expressed that different options to control parking issues are being considered.

DESTROYED METERS  
For Information Only

**BYLAWS**

**2019-06-11**

It was duly moved and seconded  
THAT Bylaw 2019-07, a bylaw to amend the Zoning Bylaw with respect to a number of administrative edits, be given second reading.

Carried Unanimously

**BYLAW 2019-07**

ZONING AMENDMENT  
(Administrative Edits)  
SECOND READING

**2019-06-12**

It was duly moved and seconded  
THAT Bylaw 2019-07, a bylaw to amend the Zoning Bylaw with respect to a number of administrative edits, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2019-07**

ZONING AMENDMENT  
(Administrative Edits)  
THIRD READING

**2019-06-13**

It was duly moved and seconded  
THAT Bylaw 2019-06, a bylaw to amend the 2019 to 2022 Capital Expenditure Program to provide for the re-budgeting of 2018 capital projects, be given first reading

Carried Unanimously

**BYLAW 2019-06**

BUDGET AMENDMENT  
(2018 Capital Re-budgets)  
FIRST READING

**2019-06-14**

It was duly moved and seconded  
THAT Bylaw 2019-06 be given second reading.

Carried Unanimously

SECOND READING

**2019-06-15**

It was duly moved and seconded  
THAT Bylaw 2019-12, a bylaw to amend the Fees and Charges Bylaw to reflect changes required as a result of the first quarter review, be given first reading.

Carried Unanimously

**BYLAW 2019-12**

AMEND FEES/CHARGES  
(1<sup>st</sup> Quarter Changes)  
FIRST READING

**2019-06-16**

It was duly moved and seconded  
THAT Bylaw 2019-12 be given second reading.

SECOND READING

Carried Unanimously

**2019-06-17**

It was duly moved and seconded  
THAT Bylaw 2019-13, a bylaw to amend the Business License Bylaw  
with respect to regulations required for the operation of retail cannabis  
businesses, be given first reading.

**BYLAW 2019-13**  
BUSINESS LICENSE  
BYLAW AMENDMENT  
FIRST READING

Carried Unanimously

**2019-06-18**

It was duly moved and seconded  
THAT Bylaw 2019-09, a bylaw to provide for local improvement  
charges with respect to reconstruction of a portion of Cook Street  
from Fourth Avenue to the escarpment, be given first reading.

**BYLAW 2019-09**  
LOCAL IMPROVEMENT  
(Cook Street West)  
FIRST READING

Carried Unanimously

There being no further business, the meeting adjourned at 7:40 p.m.

**ADJOURNMENT**



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

|                                  |   |
|----------------------------------|---|
| <b>Date</b>                      | April 1, 2019   |
| <b>Location</b>                  | Council Chambers, City Hall   |
| <b>Committee Members Present</b> | Councillor Jocelyn Curteanu – Chair<br>Councillor Stephen Roddick – Vice Chair<br>Mayor Dan Curtis<br>Councillor Dan Boyd<br>Councillor Laura Cabott<br>Councillor Samson Hartland<br>Councillor Jan Stick  |
| <b>Staff Present</b>             | Linda Rapp, City Manager<br>Jeff O’Farrell, Director of Community and Recreation Services<br>Valerie Braga, Director of Corporate Services<br>Mike Gau, Director of Development Services<br>Peter O’Blenes, Director of Infrastructure and Operations<br>Taylor Eshpeter, Manager of Engineering Services<br>Catherine Constable, Manager of Legislative Services<br>Chris Green, Deputy Fire Chief<br>Myles Dolphin, Manager of Strategic Communications<br>Norma Felker, Assistant City Clerk |

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

**1. Wildfire Fuel Reduction – Prescribed Burns – For Information Only**

The Whitehorse Fire Department and Wildland Fire Management have been working together to manage wildfire fuels within the city. The success of a pilot project in 2017 concluded that controlled burns along road rights-of-way and other areas was an acceptable practice in the reduction of potential wildland fire fuel sources.

The reduction of wildfire potential in designated areas of the City will be done through the controlled burning of fine fuels and grass along the roadway and surrounding areas. The majority of the fuels to be treated are matted grass, with a small percentage of individual immature conifer and deciduous trees and shrubs. Burning will only take place pursuant to the very strict guidelines outlined in the Prescribed Fire Plan developed by Wildland Fire Management, and the public will be notified prior to the commencement of any burn.

**2. Traffic Bylaw Amendment – Speed Reductions**

Takhini North was designed as a traffic-calmed neighbourhood with narrow roadways, curb bulb-outs, and landscaping. The signs at both entrances to the neighbourhood indicate a 30 km/hr speed limit, and the Street Sign and Traffic Committee has recommended that the 30 km/hr speed zone be extended to the entire area.

Residents on certain streets in Porter Creek have requested traffic calming. The speed limit is currently 50 km/hr and speed data was collected to inform a recommended speed limit for these roads. The Street Sign and Traffic Committee has recommended that the speed limit be reduced to 40 km/hr.

A committee member noted that a 30 km/hr zone on Third Avenue listed in the existing schedule is not currently supported by street signs. Administration has since confirmed that the reduced speed zone in this section is no longer valid, and the schedule has been amended to show it as removed from the bylaw.

An amendment to the Traffic Bylaw is required to establish changes to speed zones.

**The recommendation of the Public Health and Safety Committee is**

THAT Bylaw 2019-10, a bylaw to amend the Traffic Bylaw with respect to speed zones in various areas, be brought forward for consideration under the bylaw process.

**3. Health Status Report – For Information Only**

A committee member referenced the recently released Yukon Health Status Report and noted that it provides an in-depth look at seniors' health and well-being in Yukon. The report contains a number of recommendations, and it was suggested that the City review the report and identify the recommendations that the City could implement for the benefit of seniors in our community.



## Minutes of the meeting of the Development Services Committee

**Date** April 1, 2019

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Laura Cabott – Chair  
Councillor Dan Boyd – Vice Chair  
Mayor Dan Curtis  
Councillor Jocelyn Curteanu  
Councillor Samson Hartland  
Councillor Stephen Roddick  
Councillor Jan Stick

**Staff Present**  
Linda Rapp, City Manager  
Jeff O’Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Taylor Eshpeter, Manager of Engineering Services  
Catherine Constable, Manager of Legislative Services  
Myles Dolphin, Manager of Strategic Communications  
Norma Felker, Assistant City Clerk

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

### **1. Cook Street Reconstruction – Local Improvement Charges**

At the regular meeting on March 25<sup>th</sup> Council gave first reading to a local improvement charges (LIC) bylaw with respect to the reconstruction of Cook Street West. In the process of preparing the documentation to provide official notice to property owners, an error in the calculations for Schedule A of the bylaw was discovered. The result of this error is that the portion of the costs of the reconstruction project that will be borne by some of the non-residential benefitting property owners is larger than initial projections.

Since the current bylaw has already received first reading and second reading is not scheduled until after a public hearing has been held, amending the existing bylaw at this stage is problematic. In order to allow the bylaw process to proceed, Council may direct administration to prepare the notification documents in a manner that will highlight the amendments that will be authorized when the bylaw comes forward for second reading. This will ensure that the information provided contains accurate details on project costs.

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

THAT administration be directed to prepare notification packages with respect to Local Improvement Charges Bylaw 2019-09 that include corrections to the errors discovered; and

THAT administration be directed to prepare proposed amendments to Bylaw 2019-09 for council's consideration when the bylaw comes forward for second reading.

**2. Climate Change – For Information Only**

A committee member cited a new report issued by Environment Canada on Canada's Changing Climate. The report states that warming in Canada is twice the rate of the rest of the world and is even more significant in the north. These climate changes are profound and have significant and alarming implications for our infrastructure, First Nations traditions and culture, and the natural environment.

The committee member asked if the City is doing enough to ensure its ability to cope with the economic, environmental and social impacts of climate change, and also if the City is doing enough to encourage low carbon development in transportation. It was suggested that the answer is 'no' to both of these questions, and therefore Council should consider declaring a Climate Change Emergency in Whitehorse and work with administration to identify new opportunities that are more in line with the urgency of the situation.



## Minutes of the meeting of the Corporate Services Committee

|                                  |   |
|----------------------------------|---|
| <b>Date</b>                      | April 1, 2019   |
| <b>Location</b>                  | Council Chambers, City Hall   |
| <b>Committee Members Present</b> | Councillor Samson Hartland – Chair<br>Councillor Laura Cabott – Vice-Chair<br>Mayor Dan Curtis<br>Councillor Dan Boyd<br>Councillor Jocelyn Curteanu<br>Councillor Stephen Roddick<br>Councillor Jan Stick  |
| <b>Staff Present</b>             | Linda Rapp, City Manager<br>Jeff O'Farrell, Director of Community and Recreation Services<br>Valerie Braga, Director of Corporate Services<br>Mike Gau, Director of Development Services<br>Peter O'Blenes, Director of Infrastructure and Operations<br>Catherine Constable, Manager of Legislative Services<br>Myles Dolphin, Manager of Strategic Communications<br>Norma Felker, Assistant City Clerk |

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







## Minutes of the meeting of the City Planning Committee

**Date** April 1, 2019

**Location** Council Chambers, City Hall

**Committee Members Present** Councillor Stephen Roddick – Chair  
Councillor Jan Stick – Vice Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Jocelyn Curteanu  
Councillor Laura Cabott  
Councillor Samson Hartland

**Staff Present** Linda Rapp, City Manager  
Jeff O’Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Mélodie Simard, Manager of Planning and Sustainability Services  
Myles Dolphin, Manager of Strategic Communications  
Norma Felker, Assistant City Clerk

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

**1. Public Hearing Report – Zoning Amendment (Cannabis Retail Sales)**

An amendment to the zoning bylaw was brought forward in response to regulations governing the licensing and location of private retail sales of cannabis in Yukon. At the public hearing on March 25<sup>th</sup>, 13 written submissions were received, all but two expressing concerns. Two delegates spoke in support of the bylaw, and three delegates raised concerns. Issues raised included the size of proposed buffers, the lack of buffers for LePage Park and child care centres, the lack of buffers for certain other uses and specific locations, the proposed hours of operation, and the number of stores. Additional concerns were raised regarding the bylaw process.

The federal government has determined cannabis to be socially and legally acceptable for sale in Canada, and the City is enacting regulations to allow for sale of this legal product. Expanding buffers from the proposed 100 m would significantly reduce the opportunity to develop retail stores in the Downtown area.

The rationale for buffering parks with play structures but not LePage Park or child care centres is that unsupervised children may use parks with play structures while there is direct supervision at child care centres and at LePage Park during programmed events for children. Implementing buffers around child care centres would significantly limit the permitted area for the retail sale of cannabis. Allowable areas would then be limited to three small areas which could create clustering of stores.

Creating setbacks or buffers from private residences and tourism related businesses would effectively prohibit cannabis sales in the downtown area or in other neighbourhoods in the City.

The hours of operation for businesses are governed by the Business License Bylaw.

Administration is proposing three amendments to the bylaw to provide additional clarity to the regulations.

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

THAT Bylaw 2019-08, a bylaw to amend the zoning bylaw to allow the private retail sale of cannabis and cannabis-containing products, be brought forward for second and third reading under the bylaw process; and

THAT Bylaw 2019-08 be amended at second reading as follows:

1. Add a new definition for 'play structure' that reads, "PLAY STRUCTURE' means permanent equipment installed and/or maintained by the City for use by children or youth of any age. Typical examples include climbing structures, swings, or slides.
2. Replace existing subsection 6.19.6 with a new subsection that reads, "The lot line of a Retail services, restricted operation may not be within 100 m of another lot used for Retail services, restricted. The 100 m buffer comes into effect once any development permit has been issued for a Retail services, restricted use."
3. Add a new subsection 6.19.7 that reads, "A list and map of locations that require a buffer from a Retail services, restricted use can be obtained from the City's Land and Building Services Department or the Planning and Sustainability Services Department."

### **2. Airbnb Units – For Information Only**

A committee member identified a concern that residential units in the City are being used for Airbnb despite the current housing shortage. Administration confirmed that Airbnb is a developing area and amendments to the Zoning Bylaw may be required in the future to address the issue. At this time, the City has ensured that development incentive agreements are not applied to properties intended for this use.



## Minutes of the meeting of the City Operations Committee

**Date** April 1, 2019

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Dan Boyd – Chair  
Councillor Samson Hartland – Vice Chair  
Mayor Dan Curtis  
Councillor Laura Cabott  
Councillor Jocelyn Curteanu  
Councillor Stephen Roddick  
Councillor Jan Stick

**Staff Present**  
Linda Rapp, City Manager  
Jeff O’Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Richard Graham, Manager of Operations  
Myles Dolphin, Manager of Strategic Communications  
Norma Felker, Assistant City Clerk

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

**1. Contract Award – Winter Road Maintenance Supplies**

The 2019 operating budget includes funds for the supply of crushed sand and road salt required for winter road maintenance. Separate tenders were issued for the supply of crushed sand and the supply and delivery of road salt.

One bid was received in response to each of the tenders issued. An internal review committee agreed that the bidders for both tenders meet tender specifications and the prices submitted are reasonable and within budget.

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

THAT Administration be authorized to award the contract for the supply of 16,000 tonnes of 10mm crushed sand to Skookum Asphalt Ltd. for a net cost to the City of \$209,960.00, plus GST; and

THAT Administration be authorized to award the contract for the supply of 500 tonnes of road salt to Canadian Lynden Transport Co. for a net cost to the City of \$178,333.33, plus GST.

## **2. Contract Award – Supply of Line Painting**

The approved 2019 and provisional 2020 operating budgets include funding for annual line painting on Whitehorse roads. A request for expression of interest in long line painting was released and five companies downloaded the documents, but no submissions of interest were received. Potential vendors indicated that their pricing would not be favourable due to substantial mobilization costs.

The Yukon Government is the only provider for this service located in the Yukon, and has previously been sole sourced this work. The Purchasing and Sales Policy does not make allowances to exempt this type of procurement from the public tendering process. Therefore, a council resolution is required to waive a public bidding process in this case.

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

THAT Administration be authorized to waive the public bidding process for the supply of line painting services; and

THAT Administration be authorized to award the contract for the supply of line painting services to the Government of Yukon for a net cost to the City not to exceed \$63,000.000 per year for 2019 and 2020.

## **3. Contract Award – Mosquito Control Program**

The City's Mosquito Control Program manages mosquito populations by controlling larvae development in temporary ponds and puddles throughout the City. One compliant submission was received in response to the request for expression of interest released.

The evaluation team concluded that the one compliant submission demonstrated experience with mosquito control projects, use of mosquito larvicides, aerial applications, and previous projects in Yukon. The company has the expertise and experience to effectively deliver this service.

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

THAT Administration be authorized to award the contract for the 2019 to 2021 Mosquito Control Program to Duka Environmental Ltd for a net cost to the City not to exceed \$228,516 plus GST, for a three-year contract; and

THAT, should the contingency amount of \$5,000 be needed in any of the three years, administration be authorized to amend the operating budget for that year to a maximum of \$5,000, funded from the General Reserve.

**4. BST Road Surfacing in Rural Subdivisions – For Information Only**

A committee member raised a concern that the BST road treatment applied last year in some rural neighbourhoods is substandard compared to what was previously in place. Administration confirmed that the BST work done last year met all specifications and was up to standard. The only difference with the latest contract was the use of a slightly smaller aggregate which should actually perform better in the long term. However, BST takes some time to compact and issues such as noise will lessen over time. In the meantime, the roads will be swept this spring and this may help with some of the issues being experienced.





## Minutes of the meeting of the Community Services Committee

**Date** April 1, 2019

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Jan Stick – Chair  
Councillor Jocelyn Curteanu – Vice Chair  
Mayor Dan Curtis  
Councillor Dan Boyd  
Councillor Laura Cabott  
Councillor Samson Hartland  
Councillor Stephen Roddick

**Staff Present**  
Linda Rapp, City Manager  
Jeff O’Farrell, Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Peter O’Blenes, Director of Infrastructure and Operations  
Catherine Constable, Manager of Legislative Services  
Landon Kulych, Manager of Parks and Community Development  
Myles Dolphin, Manager of Strategic Communications  
Norma Felker, Assistant City Clerk

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

**1. Proclamation – For Information Only**

Mayor Curtis proclaimed April 7, 2019 to be ***Green Shirt Day for Organ Donor Awareness and Registration*** in the City of Whitehorse.

**2. Contagious Mountain Bike Club – For Information Only**

Samantha Salter and Scott Keesey addressed the Committee on behalf of the Contagious Mountain Bike Club to provide an overview of the Club’s activities and the work club members do as trail stewards. They explained that their involvement with City trails is mainly concerned with trail maintenance, but the Club is also working with the City to identify some of the new trails their members would like to see. Ms. Salter also indicated that the Club would be pleased to work with the City on the preparation and presentation of programs to educate people on shared use etiquette.

**3. Community Clean-up Policy Amendments**

The Community Clean-up program has been in place for 25 years, providing a fund-raising platform for non-profit clubs, groups and organizations. The policy aligns with City initiatives to achieve a cleaner City for all.

The proposed changes to the policy are primarily administrative amendments designed to accurately reflect desired practices during the execution of the Community Clean-up initiative. The revised policy also includes language changes to provide clarity.

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

THAT the revised Community Clean-up Policy dated March 2019 be adopted as presented.

**4. Climb Yukon's Request for Facility Space – For Information Only**

A committee member noted that the City has denied Climb Yukon's request for facility space in the Canada Games Centre, and expressed the hope that the City will continue to explore options for supporting the organization.



# 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:

The 2019 capital budget is hereby increased in the amount of \$34,190,520 to provide for the re-budgeting of 2018 capital projects as detailed in Appendix "A" attached hereto and forming part of this bylaw.

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

**FIRST and SECOND READING:** March 25, 2019

**THIRD READING and ADOPTION:**

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Mayor

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City Clerk

Bylaw 2019-06 Appendix A

| Department/Sub-Department             | Capital Job  | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------------------|--|--|---------------------|------------------|----------------------------|
| Director, Infrastructure & Operations | 120c00115<br>ASSET<br>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<br>RECORDS<br>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<br>LIVINGSTONE TRAIL<br>LAGOON ODOUR<br>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<br>PUMPHOUSE SITE<br>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<br>License Renewal   | This is a multi-year project involving YESAB and Water Board hearings.   | 170,000             | 109,069          | 60,931                     |
| Engineering Services                  | 240c00317 Downtown<br>Reconstruction -<br>Alexander Street East<br>(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                    |

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| Department/Sub-Department | Capital Job   | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|---|--|---------------------|------------------|----------------------------|
| 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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| Department/Sub-Department     | Capital Job                                    | Reason for Re-Budget Request  | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|-------------------------------|--|---|---------------------|------------------|----------------------------|
| Engineering Services          | 240c02010<br>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<br>COMPUTER INFRASTRUCTURE           | Procurement of computer, printer, server, and network replenishment were still pending towards the end of 2018 due to staff capacity issues.<br>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<br>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 and Adobe Licenses. The project will be complete in December 2019.  | 82,477              | 45,040           | 37,437                     |

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| Department/Sub-Department     | Capital Job  | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|-------------------------------|--|--|---------------------|------------------|----------------------------|
| Business & Technology Systems | 300c00111<br>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<br>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                    |
| Business & Technology Systems | 300c00113 ERP DEVELOPMENT                          | 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. | 132,509             | 16,568           | 115,941                    |
| Business & Technology Systems | 300c00116<br>RECREATION ACTIVITY MANAGEMENT SYSTEM | 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.   | 149,190             | 74,077           | 75,113                     |

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| Department/Sub-Department     | Capital Job   | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|-------------------------------|---|--|---------------------|------------------|----------------------------|
| Business & Technology Systems | 300c00117 Land and Building Services Records Digitization | 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. | 118,000             | 4,570            | 113,430                    |
| Business & Technology Systems | 300c00118 Radio and Location Equipment                    | Project spending was delayed in 2018 as decisions need to be made in consultation with the departments regarding radio technology (analogue 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- year project with 2018 funds expected to be fully expended by December 2019.   | 49,700              | 18,740           | 30,960                     |
| 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                     |



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| Department/Sub-Department     | Capital Job  | Reason for Re-Budget Request  | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|-------------------------------|--|---|---------------------|------------------|----------------------------|
| 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 satisfy the needs of the Fire Department. Depending on the outcome, further funds will be requested in 2020.   | 25,891              | 199              | 25,692                     |
| 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                     |

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| Department/Sub-Department    | Capital Job   | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|------------------------------|---|--|---------------------|------------------|----------------------------|
| 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                     |
| 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                    |



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| Department/Sub-Department    | Capital Job  | Reason for Re-Budget Request  | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|------------------------------|--|---|---------------------|------------------|----------------------------|
| 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                    |
| 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                 |

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| Department/Sub-Department    | Capital Job                              | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|------------------------------|--|--|---------------------|------------------|----------------------------|
| 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                     |
| 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 spent 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                    |

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| Department/Sub-Department | Capital Job                                       | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|---|--|---------------------|------------------|----------------------------|
| 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                      |
| 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                     |

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| Department/Sub-Department | Capital Job                          | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|--------------------------------------|--|---------------------|------------------|----------------------------|
| 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                     |
| 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  | 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                     |

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| Department/Sub-Department | Capital Job  | Reason for Re-Budget Request  | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|--|---|---------------------|------------------|----------------------------|
| 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.<br>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 submitted in 2019 for extra \$80,000. The project is scheduled to be completed by June 30, 2020.   | 200,000             | 110              | 199,890                    |
| 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.<br>The project was completed on Feb 1, 2019.   | 30,000              | -                | 30,000                     |

Bylaw 2019-06 Appendix A

| Department/Sub-Department | Capital Job  | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|--|--|---------------------|------------------|----------------------------|
| Water and Waste Services  | 650c01217<br>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                      |
| 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                     |



Bylaw 2019-06 Appendix A

| Department/Sub-Department | Capital Job  | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|--|--|---------------------|------------------|----------------------------|
| 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                     |
| 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                     |
| 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               | 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                     |

Bylaw 2019-06 Appendix A

| Department/Sub-Department | Capital Job   | Reason for Re-Budget Request  | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|---|---|---------------------|------------------|----------------------------|
| 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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| Department/Sub-Department | Capital Job                                 | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|---|--|---------------------|------------------|----------------------------|
| 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 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                     |

Bylaw 2019-06 Appendix A

| Department/Sub-Department | Capital Job   | Reason for Re-Budget Request  | 2018 Revised Budget | 2018 YTD Actuals | Re-budget amount requested |
|---------------------------|---|---|---------------------|------------------|----------------------------|
| 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 neighbourhood 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                      |

Bylaw 2019-06 Appendix A

| Department/Sub-Department      | Capital Job                                      | Reason for Re-Budget Request   | 2018 Revised Budget | 2018 YTD Actuals  | Re-budget amount requested |
|--------------------------------|--|--|---------------------|-------------------|----------------------------|
| 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                     |
| 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>72,414,180</b>   | <b>36,557,547</b> | <b>34,190,520</b>          |



# **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:** March 25, 2019

**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<br>5% GST Inc | UNITS     |        |                      |
|------------------------|------------------|-----------------------------------|---|-------------------------|-----------|--------|----------------------|
|                        |                  | Approved                          | Date Fee Effective  |                         |           |        |                      |
|                        |                  | Base Fee                          | Effective   |                         |           |        |                      |
| Operations             | Equipment Charge | Tandem Dump & Tractor             | Charge out rate for Tandem Dump Truck & Tractor   | 76.00                   | 01-Jan-11 | 79.80  | per hour             |
| Operations/Water&Waste | Equipment Charge | Eductors - Vactors                | Charge out rate for Eductor - Vactors   | 170.00                  | 01-May-15 | 178.50 | per hour             |
| Operations/Water&Waste | Equipment Charge | Road Grader                       | Charge out rate for Road Grader   | 94.00                   | 01-Jan-11 | 98.70  | per hour             |
| Operations/Water&Waste | Equipment Charge | Pickups                           | Charge out rate for Pickups   | 19.00                   | 01-Jan-11 | 19.95  | per hour             |
| Operations/Water&Waste | Equipment Charge | One Tons                          | Charge out rate for One Tons  | 30.00                   | 01-Jan-11 | 31.50  | per hour             |
| Operations/Water&Waste | Equipment Charge | Loaders                           | Charge out rate for Loaders   | 90.00                   | 01-Jan-11 | 94.50  | per hour             |
| Operations/Water&Waste | Equipment Charge | Single Axle 5 Ton                 | Charge out rate for Single Axle 5 Ton   | 74.00                   | 01-Jan-11 | 77.70  | per hour             |
| Operations/Water&Waste | Equipment Charge | Track Hoe                         | Charge out rate for Track Hoe   | 125.00                  | 01-Jan-11 | 131.25 | per hour             |
| Operations/Water&Waste | Equipment Charge | Wheel Case Hoe                    | Charge out rate for Wheel Case Hoe  | 65.00                   | 01-Jan-11 | 68.25  | per hour             |
| Operations/Water&Waste | Equipment Charge | Street Sweepers                   | Charge out rate for Street Sweepers   | 83.00                   | 01-Jan-11 | 87.15  | per hour             |
| Operations/Water&Waste | Equipment Charge | Skid Steer                        | Charge out rate for Skid Steer  | 50.00                   | 01-Jan-11 | 52.50  | per hour             |
| Operations/Water&Waste | Equipment Charge | Steamer Truck                     | Charge out rate for Steamer Truck   | 192.00                  | 01-Jan-11 | 201.60 | per hour             |
| Operations/Water&Waste | Equipment Charge | Bucket Truck                      | Charge out rate for Bucket Truck  | 150.00                  | 01-Jan-11 | 157.50 | per hour             |
| Operations/Water&Waste | Equipment Charge | Vibrator Roller                   | Charge out rate for Vibrator Roller   | 50.00                   | 01-Jan-11 | 52.50  | per hour             |
| Operations/Water&Waste | Equipment Charge | Paver                             | Charge out rate for Paver   | 100.00                  | 01-Jan-11 | 105.00 | per hour             |
| Operations/Water&Waste | Equipment Charge | Pothole Patcher                   | Pothole Patcher with 2 Operators  | 600.00                  | 01-Jan-11 | 630.00 | per hour             |
| Operations/Water&Waste | Equipment Charge | Compressor                        | Charge out rate for Compressor  | 50.00                   | 01-Jan-11 | 52.50  | per hour             |
| Operations/Water&Waste | Equipment Charge | Tapping Tool                      | Charge out rate for Tapping Tool  | 80.00                   | 01-Jan-11 | 84.00  | per hour             |
| Operations/Water&Waste | Equipment Charge | Camera                            | Charge out rate for 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      | Charge out rate for Water Service Freeze Machine  | 20.00                   | 01-Jul-13 | 21.00  | per hour             |
| Operations/Water&Waste | Equipment Charge | Sewer Router                      | Charge out rate for Sewer Router  | 20.00                   | 01-Jul-13 | 21.00  | per hour             |
| Operations/Water&Waste | Equipment Charge | Water Service Thaw Machine        | Charge out rate for 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            | Operations/Water&Waste Personnel  | Charge out rate for Water & Waste or Operations Personnel                                   | <del>70.00</del>        | 01-Jan-17 | 72.50  | per-hour             |
| Operations/Water&Waste | Labor Charge     | Operations/Water&Waste Personnel  | Personnel between the hours of 7:00am to 5:30pm PST   | 70.00                   | 31-Mar-19 | 73.50  | Per Person- Per Hour |
| Operations/Water&Waste | Labor Charge     | Operations/Water&Waste Personnel  | Personnel outside of the hours of 7:00am to 5:30pm PST - Minimum of 4 hours will be charged | 120.00                  | 31-Mar-19 | 126.00 | Per Person- Per Hour |

| FEE DESCRIPTION |   | Bylaw 2019-12  |                       | Final Fee<br>5% GST Inc | UNITS   |                               |
|-----------------|---|--|-----------------------|-------------------------|---------|-------------------------------|
|                 |   | Approved<br>Base Fee   | Date Fee<br>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                 |



|                         | FEE DESCRIPTION  |                    |  |   | Bylaw 2018-61 |                    | Bylaw 2019-12 |           | Units           |
|-------------------------|--|--------------------|--|---|---------------|--------------------|---------------|-----------|-----------------|
|                         | Approved Fee   | Date Fee Effective | Approved Fee                                   | Date Fee Effective                          | Approved Fee  | Date Fee Effective |               |           |                 |
| Address Changes         | changing a municipal address   |                    | no relocation                                  |   | 200.00        | 22-Jun-98          | 200.00        | 22-Jun-98 | each            |
| Development Cost Charge | residential, single family   |                    | Secondary Suite                                | Approved Minor Development Incentive        | 2,185.00      | 01-Jul-14          | -             | 31-Mar-19 | per dwelling    |
| Development Cost Charge | residential, single family   |                    | unserviced Country Residential secondary Suite |   | 1,040.00      | 01-Jul-14          | 1,040.00      | 01-Jul-14 | per dwelling    |
| Development Cost Charge | residential, single family   |                    | urban serviced lot                             |   | 3,641.00      | 01-Jul-14          | 3,641.00      | 01-Jul-14 | per dwelling    |
| Development Cost Charge | residential, single family   |                    | country residential serviced lot               |   | 3,641.00      | 01-Jul-14          | 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          | 1,769.00      | 01-Jul-14 | per dwelling    |
| Development Cost Charge | residential, duplex  |                    | duplex housing                                 |   | 5,826.00      | 01-Jul-14          | 5,826.00      | 01-Jul-14 | per 2 dwellings |
| Development Cost Charge | residential, multiple housing  |                    | townhouse                                      |   | 2,913.00      | 01-Jul-14          | 2,913.00      | 01-Jul-14 | per dwelling    |
| Development Cost Charge | residential, multiple housing  |                    | apartment                                      |   | 2,185.00      | 01-Jul-14          | 2,185.00      | 01-Jul-14 | per dwelling    |
| Development Cost Charge | residential, multiple housing  |                    | multiple detached dwellings                    |   | 2,913.00      | 01-Jul-14          | 2,913.00      | 01-Jul-14 | per dwelling    |
| Development Agreement   | Incentive  |                    | Minor  |   | 75.00         | 08-Oct-13          | 75.00         | 08-Oct-13 | each            |
| Development Agreement   | Incentive  |                    | Standard/Major                                 |   | 200.00        | 08-Oct-13          | 200.00        | 08-Oct-13 | each            |
| Development Permit      | Conditional Use - \$500 plus applicable Permitted Use fee.                     |                    |  |   | 500.00        | 01-Jan-15          | 500.00        | 01-Jan-15 | each +          |
| Development Permit      | Designated municipal historic resource   |                    |  |   | -             | 27-Jan-03          | -             | 27-Jan-03 | each            |
| Development Permit      | Permitted Use: Non-residential Zone (No new construction)                      |                    |  |   | 275.00        | 29-Jan-07          | 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          | 275.00+       | 29-Jan-07 | each +          |
| Development Permit      | Permitted Use: Residential Zone  |                    | Multiple Housing & Commercial Use              | \$275. base plus \$1.10/sq. meter (new Con) | 275.00 +      | 22-Jun-98          | 275.00 +      | 22-Jun-98 | each            |
| Development Permit      | Permitted Use: Residential Zone  |                    | Multiple Housing & Commercial Use              | \$275. (Change of use)                      | 275.00        | 01-Feb-09          | 275.00        | 01-Feb-09 | each            |
| Development Permit      | Permitted Use All Zones  |                    | Change of Use: no zoning requirements          |   | 75.00         | 01-Jun-17          | 75.00         | 01-Jun-17 | each            |
| Development Permit      | Permitted Use: Residential Zone  |                    | Secondary commercial Uses (change of use)      |   | 30.00         | 01-Jan-19          | 30.00         | 01-Jan-19 | each            |
| Development Permit      | Permitted Use: Residential Zone  |                    | Secondary Living Suite or Garden Suite         |   | 75.00         | 01-Jan-19          | 75.00         | 01-Jan-19 | each            |
| Development Permit      | Permitted Use: Residential Zone  |                    | single, duplex, triplex & townhouse            |   | 75.00         | 01-Jan-19          | 75.00         | 01-Jan-19 | each            |
| Development Permit      | Placement of Sign  |                    |  |   | 25.00         | 01-Feb-09          | 25.00         | 01-Feb-09 | each            |
| Development Permit      | Schwatka Lake Waterfront Policy Dock Permit                                    |                    | Annual permit                                  |   | 300.00        | 01-May-16          | 300.00        | 01-May-16 | each            |
| Development Permit      | Schwatka Lake Waterfront Policy Dock Permit                                    |                    | Refundable deposit                             |   | 1,500.00      | 01-May-16          | 1,500.00      | 01-May-16 | each            |
| Development Permit      | Demolition of a Structure  |                    | Demolition Structure (<75 m2)                  |   | 75.00         | 01-Jun-17          | 75.00         | 01-Jun-17 | each            |
| Development Permit      | Demolition of a Structure  |                    | Commercial                                     |   | 275.00        | 01-Feb-09          | 275.00        | 01-Feb-09 | each            |
| Development Permit      | Demolition of a Structure  |                    | Residential                                    |   | 200.00        | 01-Feb-09          | 200.00        | 01-Feb-09 | each            |
| Development Permit      | Relocation of a Structure  |                    |  |   | 25.00         | 01-Feb-09          | 25.00         | 01-Feb-09 | each            |
| Development Permit      | Temporary Use Permit   |                    | Community Event                                |   | 25.00         | 01-Feb-09          | 25.00         | 01-Feb-09 | each            |
| Development Permit      | Temporary Use Permit   |                    | Commercial Event/Development                   |   | 275.00        | 01-Feb-09          | 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<br>5% GST Inc | Unit      |        |      |
|------------|-------------------------------------|--|-------------------------|-------------------------|-----------|--------|------|
|            |                                     | Approved<br>Fee                                      | Date Fee<br>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<br>5% GST Inc | Unit |
|-------------|--|--|---|---------------------|-----------|-------------------------|------|
|             |  | Approved<br>Fee  | Date Fee<br>Effective   |                     |           |                         |      |
| Group Pass  | Youth - Employers 5-25 Participants    | 75% of employees participating                                   | 11.25% Transit Discount   | 35.50               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers 5-25 Participants    | 100% of employees participating                                  | 15.0% Transit Discount  | 34.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers 26-50 Participants   | 0% of employees participating                                    | 0% Transit Discount   | 40.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers 26-50 Participants   | 25% of employees participating                                   | 5% Transit Discount   | 38.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers 26-50 Participants   | 50% of employees participating                                   | 10% Transit Discount  | 37.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers 26-50 Participants   | 75% of employees participating                                   | 15% Transit Discount  | 34.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers 26-50 Participants   | 100% of employees participating                                  | 20% Transit Discount  | 32.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers over 50 Participants | 0% of employees participating                                    | 0% Transit Discount   | 40.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers over 50 Participants | 25% of employees participating                                   | 6.25% Transit Discount  | 37.50               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers over 50 Participants | 50% of employees participating                                   | 12.50% Transit Discount   | 35.00               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers over 50 Participants | 75% of employees participating                                   | 18.75% Transit Discount   | 32.50               | 01-Jul-13 | no gst                  | each |
| Group Pass  | Youth - Employers over 50 Participants | 100% of employees participating                                  | 25% Transit Discount  | 30.00               | 01-Jul-13 | no gst                  | each |
| Advertising | Bench Back                             | monthly  | 21" x 69" ad panel  | 82.50               | 01-Jan-13 | 86.60                   | each |
| Advertising | Bench Back                             | yearly   | 21" x 69" ad panel  | 825.00              | 01-Jan-13 | 866.30                  | each |
| Advertising | Exterior King panels, side of bus      | monthly  | 139" x 30" ad panel   | 275.00              | 01-Jan-13 | 288.80                  | each |
| Advertising | Exterior King panels, side of bus      | yearly   | 139" x 30" ad panel   | 2,750.00            | 01-Jan-13 | 2,887.50                | each |
| Advertising | Interior panel                         | monthly  | 11" x 21" ad panel  | 33.00               | 01-Jan-13 | 34.70                   | each |
| Advertising | Interior panel                         | yearly   | 11" x 21" ad panel  | 352.00              | 01-Jan-13 | 369.60                  | each |
| Advertising | Shelters                               | monthly  | 47 1/4" x 68 1/2"   | 385.00              | 01-Jul-13 | 404.30                  | each |
| Advertising | Shelters                               | yearly   | 47 1/4" x 68 1/2"   | 3,850.00            | 01-Jul-13 | 4,042.50                | each |
| Advertising | Vinyl-application-bus-wrap             | yearly   | 1/3-side-of-bus   | <del>1,650.00</del> | 01-Jan-13 | <del>1,722.50</del>     | each |
| Advertising | Vinyl-application-bus-wrap             | yearly   | Full-side-of-bus  | <del>3,850.00</del> | 01-Jan-13 | <del>4,042.50</del>     | each |
| Advertising | Vinyl-application-bus-wrap             | yearly   | 1/2-exterior-bus  | <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                                       | Top Runner, One Panel or Lower portion<br>1 side of the bus less areas required clear for<br>safety | 1,650.00            | 31-Mar-19 | 1,732.50                | each |
| Advertising | Vinyl application bus wrap             | Full 1 side of the Bus: 12 Months                                | Full Bus Wrap, less areas required clear for<br>safety  | 3,850.00            | 31-Mar-19 | 4,042.50                | each |
| Advertising | Vinyl application bus wrap             | Full Bus Wrap 1st Year: 12 Months                                | Full Bus Wrap, less areas required clear for<br>safety  | 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 | Full Bus Wrap, less areas required clear for<br>safety  | 5,133.33            | 31-Mar-19 | 5,390.00                | each |
| Advertising | Back face of bus passes                | Yearly   | Includes Adult 300, Youth 400, Seniors 100  | 1,980.00            | 01-Jan-13 | 2,079.00                | each |



**CITY OF WHITEHORSE**  
**BYLAW 2019-08**

A bylaw to amend Zoning Bylaw 2012-20

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WHEREAS section 289 of the *Municipal Act* provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

WHEREAS section 294 of the *Municipal Act* provides for amendment of the Zoning Bylaw; and

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to allow for the private retail of cannabis and cannabis-containing products;

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

1. Section 2 of Zoning Bylaw 2012-20 is hereby amended by adding new definitions for ‘agriculture, restricted’, ‘substance abuse service provision’ and ‘youth at risk service provision’ as follows:

“AGRICULTURE, RESTRICTED” means the production of cannabis through cultivation, propagation, or harvesting, for either commercial or medical use. Cultivation of personal cannabis is not included.

“SUBSTANCE ABUSE SERVICE PROVISION” means the provision of care for in-patients and out-patients related to substance abuse such as detoxification or counselling services, but excluding housing.

“YOUTH AT RISK SERVICE PROVISION” means the provision of care to youth regarding substance abuse, detoxification, or related health or counselling services, but excluding housing.

2. Section 2 of Zoning Bylaw 2012-20 is hereby amended by deleting the existing definitions for ‘agriculture, hobby’, ‘agriculture, major’, and ‘retail services, restricted’ and substituting therefore new definitions as follows:

“AGRICULTURE, HOBBY” means small scale agricultural activity such as the raising of livestock, horticulture, greenhouses, apiculture, and market gardening, all of which must be accessory to a principal use, but excluding orchards, raising of crops, pasturing of animals, and production of cannabis for commercial use.”

“AGRICULTURE, MAJOR” means agricultural activity such as raising livestock, orchards, horticulture, greenhouses, apiculture, aquiculture, market gardening, and nurseries, but excluding the raising of crops, pasturing of animals, and production of cannabis for commercial use.”

”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.”

# Zoning Amendment Bylaw 2019-08

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3. Section 5 of Zoning Bylaw 2012-20 is hereby amended by deleting subsection 4.5.1 h) and substituting therefore a new subsection 4.5.1 h) as follows:

“4.5.1 h) evidence of compliance with or application to obtain approval under any applicable Federal, Territorial, and Municipal laws, bylaws, and other enactments;”

4. Section 6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 6.16 as follows and renumbering the remaining subsections accordingly:

**“6.16 Parks**

6.16.1 The lot line of a lot zoned PR–Parks and Recreation that includes a play structure may not be within 100 metres of a Retail services, restricted operation.”

5. Section 6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 6.18 as follows and renumbering the remaining subsections accordingly:

**“6.18 Temporary Shelter Services**

6.18.1 The lot line of a Temporary Shelter Services operation may not be within 100 metres of a Retail services, restricted operation.”

6. Section 6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 6.19 as follows and renumbering the remaining subsections accordingly:

**“6.19 Retail Services, Restricted**

6.19.1 All Retail services, restricted premises are required to comply with Federal and Territorial regulations and any applications and/or approval documents must be submitted to the City once issued.

6.19.2 To ensure compliance with other Territorial regulations, Retail services, restricted operations may be exempt from glazing requirements in the CC, CCC, CM2, CPG, and CMW zones. Alternate approaches to meet the intent of the glazing requirements may be considered, at the discretion of the Development Officer.

6.19.3 The lot line of a Retail services, restricted operation may not be within 100 metres of a lot zoned PR–Parks and Recreation that includes a play structure.

6.19.4 The lot line of a Retail services, restricted operation may not be within 100 metres of a lot used for Temporary Shelter Services.

6.19.5 The lot line of a Retail services, restricted operation may not be within 100 metres of a lot which provides services to youth at risk or people suffering from substance abuse, as defined in section 2 of this bylaw.

6.19.6 The lot line of a Retail services, restricted operation may not be within 100 metres of another lot used for Retail services, restricted.”



# Zoning Amendment Bylaw 2019-08

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7. Section 6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 6.20 as follows and renumbering the remaining subsections accordingly:  
**“6.20 Substance Abuse Service Provision**  
6.20.1 A use providing services to people suffering from substance abuse, as defined in section 2 of this bylaw, may not be within 100 metres of a Retail services, restricted operation.”
8. Section 6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 6.21 as follows and renumbering the remaining subsections accordingly:  
**“6.21 Youth at Risk Service Provision**  
6.21.1 A use providing services to youth at risk, as defined in section 2 of this bylaw, may not be within 100 metres of a Retail services, restricted operation.”
9. Section 10.1 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.1.2 t) as follows, and renumbering the remaining subsections accordingly:  
“10.1.2 t) Retail services, restricted”
10. Section 10.4 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.4.8 e) as follows:  
“10.4.8 e) Lot 1300, Quad 105D/11, Plan 2017-0032 LTO (located at 45 Lorne Road in the McCrae Subdivision) is zoned CIMx with the special modification being that retail services, restricted are not permitted.”
11. Section 10.6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.6.2 z) as follows and renumbering the remaining subsections accordingly:  
“10.6.2 z) Retail services, restricted”
12. Section 10.6 of Zoning Bylaw 2012-20 is hereby amended by adding new subsections 10.6.7 a) (5), b) (3), and c) (4) as follows:  
“10.6.7 a) (5) Retail services, restricted are not permitted  
10.6.7 b) (3) Retail services, restricted are not permitted  
10.6.7 c) (4) Retail services, restricted are not permitted”
13. Section 10.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.7.2 p) as follows and renumbering the remaining subsections accordingly:  
“10.7.2 p) Retail services, restricted”

## Zoning Amendment Bylaw 2019-08

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14. Section 10.11 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.11.3 o) as follows and renumbering the remaining subsections accordingly:  
“10.11.3 o) Retail services, restricted”
15. Section 10.13 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.13.2 cc) as follows and renumbering the remaining subsections accordingly:  
“10.13.2 cc) Retail services, restricted”
16. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 1300, Quad 105D/11, Plan 2017-0032 LTO (located at 45 Lorne Road in the McCrae Industrial Subdivision) from CIM-Mixed Use Commercial/Industrial to CIMx(e)-Mixed Use Commercial/Industrial (modified), as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
17. This bylaw shall come into full force and effect upon final passage thereof.

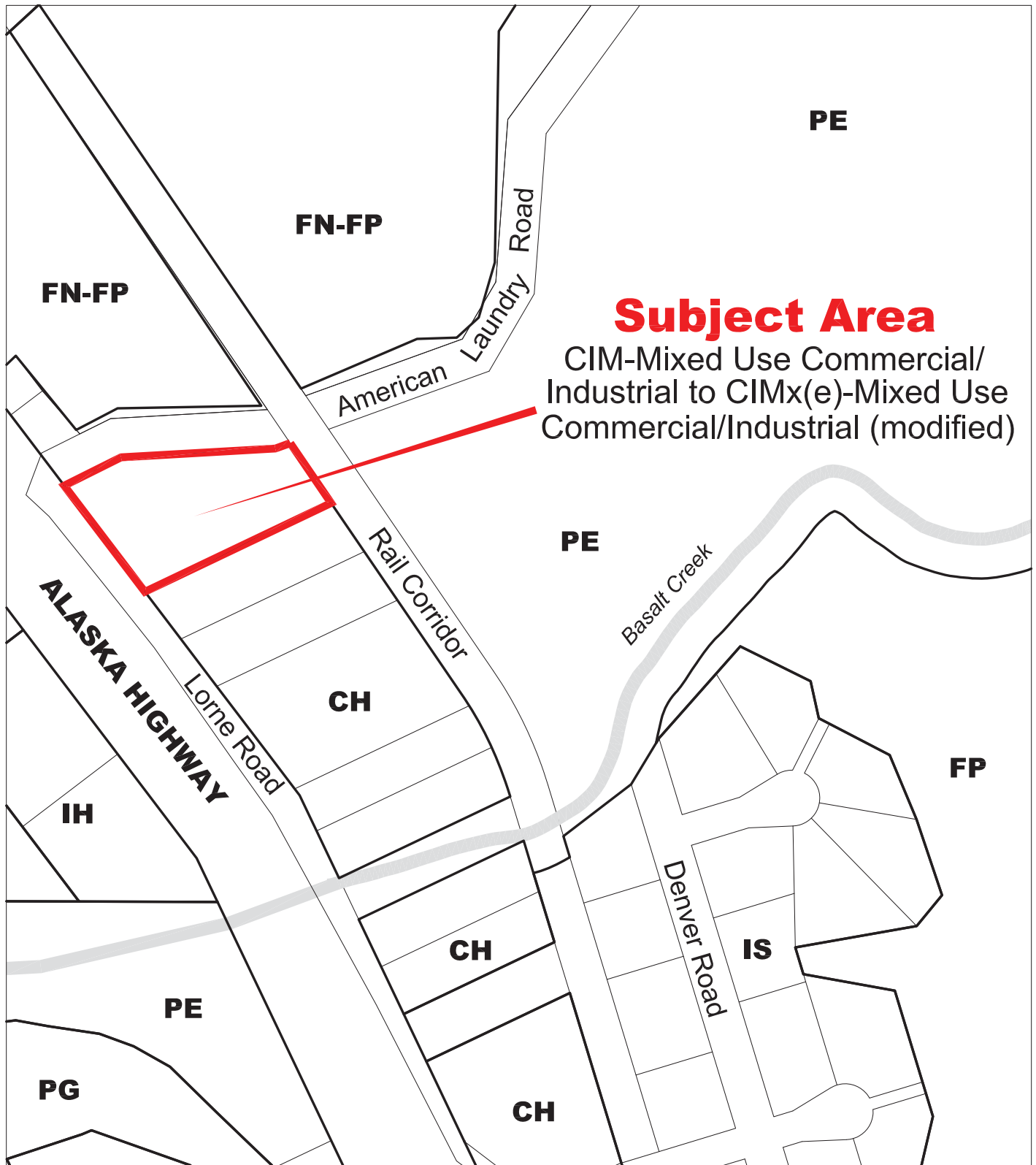
**FIRST READING:** February 25, 2019  
**PUBLIC NOTICE:** March 1 and March 8, 2019  
**PUBLIC HEARING:** March 25, 2019  
**SECOND READING:**  
**THIRD READING and ADOPTION:**

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Mayor

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City Clerk



**Subject Area**  
 CIM-Mixed Use Commercial/  
 Industrial to CIMx(e)-Mixed Use  
 Commercial/Industrial (modified)

Bylaw 2019-08  
 A bylaw to amend the zoning of 45 Lorne Road from CIM-  
 Mixed Use Commercial/Industrial to CIMx(e)-Mixed Use  
 Commercial/Industrial (modified) to prohibit Retail Sales, restricted.

**LEGEND**

 SUBJECT AREA



**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 sections 74, 75, and 79 and renumbering the remaining sections accordingly.
5. Appendix “A” of Bylaw 2017-24 (Voluntary Fines) is hereby amended by deleting sections 74, 75 and 79 and renumbering existing section 76 as section 74.
6. This bylaw shall come into full force and effect upon final passage thereof.

**FIRST READING:** March 25, 2019

**SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

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Assistant City Clerk

**CITY OF WHITEHORSE**  
**BYLAW 2019-10**

A bylaw to amend Traffic Bylaw 2013-34

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WHEREAS section 124 of the *Motor Vehicles Act* (RSY 2002) provides that a municipality may by bylaw prescribe a maximum speed other than 50 kilometres per hour for all or part of a highway subject to its jurisdiction; and

WHEREAS section 125 of the *Motor Vehicles Act* provides that a municipality may authorize the placing, erecting, or marking of traffic control devices at any locations considered necessary for controlling highways subject to its jurisdiction; and

WHEREAS it is deemed desirable and expedient that the City of Whitehorse Traffic Bylaw be amended to change the speed limit on a number of roads in various areas of the City;

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

1. Traffic Bylaw 2013-34 is hereby amended by deleting the existing Schedule “B” and substituting therefore a new Schedule “B”, attached hereto as Appendix “A” and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

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

\_\_\_\_\_  
Mayor

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



# Traffic Bylaw Amendment Bylaw 2019-10

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APPENDIX "A"

## Schedule "B"

### OPERATION OF VEHICLES

1. No person shall drive at a greater rate of speed than **30 kilometres per hour** on the following highways between the designated points:
  - (1) on Alsek Road between Duke Road and Blanchard Road;
  - (2) on Mount Sima Road from the ski hill parking lot northward towards the downtown core of the City, for a distance of 600 metres;
  - (3) on Prospector Road from the Alaska Highway to that point where the roadway enters private property;  
~~on Normandy Road from Range Road to Nijmegen Road;~~  
~~on Rhine Way from Range Road to Nijmegen Road;~~  
~~on Third Avenue between Strickland Street and the north end of Third Avenue;~~
  - (4) on Sumanik Drive from Hamilton Boulevard to Mount McIntyre Recreation Centre.
  - (5) on Valleyview Drive along its entire length.
  
2. No person shall drive at a greater rate of speed than **30 kilometres per hour** on the following streets within the McIntyre Subdivision:

|                |                     |
|----------------|---------------------|
| Hanna Crescent | McCandless Crescent |
| McClennan Road | McCrimmon Crescent  |
| McIntyre Drive | Murphy Road         |
| O'Brien Place  | O'Brien Road        |
  
3. No person shall drive at a greater rate of speed than **30 kilometres per hour** on the following streets within the Takhini North neighbourhood:

|                |                     |
|----------------|---------------------|
| Antwerp Street | Arnhem Road         |
| Carpiquet Road | Cassino Street      |
| Nijmegen Road  | Normandy Road North |
| Ortona Avenue  | Rhine Way           |
  
4. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following highways between the designated points:
  - (1) on Miles Canyon Road from the Alaska Highway to Robert Service Way.

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# Traffic Bylaw Amendment Bylaw 2019-10

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## Schedule “B” (Continued)

5. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following streets within the Hillcrest Subdivision:

Burns Road between Hillcrest Drive and Roundel Road  
Chalet Crescent  
Dalton Trail  
Hillcrest Drive between Park Lane and Burns Road  
Kluane Crescent  
Park Lane  
Roundel Road between Summit Drive and Burns Road  
Summit Road  
Sunset Drive North  
Sunset Drive South

6. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following streets within the Porter Creek Subdivision:

Juniper Drive  
Teak Avenue  
Tamarack Drive

7. No person shall drive at a greater rate of speed than **40 kilometres per hour** on the following streets within the Whistle Bend Subdivision:

|                  |               |
|------------------|---------------|
| Aksala Drive     | Atlin Place   |
| Chakawana Lane   | Bailey Place  |
| Bellingham Court | Caprice Court |
| Casca Boulevard  | Dora Crescent |
| Eldorado Road    | Keno Way      |
| Iskoot Crescent  | Olive May Way |
| Skookum Drive    | Tarahne Way   |

8. No person shall drive at a greater rate of speed than **60 kilometres per hour**:

- (1) on Hamilton Boulevard between Falcon Drive South and the Alaska Highway intersection at the top of Two Mile Hill;
- (2) on Robert Service Way between the Miles Canyon Access Road intersection and the Fourth Avenue intersection;
- (3) on Two Mile Hill between the Second Avenue Extension and the Alaska Highway; and
- (4) on Whistle Bend Way between Mountainview Drive and Casca Boulevard.

# Traffic Bylaw Amendment Bylaw 2019-10

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.../continued

## Schedule “B” (Continued)

9. No person shall drive at a greater rate of speed than **70 kilometres per hour** on the following highways between the designated points:
  - (1) on the Hamilton Boulevard Extension between the Alaska Highway and Falcon Drive South;
  - (2) on Mountainview Drive from Tlingit Road to a point 100 metres south of Twelfth Avenue;
  - (3) on Robert Service Way between the Alaska Highway and the intersection at Miles Canyon Access Road.

