

**CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2015-16**

**DATE:** Monday, August 31, 2015  
**TIME:** 5:30 p.m.

**Mayor** Dan Curtis  
**Deputy Mayor** Betty Irwin  
**Reserve Deputy Mayor** Mike Gladish

## **AGENDA**

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

**AGENDA:** Adoption

**PROCLAMATIONS:**

**MINUTES:** Regular Council Meeting #2015-15 dated July 27, 2015

**DELEGATIONS:**

**PUBLIC HEARING:**

**COMMITTEE**  
**REPORTS:**

**Community Services** – *Councillors Streicker & Irwin*  
Budget Amendment – Aquatic Centre Staffing  
**Development Services** – *Councillor Stockdale & Curteanu*  
**Corporate Services** – *Councillors Gladish & Curteanu*  
2<sup>nd</sup> Quarter Capital Variance Report – For Information Only  
2<sup>nd</sup> Quarter Operating Variance Report – For Information Only  
Amend Upcoming Meeting Schedule (October & December)  
**City Planning** – *Councillor Curteanu & Stockdale*  
Zoning Amendment – Main Street & 7<sup>th</sup> Avenue  
Development Incentives Policy  
**City Operations** – *Councillors Irwin & Gladish*  
**Public Health & Safety** – *Councillors Stockdale & Streicker*

**NEW & UNFINISHED**  
**BUSINESS:**

<b><u>BYLAWS:</u></b>	2015-14 – OCP Amendment (Various Policy & Map Changes)	3 <sup>rd</sup> Reading
	2015-24 – Joint Use Agreement (City-Yukon Public Facilities)	3 <sup>rd</sup> Reading
	2015-30 – Election Procedures Bylaw	3 <sup>rd</sup> Reading
	2015-27 – Zoning Amendment (Main Street & 7 <sup>th</sup> Avenue)	1 <sup>st</sup> Reading

**ADJOURNMENT:**

MINUTES of **REGULAR** Meeting #2015-15 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, July 27, 2015, in Council Chambers, City Hall.

PRESENT: Deputy Mayor Betty Irwin  
Mayor Dan Curtis – Electronic Participation  
Councillors Jocelyn Curteanu  
Mike Gladish  
Dave Stockdale  
John Streicker

ALSO PRESENT: City Manager Christine Smith  
Director of Community Services Linda Rapp  
Acting Director of Corporate Services Valerie Anderson  
Director of Development Services Mike Gau  
Acting Director of Infrastructure and Operations Dave Albisser  
Manager of Human Resources Barbara Walker

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

**CALL TO ORDER**

**2015-15-01**

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

**AGENDA**

Carried Unanimously

**2015-15-02**

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated July 13, 2015  
be adopted as presented.

**MINUTES**  
July 13, 2015

Carried Unanimously

**DELEGATIONS**

Michael Janssen-Breidahl addressed Council to speak against the proposed relocation of the cenotaph. He stated that the cenotaph is a visual reminder of the cost of war and the freedom and democracy that Canada's soldiers have fought and died for. As such, it needs to be in a very public and highly accessible location, and the Pioneer Cemetery does not meet that criteria.

M. JANSSEN-BREIDAHL  
Cenotaph Relocation

**COMMITTEE REPORTS**

**Development Services Committee**

Ed Peart and Alida Munro provided an update on the activities of the Yukon Convention Bureau, noting that there have been a number of successful events this year and about nine more are scheduled in September, October, and early November. They confirmed that the Bureau provides extensive services to planners attempting to set up conferences in Whitehorse. Mr. Peart thanked the City for its support for the Bureau, including their financial contribution.

YUKON CONVENTION  
BUREAU UPDATE  
For Information Only

**Corporate Services Committee**

**2015-15-03**

It was duly moved and seconded  
THAT Bylaw 2015-30, a bylaw to regulate the conduct of the municipal election in the City of Whitehorse, be brought forward for due consideration under the bylaw process.

BRING FORWARD  
BYLAW TO REGULATE  
ELECTION PROCEDURES

Carried Unanimously

**City Planning Committee**

**2015-15-04**

It was duly moved and seconded  
THAT Bylaw 2015-16, a bylaw to amend the zoning of 102 – 104 Lambert Street from CC–Core Commercial to CM2 – Mixed Use Commercial 2 to allow for an outdoor recreation equipment sales and rental operation, be brought forward for second and third reading under the bylaw process.

BRING FORWARD  
ZONING AMENDMENT  
(102-104 Lambert Street)

Carried Unanimously

A council member encouraged the property owner to seek historical designation for the buildings on the site.

Discussion

**2015-15-05**

It was duly moved and seconded  
THAT the Mayor and City Clerk be authorized to sign a Development Agreement with 535756 Yukon Inc. for a major development incentive with respect to a development at 303 Alexander Street.

DEVELOPMENT  
AGREEMENT FOR  
MAJOR DEVELOPMENT  
INCENTIVE  
(303 Alexander Street)

Carried Unanimously

**City Operations Committee**

There was no report from the City Operations Committee

No Report

**Community Services Committee**

**2015-15-06**

It was duly moved and seconded  
THAT the Whitehorse–Yukon Joint Use Agreement for the period  
from September 1, 2015 through August 31, 2018 be approved as  
presented; and

JOINT USE AGREEMENT  
2015 TO 2018

THAT Bylaw 2015-24, a bylaw to authorize the adoption of the  
Whitehorse–Yukon Public Facilities Joint Use Agreement, be brought  
forward for due consideration under the bylaw process.

Carried Unanimously

**2015-15-07**

It was duly moved and seconded  
THAT the Use of City Parks and Paved Trails Policy dated July 2015  
be adopted as presented.

ADOPT POLICY FOR  
USE OF CITY PARKS  
AND PAVED TRAILS

**2015-15-08**

It was duly moved and seconded  
THAT the policy be amended to indicate that the Manager has the  
discretion to waive insurance requirements on a case by case basis.

Amendment

Carried Unanimously

The MAIN MOTION as amended was then voted on and CARRIED  
UNANIMOUSLY.

Vote on Main Motion

**2015-15-09**

It was duly moved and seconded  
THAT the Pioneer Cemetery and Cenotaph Relocation project be  
approved as the City's application for 2015 Canada 150 Funding.

CANADA 150 FUNDING  
APPLICATION

**2015-15-10**

It was duly moved and seconded  
THAT the motion be amended to read that the Pioneer Cemetery  
and Cenotaph Relocation project be approved as a City application  
for 2015 Canada 150 Funding.

Amendment

Carried Unanimously

**2015-15-11**

It was duly moved and seconded  
THAT the application for Canada 150 Funding be postponed. Motion to Postpone  
Defeated (1 – 5)

IN FAVOUR: Councillor Stockdale  
OPPOSED: Mayor Curtis, Councillors Curteanu, Gladish, Irwin and Recorded Vote  
Streicker

The MAIN MOTION as amended was then voted on and CARRIED Vote on Main Motion  
UNANIMOUSLY.

Committee members highlighted a number of community events including:

- Filipino Association picnic at Marsh Lake
  - Orienteering Association event
  - Historic Site designation for the Old Log Church
  - Elks Club convention
  - Ushiku sister city exchange students visiting Whitehorse
- COMMUNITY EVENTS  
For Information Only

A committee member advised that a group of women from Juneau wishes to participate in the Klondike Trail of '98 Road Relay and has requested the City's assistance in forming a team. Persons interested are asked to contact the Parks and Community Development office ROAD RELAY  
For Information Only

**Public Health and Safety Committee**

There was no report from the Public Health and Safety Committee No Report

**Committee of the Whole**

Councillor Gladish declared a conflict and left Council Chambers while the subdivision appeal was under discussion. Conflict Declared

**2015-15-12**

It was duly moved and seconded  
THAT the appeal by 46447 Yukon Inc. with respect to the requirement for public use land dedication as a condition of subdivision approval for the property located at Lot 430, Group 804, Plan 26170 (commonly known as the Tank Farm) be allowed; and ALLOW APPEAL  
AND DEFER PUBLIC USE  
LAND DEDICATION FEES  
FOR SUBDIVISION OF  
LOT 430, PLAN 26176  
(Tank Farm)  
.../continued

**2015-15-12** (Continued)

THAT pursuant to section 316(1)(a) of the *Municipal Act*, payment of the public use land dedication cash-in-lieu fees with respect to subdivision approval for Lot 430, Group 804, Plan 26170 be deferred until development occurs on the site.

ALLOW APPEAL  
AND DEFER PULD  
FEES FOR TANK FARM  
SUBDIVISION

(Continued)

Carried Unanimously

Councillor Gladish returned to Council Chambers

Conflict Over

**NEW & UNFINISHED BUSINESS**

**2015-15-13**

It was duly moved and seconded  
THAT travel expenses be authorized for Mayor Curtis to attend the Change of Command ceremonies for HMCS Whitehorse to be held in Victoria BC in August 2015.

AUTHORIZE TRAVEL  
HMCS Whitehorse  
Change of Command

Carried Unanimously

**2015-15-14**

It was duly moved and seconded  
THAT the base annual salary for the city manager be increased by \$5,000.00, retroactive to April 14, 2015.

ADJUST SALARY FOR  
CITY MANAGER

**2015-15-15**

It was duly moved and seconded  
THAT the motion be amended to remove the words "base annual".

Amendment

Carried Unanimously

The MAIN MOTION as amended was then voted on and CARRIED UNANIMOUSLY.

Vote on Main Motion

**BYLAWS**

**2015-15-16**

It was duly moved and seconded  
THAT Bylaw 2015-21, a bylaw to amend the City Manager Bylaw, having been read a first and second time, now be given third reading.

**BYLAW 2015-21**  
CITY MANAGER BYLAW  
AMENDMENT  
THIRD READING

Carried Unanimously

**2015-15-17**

It was duly moved and seconded  
THAT Bylaw 2015-22, a bylaw to provide for the remuneration to be paid to the mayor and councillors for the 2015 to 2018 term of office, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2015-22**  
COUNCIL REMUNERATION  
2015-2018 Term  
THIRD READING

**2015-15-18**

It was duly moved and seconded  
THAT Bylaw 2015-16, a bylaw to change the zoning of 102 – 104 Lambert Street in the downtown area from CC–Core Commercial to CM2–Mixed Use Commercial 2 to allow for an outdoor recreation equipment sales and rental operation, be given second reading.

Carried (5 – 1)

**BYLAW 2015-16**  
ZONING AMENDMENT  
102-104 Lambert Street  
SECOND READING

Council members discussed a number of issues with respect to this application, including the concerns of nearby residents, the impact on the historic value of the buildings, and the general inadvisability of spot zoning. It was noted that the developer’s plans for the property include using the historic buildings currently located there, and that this use is preferable to allowing the buildings to continue to deteriorate.

Discussion

The consensus was that the proposed use of the site is in line with Council’s focus on enhancing the vibrancy of the downtown core, and that the tourism-based business planned for this property will support that objective.

IN FAVOUR: Mayor Curtis, Councillors Curteanu, Gladish, Irwin and Streicker  
OPPOSED: Councillor Stockdale

Recorded Vote

**2015-15-19**

It was duly moved and seconded  
THAT Bylaw 2015-16, a bylaw to change the zoning of 102 – 104 Lambert Street in the downtown area from CC–Core Commercial to CM2–Mixed Use Commercial 2 to allow for an outdoor recreation equipment sales and rental operation, having been read a first and second time, now be given third reading.

Carried (5 – 1)

**BYLAW 2015-16**  
ZONING AMENDMENT  
102-104 Lambert Street  
THIRD READING

IN FAVOUR: Mayor Curtis, Councillors Curteanu, Gladish, Irwin and Streicker  
OPPOSED: Councillor Stockdale

Recorded Vote

**2015-15-20**

It was duly moved and seconded  
THAT Bylaw 2015-24, a bylaw to adopt a Public Facilities Joint Use  
Agreement with the Government of Yukon, be given first reading.

Carried Unanimously

**BYLAW 2015-24**  
JOINT USE AGREEMENT  
FIRST READING

**2015-15-21**

It was duly moved and seconded  
THAT Bylaw 2015-24 be given second reading.

Carried Unanimously

SECOND READING

**2015-15-22**

It was duly moved and seconded  
THAT Bylaw 2015-30, a bylaw to regulate the conduct of the 2015  
municipal election in the City of Whitehorse, be given first reading.

Carried Unanimously

**BYLAW 2015-30**  
ELECTION PROCEDURES  
FIRST READING

**2015-15-23**

It was duly moved and seconded  
THAT Bylaw 2015-30 be given second reading.

Carried Unanimously

SECOND READING

There being no further business, the meeting adjourned at 7:21 p.m.

**ADJOURNMENT**



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	August 24, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor John Streicker – Chair Councillor Betty Irwin – Vice-Chair Mayor Dan Curtis Councillor Mike Gladish Councillor Dave Stockdale
<b>Absent</b>	Councillor Jocelyn Curteanu
<b>Staff Present</b>	Linda Rapp, Acting City Manager Valerie Anderson, Acting Director of Corporate Services Shannon Clohosey, Acting Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations

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

### **1. Budget Amendment – Aquatic Centre Staffing**

Canadian standards for lifeguarding and instructing were upgraded last year and were implemented at the Aquatic Centre. A budget amendment to reflect the new ratios was submitted as part of the 2015 budget process, but that amendment was not approved. The facility has made a number of adjustments this year to absorb as much of the financial impact as possible. However, as part of the second quarter review, it has been determined that in order to maintain the same public swimming schedule as in previous years a budget amendment is required.

### **Recommendation**

THAT the 2015 operating budget be amended by increasing the wages and benefits for Aquatics at the Canada Games Centre in the amount of \$20,000.00, funded from the general reserve.

**2. Quarterly Activity Reports** – For Information Only

Activity Reports for May to July 2015 were received from the Director of Community and Recreation Services, Parks and Community Development, Recreation and Facility Services, and the Transit Services Department.

Issues Arising from the Activity Reports

Administration confirmed that:

- a budget submission will be coming forward to increase transit service to Whistle Bend;
- attendance numbers have increased significantly for transit and the Canada Games Centre;
- administration continues to follow-up on the agreement with Yukon Tourism and the development of the partnership with respect to a number of specific initiatives;
- work continues on the Handy Bus agreement with the Government of Yukon and it is anticipated that it will come forward for approval by the end of September;
- no changes to the cemetery master plan have been made at this time, and an implementation update will be brought forward; and
- the lease for Robert Service Campground operations expires this October, and options are being prepared for budget consideration.

**3. Community Events and Activities** – For Information Only

Committee members highlighted a number of community events and activities including:

- YukomiCon
- the unveiling of the new \$20 Yukon silver coin
- Canada Games Centre registration day
- *Borealis Soul*
- youth sailing school, and
- a national petition to put females on Canadian currency



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	August 24, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dave Stockdale – Chair Mayor Dan Curtis Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
<b>Absent</b>	Councillor Jocelyn Curteanu
<b>Staff Present</b>	Linda Rapp, Acting City Manager Valerie Anderson, Acting Director of Corporate Services Shannon Clohosey, Acting Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations

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

### 1. **Quarterly Activity Reports** – For Information Only

Activity reports for May to July 2015 were received from the Director of Development Services and the Economic Development and Environmental Sustainability Departments.

#### Issues Arising from the Activity Reports

Administration provided updates on discussions occurring with the Government of Yukon with respect to:

- the online ride sharing program
- proposed Alaska Highway development, and
- monitoring of active transportation routes

September 11, 2015 was confirmed as the date the business round-table event planned as a follow-up to the Vulnerable People's Forum.

Administration advised that there are 70 participants in the pilot project for compost collection from restaurants and high volume producers. To date no complaints or concerns have been noted, and six tonnes per week are being diverted from the landfill.



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	August 24, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Mike Gladish – Chair Mayor Dan Curtis Councillor Betty Irwin Councillor Dave Stockdale Councillor John Streicker
<b>Absent</b>	Councillor Jocelyn Curteanu
<b>Staff Present</b>	Linda Rapp, Acting City Manager Valerie Anderson, Acting Director of Corporate Services Shannon Clohosey, Acting Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations

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

### **1. Second Quarter Capital Variance Report – For Information Only**

The Financial Services Department reviewed capital budget projections submitted by department managers and provided a summary of completed capital projects. Council adopted a capital budget for 2015 totalling \$30,162,108. Throughout the first half of the year, a series of amendments were made for a new total of \$36,494,078. Departments also reviewed their planned capital spending for the balance of the year, and projects are proceeding as planned with no budget changes anticipated.

### **2. Second Quarter Operating Variance Report – For Information Only**

Financial Services reviewed operating budget projections submitted by department managers and provided a forecast of operating results to the end of the fiscal year. The 2015 operating budget adopted by council totalled \$69,648,351. Throughout the first half of the year, a series of amendments were made for a new total of \$70,093,118. The second quarter variance projection is that total operating revenues will be over budget by \$936,393 and expenses over budget by \$333,143. Therefore, operating projections to December 31, 2015 as compared to the revised budget indicate an operating surplus of \$603,250 for the corporation.

Overall department spending is controlled and based on the total operating budget of \$70,093,118, a second quarter positive variance of \$603,250 is within 1% of the City's total operating budget.

**3. Amend Upcoming Meeting Schedule**

The date of the municipal election means that there is no time for the newly elected council to prepare for the standing committee meeting that would normally be held on the following Monday. Therefore, the outgoing council has traditionally cancelled the meeting cycle that immediately follows the election. Meetings during the Christmas period have also been traditionally cancelled. In accordance with the Procedures Bylaw, a resolution of council is required to cancel meetings. A special council meeting will be scheduled for Monday, October 26 for the purpose of swearing in the new council and establishing the council appointments for the coming year.

**Recommendation**

THAT the standing committee meeting scheduled for October 19 and the regular council meeting scheduled for October 26, 2015 be cancelled; and

THAT a special council meeting be scheduled for October 26, 2015; and

THAT the standing committee meeting scheduled for December 21 and the regular council meeting scheduled for December 28, 2015 be cancelled.

**4. Quarterly Activity Reports – For Information Only**

Activity reports for May to July 2015 were received from the City Manager, the Director of Corporate Services, and the Business and Technology Systems, Financial Services, Human Resources, and Strategic Communications Departments

**Issues Arising from the Activity Reports**

The Committee requested an update on the building consolidation project and clarification on the letters of assignment.



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	August 24, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dave Stockdale – Chair Mayor Dan Curtis Councillor Mike Gladish Councillor Betty Irwin Councillor John Streicker
<b>Absent</b>	Councillor Jocelyn Curteanu
<b>Staff Present</b>	Linda Rapp, Acting City Manager Valerie Anderson, Acting Director of Corporate Services Shannon Clohosey, Acting Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations Kinden Kosick, Acting Manager of Planning Services

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

### **1. Zoning Amendment, Main Street and 7<sup>th</sup> Avenue**

A zoning amendment is being brought forward as part of the accommodations being made for the development of the new Sarah Steele Building. Road access and underground services are being looped around the existing block, creating access and providing services to vacant City-owned land located north of Main Street and west of 7<sup>th</sup> Avenue. There are currently no plans to develop the site for any of the uses allowed under the existing Public Service zoning, and a zoning amendment for potential mixed-use residential-commercial development is proposed.

Administration confirmed that the most recent study looked at the area of discussion specifically and provided better information than the 2002 broader study which did not recommend development.

### **Recommendation**

THAT Bylaw 2015-27, a bylaw to change the zoning of a parcel of land located north of Main Street and west of 7<sup>th</sup> Avenue in the downtown area to allow for mixed-use residential-commercial development, be brought forward for due consideration under the bylaw process.

**2. Development Incentives Policy**

The Development Incentives Policy was adopted in 2011 to encourage specific types of development in the City, including rental housing, mixed-used development, and supportive housing. The policy allows developers to apply for a tax grant from the City for specified projects, and is designed to delay the increase in tax revenue for approved projects without impacting existing tax revenue. Through implementation of the policy a number of changes were identified as desirable, and a consultant was hired to complete an assessment on the potential for new development incentives for downtown properties. Administration is now proposing that several recommendations from the report be incorporated into the Development Incentives Policy.

**Recommendation**

THAT the Development Incentives Policy dated August 2015 be adopted as presented.

**3. Quarterly Activity Report – For Information Only**

An activity report for May to July 2015 was received from the Planning and Building Services Department.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	August 24, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Councillor Mike Gladish – Vice Chair Mayor Dan Curtis Councillor John Streicker Councillor Dave Stockdale
<b>Absent</b>	Councillor Jocelyn Curteanu
<b>Staff Present</b>	Linda Rapp, Acting City Manager Valerie Anderson, Acting Director of Corporate Services Shannon Clohosey, Acting Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations

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

### 1. **Quarterly Activity Reports** – For Information Only

Activity Reports for May to July 2015 were received from the Director of Infrastructure and Operations, and the Engineering, Operations, and Water and Waste Services Departments.

#### Issues Arising from the Activity Reports

Administration provided an update on the asset management planning project and the infrastructure deficit. It is anticipated that staff resources will be required in each department and budget submissions will be forthcoming.

The Committee requested updates on the Mary Lake brushing and fire smart projects.

Administration confirmed that improvements at the compost facility are allowing compost production to occur much faster, essentially doubling capacity.

### 2. **New Business** – For Information Only

Administration confirmed that the Waste Management Facility is established as a cost recovery centre through a bylaw adopted by council, and therefore fees are set accordingly.



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

<b>Date</b>	August 24, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Dave Stockdale – Chair Councillor John Streicker – Vice Chair Mayor Dan Curtis Councillor Mike Gladish Councillor Betty Irwin
<b>Absent</b>	Councillor Jocelyn Curteanu
<b>Staff Present</b>	Linda Rapp, Acting City Manager Valerie Anderson, Acting Director of Corporate Services Shannon Clohosey, Acting Director of Development Services Dave Albisser, Acting Director of Infrastructure and Operations

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

**1. Quarterly Activity Report – For Information Only**

Activity reports for May to July 2015 were received from Bylaw Services and the Fire Department.

There being no further business, the meeting adjourned at 7:10 p.m.

# CITY OF WHITEHORSE

## BYLAW 2015-14

A bylaw to amend the Official Community Plan

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WHEREAS section 289 of the *Municipal Act* provides that a municipality shall by bylaw adopt an official community plan in accordance with Part 7, Division 1 of the Act; and

WHEREAS section 285 of the *Municipal Act* provides for amendment of an official community plan in accordance with the same approvals as established in Division 1 for the preparation and adoption of an official community plan; and

WHEREAS it is deemed desirable and expedient that the 2010 Official Community Plan be amended with respect to several policy and mapping changes to reflect new initiatives and planning documents;

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

1. The Official Community Plan is hereby amended by deleting the existing pre-policy text in section 15.3 and substituting new pre-policy text as follows:

“Schwatka Lake, which is located south of Downtown and east of Robert Service Way, is a multiuse water body created by a hydro-electric dam. The lake plays a key role in power generation, back-up drinking water source, air transportation, wildlife habitat, tourism, and community recreation. As the primary base for float plane activity within Whitehorse, the lake provides an important link in the northern transportation network. Land uses related to aviation should continue to be supported along the west shore. Future development could include improvements to parking areas, further land leases for float plane operators, reorganization of dock locations to better meet the needs of the industry, and addition of new dock spaces. Consideration should be given for improving the services available to local and itinerant pilots, and promoting the area as a tourist destination.

Recreation uses that are compatible with float plane operations should be supported on the west shore. The area provides excellent hiking, walking, and wildlife viewing opportunities. Trail work should focus on enhancing existing trails and improving connections to other trail areas. A limited amount of boating activity should also be supported, though it should be recognized that the east shore of the lake is better suited for this use, where a boat launch and day use area are located.

Improvements to recreation activities should be well-planned and managed to limit their impact on float plane and energy operations. As the back-up drinking water source for the City, water quality needs to be protected. Wildlife habitat protection and shore stabilization are also priorities for this area.”

## OCP Amending Bylaw 2015-14

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2. The Official Community Plan is hereby amended by deleting the existing section 15.3.1 and substituting a new section 15.3.1 as follows:

“15.3.1 Schwatka Lake is the primary base for float plane activity. New dock permit locations may be identified where shore erosion can be controlled and where parking facilities can be created to facilitate this use.”
3. The Official Community Plan is hereby amended by adding a new section 15.3.3 as follows:

“15.3.3 Improvements to recreational amenities on the west shore shall be well-planned and managed to limit their impact on float plane and energy operations.”
4. The Official Community Plan is hereby amended by adding a new section 15.3.4 as follows:

“15.3.4 Future bylaws, policies, and improvements shall be guided by the recommendations featured in the Schwatka Lake Area Plan.”
5. The Official Community Plan is hereby amended by deleting the existing section 18.1.2 and renumbering the remaining sections accordingly.
6. The Official Community Plan is hereby amended by deleting the existing section 18.1.3 and substituting a new section 18.1.3 as follows:

“18.1.3 Comprehensive new park management plans may be developed for the five park areas identified on Map 6 that would emphasize protection of these areas and the integrity of natural and heritage features. The recommendations of the 2014 Regional Parks Plan should be considered when completing each of the park management plans.”
7. The Official Community Plan is hereby amended by deleting the existing pre-policy text in section 20.1 and substituting therefore new pre-policy text as follows:

“The intent of universal design is to simplify life for everyone by making products, communications, and the built environment easily usable by as many people as possible at little or no extra cost. Universal design benefits people of all ages and abilities, focussing on principles such as equitable use, flexibility in use, intuitive use, tolerance for error, and low physical effort. In partnership with the Persons with Disabilities Advisory Committee, the City is ensuring all municipal buildings with public access are fully accessible to all members of the public.

Many municipalities are now beginning to implement regulations for accessibility features in new homes. In many cases, simple changes, at no additional construction cost, can make a big difference for people with mobility challenges or other issues. Also, creating regulations that are implemented during the construction, such as lower plumbing fixtures or turning radii for wheelchairs, makes homes much easier and cost-effective to renovate if needed.”

## OCP Amending Bylaw 2015-14

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8. The Official Community Plan is hereby amended by adding a new section 20.1.2 as follows:  
“20.1.2 The City recognizes the importance of providing housing stock for people with mobility challenges. As such, the City should promote the construction of more accessible, adaptable, and visitable housing types. This may be done through changes to existing regulations or the creation of a new bylaw. Any new regulations should be developed through cooperation with the appropriate stakeholders, such as the Persons with Disabilities Advisory Committee.”
9. Map 2 of the Official Community Plan Bylaw is hereby amended by changing the designation of a 40 hectare area of vacant commissioner’s land located near the existing Castle Rock Enterprises quarry operation at Haeckel Hill from Future Planning to Natural Resource, as shown on Appendix “A”.
10. Map 3 of the Official Community Plan Bylaw is hereby amended by changing the designation of a 1800 m<sup>2</sup> area of City of Whitehorse land located at the west end of Main Street from Public Service to Mixed-Use – Residential/Commercial, as shown on Appendix “B”.
11. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:** April 13, 2015  
**PUBLIC NOTICE:** April 17 and April 24, 2015  
**PUBLIC HEARING:** May 25, 2015  
**SECOND READING:** June 15, 2015  
**EXECUTIVE COUNCIL MEMBER APPROVAL:** July 17, 2015  
**THIRD READING and ADOPTION:**

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Mayor

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City Clerk



Office of the Minister  
Box 2703, Whitehorse, Yukon Y1A 2C6

July 17, 2015

His Worship Dan Curtis  
Mayor of Whitehorse  
2121 – 2<sup>nd</sup> Avenue  
Whitehorse, Yukon Y1A 1C2

Dear Mayor Curtis:

**RE: Submission of Amendment to Official Community Plan for Approval**

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Thank you for submitting Bylaw 2015-14, a bylaw to amend the City of Whitehorse Official Community Plan, for approval.

I am pleased to advise that there were no significant concerns raised in our inter-departmental review of the bylaw. As such, I am pleased to issue approval of the bylaw pursuant to s. 282 of the *Municipal Act*. Please note that approval to proceed to third reading with this bylaw is not an expression of Yukon Government's approval of, or commitment to, any development noted within the Official Community Plan.

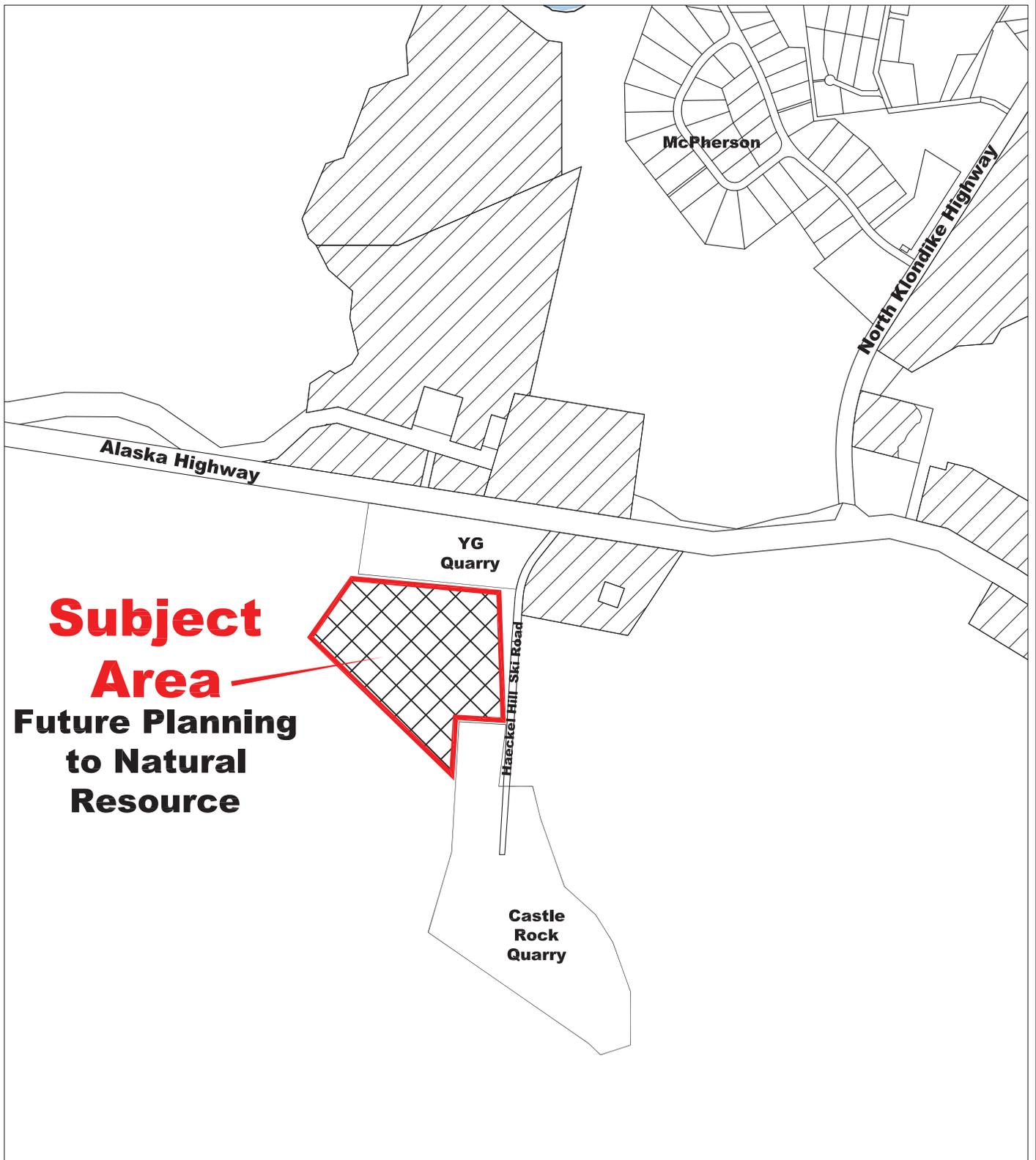
Please retain this letter as part of the bylaw documentation. It is the official record of my approval as required by legislation.

Again, thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Currie Dixon". The signature is written in a cursive, flowing style.

Currie Dixon  
Minister of Community Services



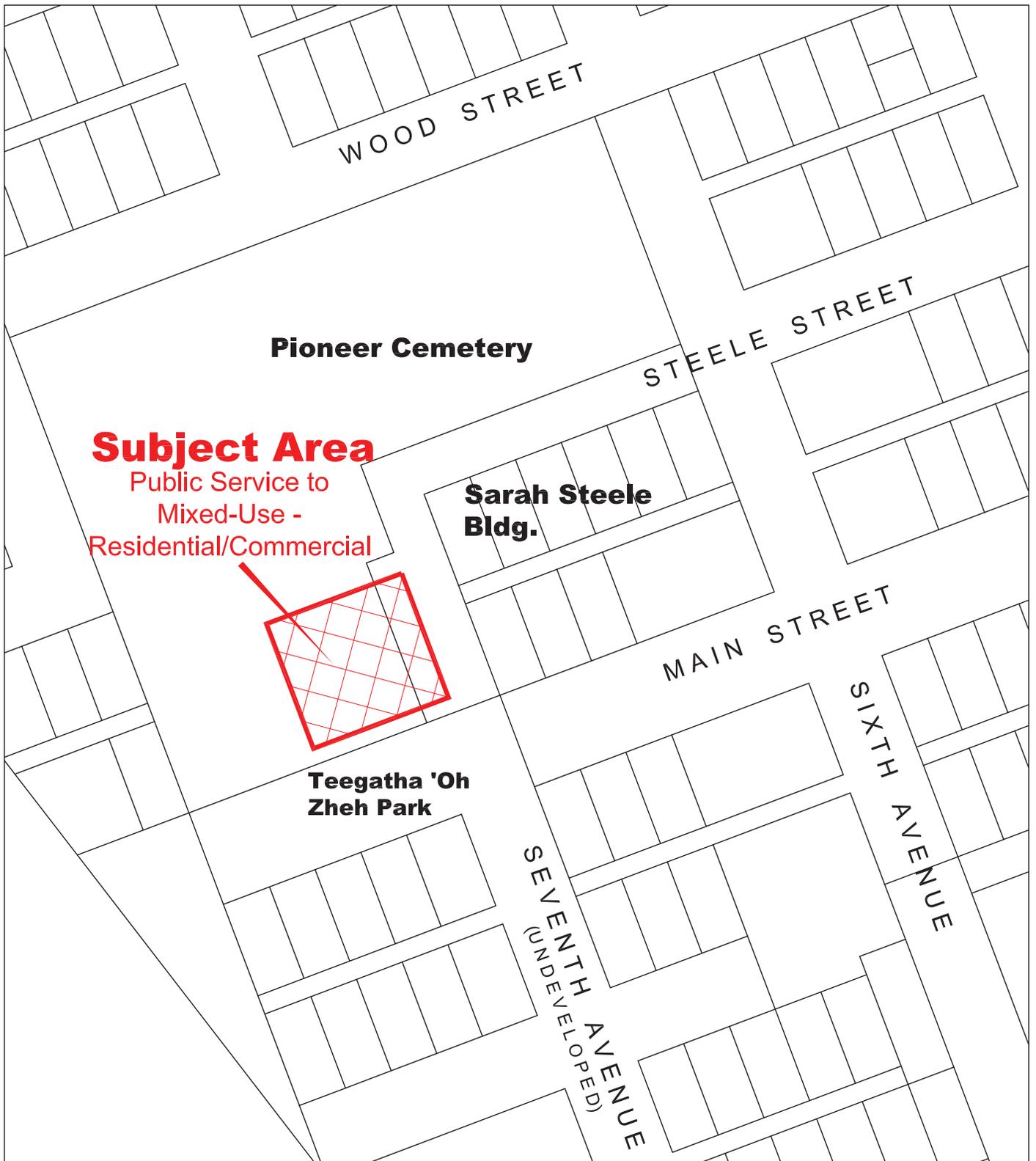
**Subject  
Area**  
Future Planning  
to Natural  
Resource

**BYLAW 2015-14**

A Bylaw to amend the Official Community Plan to change the designation of an area, located near Haeckel Hill, to Natural Resource to facilitate a potential future quarry.

**LEGEND**

-  SUBJECT AREA
-  FIRST NATION LANDS



**BYLAW 2015-14**

A Bylaw to amend the Official Community Plan to change Map 3 to show an approximately 1800 square metre site at the west end of Main Street as Mixed-Use - Residential/Commercial.

**LEGEND**



SUBJECT AREA

**CITY OF WHITEHORSE**

**BYLAW 2015-24**

A bylaw to authorize the adoption of a Joint Use Agreement

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

WHEREAS the City and the Government of Yukon have negotiated an agreement to maximize the use of public facilities in Whitehorse for the period September 1, 2015 through August 31, 2018;

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

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

**FIRST and SECOND READING:** July 27, 2015

**THIRD READING and ADOPTION:**

---

Mayor

---

City Clerk

**WHITEHORSE YUKON  
PUBLIC FACILITIES JOINT USE AGREEMENT**

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2015

Effective: September 1, 2015 through August 31, 2018

BETWEEN:

**YUKON GOVERNMENT – Department of Education**  
As represented by the Minister of Education  
(Herein referred to as "Department of Education")

PARTY OF THE FIRST PART

AND:

**THE CITY OF WHITEHORSE**  
As represented by the Mayor of Whitehorse  
(Herein referred to as "the City")

PARTY OF THE SECOND PART

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

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

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

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

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## THE PARTIES AGREE AS FOLLOWS:

### MISSION

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

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

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

The JUA covers public facilities within the boundaries of the City.

### VISION

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

All parties subject to the JUA, respect each other, the facilities and the community; actively work together to resolve allocation and scheduling issues; cooperate and communicate to enhance the community's self-image and build healthy opportunities for individuals to connect in ways that benefit all. Progressive partnerships are encouraged as a means of promoting community spirit and community wellness through utilization of public facilities.

### VALUES

The JUA values the repositioning, promotion and provision of services, essential to the community's needs, which are truly essential to becoming a benefits-driven vibrant community in the field of recreation. The principles of this approach include the following:

- Recreation and active living are essential to personal health – a key determinant of health status.
- Recreation and active living are key to balanced human development-helping Canadians reach for their potential.
- Recreation and parks are essential to quality of life.
- Recreation reduces self-destructive and anti-social behavior.
- Recreation and parks build strong families and healthy communities.
- Pay now or pay more later! Recreation reduces health care, social services and police/justice costs.
- Recreation and parks are significant economic generators in every community.
- Parks, open spaces and natural areas are essential to ecological survival.

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

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

## **1. CODE OF CONDUCT**

Department of Education and the City agree that success is dependent on the continued commitment to the intent of this joint user agreement as well as:

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

## **2. DEFINITIONS**

In this Agreement:

- a) “facility booking agent” means the City of Whitehorse, Recreation and Facility Services Department representative.
- b) “facility operators” means the selected school buildings and grounds controlled or operated by Department of Education and selected public facilities controlled by the City.
- c) “fundraising event” means any event sponsored by a non-profit group, society, or organization to which the public is invited and is required to either pay an admission fee or is encouraged to purchase goods or services offered for sale. All profit is turned back to the non-profit group, society or organization. See Appendix F for Fee Schedule.
- d) “public facilities” means all Department of Education facilities outlined in Appendix B and all City facilities outlined in Appendix C.
- e) “user(s)” or “user groups” are any facility booking group or sport governing body using “public facilities” as defined above.

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

### **3. FACILITY ALLOCATION POLICY**

Department of Education and the City agree:

- 3.1. to implement a benefits-based philosophy to facility allocation, according to identified priorities and to develop a measurement system (Appendix G – Assessment: Benefits-Based Approach), focused on our “Mission Vision and Values,” that will determine whether the community is receiving the identified benefits through the offering of the activity.
- 3.2. to make available to user groups, after the needs of the facility owners are met, the facilities indicated in “Appendix B: Department of Education Public Facilities Available for Community Use” and “Appendix C: City of Whitehorse Public Facilities Available for School Use.”
- 3.3. the Department of Education is to provide to the City confirmation of facility availability dates for the following schedules:
  - Fall schedule (September to June) by May 1
  - Summer schedule (July, August) by May 1
  - Christmas Break schedule by November 1
  - March Break schedule by February 1
  - Outdoor Facility schedule by April 1
- 3.4. that youth activities receive booking preference and primary time allocations between the hours of 5:00 pm to 9:00 pm are reserved for youth activities, programs and events.
- 3.5. to develop a shared facility booking calendar and distribute to all applicable parties.
- 3.6. that all Appendices, by mutual consent of each party, can be amended as required.
- 3.7. that all user groups providing their facility booking requests for the up and coming year by June 1 will be given priority over facility booking requests received after June 1.
- 3.8. that any facility may be withdrawn temporarily from the JUA for repairs or renovations. The City will contact the designated representative and provide written notice fourteen (14) days in advance or verbal notice “as soon as reasonably practicable” in the case of an emergency.
- 3.9. to allocate public facilities (see Appendix B & C) in decreasing order of priority. Activities will be prioritized and scheduled according to a balanced approach, in alignment with the “Mission, Vision and Values.” Priority will be given as indicated and defined below:

**Department of Education of Public Facilities allocation for Community Use:**

“Special Event” requests:

As outlined below and received prior to the June 1 deadline are scheduled in advance of the regular bookings for the year to ensure that space is available and that the regular user groups are aware, in advance, that their space is not available during the “special event” booked times.

1. School Special Event:

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

2. Non Profit Special Event

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

a) Child / Youth

b) Adult / Senior

c) Fundraising Event (definition moved to definition page)

Regular Bookings:

3. School Regular Bookings:

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

4. Child / Youth Activities:

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

5. Adult / Senior Activities:

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

Other Activities

6. Political or Religious Event:

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

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

**City of Whitehorse Public Facilities Allocation for School Use:**

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

**4. PROCEDURES**

Department of Education and the City agree:

- 4.1 that the use of any facility covered by this agreement will be booked through the City of Whitehorse, Recreation and Facility Services Department, Facility Booking Agent.
- 4.2 that user groups will follow the procedures outlined in “Appendix D: Department of Education Procedures for Booking Public Facilities” and “Appendix E: Procedures and Rules Governing Yukon School Use of City Public Facilities”.
- 4.3 that user groups will follow the rules outlined in “Appendix A: School Booking Form and School Rules,” as well as any rules provided by a specific schools, (which will be provided by each school to facility booking agent), to be distributed

by the Facility Booking Agent and reviewed by and signed by each designated representative.

- 4.4 that maintenance standards shall be determined by the facility operator and shall conform with generally accepted maintenance practices and provide a mechanism for user groups to report maintenance issues and/or recommendations.
- 4.5 that each will develop user group monitoring processes that will assist in the evaluation of the appropriate use of public facilities by the user groups. Evaluation to be based upon the JUA, "Appendix A: School Booking Form and School Rules" and Appendix D and Appendix E and any other documents deemed appropriate.

Department of Education agrees:

- 4.6 to prepare and provide to the City "Department of Education Rules Governing the Use of Public Facilities." Appendix A: School Booking Form and School Rules"

The City agrees:

- 4.7 to provide a copy of the JUA and all appropriate Appendices to the designated representative and have the designated representative review all pertinent documents, providing signatures and/or initials where required.
- 4.8 to prepare and provide a master list of confirmed public facility bookings to the Department of Education. Applicable portions of the master list may be provided to each school principal, designated representative and each supervisor of a City public facility.
- 4.9 to advertise, by May 1st of each year, prior to the start of the September booking period, that bookings are being accepted for use of public facilities for activities, programs, and events during the upcoming school year.

## **5. LIABILITY**

- 5.1. Each user group shall be responsible for any claim, demand, cost, damage, action, suit or proceeding that is, in any manner, based upon, or arising from, or attributable to, its negligence or wilful misconduct in relation to the performance of this JUA or the carrying out of this JUA by the user group, as outlined in "Appendix A: Appendix D: Department of Education Rules Governing the Use of Public Facilities, Damages and Losses and "Appendix E: Procedures and Rules Governing Yukon School Use of City Public Facilities."
- 5.2. The Department of Education and the City agree that user groups must provide proof of two million dollars (\$2,000,000.00) general liability insurance covering the organization. Special requests to waive the insurance requirement can be made to Department of Education through the Facility Booking Agent in writing.

## 6. CHARGES

Department of Education and the City agree:

- 6.1 that they will not charge each other for the use of all public facilities covered by the JUA.
- 6.2 to establish a fee schedule, maintained at a level ensuring user groups have the ability to participate in the JUA, as set out in “Appendix F: Fee Schedule for Use of Public Facilities for Department of Education and City.”
- 6.3 the City will remit to Department of Education, on an ongoing basis, all revenues derived from the rental of the public facilities depicted in Appendix B.
- 6.4 that regular repair and maintenance of any public facility and its operational costs are the complete responsibility of the facility operator. The facility operator shall be responsible for the repair of damage caused by a user group. This does not preclude the facility operator from securing reimbursement from the user group, as per “5. Liability” of this JUA.
- 6.5 Department of Education will provide a yearly contribution in the amount of \$30,000.00 on the 1st of September of each year to the City towards the administration costs of the JUA.

## 7. CHANGES TO AGREEMENT

- 7.1. No provision of this JUA, with the exception of the Appendices, shall be deemed to have been changed unless made in writing and signed by the City of Whitehorse and the Department of Education. Changes to the Appendices must also be made in writing. If any provision is unenforceable or invalid for any reason, such unenforceability or invalidity shall not affect the remaining provisions of this JUA and such provisions shall be severable from the remainder of this JUA.

## 8. TERMS OF THE JUA

This JUA shall endure from **September 1, 2015 through August 31, 2018**. However, the JUA may be extended, cancelled, or revised at any time upon mutual consent, or shall be considered to be ongoing until a new agreement has been put in place, which may be up to one calendar year from the expiration date specified above.

## 9. CONTACTS

Department of Education and/or the City may make written requests for changes to this JUA through the Manager of Recreation and Facility Services, City of Whitehorse or Director of Finance, Yukon Government Department of Education.

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

**GOVERNMENT OF YUKON – Department of Education**

PER:

_____	_____	_____
Date	Witness	Judy Arnold, Deputy Minister Department of Education

**THE CORPORATE SEAL OF THE CITY OF WHITEHORSE WAS HEREUNTO  
AFFIXED IN THE PRESENCE OF:**

_____	_____	_____
Date	Norma L. Felker Assistant City Clerk	Dan Curtis Mayor

**APPENDIX A: School Facility Booking Form, including General School Rules**



**SCHOOL FACILITY BOOKING FORM**  
 Recreation and Facility Services  
 Canada Games Centre / Fax: 668-8675 / Phone: 633-8518

<b>SPECIAL PERMISSION                  REQUIRED</b> <input type="checkbox"/>
--

<b>Organization:</b>		<b>Activity:</b>	
<b>Age of Participants:</b>		<b># of Participants:</b>	
		<b>Will you be charging an admission fee:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Main Contact:</b>		<b>Phone (day):</b>	
<b>Email Address:</b>		<b>Phone (eve):</b>	
<b>Mailing Address:</b>		<b>Postal Code:</b>	

	Request for School Use (please print clearly)	Confirmed To be completed by the Facility Booking Agent	The School is <b>NOT</b> available on the following dates:
School			*All Statutory Holidays and Christmas, Spring, & Summer Breaks *See Special Events School Calendar for additional dates
Area Required			
Circle Day/s Required	Mon Tues Wed Thurs Fri Sat Sun		
Starting Time			
Finishing Time			<b>Occupancy Fee                      (if applicable)</b> Make cheque payable to Territorial Treasurer # of days x cost \$ per day:
Starting Date			
Finishing Date			

**Additional Information:**

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

Signature of User Group Contact: \_\_\_\_\_ Received Proof of Insurance:

Authorized Signature for SPECIAL PERMISSION: \_\_\_\_\_

Signature of City Representative: \_\_\_\_\_ Date Received by Facility Booking Agent: \_\_\_\_\_

To be completed by the Facility Booking Agent

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

## **Department of Education's GENERAL SCHOOL RULES**

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

**Each designated representative shall:**

### **Access and Security**

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

### **Supervision**

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

### **Prohibited Substances and Activities**

8. ensure that user groups refrain from using alcohol and illegal substances in any facility or on facility grounds.
9. ensure that smoking is not permitted in school buildings, facilities, on school grounds or in vehicles carrying students under the age of 19. This is in compliance with territorial legislation passed May 2008, "The Smoke-free Places Act" (S4) (3).
10. Prohibited activities include:
  - a. Indoor activities involving animals
  - b. Activities that involve sleepovers in facilities and/or grounds
  - c. Activities that due to their nature and type of equipment used may lead to damage to public facilities or increase the risk of injury to participant and/or spectators.

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

### **School Gymnasiums**

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

**Use of Equipment**

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

**Damages and Losses**

16. be responsible for all damages or losses to the facility as a result of the user's acts or omissions during their period of use. This includes acts by unauthorized persons who may have entered the facility due to lack of security by the user group during or after the period of use.

17. document and report any damage, evident upon arrival, to equipment or premises to the Facility Booking Agent.

18. document and report any damage to equipment or premises that was a result of an activity of the user group to the Facility Booking Agent. Damages will be assessed and the user group will be charged, if applicable.

19. be responsible for any lost or stolen items belonging to the members of your organization.

**Cleaning**

20. shall report any concerns with cleanliness of the premises, evident upon arrival, to the Facility Booking Agent.

21. ensure that the facility is left clean for the next facility user group, including, but not limited to:

- a) return all equipment to its proper place;
- b) place garbage in proper recycling receptacles;
- c) wipe floors, if required, due to spills, muddy shoes etc;
- d) return tables, chairs, and desks to their proper places; and
- e) turn off the lights

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

22. If the premises are left in an unacceptable condition as determined by the facility owner, the user group will be charged for janitorial services needed to clean the facility. A minimum of one hour janitorial services will be charged to the facility user group if the Department of Education facility (school) requires cleaning/organizing by the facility owner prior to the commencement of the regularly intended use of the facility (school gyms, school classrooms).

**Loss of Facility Use Privilege**

23. The City may deny or cancel user group bookings immediately for cause. Failure to comply with the following rules governing the use of facilities can result in a loss of privilege of use and/or charges as per Appendix E.

23.1 Non-payment of damage claims.

23.2 Non-compliance with this appendix, "Department of Education Rules Governing the Use of Public Facilities. May cumulate infractions (previous performance).

23.3 Any illegal activity carried out within the public facility

23.4 Use of facility during unscheduled hours as stated in the booking contract.

23.5 Failure to use allocated space or complete the facility log book (three times or more) with or without a minimum of 36 hours' notice to Facility Booking Agent. Groups who do not complete the log book will be assessed and charged.

Initials of User Group Designated Representative: \_\_\_\_\_

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

## APPENDIX B: Department of Education Public Facilities for Community Use

1. Subject to this JUA, Department of Education makes available the following **INDOOR** public facilities for community use:

Updated June 2015				
SCHOOL	CLSRMS	GYM SHOWERS	STAG	OTHER ROOMS
Christ the King Elementary		1 w/showers	1	
Golden Horn Elementary		1		*Library
Elijah Smith Elementary		1 w/showers	1	Multi-purpose * Library
F.H. Collins Secondary	*3	1 w/showers	1	*Library
Grey Mountain Primary				*Cafeteria Activity
Hidden Valley Elementary		1 w/showers	1	*Library
Holy Family Elementary		1 w/showers	1	
Jack Hulland Elementary		2 gyms 1 w/showers	1	*Library
Porter Creek Secondary	*	1 w/showers	1	*Cafeteria
Selkirk Elementary		1 w/showers	1	
Takhini Elementary		1 w/showers	1	*Library
Vanier Catholic Secondary	*	2 gyms 1 w/shower	1	*Mezzanine
Whitehorse Elementary		1 w/showers	1	Activity Room
Wood Street Centre	*			

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

**NOTE:** For information on the JUA with École Emile Tremblay, please contact the Facility Booking Agent. Requests for additional space will be considered and/or approved on a case by case basis by the Facility Booking Agent.

2. Department of Education will make available the aforementioned public facilities, provided they are not required by the school, at the following times:

2.1 September to June Bookings:

Elementary and Secondary Schools:

- a) Monday to Friday inclusive:  
5:00am - 7:30am and  
3:30pm - 11:00pm  
Note: 3:30pm - 5:00pm require special permission
- b) Saturday and Sunday: 8:00am - 11:00pm.

2.2 Summer, Christmas, and Spring Break School Bookings:

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

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

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

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

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

6. Subject to this JUA, Department of Education makes available the following **OUTDOOR** public facilities:

<i>Updated June 2015</i>				
SCHOOL GROUNDS	SOCCER FIELD	BALL DIAMONDS	OVERLAP	TRACK
Christ the King Elementary	1			
Golden Horn Elementary				
Elijah Smith Elementary	X			
F.H. Collins Secondary	2			X
Hidden Valley Elementary	X			
Holy Family Elementary	X	1	X	
Jack Hulland Elementary	X	1	X	
Porter Creek Secondary	X	1	X	
Selkirk Elementary	X	1	X	
Takhini Elementary	X	1	X	
Vanier Catholic Secondary	2	1		
Whitehorse Elementary	X	1	X	

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

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

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

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

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

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

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

## **APPENDIX D: Department of Education Procedures for Booking Public Facilities**

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

The following are the four (4) facility booking request deadlines:

- Deadline for Fall submissions (September to June) is June 1<sup>st</sup>
- Deadline for Summer submissions (July and August) is April 1<sup>st</sup>
- Deadline for Christmas Break is October 1<sup>st</sup>
- Deadline for Spring Break is January 1<sup>st</sup>

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

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

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

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

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

## Appendix E: Procedures and Rules Governing YUKON SCHOOL Use of City Public Facilities

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**Facility Booking Agent**  
Canada Games Centre  
P: 633-8518 F: 668-8675  
[recbookings@whitehorse.ca](mailto:recbookings@whitehorse.ca)

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

The facility booking request deadline is:

- Deadline for Fall submissions (September to June) is June 1<sup>st</sup>



## Booking Request Form for CGC: Sept 2015 – June 2016

**School:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Email:** \_\_\_\_\_

If you have known school close days, time constraints or other request information which will aid in booking your school, without conflicts, please add to right hand boxes. Request examples: need a time slot because of distance, want/don't want lessons back to back in both afternoon times, need lessons in different seasons, want lessons in specific month

**Learn to Swim:** programs for Grades 2 – 6  
 (2 Academic Grades per school will be accommodated)

Learn to Swim Fill in grade	Predicted # students	Time(AM/PM) Preference	Additional Request / Info
Grade			

**Swim Patrol:** programs for Grades 6 – 7

Swim Patrol Fill in grade	Predicted # students	Time(AM/PM) Preference	Additional Request / Info
Grade			

**Recreational Swims & Skates:** Grades 1 - 12

Indicate total number of times desired for your school. 2 classes per time slot are encouraged.

	Fall	Winter	Spring	Predicted Student #'s	Additional Request / Info
Recreational Swims					
Recreational Skates					
Whole School Swims (2 successive swim slots)					

*Please add any additional request information to back of page.*

## 2015/2016 School Bookings at a Glance:

### Learn to Swim: Grades 2 - 6

**Times:** 9:00am – 9:45am  
9:45am – 10:30am  
1:45pm – 2:30pm

**Days:** Tuesday - Friday (8 classes)

**Cost:** \$47.00 per participant

**Ratio:** Ratio: 1:8

**Min/Max** 15 students / 24 students

**Notes:** Learn-to-Swim programs include I Can Swim Stages 1-3.  
Book up to 2 Grades per school  
Some classes may be 7 lessons due to stat holidays or special events. These will be prorated to \$41.00 per participant.

### Swim Patrol: Grades 6 & 7

**Times:** 9:00am – 9:45am  
9:45am – 10:30am  
1:45pm – 2:30pm

**Days:** Tuesday – Friday (4 classes)

**Cost:** \$24.00 per participant

**Ratio:** 1:12

**Mix/Max** 15 students / 24 students

**Notes:** Requests for 8 lesson set may be accommodated depending upon availability.

### Recreational Skate

**Times:** 9:00am – 9:45am  
9:45am – 10:30am  
1:00pm – 1:45pm  
1:45pm – 2:30pm

**Days:** Monday - Friday

**Cost:** Free of charge

**Skate Rental:** \$3.60 per pair

### Recreational Swim: Grades 1 - 12

**Times:** 9:00am – 9:45am  
9:45am – 10:30am  
1:00pm – 1:45pm  
1:45pm – 2:30pm

**Days:** Tuesday to Friday

**Cost:** \$3.25 per participant

**Min/Max** 20 students / 50 students

**Notes:** Note: Students with memberships will not be invoiced. Whole school swims are 9:00am – 10:30am or 1:00pm – 2:30pm with a minimum 51 students.

**Cancellations:** The following outlines the minimum notification required for cancellation of school booking.

School Booking	Cancellation Notification Required	Cancellation Fee
Recreational Swim	<b>72 hours</b> prior to booking	Invoiced for 15 participants
Recreational Skate	<b>24 hours</b> prior to booking	Flat Fee \$50.00
Whole School Swims	<b>72 hours</b> prior to booking	Invoiced for 51 participants
Swim Lessons and Swim Patrol	<b>2 weeks</b> prior to booking	Invoiced for 15 participants
Amendments made after agreement signed		\$5.00

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

## **Payment Policies**

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

- All schools will be invoiced; we are unable to accept cash.
- Schools eligible for the school rate only during designated school booking times.
- For invoicing purposes, teachers are responsible for confirming number of students upon arrival to the Canada Games Centre to ensure accurate numbers.
- Your school will be invoiced for the exact number of participants or the specified minimum number, when minimums are not met.
- There will be no correction in prices after the invoices have been sent.

## **Additional Information**

- Schools wishing to utilize other parts of the facility (i.e. Coca Cola Fieldhouse, Flexihall, Wellness Centre and track) may do so by purchasing wristbands for each student
- Schools may also rent the Coca Cola Fieldhouse, PowerAde Flexihall or meeting rooms for exclusive use.
- The Child Play Area is a wristband area. Please contact the Facility Booking Agent regarding use of this area.
- Students who have memberships will not be subject to additional costs to use the facility during school hours unless signing up for a program (Learn-to-Swim, Swim Patrol)
- Classes making use of our Wellness Centre/Track must be aware of the team/group training guidelines for that area. Please contact a Fitness Specialist at 633-8502 for information and to arrange an orientation for your students.

## **Pool/Arena Booking Policies**

- Groups who wish to bring more than 24 participants or who wish to bring participants of varied ages (i.e. Yukon Home Educators Society) must receive approval from the Aquatic Coordinator.
- School booking times will include 9:00 - 9:45 am, 9:45 - 10:30 am, 1:00 - 1:45 pm and 1:45 - 2:30 pm. Tuesday through Friday.
- Learn-to-Swim programs will be allocated first, and then Swim Patrol followed by recreational swim/skate times.
- Lessons will be allocated a minimum of 2 weeks prior to the start of the school year.
- At the start of the school year, each school will receive confirmation of their swim/skate times. Please contact the Facility Booking Agent immediately if there are any problems with these times.
- Schools will be notified in the event of a cancellation.
- If you require additional swim times, please ask to be placed on a waitlist.
- Educational assistants may be required to accompany participants with special needs in the pool and should come prepared with swim attire.

## **Recreational Swimming/Skating**

- Pool bookings are designed for groups of 20 or more participants. Groups with less than 20 participants will be invoiced for 20 participants. Schools are strongly encouraged to bring more than one class at a time.
- Recreation swims are available for grades 1 - 12 only. We cannot accommodate Kindergarten classes at this time, as our policy states that all children under 6 must be in arms reach of an adult at all times, with a ratio of 1 adult to 3 children. It is recommended that Grade 1 classes sign up for recreation swims after Christmas break to ensure that all their students have turned 6.
- A supervisor must be on ice surfaces at all times during skate bookings and in the aquatic centre during swim times (in pool, pool deck or viewing area)
- It is recommended that all students wear a helmet on the ice. The Canada Games Centre does not have helmets available for use.
- Skate Rentals. In order to maximize ice time and speed up the skate rental process, teachers should collect rental fees from the children or give the number of skate rentals required to the CSR and we will invoice the school as usual.
- Educational assistants may be required to accompany participants with special needs in the pool and should come prepared with swim attire.

## **Priorities of Use**

According to the Pool allocation policy that governs the priorities of pool use, the Learn to Swim programs receive a higher priority than the recreational swimming sessions. Based on this requirement all swimming lesson times and PE times will be allocated first, followed by the allocation of recreational times.

## **Rules and Discipline**

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

## **To Address Questions/Concerns with Swimming Lessons**

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

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

## FAQ's

### *Can I join my class in the water during lessons?*

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

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

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

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

There may be limited opportunities for recreational swims, so we encourage schools to fill up the bus when coming to the pool. We can easily accommodate 2 classes (50 students) with current staffing and may be able to accommodate larger groups in a whole school swim, with appropriate notice. The ideal recreation swim is accommodates varied grades (i.e. grade 2 and grade 6) to maximize both pools of the Aquatic Centre (Younger grades enjoy the Leisure Pool, while older grades enjoy the diving board).

### *Why do we get invoiced for students not there?*

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

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

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

### *What if my student has a CGC membership?*

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

### *Wellness Centre and Track Use*

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

**Appendix F: Fee Schedule for Use of Public Facilities for Department of Education and City**

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

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

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

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

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

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

**Activity Type Criteria / Facility Space Allocation Use**

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

**High value-3 points per criteria**

**Low value -1 point per criteria**

# CITY OF WHITEHORSE

## BYLAW 2015-30

A bylaw to establish regulations and procedures for a municipal election

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WHEREAS section 53 of the *Municipal Act* provides that council may by bylaw establish polling places and mobile polls, and otherwise regulate the conduct of an election, subject to that *Act*; and

WHEREAS section 63 of the *Municipal Act* requires that council establish a Board of Revision and prescribe the fees to be paid to the members of such Board; and

WHEREAS section 56 of the *Municipal Act* provides that council shall by bylaw:

- (1) Establish the date, time and place for making nominations;
- (2) Establish places at which polls will be held if a poll is required;
- (3) Set hours during which special polls shall be open; and
- (4) Delegate to the Returning Officer the power to appoint Deputy Returning Officers.

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

### SHORT TITLE

1. This bylaw may be cited as the "**2015 Election Procedures Bylaw**".

### INTERPRETATION

2. In this bylaw,

"BOARD OF REVISION" means the group of persons appointed by council to review all applications to revise the preliminary list of electors for the 2015 municipal election.

"CITY" means the corporation of the City of Whitehorse.

"COUNCIL" means the elected council of the City of Whitehorse.

"DEPUTY RETURNING OFFICER" means a person who has been appointed and sworn in by the Returning Officer to assist in the running of a municipal election and to perform the duties of the Returning Officer in his/her absence.

"ELECTION OFFICIALS" means the City Clerk, Returning Officer, Deputy Returning Officers and Poll Clerks.

"ELECTOR" means a person qualified to vote in a municipal election pursuant to section 48 of the *Municipal Act*.

"IDENTIFICATION" means documentation that includes the birth date of the holder and a current residential address.

"MOBILE POLL" means a poll that has been established in order that an elector may cast his or her vote while residing in a hospital, extended care facility, senior citizens'

# 2015 Election Bylaw 2015-30

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home or correctional institute. In addition, a mobile poll may attend at the residence of an elector incapable of attending at a poll by reason of physical incapacity.

"POLL CLERK" means a person who has been sworn in by the Returning Officer and/or Deputy Returning Officer to monitor and control proper procedures of the election at each and every polling place.

"RETURNING OFFICER" means the person appointed by bylaw to be responsible for the administration of the election.

3. Except as otherwise provided in this bylaw and in Automated Vote Counting System Bylaw 2015-15, the 2015 municipal election in the City of Whitehorse shall be conducted in accordance with the provisions of Part 3 of the *Municipal Act*.

## ELECTION OFFICIALS

4. The Returning Officer for the 2015 municipal election shall appoint deputy returning officers and poll clerks in sufficient number to assist in the holding of the election.
5. During their employment for the election, election officials shall refrain from any active or public support for or criticism of any candidate.
6. The following honorariums shall be paid to persons acting as election officials, other than full time employees of the City of Whitehorse:

(1) Deputy Returning Officer	\$ 273.00
(2) Poll Clerk	\$ 234.00
(3) Attending a training session	\$ 25.00
(4) Fuel Allowance for Driver Only, Mobile Polls	\$ 25.00

## NOMINATION PLACE AND TIME

7. Thursday, September 24, 2015 between the hours of 10:00 a.m. and 12:00 noon is hereby established as the designated date and time where the Returning Officer shall receive the candidates' nomination papers.
8. Council Chambers in City Hall, located at 2121 Second Avenue, is hereby designated as the place where the Returning Officer shall receive the candidates' nomination papers.
9. Notwithstanding sections 7 and 8 herein, candidates may arrange an appointment with the Returning Officer or alternate returning officer to file nomination papers between the date of the nomination notice and 10:00 a.m. on nomination day. Nominations will not be accepted prior to 8:30 a.m. on Monday, September 14, 2015.

## POLLING DAY

10. Polling day for the 2015 municipal election shall be Thursday, October 15, 2015.

## ADVANCE POLL

11. An advance-polling place shall be established in the front foyer at the Second Avenue entrance to City Hall.

## 2015 Election Bylaw 2015-30

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12. The advance poll shall be open on Thursday, October 8, 2015 between the hours of 8:00 a.m. and 8:00 p.m.

### SPECIAL BALLOTS

13. Pursuant to the *Municipal Act*, a person may be entitled to vote by special ballot if they are qualified to do so, have applied for and received a special ballot from the Returning Officer, and have returned the special ballot to the Returning Officer before 2:00 p.m. on polling day.
14. In addition to the qualifications for a special ballot prescribed in the *Municipal Act*, electors who hold a proxy certificate shall qualify for a special ballot.

### PROXY VOTING

15. An elector who is going to be absent from the City of Whitehorse during the 2015 municipal election may appoint another elector as a proxy voter to vote in his or her place at the election.
16. An elector who wishes to appoint a proxy must be included in the list of electors and have reason to believe that voting may not be possible because he or she may be absent from the City of Whitehorse.
17. To appoint a proxy, an elector shall apply to the Returning Officer for a proxy application.
18. Upon receipt of a request to appoint a proxy, the Returning Officer shall issue a proxy application to qualified electors. The elector shall complete and sign the application and have his or her appointed proxy consent to the appointment by completing and signing the appropriate section of the application.
19. Upon receipt of the properly completed proxy application, the Returning Officer shall verify that:
  - (1) The elector is entitled to appoint a proxy voter because he or she is going to be absent from the City of Whitehorse; and
  - (2) The names of the elector and the proxy voter both appear on the list of electors for the 2015 municipal election.
20. If the proxy application meets the requirements of section 19 of this bylaw, the Returning Officer shall issue a proxy certificate.
21. The proxy voter (that is, the holder of the proxy certificate) shall be required to vote the proxy by Special Ballot rather than at the regular or advance poll. Special Ballots will be available at City Hall at any time between 12:00 noon on Wednesday, September 30, 2015 and 2:00 p.m. on Thursday, October 15, 2015.
22. The proxy voter shall be required to deliver the proxy certificate to the Deputy Returning Officer at City Hall, and shall verify by statutory declaration made before the Deputy Returning Officer that he or she has not already voted in the election as a proxy voter, and that, to the best of his or her knowledge, the elector is absent from the City of Whitehorse.

# 2015 Election Bylaw 2015-30

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## Withdrawal of Proxy Certificate

23. An elector may withdraw a proxy certificate by delivering a "Withdrawal of Proxy Certificate" to the Returning Officer. However, the withdrawal is of no effect if the proxy has been exercised.

## POLLING PLACES

24. The Returning Officer shall establish polling places in various sectors of the municipality for the convenience of electors residing therein, and in places of public assembly or where electors may reasonably be presumed to gather or visit during the course of their normal activities on polling day.
25. The polling places shall be in premises of convenient access, including access for persons with disabilities.
26. A conspicuous sign identifying the polling place shall be maintained in place outside each polling place during the time that the poll is open.
27. Voting compartments shall be provided for the use of electors in marking their ballots, along with a hard smooth surface and a suitable pen.
28. Except as specifically provided under the proxy provisions of this bylaw, an elector shall vote at only one polling place.

## HOURS OF THE POLLS

29. Except as otherwise provided in this bylaw, regular polls shall be open on polling day between the hours of eight o'clock in the forenoon and eight o'clock in the afternoon (8:00 a.m. to 8:00 p.m.).
  - (1) The poll at the YG Main Administration Building shall be open between the hours of 8:00 a.m. and 5:30 p.m.
  - (2) The poll at City Hall on polling day shall be open between the hours of 8:30 a.m. and 4:30 p.m.
  - (3) Mobile polls at various institutions shall be open in accordance with a schedule arranged in advance by the Returning Officer in consultation with staff at these institutions.
  - (4) A mobile poll shall be established to attend upon request at the residences of electors incapable of attending at a poll by reason of physical incapacity. Such mobile poll shall operate between the hours of 8:30 a.m. and 7:30 p.m. on polling day
30. The Returning Officer for the 2015 municipal election is hereby delegated the authority to establish additional polls that will be open for limited hours. Such polls may be established as required to meet the needs of the community, and shall operate between the hours of 8:30 a.m. and 7:30 p.m. on polling day

# 2015 Election Bylaw 2015-30

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## MOBILE POLLS

31. Mobile polls shall be established to attend at the Whitehorse General Hospital, Norman D. Macaulay Lodge, Thomson Centre, Copper Ridge Place, and the Whitehorse Correctional Institute at which electors who reside in the said institutions on polling day may cast their vote.
- (1) Eligible electors who work at or may be visiting at an institution where a mobile poll has been established may cast their vote at such mobile poll.
32. Except as provided in sections 29(3) and 29(4) of this bylaw and in relevant provisions of the *Municipal Act*, mobile polls shall be conducted in the manner provided by the *Municipal Act* for the conduct of other polls in an election.

## BOARD OF REVISION

33. Pursuant to the provisions of the *Municipal Act*, a Board of Revision consisting of seven members is hereby established. The seven members of the said Board shall be appointed by resolution of council.
- (1) A member of council or an employee of the municipality shall not be a member of the Board of Revision.
34. The Board of Revision shall sit between the hours of 10:00 a.m. and 6:00 p.m. on Wednesday, September 23, 2015 in the Pioneer Heritage Room at City Hall.
35. Members of the Board of Revision shall be paid a flat rate of Two Hundred Forty Dollars (\$240.00) for sitting on the Board for the purpose of revising the preliminary list of electors.

## COMING INTO FORCE

36. This bylaw shall come into full force and effect on and from the final passing thereof.

**FIRST and SECOND READING:** July 27, 2015

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

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

# CITY OF WHITEHORSE

## BYLAW 2015-27

A bylaw to amend Zoning Bylaw 2012-20

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WHEREAS section 289 of the *Municipal Act* (R. S. Y. 2002) 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 designate a parcel north of Main Street and west of 7<sup>th</sup> Avenue for mixed-use residential/commercial development;

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of an area of land located north of Main Street and west of 7<sup>th</sup> Avenue, Downtown, from PS-Public Service to CM2–Mixed Use Commercial 2, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. Appendix “C” attached to and forming part of Zoning Bylaw 2012-20 is hereby amended by changing the maximum allowable height of development from “Parks/Cemeteries” to “25m” for an area of land located north of Main Street and west of 7<sup>th</sup> Avenue, Downtown, as indicated on the sketch attached hereto as Appendix “B” and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

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Mayor

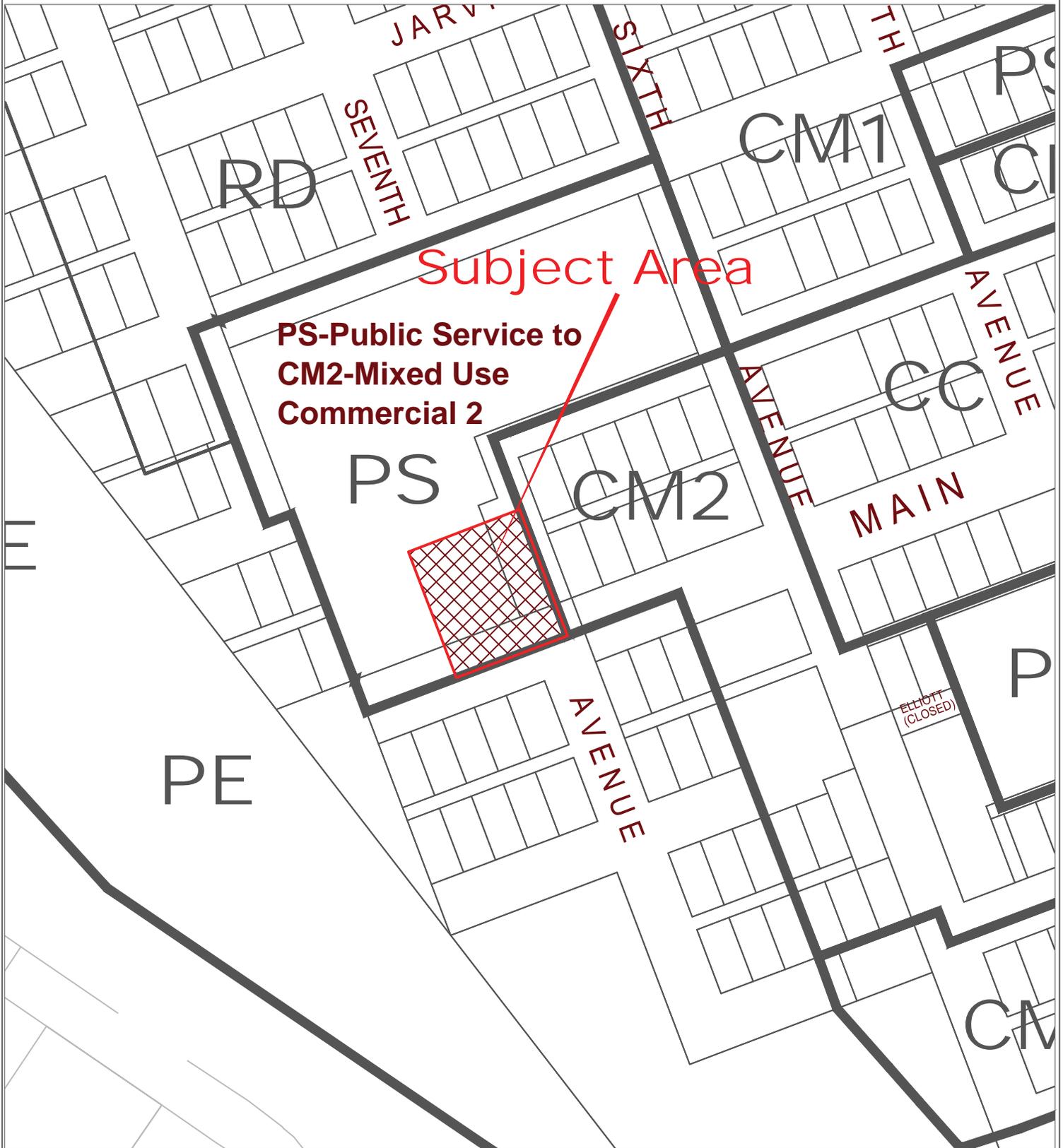
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City Clerk



0 m 100 m 200 m

CITY OF WHITEHORSE  
ZONING BYLAW 2015-27  
APPENDIX 'A'



**Bylaw 2015-27**

A Bylaw to amend the zoning of an area of land north of Main Street and west of Seventh Avenue, Downtown, from PS-Public Service to CM2-Mixed Use Commercial 2.

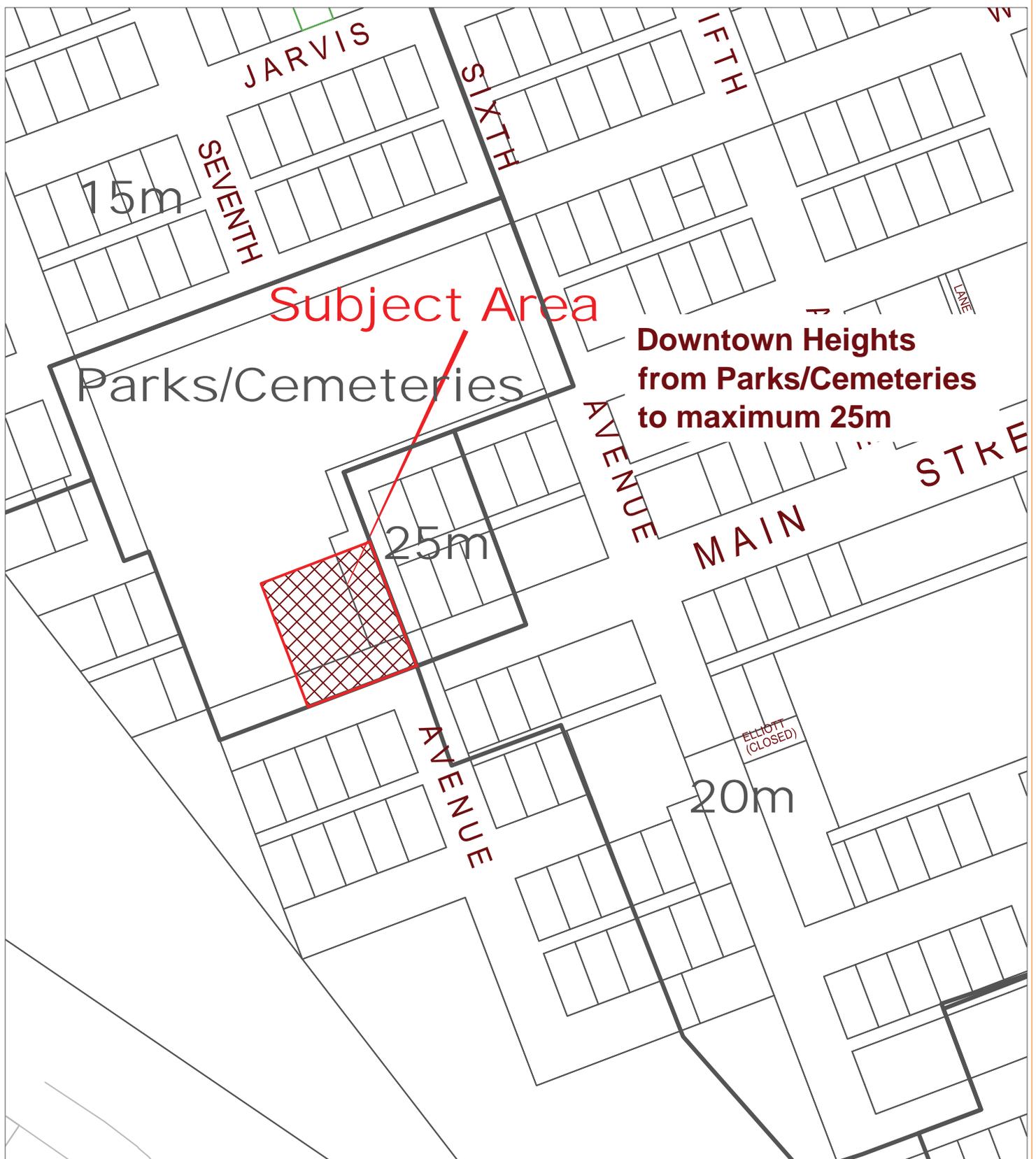
**LEGEND**



SUBJECT AREA



0 m 100 m 200 m



**Bylaw 2015-27**

A Bylaw to amend the zoning of an area of land north of Main Street and west of Seventh Avenue, Downtown, from PS-Public Service to CM2-Mixed Use Commercial 2.

**LEGEND**

 SUBJECT AREA