

Mayor Dan Curtis
Deputy Mayor Samson Hartland
Reserve Deputy Mayor Dan Boyd

A G E N D A

CALL TO ORDER 5:30 p.m.

AGENDA: Adoption

PROCLAMATIONS:

MINUTES: Regular Council Meeting #2016-22 dated November 28, 2016

DELEGATIONS:

PUBLIC HEARING: Bylaw 2016-45 – Zoning Amendment (305 Hawkins Street)
Bylaw 2016-46 – Zoning Amendment (Kopper King Drive-thru)

COMMITTEE

Budget Committee – *Mayor Curtis*

REPORTS:

2017 Operating and Maintenance Budget Address

Operations Committee – *Councillors Hartland and Woodcock*

Budget Amendment – Livingstone Trail Lagoon

Contract Amendment – Marwell Lift Station Improvement Project

Source Water Protection

Community Services Committee – *Councillors Fendrick and Hartland*

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

Development Services Committee – *Councillors Curteanu and Irwin*

Public Hearing Report – Wheeler Street Local Improvement

Corporate Services Committee – *Councillors Woodcock and Boyd*

Public Input Report – 2017 to 2020 Capital Budget

New Procedures Bylaw

Third Quarter Capital Variance Report

Third Quarter Operating Variance Report – *For Information Only*

City Planning Committee – *Councillors Irwin and Fendrick*

NEW & UNFINISHED

BUSINESS:

<u>BYLAWS:</u>	2016-35	Land Sale and Transfer (Whistle Bend Lease Area)	3 rd Reading
	2016-38	Land Sale and Transfer (Nijmegen Road Lot Enlargements)	3 rd Reading
	2016-40	Naming Neighbourhood Park (Pine Street)	3 rd Reading
	2016-39	Local Improvement (Wheeler Street Reconstruction)	2 nd & 3 rd Reading
	2016-41	Capital Expenditure Program (2017 to 2020)	2 nd & 3 rd Reading
	2016-47	Council Procedures Bylaw	1 st & 2 nd Reading
	2016-42	2017 Operating and Maintenance Budget	1 st Reading
	2016-43	2017 Tax Levy	1 st Reading
	2016-44	Fees and Charges Amendment (Budget Changes)	1 st Reading

ADJOURNMENT:

MEMORANDUM

FILE #: Z-13-2016

TO: Mayor and Council
FROM: Administration
DATE: December 12, 2016
SUBJECT: Public Hearing at Regular Council Meeting December 12, 2016

Please be advised there will be a Public Hearing at the regular council meeting on December 12, 2016 to hear from interested parties related to the following zoning amendment:

Bylaw 2016-45, a bylaw to change the zoning of 305 Hawkins Street to reduce off-street parking and waive private amenity space requirements.

360° Design Build has applied to amend the zoning of 305 Hawkins Street in the Downtown area for a proposed mixed-use affordable residential/commercial development. The application is to:

- reduce the amount of required off-street parking from 6 spaces to 5 spaces; and
- waive private amenity space requirements (e.g. balconies) for 8 of the 10 proposed residential units.

The proposed four-storey building consists of ten affordable residential units and 251 m² (2702 ft²) of commercial space. The residential units are considered micro-apartments, which are one-bedroom units in the 33-38 m² (350-411 ft²) range. The applicant is proposing a significant amount of development on this 329 m² (3541ft²) sized lot, which is smaller than the typical 464 m² (5000 ft²) Downtown sized lot. However, the applicant has stated that they cannot scale back the intensity of development as they want to ensure it is economically feasible. As a result, two zoning requirements cannot be met.

Bylaw 2016-45 received 1st Reading on November 14, 2016. Notices were published in the newspapers on November 18 and 25, 2016. A total of 60 letters were sent to property owners within 100 metres of the subject property. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail.

Ben Campbell
Planner II

MEMORANDUM

FILE #: Z-14-2016

TO: Mayor and Council
FROM: Administration
DATE: December 12, 2016
SUBJECT: Public Hearing at Regular Council Meeting December 12, 2016

Please be advised there will be a Public Hearing at the regular council meeting on December 12, 2016 to hear from interested parties related to the following zoning amendment:

Bylaw 2016-46, a bylaw to change the zoning of 91888 Alaska Highway to allow eating and drinking establishments with a drive-thru component.

Administration has received an application to amend the zoning of 91888 Alaska Highway (i.e. the Kopper King lot) to allow an eating and drinking establishment with a drive-thru component as a principal use. Currently, the CH – Highway Commercial zone permits eating and drinking establishments, but not with a drive-thru component.

No specific development is proposed. The property is currently for sale and the applicant has stated that they wish to increase the marketability of this location. Existing uses on the lot include restaurants, a gas station and convenience store, other retail establishments, and a non-conforming residential mobile home park.

Bylaw 2016-46 received 1st Reading on November 14, 2016. Notices were published in the newspapers on November 18 and 25, 2016. A total of 103 letters were sent to property owners within 100 metres of the subject property, which includes all of Kopper King and Prospector mobile home parks. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail.

Ben Campbell
Planner II



City Budget Committee

Date	Monday, December 12, 2016
Location	Council Chambers, City Hall
Committee Members	Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Staff	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Lindsay Schneider, Budget/Internal Audit Specialist

1. 2017 Operating and Maintenance Budget

The Mayor will present the Budget Address for the 2017 Operating and Maintenance Budget and the 2018 and 2019 Provisional Budgets.

The Operating Budget Bylaw will be distributed at the meeting on Monday, December 12, 2016.



Minutes of the meeting of the City Operations Committee

Date	Monday, December 5, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications Taylor Eshpeter, Assistant City Engineer Dave Albisser, Manager of Water and Waste Services

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

1. Budget Amendment – Livingstone Trail Lagoon Repairs

The normal process at the Livingstone Trail Lagoon includes the discharge of effluent to the Yukon River when it has been fully treated to environmental standards. This year during the discharge an access manhole failed on the buried discharge pipe and the manhole collapsed, washing a large section of earth into a shallow ravine. Emergency action was taken to re-route the discharge into a nearby receiving pond and to clean up the area impacted by the failed infrastructure. Clean-up costs total approximately \$25,000.

The discharge line to the river must be re-established in keeping with the City’s water license and environmental regulations. This work will be done in 2017. The work will involve removing rocks and debris from the discharge pipe system, excavation work to backfill the large hole, installing the discharge piping and constructing a new manhole. The total cost for all work on this project is estimated to be approximately \$145,000.

An amendment to the 2016 capital budget is requested to cover the \$25,000 expended for clean-up costs with \$120,000 being identified as a “re-budget” request for 2017 when the repairs will be completed.

The water and sewer reserve has sufficient funds to complete the repairs. Alternative sources of funding will be sought to supplement, or fully cover the cost of repairs.

Recommendation

THAT the 2016-2019 Capital Expenditure Program be amended to add the Livingstone Trail Long Term Storage Facility Discharge Line Project in the amount of \$145,000, funded from the water and sewer reserve if an alternate funding source cannot be confirmed

2. Contract Amendment – Marwell Lift Station Improvement Project

A consulting services contract for design and construction supervision for the Marwell Lift Station Improvement Project was awarded in May 2016. During the design phase an inspection of the pipes inside the station revealed that they are in very poor condition and nearing the end of their serviceable life. The consultant has recommended that all pipes be replaced in the near future and that this work be coordinated with the original project. The need for additional design work means a substantial increase to the scope of the consulting services for this project. Funds for this change are available from within the 2016 budget.

Amending the scope of the project to include this work will prevent potential delays or inefficiencies for the construction portion of the project. The 2017 Capital Budget includes funds to carry out all of the pipe replacement work being considered. The construction contracts will be tendered in 2017 after the design work is completed.

Recommendation

THAT a fee increase for the Consulting Services Design and Construction Supervision contract for the 2016 Marwell Lift Station Improvement Project be approved to Stantec for an additional net cost to the City of \$126,500.00.

3. Source Water Protection

The City is required to ensure that the drinking water distributed is safe to consume. A consultant was retained in 2013 to complete a source water assessment and protection plan with respect to the Selkirk aquifer. In assessing potential risks to the City’s water source, the consultant concluded that fuel storage tanks in the Riverdale area, particularly large institutional/commercial tanks, present a significant contamination risk to the groundwater. To date, historical sampling results indicate that the water quality in the aquifer is excellent, with little indication of human impact.

Territorial legislation enacted in 2015 provides for the installation practices for new storage tanks. However, existing tanks are not affected by this legislation. The

development of a bylaw to regulate all fuel storage tanks will address the gaps in current regulations. Such a bylaw could require inspection and/or maintenance on all existing fuel storage tanks.

The details of the bylaw will require in-depth analysis and extensive consultation with stakeholders to determine optimal solutions. The initial estimate of the cost to complete the development of a bylaw is approximately \$40,000.

Committee members posed questions regarding the proposed bylaw, including:

- the types of inspections that would be required;
- the geographical application area (Selkirk Aquifer area or city-wide);
- whether the bylaw would apply to commercial fuel tanks currently “grandfathered”;
- the time period required for development of the bylaw; and
- the issue of potential incentives for property owners who upgrade their fuel tanks

Recommendation

THAT the City proceed with the development of a bylaw to regulate fuel storage in Whitehorse.



Minutes of the meeting of the Community Services Committee

Date	Monday, December 5, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Fendrick – Chair Councillor Samson Hartland – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications

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

1. Coy Cup – For Information Only

Dan Johnson addressed the Committee to advise that the Whitehorse Huskies Senior Hockey Club has been successful in their bid to host the 2017 Coy Cup tournament. He outlined event costs and revenue streams and highlighted a request that the City of Whitehorse waive ice rental fees.



Minutes of the meeting of the Public Health and Safety Committee

Date	Monday, December 5, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications

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



Minutes of the meeting of the Development Services Committee

Date	Monday, December 5, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Robert Fendrick Councillor Samson Hartland Councillor Roslyn Woodcock
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications Taylor Eshpeter, Assistant City Engineer

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

1. Public Hearing Report – Wheeler Street West Local Improvement

Wheeler Street is one of 15 areas in the downtown core requiring road and utility reconstruction. While strong support has been expressed for the project, some opposition was indicated. A petition with seven signatures voiced concerns relating to the cost of the local improvement charges and suggested that other streets should be prioritized first. One person appeared at the public hearing to express support for the project.

Ballots were sent to the owners of the 57 benefiting properties. 37 ballots were returned, with 25 in favour of the project, and 12 opposed. Twenty property owners did not submit their ballots. There is clear support for this project from the Downtown Residents Association and the majority of the property owners on Wheeler Street.

The bylaw provides for local improvement charges with respect to the above-ground costs for properties fronting on Wheeler Street. The underground works will be funded

from the Build Canada Fund. Approval of this funding from the Federal and Yukon governments is anticipated in 2017. Construction contracts will not be awarded until these approvals are received. The earliest potential date for construction is spring 2017.

Recommendation

THAT Bylaw 2016-39, a bylaw to provide for local improvement charges with respect to the reconstruction of Wheeler Street West, be brought forward for second and third reading under the bylaw process



Minutes of the meeting of the Corporate Services Committee

Date	Monday, December 5, 2016
Location	Council Chambers, City Hall
Committee Members Present	Councillor Roslyn Woodcock – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin
Staff Present	Christine Smith, City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Valerie Braga, Chief Financial Officer Jeff O’Farrell, Manager of Legislative Services Jessica Apolloni, Manager of Strategic Communications Norma Felker, Assistant City Clerk

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

1. Public Input Report – Capital Budget

Public input on the 2017 to 2020 Capital Expenditure Program included two delegations. One delegate spoke in support of the proposed Operations Building. Representatives from the Downtown Residents Association requested that the City prioritize the reconstruction of Sixth Avenue, four Old Town roads, and the playground at Sixth and Jeckell. They also requested that the escarpment pathways be connected to the waterfront pathways. Various Downtown reconstruction projects and the new Operations Building are key elements of the proposed bylaw.

Recommendation

THAT Bylaw 2016-41, a bylaw to adopt the 2017 to 2020 Capital Expenditure Program, be brought forward for second and third reading under the bylaw process.

2. New Procedures Bylaw

At the legislative workshop in October, council members indicated support for administration's proposal to update the existing Procedures Bylaw in accordance with the most recent revisions to the *Municipal Act*. It was also proposed that the bylaw incorporate requirements for reports on the attendance of council members at council and committee meetings and the travel incurred by council members in the performance of their duties. Council members also supported including the provisions of the Council Code of Conduct into the bylaw, and repealing the Code of Conduct Policy. A new bylaw is being brought forward that incorporates these changes. The proposed bylaw reflects good governance and recommended practices for parliamentary procedures.

Committee members posed questions regarding the inclusion of public input sessions with the public hearing regulations, and administration confirmed that the bylaw does not restrict public participation following the close of a scheduled public input session. Committee members also requested that the bylaw be consistent in references to council members rather than differentiating between mayor and councillors.

In response to the concerns raised, adjustments have been incorporated into the bylaw to provide clarity with respect to public input sessions, and to ensure consistency throughout with references to council members.

Recommendation

THAT Bylaw 2016-47, a bylaw to provide rules governing council procedures, be brought forward for due consideration under the bylaw process.

3. Third Quarter Capital Variance Report

As part of the City's third quarter variance reporting Managers are required to review their planned capital spending. Most projects are proceeding as planned and a few have been successfully completed under budget. A budget amendment is required in order to reduce the 2016 capital budget by \$76,314 with most of the funds remaining in City reserves for future use.

Recommendation

THAT the following amendments to the 2016 to 2019 Capital Expenditure Program be approved:

1. Amend the funding of the following complete and under budget projects with \$7,337 remaining in the Equipment Reserve:

Heavy Truck Replacement	-\$4,180
Loader Replacement	-\$3,157

2. Amend the funding of the under budget ICI Organics Collection Bins project with \$25,000 remaining in the City's Gas Tax funds held with Yukon Government.

3. Amend the funding of the complete and under budget Additional Pickups/Trailer project with \$18,132 remaining in the Development Cost Charges Reserve.
4. Amend the funding of the following complete and under budget projects with \$25,845 remaining in the Water and Sewer Reserve:

New Pump for Ogilvie Storm	-\$6,427
Livingstone Lagoon Access Hatch	-\$19,418

4. Third Quarter Operating Variance Report – For Information Only

The Financial Services Department has reviewed operating budget projections submitted by Department Managers. The 2016 third quarter variance projection is that total operating revenues will exceed budget by \$735,442 and expenses will be over budget by \$384,097. Therefore, operating projections to December 31, 2016 as compared to the revised budget indicate an operating surplus of \$351,345.

Overall department spending is controlled. Based on the total operating budget of \$70,659,425, a third quarter positive variance of \$351,345 is well within 1% of the City's total operating budget.



Minutes of the meeting of the City Planning Committee

Date Monday, December 5, 2016

Location Council Chambers, City Hall

Committee Members Present Councillor Betty Irwin – Chair
Mayor Dan Curtis
Councillor Dan Boyd
Councillor Jocelyn Curteanu
Councillor Robert Fendrick
Councillor Samson Hartland
Councillor Roslyn Woodcock

Staff Present Christine Smith, City Manager
Linda Rapp, Director of Community and Recreation Services
Mike Gau, Director of Development Services
Peter O’Blenes, Director of Infrastructure and Operations
Valerie Braga, Chief Financial Officer
Jeff O’Farrell, Manager of Legislative Services
Jessica Apolloni, Manager of Strategic Communications

Your Worship, there is no report from the City Planning Committee

CITY OF WHITEHORSE

BYLAW 2016-35

A bylaw to authorize the sale and transfer of property in the City of Whitehorse.

WHEREAS section 265 of the *Municipal Act* (2002) provides that council may by bylaw, on such terms and conditions as deemed advisable, manage the municipality's interest in land; and

WHEREAS it is deemed desirable that a parcel of land be transferred to the Government of Yukon to facilitate further development of the Whistle Bend Subdivision;

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

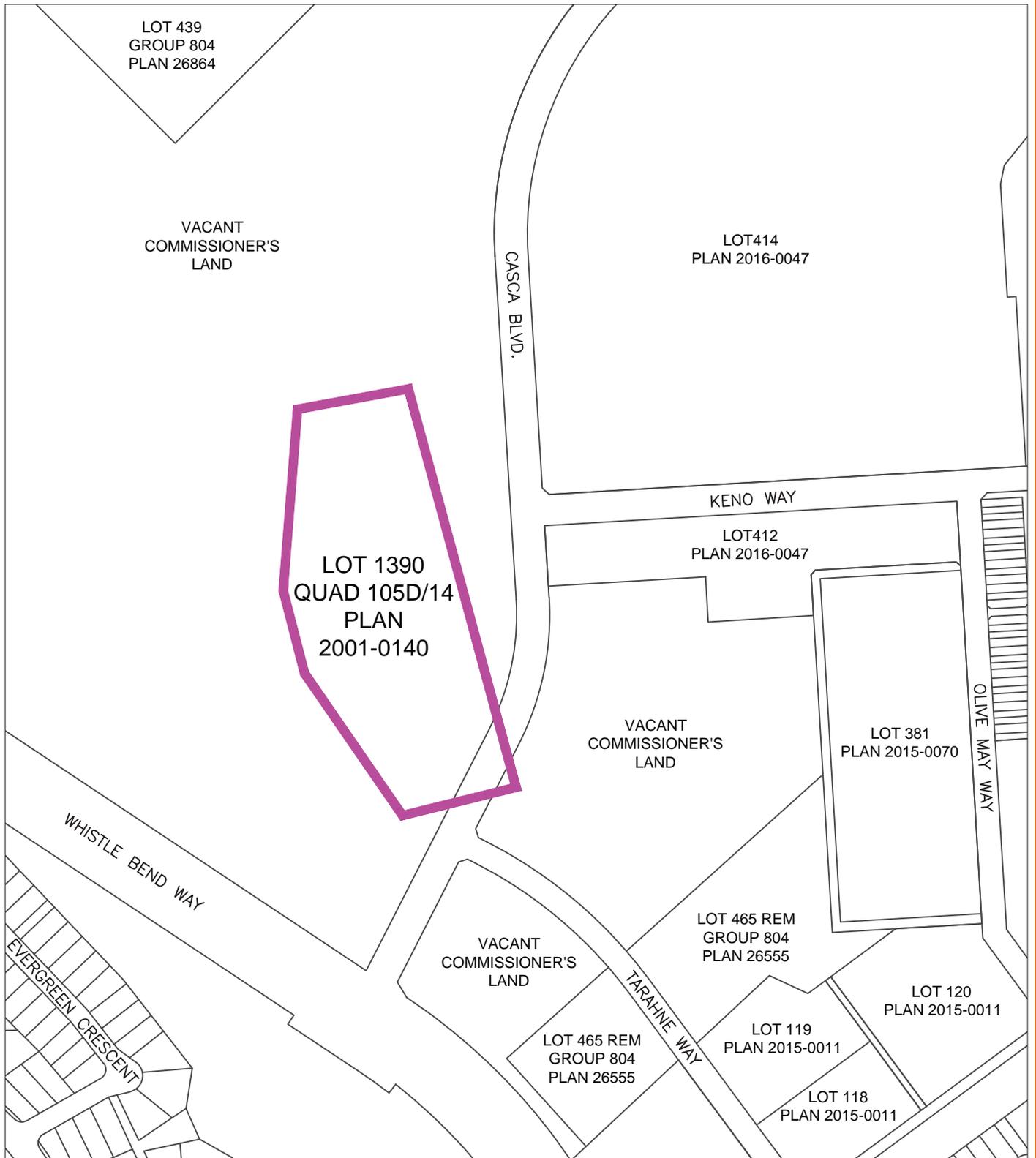
1. The City of Whitehorse is hereby authorized to sell and transfer title to Lot 1390, Quad 105 D/14, Plan 2001-0140 LTO, Whitehorse, Yukon, as shown on the sketch attached hereto as Appendix "A" and forming part of this bylaw. The said land shall be sold to the Government of Yukon for the nominal sum of one dollar (\$1.00).
2. The Mayor and Assistant City Clerk are hereby authorized to execute on behalf of the City of Whitehorse any and all documentation required for the completion of the sale and transfer of ownership of the said lands in an expeditious manner.
3. This bylaw shall come into full force and effect on the final passing thereof.

FIRST and SECOND READING: November 28, 2016

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk



Bylaw 2016-35 a bylaw to transfer Lot 1390, Quad 105 D/14, Plan 2001-0140 to Yukon Government of Yukon as represented by the Commissioner of Yukon

LEGEND

 SUBJECT AREA

CITY OF WHITEHORSE
BYLAW 2016-38

A bylaw to authorize the sale and transfer of land on Nijmegen Road

WHEREAS section 265 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw authorize the sale and transfer of any real property; and

WHEREAS it is deemed desirable that portions of land located in the Takhini North neighbourhood on the south side of Nijmegen Road be sold to provide for the enlargement of four adjacent properties;

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 authorized to sell and transfer four portions of the closed road right-of-way and lane and Lot 339 (Greenbelt) comprising a total area of approximately 854 m² in the Takhini North neighbourhood, as shown on the sketch attached hereto as Appendix "A" and forming part of this bylaw.
2. The four parcels will be sold at fair market value as determined by an independent market value appraisal to the owners of the adjacent Lots 57, 58, 59 and 60, Plan 29819 LTO, on the condition that the parcels be used for the purpose of lot enlargements and consolidated with Lots 57, 58, 59 and 60 respectively.
3. The Mayor and Clerk are hereby authorized to execute on behalf of the City of Whitehorse all documentation required for the completion of the sale and transfer of ownership of the said lands in an expeditious manner.
4. This bylaw shall come into full force and effect on the final passing thereof.

FIRST and SECOND READING: November 28, 2016

THIRD READING and ADOPTION:

Mayor

Clerk



Bylaw 2016-38

A bylaw to authorize the sale and disposition of portions of the closed road right-of-way and lane, and a portion of Lot 339 (Greenbelt) to Lots 57 to 60, Plan 29819 LTO.

LEGEND

 SUBJECT AREAS

CITY OF WHITEHORSE
BYLAW 2016-40

A bylaw to assign a name to a park, playground and rink area located on Pine Street in Porter Creek

WHEREAS section 265 of the *Municipal Act* (R. S. Y. 2002) provides that council may pass bylaws for municipal purposes respecting municipal utilities, facilities, works and improvements; and

WHEREAS council adopted the Municipal Addressing and Naming Policy to guide the assignment of names to streets, subdivisions, parks, recreation areas, and city-owned buildings and facilities within the municipal boundaries of the City of Whitehorse; and

WHEREAS it is deemed desirable to officially name the park, playground and rink area located on Pine Street across from Ponderosa Drive;

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

1. The existing neighbourhood park, playground and rink area located on Pine Street in Porter Creek is hereby named “**Pine Street Citizens’ Park**”, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST and SECOND READING: November 28, 2016

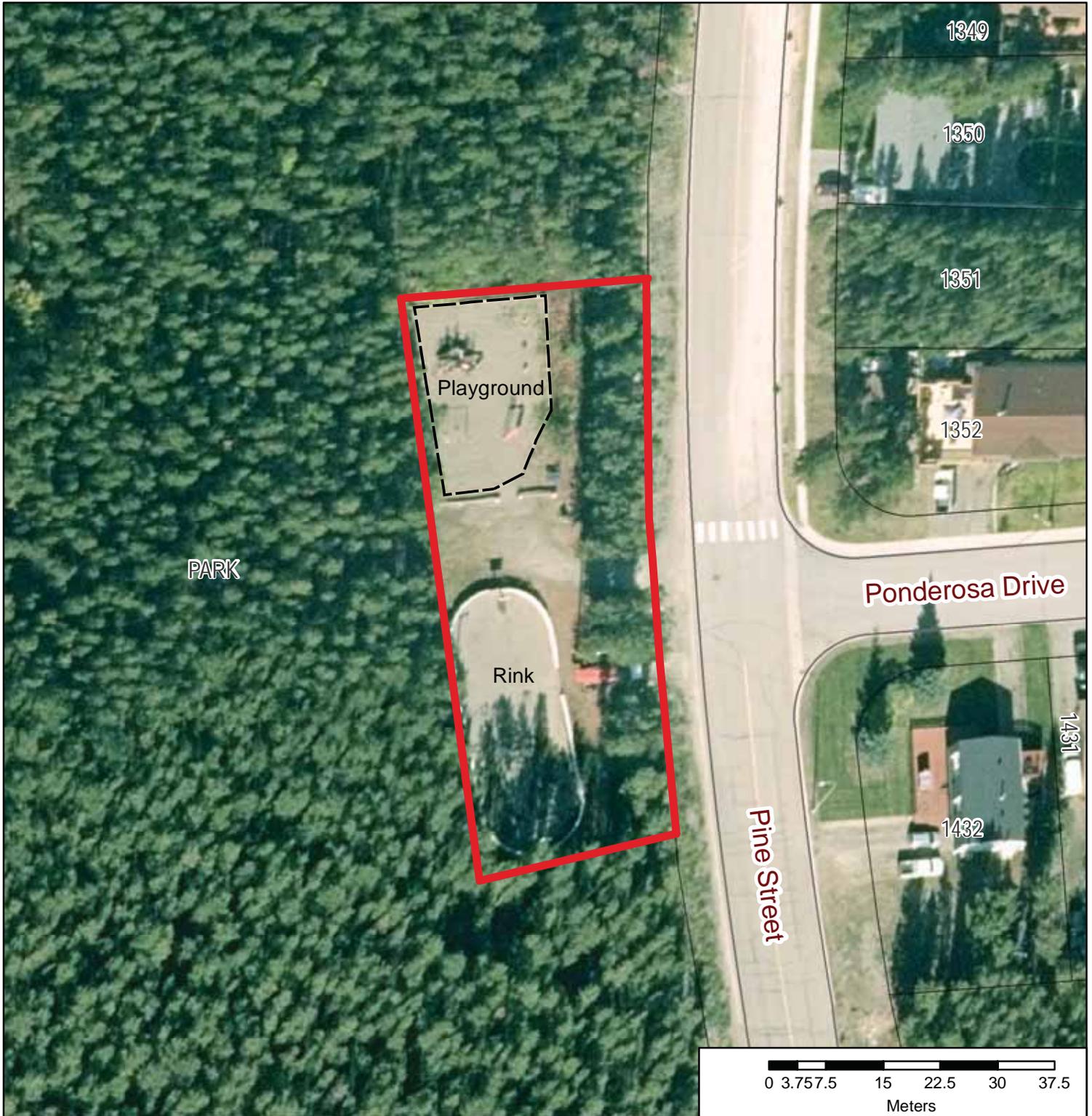
THIRD READING and ADOPTION:

Mayor

City Clerk



CITY OF WHITEHORSE
BYLAW 2016-40
APPENDIX 'A'



BYLAW 2016-40:

A bylaw to officially name the park playground and rink area located on Pine Street as "Pine Street Citizens' Park".

LEGEND

 SUBJECT AREA

CITY OF WHITEHORSE

BYLAW 2016-39

A bylaw to provide for a work of local improvement on a portion of Wheeler Street

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

WHEREAS section 268 of the *Municipal Act* requires that a bylaw to provide for and authorize a local improvement will prescribe which parcels of land will benefit and how to determine the total cost or a portion of that cost that is to be levied against parcels of land that will benefit from a local improvement, and determine the levy to be charged against each parcel of land that will benefit over the probable life of the local improvement; and

WHEREAS section 268 of the *Municipal Act* provides that council may by bylaw levy the total cost or a proportion of the cost of a local improvement against the parcels of land that will benefit from the local improvement, and provide the means for assessment, collection, and payment of the cost; and

WHEREAS the actual cost of the said design and construction is estimated to be \$5,150,000.00 of which \$635,099.09 will be raised by way of a special frontage charge, and \$4,514,900.91 will be contributed by the municipality at large; and

WHEREAS in order to construct and complete the project it will be necessary to borrow up to the sum of \$635,099.09 on the credit of the City by issuing debentures as herein provided; and

WHEREAS the amount of taxable assessment as last determined and fixed by the Assessment Review Board for 2015 was \$2,943,107,786; and

WHEREAS the amount of debenture debt of the City as at December 31, 2015 was \$9,222,726, no part of which is in arrears; and

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

WHEREAS it is deemed necessary and expedient to undertake certain local improvement works, namely the construction of underground and surface works on a portion of **Wheeler Street** between Fourth Avenue and escarpment;

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

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

Wheeler Street Local Improvement Charges Bylaw 2016-39

2. The parcels of land benefiting from this work of local improvement and their frontages have been determined in accordance with the provisions of City of Whitehorse Bylaw 2011-21 and are as set out in Schedule "A" to this bylaw.
3. The total cost of the local improvement has been determined in accordance with the provisions of Bylaw 2011-21.
4. A portion of the cost of the work is to be paid for by way of a frontage tax to be levied on those parcels as set out in Schedule "A" to this bylaw, and a portion is to be paid for out of City reserves.
5. For the purposes aforesaid, the sum of up to \$635,099.09 is to be borrowed by way of debentures issued on the credit and security of the City at large.
6. The sum of \$635,099.09 is to be collected by way of a special frontage charge assessment as provided in Schedule "A" to this bylaw.
7. The debentures to be issued under this bylaw shall be dated upon such day as may be appropriate having regard to the date of the borrowing, and shall be issued for the term of 15 years and shall be issued in such manner that the principal and interest will be combined and be made payable in, as nearly as possible, equal annual instalments during the said 15 years.
8. The debentures shall bear interest during the currency of the debenture at a rate not exceeding the rate as fixed from time to time by the Department of Finance of the Government of Yukon as being the rate of interest applicable on loans to municipalities and others.
9. The said debenture shall be signed by the Mayor and the Clerk of the City, and the Clerk shall affix thereto the corporate seal of the City.
10. There shall be levied and raised in each year of the currency of the local improvement hereby authorized the amount necessary to pay the annual amount of interest and principal falling due in each year on such debenture by levying a special assessment under the *Assessment and Taxation Act*, and there is hereby imposed on all lands set out in Schedule "A" attached hereto and forming part of this bylaw, an annual fee for each of 15 years to be computed at date of borrowing and based on the same interest rate as the borrowing allowed for in section 8 of this bylaw. The said special assessment shall be in addition to all other rates and taxes.
 - (1) The property owner has the option of paying the total property charge prior to its due date, or of paying equal annual instalments each of 15 years, commencing on the due date.
 - (2) The property owner may reduce the balance owing on the total property charge by making a lump sum payment in any year during the life of the bylaw. Such lump sum payments shall be accepted only in the month of January each year.
 - (3) The property owner may pay off the balance owing at any point during the 15-year life of the bylaw.

Wheeler Street Local Improvement Charges Bylaw 2016-39

11. The frontage rate is determined as residential or non-residential in accordance with the property's assessment class. Should this assessment class change during the life of the bylaw, it is hereby authorized that the unit rate may also change as required.
12. Any existing local improvement charges for surface works abutting any properties set out in Schedule "A" are hereby rescinded.
13. The provisions of section 269 and 270 of the *Municipal Act* respecting the giving of notice and hearing of objections shall be followed prior to final passage of this bylaw.
14. A public hearing is scheduled to take place at a Special Council meeting on **Monday, November 21, 2016** at which council will hear and consider any submissions respecting this proposed project and local improvement charges. The meeting will be held in Council Chambers at City Hall, beginning at 5:30 p.m.
15. The provisions of this bylaw shall come into full force and effect pending budget approval.

FIRST READING: October 24, 2016

NOTICE GIVEN: By Registered Letter sent October 26, 2016

PUBLIC HEARING: November 21, 2016

SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk

Lot/Block/Plan	Owner Address1	CIVIC ADDRESS1	ROLL #	ASSESSED Use/ Class	ASSESSED FRONTAGE (metres)	SURFACE FRONTAGE CHARGE (\$/M)	TOTAL PROPERTY CHARGE	ANNUAL PROPERTY CHARGE OVER 15 YEARS
2 / 111 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	4178 4th Avenue 401-411 Wheeler St	3011110100	CMS	15.24	1,266.67	19,304.05	2,020.19
1 / 111 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	403 Wheeler St	3011110100	CMS	15.24	1,266.67	19,304.05	2,020.19
0 / 111 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	405 Wheeler St	3011110100	CMS	15.24	1,266.67	19,304.05	2,020.19
9 / 111 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	407 Wheeler St	3011110100	CMS	15.24	1,266.67	19,304.05	2,020.19
8 / 111 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	409 Wheeler St	3011110100	CMS	15.24	1,266.67	19,304.05	2,020.19
7 / 111 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	5179 5th Ave 411 Wheeler St	3011110100	CMS	15.24	1,266.67	19,304.05	2,020.19
1 / 112 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	4180 4th Avenue 402 Wheeler St	3011120100	CMS	15.24	1,266.67	19,304.05	2,020.19
2 / 112 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	404 Wheeler St	3011120100	CMS	15.24	1,266.67	19,304.05	2,020.19
3 / 112 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	406 Wheeler St	3011120100	CMS	15.24	1,266.67	19,304.05	2,020.19
4 / 112 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	408 Wheeler St	3011120100	CMS	15.24	1,266.67	19,304.05	2,020.19
5 / 112 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	410 Wheeler St	3011120100	CMS	15.24	1,266.67	19,304.05	2,020.19
6 / 112 / 18415	4178 4th Avenue Whitehorse YT Y1A 1J6	5181 5th Ave 412 Wheeler St	3011120100	CMS	15.24	1,266.67	19,304.05	2,020.19
1 / 122 / 18415	9042 Quartz Road Y1A 5L8	5180 5th Ave 502 Wheeler St	3011220100	RSM	12.19	633.33	7,720.29	807.94
2 / 122 / 18415	9042 Quartz Road Y1A 5L8	504 Wheeler St	3011220100	RSM	15.24	633.33	9,651.95	1,010.09
3 / 122 / 18415	9042 Quartz Road Y1A 5L8	506 Wheeler St	3011220100	RSM	15.24	633.33	9,651.95	1,010.09
6/121/40413	110 Industrial Road Y1A 2T9	5178 5th Ave 501 Wheeler St	3011210600	CMS	12.19	1,266.67	15,440.71	1,615.89
5/121/40413	604 Wheeler St Y1A 2P5	503 Wheeler St	3011210500	RS2	15.24	633.33	9,651.95	1,010.09
4/121/40413	505 Wheeler St Y1A 2P3	6179 6th Ave 505 Wheeler St	3011210400	RS1	15.24	633.33	9,651.95	1,010.09
CC169-Unit 1	#3-6180-6th Av Y1A 1N8	6180 6th Ave 602 Wheeler St	3010169001	RS1	5.08	633.33	3,217.32	336.70
CC169-Unit 2	#3-6180-6th Av Y1A 1N8	6180 6th Ave 602 Wheeler St	3010169002	RS1	5.08	633.33	3,217.32	336.70
CC169-Unit 3	#3-6180-6th Av Y1A 1N8	6180 6th Ave 602 Wheeler St	3010169003	RS1	5.08	633.33	3,217.32	336.70

Lot/Block/Plan	Owner Address1	CIVIC ADDRESS1	ROLL #	ASSESSED Use/ Class	ASSESSED FRONTAGE (metres)	SURFACE FRONTAGE CHARGE (\$/M)	TOTAL PROPERTY CHARGE	ANNUAL PROPERTY CHARGE OVER 15 YEARS
2/132/40413	604 Wheeler St Y1A 2P5	604 Wheeler St	3011320200	RS1	15.24	633.33	9,651.95	1,010.09
3/132/40413	Box 20887 Y1A 6P1	606 Wheeler St	3011320300	RS2	15.24	633.33	9,651.95	1,010.09
4/132/40413	608 Wheeler St Y1A 2P5	608 Wheeler St	3011320400	RS1	15.24	633.33	9,651.95	1,010.09
5/132/40413	610 Wheeler St Y1A 2P5	610 Wheeler St	3011320500	RS1	15.24	633.33	9,651.95	1,010.09
6/132/40413	7181-7th Avenue Y1A 1R1	7181 7th Ave 612 Wheeler St	3011320600	RS2	15.24	633.33	9,651.95	1,010.09
12/131/40413	Box 21387 Y1A 6S4	6178 6th Ave 601 Wheeler St	3011311200	RSM	15.24	633.33	9,651.95	1,010.09
11/131/40413	#3-6180-6th Av Y1A 1N8	603 Wheeler St	3011311100	RS1	15.24	633.33	9,651.95	1,010.09
10/131/40413	410H Jarvis Street Y1A 2C6	605 Wheeler St	3011311000	RSM	15.24	1,900.00	28,956.00	3,030.28
9/131/40413	607 Wheeler Street Y1A 2P4	607 Wheeler St	3011310900	RS2	15.24	633.33	9,651.95	1,010.09
8/131/40413	609 Wheeler Street Y1A 2P4	609 Wheeler St	3011310800	RS2	15.24	633.33	9,651.95	1,010.09
7/131/40413	402-309 Strickland Street Y1A 2J9	7179 7th Ave 611 Wheeler St	3011310700	RS1	15.24	633.33	9,651.95	1,010.09
1/142/41583	7180-7th Avenue Y1A 1R2	7180 - 7th ave 702 Wheeler	3011420100	RS2	18.29	633.33	11,583.61	1,212.24
2/142/41583	704 Wheeler Street Y1A 2P7	704 Wheeler St	3011420200	RS1	15.24	633.33	9,651.95	1,010.09
3/142/41603	706 Wheeler Street Y1A 2P7	706 Wheeler St	3011420300	RS2	15.24	633.33	9,651.95	1,010.09
4/142/41583	42 Teslin Road Y1A 3M4	708 Wheeler St	3011420400	RS1	15.24	633.33	9,651.95	1,010.09
5/142/41583	8181-8th Avenue Y1A 1T1	8181 - 8th Ave 710 Wheeler	3011420500	RS1	15.24	633.33	9,651.95	1,010.09
10/141/41583	7181-7th Avenue Y1A 1R1	7178 - 7th Ave 701 Wheeler St	3011411000	RS1	18.29	633.33	11,583.61	1,212.24
9/141/41583	703 Wheeler Street Y1A 2P6	703 Wheeler St	3011410900	RS1	15.24	633.33	9,651.95	1,010.09
8/141/41583	12 Langholz Road Y1A 5T1	705 Wheeler St	3011410800	RS2	15.24	633.33	9,651.95	1,010.09
7/141/41583	Box 17, Old Crow Yukon Y0B 1N0	707 Wheeler St	3011410700	RS2	15.24	633.33	9,651.95	1,010.09
6/141/41583	20 Dawson Road Y1A 5T5	8179 - 8th Ave 708 Wheeler	3011410600	RS2	15.24	633.33	9,651.95	1,010.09

Lot/Block/Plan	Owner Address1	CIVIC ADDRESS1	ROLL #	ASSESSED Use/ Class	ASSESSED FRONTAGE (metres)	SURFACE FRONTAGE CHARGE (\$/M)	TOTAL PROPERTY CHARGE	ANNUAL PROPERTY CHARGE OVER 15 YEARS
CC142-Unit 1	802A Wheeler St Y1A 2P9	8180 - 8th Ave 802 Wheeler St	3010142001	RS1	5.08	633.33	3,217.32	336.70
CC142-Unit 2	802B Wheeler St Y1A 2P9	8180 - 8th Ave 802 Wheeler St	3010142002	RS1	5.08	633.33	3,217.32	336.70
CC142-Unit 3	802A Wheeler St Y1A 2P9	8180 - 8th Ave 802 Wheeler St	3010142003	RS1	5.08	633.33	3,217.32	336.70
2/152/41583	804 Wheeler Street Y1A 2P6	804 Wheeler St	3011520200	RS1	15.24	633.33	9,651.95	1,010.09
3/152/41583	806 Wheeler Street Y1A 4P7	806 Wheeler St	3011520300	RS2	15.24	633.33	9,651.95	1,010.09
4/152/41583	5 Gibbons Place Y1A 5L4	808 Wheeler St	3011520400	RS2	15.24	633.33	9,651.95	1,010.09
CC163-Unit 1	810C Wheeler St Y1A 2P9	810C Wheeler St	3010163001	RS1	5.08	633.33	3,217.32	336.70
CC163-Unit 2	810B Wheeler St Y1A 2P9	810B Wheeler St	3010163002	RS1	5.08	633.33	3,217.32	336.70
CC163-Unit 3	810A Wheeler St Y1A 2P9	810A Wheeler St	3010163003	RS1	5.08	633.33	3,217.32	336.70
14/151/41583	801 Wheeler Street Y1A 2P8	8178 - 8th Ave 801 Wheeler St	3011511450	INS	15.24	633.33	9,651.95	1,010.09
13/151/41583	607 Cook Street Y1A 2R7	803 Wheeler St	3011511300	RSM	15.24	633.33	9,651.95	1,010.09
12/151/41583	805 Wheeler Street Y1A 2P8	805 Wheeler St	3011511200	RS1	15.24	633.33	9,651.95	1,010.09
11/151/41583	807 Wheeler Street Y1A 2P8	807 Wheeler St	3011511100	RS2	15.24	633.33	9,651.95	1,010.09
10/151/41583	30 Tagish Road Y1A 3P5	809 Wheeler St	3011511000	RS2	15.24	633.33	9,651.95	1,010.09
9/151/41583	79 Boswell Crescent Y1A 4T2	811 Wheeler St	3011510900	RS2	15.24	633.33	9,651.95	1,010.09
					777.24		635,099.09	

CITY OF WHITEHORSE
BYLAW 2016-41

A bylaw to adopt a capital expenditure program for the years 2017 to 2020

WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that council shall by bylaw cause a multi-year capital expenditure program to be prepared and adopted; and;

WHEREAS section 239 of the *Municipal Act* provides that council may by bylaw establish a procedure to authorize and verify expenditures that vary from the capital expenditure program; and

WHEREAS the inclusion of the Operations Building Project in the capital expenditure program will exceed the restrictions of the City's Debt Management Policy; and

WHEREAS section 11 of the Debt Management Policy provides that Council must direct the inclusion of any project which results in a debt level exceeding any of the five restrictions of the policy;

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

1. The 2017 to 2020 capital expenditure program attached hereto as Appendix "A" and forming part of this bylaw is hereby adopted.
2. The inclusion of project 320c01810 BCP–Operations Building Project in Appendix "A" of the 2017 to 2020 capital expenditure program is hereby authorised, subject to a separate borrowing bylaw coming forward for consideration.
3. No expenditure may be made that is not provided for in the 2017 to 2020 capital expenditure program unless such expenditure is approved as follows:
 - (1) By resolution of council to a maximum expenditure of \$500,000.00; or
 - (2) By bylaw for expenditures in excess of \$500,000.00.
4. Expenditures authorized in accordance with sections 3(1) and 3(2) of this bylaw that result in an increase in total expenditures above what was approved in the capital expenditure program may be subsequently approved through an umbrella bylaw at year end.
5. The Chief Financial Officer is hereby authorized to re-allocate funds between approved capital projects to a maximum expenditure of \$100,000.00.
6. A list of potential capital projects subject to confirmation of funding is attached hereto as Appendix "B" and forms part of this bylaw.
 - (1) Capital projects listed in Appendix "B" of this bylaw may be added to the approved capital expenditure program upon approval of the specific external funding agreement for such project, whether such agreement is approved by resolution of council or by the City Manager.

Capital Budget Bylaw 2016-41

7. Capital projects added to the approved capital expenditure program in accordance with section 6(1) of this bylaw may be subsequently approved through an umbrella bylaw at year end.
8. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST READING: November 14, 2016
PUBLIC NOTICE: November 18 and 25, 2016
PUBLIC INPUT: November 28, 2016
SECOND READING:
THIRD READING and ADOPTION:

Mayor

Clerk

City Of Whitehorse
2017 - 2020 Capital Expenditure Program
Appendix A



	2017	2018	2019	2020	Total
	Capital	Capital	Capital	Capital	All Years
	Budget	Budget	Budget	Budget	
Director, Infrastructure & Operations					
Approved					
120c00115 ASSET MANAGEMENT	100,000				100,000
Total Approved	100,000				100,000
Engineering Services					
Approved					
240c00114 BRIDGE DECK REPAIRS			400,000		400,000
240c00116 SELKIRK PUMPHOUSE LANDSCAPING				135,000	135,000
240c00117 Water Licence Renewal		40,000			40,000
240c00209 HILLCREST DES/RECON	500,000				500,000
240c00309 RURAL ROADS SURFACING		400,000	900,000	450,000	1,750,000
240c00315 LAZULITE ROUNDABOUT		350,000			350,000
240c00317 Downtown Reconstruction - Alexander St East (2-4th)			300,000		300,000
240c00410 ASPHALT SURFACE OVERLAY PROGRAM	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
240c00415 TRAFFIC SIGNALS - 2ND & WOOD		450,000			450,000
240c00416 MCINTYRE CREEK/MOUNTAINVIEW CULVERT RIPRAP REPAIR	75,000				75,000
240c00417 Range Rd/Two Mile Hill Intersection Upgrades			710,000		710,000
240c00916 SANITARY SEWER - Wilson&Thompson	191,000				191,000
240c01016 DOWNTOWN RECONSTRUCTION - ALEXANDER (4-6)	200,000				200,000
240c01116 WATER & SEWER STUDY (CITY WIDE)			400,000		400,000
Total Approved	1,966,000	2,240,000	3,710,000	1,585,000	9,501,000
Financial Services					
Approved					
260c00109 OFFICE FURNITURE	95,000	50,000	50,000	50,000	245,000
Total Approved	95,000	50,000	50,000	50,000	245,000
Business & Technology Systems					
Approved					
300c00109 COMPUTER INFRASTRUCTURE	295,500	300,000	310,000	312,500	1,218,000
300c00111 SOFTWARE LICENSING RENEWALS	521,760	532,760	555,660	547,660	2,157,840
300c00113 ERP DEVELOPMENT	40,000	40,000	40,000	40,000	160,000
300c00116 RECREATION ACTIVITY MANAGEMENT SYSTEM	145,000				145,000
300c00211 BYLAW HANDHELD TICKETING DEVICES			100,000	10,000	110,000
300c00317 SCADA Site Connections and Internal Networking Maintenance		137,000	184,000	186,000	507,000
300c00417 Council Chambers IT Upgrade	150,000	10,000	10,000	10,000	180,000
Total Approved	1,152,260	1,019,760	1,199,660	1,106,160	4,477,840
Building & Fleet Maintenance					
Approved					
320c00110 ONE TON TRUCK REPLACEMENT	80,000	85,000	85,000	85,000	335,000
320c00111 MAJOR BUS REPAIRS	105,000	105,000	110,000	110,000	430,000
320c00114 PUMP HOUSE BUILDINGS REPAIRS	50,000	50,000	50,000	50,000	200,000
320c00115 MOBILE STEAMER REPLACEMENT		185,000			185,000
320c00215 ICE RESURFACER REPLACEMENT		125,000		130,000	255,000
320c00315 REPLACEMENT FIRE DEPT UTILITY TASK VEHICLE AND TRAILER	55,000				55,000
320c00317 GARBAGE/COMPOST PACKER REPLACEMENT				640,000	640,000
320c00510 LAWN TRACTOR REPLACEMENT			40,000		40,000
320c00516 VIBRATORY PLATE COMPACTOR REPLACEMENT			30,000		30,000
320c00610 MAJOR EQUIPMENT REPAIRS	100,000	100,000	100,000	100,000	400,000
320c00613 FIVE TON TRUCK REPLACEMENT				175,000	175,000
320c00811 FUEL TANK REMOVAL		50,000	20,000	40,000	110,000
320c00915 ROBERT SERVICE CAMPGROUND BLDG REPAIRS	125,000				125,000
320c01112 REFINISH FLEXIHALL FLOORING		150,000			150,000
320c01209 MOBILE SWEEPER REPLACEMENT				350,000	350,000
320c01217 BCP - TRANSIT BUILDING RENOVATIONS			620,000		620,000
320c01311 AQUATIC CENTRE MAINTENANCE	75,000	75,000	75,000	75,000	300,000
320c01316 PARKS BUILDING REPAIRS			65,000		65,000
320c01317 BCP - OFFICE ALTERNATIVE		197,000	197,000	197,000	591,000
320c01709 PICKUP TRUCK REPLACEMENT	155,000	160,000	165,000	175,000	655,000
320c01716 BCP - FIRE HALL #1 BUILDING	250,000	1,550,000			1,800,000
320c01810 BCP - OPERATIONS BUILDING	39,171,870	1,548,758			40,720,628

City Of Whitehorse
2017 - 2020 Capital Expenditure Program
Appendix A



	2017	2018	2019	2020	Total
	Capital	Capital	Capital	Capital	All Years
	Budget	Budget	Budget	Budget	
320c02009 GRADER REPLACEMENT	360,000		330,000		690,000
320c02016 HERITAGE BLDG ROOF REPLACEMENT	130,000				130,000
320c02109 VAN REPLACEMENT	56,000	65,000		60,000	181,000
320c02410 SKID STEER LOADER REPLACEMENT	55,000		60,000		115,000
320c02809 HEAVY TRUCK REPLACEMENT	240,000	245,000	255,000		740,000
320c03110 LOADER REPLACEMENT			345,000	315,000	660,000
Total Approved	41,007,870	4,690,758	2,547,000	2,502,000	50,747,628
Bylaw Services					
Approved					
400c00116 BYLAW SERVICES PROGRAM REVIEW	30,000				30,000
400c00317 Parkade - 6th and Main	37,350				37,350
400c00415 PARKS AND PUBLIC OPEN SPACE SIGNAGE		10,000			10,000
Total Approved	67,350	10,000			77,350
Fire					
Approved					
440c00209 SCBA AIR MANAGEMENT REPLACEMENT/UPGRADE		50,000		50,000	100,000
440c00210 TECHNICAL RESCUE	20,000	20,000	20,000	20,000	80,000
440c00309 TURNOUT GEAR REPLACEMENT	46,935	46,935	46,935	46,935	187,740
440c00314 HOSE REPLACEMENT	8,000	8,000	8,000	8,000	32,000
Total Approved	74,935	124,935	74,935	124,935	399,740
Operations					
Approved					
500c00109 TRAFFIC CONTROLLER CABINET		50,000	55,000	50,000	155,000
500c00110 SMALL EQUIPMENT REPLACEMENT	59,000	75,000	55,000	55,000	244,000
500c00115 REPLACEMENT UPS BATTERIES		12,000	12,000	12,000	36,000
500c00116 MAJOR SIDEWALK REPAIRS	50,000	50,000	50,000	50,000	200,000
500c00216 BIKE ROUTE SIGNAGE - TDM			10,000		10,000
500c00409 PARA RAMP INFILLS	30,000	30,000	30,000	30,000	120,000
500c00609 GUIDE RAIL & JERSEY CURB REPLACEMENT		60,000		60,000	120,000
500c00709 UNPAVED ROAD CONSTRUCTION	60,000		75,000		135,000
500c01009 SNOW DUMP DEVELOPMENT			50,000	150,000	200,000
500c01109 WASTE OIL RECLAMATION			195,000		195,000
Total Approved	199,000	277,000	532,000	407,000	1,415,000
Transit Services					
Approved					
580c00115 TRANSIT SHELTERS & BENCHES	16,553	16,553	16,553	16,553	66,212
580c00116 TRANSIT MASTER PLAN	55,000				55,000
Total Approved	71,553	16,553	16,553	16,553	121,212
Water and Waste Services					
Approved					
650c00209 PUMPHOUSE & RECIRCULATION	60,000	90,000			150,000
650c00717 Selkirk On-Site Chlorine Generator Spare reactor cell	25,000				25,000
650c00917 Lewes Boulevard Sanitary Lines CIPP	200,000				200,000
650c01017 Garbage Cart Repair and Replacement		10,000	10,000		20,000
650c01117 Ground Penetrating Radar for locating Utilities		60,000			60,000
650c01217 Commercial Water Meter Replacements	25,000	25,000	25,000	25,000	100,000
650c01317 Water Reservoir Cleaning		75,000			75,000
650c01409 HYDRANT INFILL	15,000		15,000		30,000
650c01414 REBUILD PRESSURE CONTROL VALVES CITY WIDE	50,000				50,000
650c01617 Chlorine Analyzer Replacements (5)	60,000				60,000
650c01817 Well 6 Pump Replacement	18,000				18,000
650c02317 Hyland Lift Station Spare Pump			15,000		15,000
650c02417 Marwell Gate Controller			20,000		20,000
650c02617 Water Treatment Conceptual Design	30,000				30,000
650c02817 Unsorted Load Guidelines	15,000				15,000
Total Approved	498,000	260,000	85,000	25,000	868,000
Economic Development					
Approved					
700c00117 FUTURE INDUSTRIAL LAND SUPPLY AND DEMAND STUDY	35,000				35,000

City Of Whitehorse
2017 - 2020 Capital Expenditure Program
Appendix A



	2017	2018	2019	2020	Total
	Capital	Capital	Capital	Capital	All Years
	Budget	Budget	Budget	Budget	
700c00217 ARTS AND HERITAGE DISTRICT PREFEASIBILITY STUDY		30,000			30,000
Total Approved	35,000	30,000			65,000
Planning Services					
Approved					
720c00116 HERITAGE STRATEGY REVIEW	20,000				20,000
720c00117 DOWNTOWN PARKING MANAGEMENT PLAN UPDATE	50,000				50,000
720c00215 RANGE POINT PLANNING IMPLEMENTATION	30,000				30,000
720c00217 DRAINAGE BYLAW & GUIDELINES	25,000				25,000
720c00415 REGIONAL PARKS MANAGEMENT PLAN		25,000	50,000	50,000	125,000
720c00515 DOWNTOWN/MARWELL AREA PLAN	100,000				100,000
720c00614 NEIGHBOURHOOD SIGN CREATION & REFURBISHMENT		10,000	10,000	20,000	40,000
720c00815 OFFICIAL COMMUNITY PLAN REVIEW - 2018	50,000	25,000			75,000
720c02014 SCHWATKA LAKE PLAN IMPLEMENTATION	30,000				30,000
Total Approved	305,000	60,000	60,000	70,000	495,000
Parks and Trails					
Approved					
740c00216 WHISTLE BEND AMENITIES			40,000	40,000	80,000
740c00217 Rotary Park Playground Replacement		200,000			200,000
740c00309 PLAYGROUND EQUIPMENT REPLACEMENT	55,000	55,000	55,000	55,000	220,000
740c00316 TRAIL PLAN UPDATE 2017			35,000		35,000
740c00409 TRAIL PLAN IMPLEMENTATION	75,000	75,000	40,000	75,000	265,000
740c00416 PARKS, RECREATION AND COMMUNITY DEVELOPMENT MASTER PLAN UPDATE	75,000				75,000
740c00417 Shipyards Park Electrical Posts and Outlet Replacement.		25,000			25,000
740c00516 RANGE POINT PLAYGROUND			150,000		150,000
740c00610 PAVED TRAIL RESURFACING - PARKS			50,000	250,000	300,000
740c01009 EROSION CONTROL	20,000	20,000	20,000	20,000	80,000
740c01115 REPLACE IRRIGATION SYSTEM AT ROTARY PARK				100,000	100,000
740c01615 IRRIGATION IN WHISTLE BEND	600,000				600,000
740c05310 DOWNTOWN STREET UPGRADES - PARKS		25,000	25,000	50,000	100,000
Total Approved	825,000	400,000	415,000	590,000	2,230,000
Recreation & Facility Services					
Approved					
750c00115 PROGRAMMING EQUIPMENT	20,000	20,000	20,000	20,000	80,000
750c00214 AQUATIC CENTRE SAND FILTER REPLACEMENT	175,000				175,000
750c00811 WELLNESS EQUIPMENT REPLACEMENT	40,000	40,000	40,000	40,000	160,000
Total Approved	235,000	60,000	60,000	60,000	415,000
Total City of Whitehorse Approved Projects	46,631,968	9,239,006	8,750,148	6,536,648	71,157,770

City Of Whitehorse

2017 - 2020 Capital Expenditure Program

Appendix B - Approved Subject to External Funding Approval



	2017	2018	2019	2020	Total
	Capital	Capital	Capital	Capital	All Years
	Budget	Budget	Budget	Budget	
Engineering Services					
Approved Subject to External Funding Approval					
240c00111 LIVINGSTONE TRAIL LAGOON ODOUR MITIGATION	225,000				225,000
240c00211 WATERMAIN IMPROVEMENTS - 5th & Lambert		120,000			120,000
240c00217 Watermain Improvements - Third & Black			100,000		100,000
240c00314 TWO MILE/INDUSTRIAL INTERSECTION IMPROVEMENTS				450,000	450,000
240c00413 DOWNTOWN SOUTH RECONSTRUCTION			1,350,000	1,850,000	3,200,000
240c00513 MARWELL EAST - TLINGIT RD		230,000	4,370,000		4,600,000
240c00515 DOWNTOWN RECONSTRUCTION - JARVIS ST EAST (FRONT-2ND)				440,000	440,000
240c00517 Hillcrest Reconstruction "B"		4,480,000	3,800,000	8,270,000	16,550,000
240c00617 Downtown Recon - Alexander St "B"		2,500,000			2,500,000
240c00710 STORM SEWER IMPROVEMENT 4TH AND BAXTER		500,000			500,000
240c00711 DOWNTOWN RECONSTRUCTION - WHEELER ST WEST	5,150,000				5,150,000
240c00811 MARWELL LIFT STATION	1,620,000				1,620,000
240c00814 HIDDEN VALLEY STORM POND EXPANSION	330,000				330,000
240c00914 SHIPYARDS PARK NORTH PARKING LOT			75,000		75,000
240c01014 DOGWOOD ST RECONSTRUCTION				875,000	875,000
240c01111 RANGE ROAD NORTH RECONSTRUCTION			200,000	3,400,000	3,600,000
240c01410 STORM SEWER UPGRADES	80,000				80,000
240c02010 DOWNTOWN RECONSTRUCTION - 6TH AVE	3,925,000				3,925,000
240c02309 ASPHALT PATHS - VARIOUS LOCATIONS		1,200,000			1,200,000
Total Approved Subject to External Funding Approval	11,330,000	9,030,000	9,895,000	15,285,000	45,540,000
Building & Fleet Maintenance					
Approved Subject to External Funding Approval					
320c00112 ADDTL PACKER - WHISTLE BEND & COMMERCIAL COMPOST	310,000				310,000
320c00517 ACCESSIBILITY UPGRADES - CITY HALL EXTERIOR	35,000				35,000
320c00617 ACCESSIBILITY UPGRADES - MT MCINTYRE DOORS	20,000				20,000
320c00817 TRANSIT BLDG FURNACE REPLACEMENT		75,000			75,000
320c00910 WASTE HEAT RECOVERY - CGC		325,000			325,000
320c01015 VALLEYVIEW RESERVOIR ENTRANCE	115,000				115,000
320c01016 REPLACEMENT TRANSIT BUSES	1,100,000		1,100,000	550,000	2,750,000
320c01114 ENERGY UPGRADES - CANADA GAMES CENTRE	227,500				227,500
320c01117 BCP - SERVICES BUILDING		2,400,000	6,263,960	1,250,000	9,913,960
320c01313 METER SHOP WINDOWS/INSULATION		65,000			65,000
320c01417 BCP - CITY HALL RENOVATION/ENERGY UPGRADES		750,000	4,250,000		5,000,000
320c01509 TRANSIT HANDY BUS REPLACEMENT	240,000			260,000	500,000
320c01713 TAKHINI ARENA FURNACES		100,000			100,000
Total Approved Subject to External Funding Approval	2,047,500	3,715,000	11,613,960	2,060,000	19,436,460
Bylaw Services					
Approved Subject to External Funding Approval					
400c00117 LED Speed Display Signs	70,000				70,000
Total Approved Subject to External Funding Approval	70,000				70,000
Operations					
Approved Subject to External Funding Approval					
500c00316 PERMANENT LINE MARKINGS - ARTERIAL ROADWAYS	660,000	660,000	660,000		1,980,000
Total Approved Subject to External Funding Approval	660,000	660,000	660,000		1,980,000
Water and Waste Services					
Approved Subject to External Funding Approval					
500c00112 CARTS - WHISTLE BEND	15,000	15,000			30,000
650c00115 MCINTYRE CREEK BOOSTER STATION	100,000				100,000
650c00817 Landfill Phase 2 preparation & surface water management	200,000				200,000
650c01014 LIVINGSTONE TRAIL LAGOON ACCESS HATCHES		500,000			500,000
650c01814 # 1 LIFT STATION PIPING & VALVE REPLACEMENT	385,000				385,000
Total Approved Subject to External Funding Approval	700,000	515,000			1,215,000
Planning Services					
Approved Subject to External Funding Approval					
720c00214 WHISTLE BEND PHASE 8 & TOWN SQUARE	200,000				200,000
720c00514 LOWER ESCARPMENT TRAIL INTERPRETIVE SIGNAGE	15,000				15,000
Total Approved Subject to External Funding Approval	215,000				215,000

City Of Whitehorse

2017 - 2020 Capital Expenditure Program

Appendix B - Approved Subject to External Funding Approval



	2017	2018	2019	2020	Total
	Capital	Capital	Capital	Capital	All Years
	Budget	Budget	Budget	Budget	
Parks and Trails					
Approved Subject to External Funding Approval					
740c00413 PIONEER CEMETERY REVISIONS	666,000				666,000
740c00609 GREY MOUNTAIN CEMETERY EXPANSION	30,000	470,000			500,000
740c03410 DOCKS CHADBURN	15,000				15,000
Total Approved Subject to External Funding Approval	711,000	470,000			1,181,000
Recreation & Facility Services					
Approved Subject to External Funding Approval					
320c03410 SECURE ELECTRONIC ACCESS - REC FACILITIES	100,000	200,000			300,000
Total Approved Subject to External Funding Approval	100,000	200,000			300,000
Total Approved Subject to External Funding Approval	15,833,500	14,590,000	22,168,960	17,345,000	69,937,460

CITY OF WHITEHORSE
BYLAW 2016-47

A bylaw to provide rules governing council procedures

WHEREAS section 210 of the *Municipal Act* provides that:

- council shall by bylaw make rules for governing its procedures, including the calling of meetings, the appointment of members of council to council committees, and any other matter that relates to the efficient administration of council's decision-making process or council meetings; and
- no bylaw relating to council procedures shall be amended except under notice given in writing to the members of council and openly announced at the regular meeting of council preceding the first reading of the amendment; and
- a council must govern itself in accordance with any bylaw that it makes to govern its procedures;

AND WHEREAS section 190 of the *Municipal Act* provides that council may establish council committees and appoint members of council to such council committees;

AND WHEREAS section 190.01 of the *Municipal Act* provides that a council committee:

- is an advisory body only; and
- must consider only the matters referred to it by council; and
- may act only by passing a resolution that is approved by a majority of its members;

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 "**Procedures Bylaw**".

DEFINITIONS

2. Whenever the singular, masculine or feminine is used in this bylaw it shall be considered as if plural, feminine or masculine has been used where the context of the bylaw so requires.
3. In this bylaw,
"administration" means the employees of the city.
"bias" means a mental tendency or inclination which, for the purposes of this bylaw, may result in members of the public questioning the fairness of council process, and includes a council member prejudging a matter to be decided to the extent of being no longer capable of persuasion.

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"business day" means a day on which city offices are open for business.

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

"City Manager" means the Chief Administrative Officer for the city or a designate, appointed by council in accordance with the *Municipal Act* and as determined in the City Manager Bylaw.

"committee" means a committee appointed by council to provide advice and make recommendations to council, and may include a commission, task force or working group.

"committee of the whole" means a committee of the whole council where no bylaw or motion, apart from the motion necessary to revert back to an open meeting, may be passed.

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

"impartial" means not favouring one side or opinion more than another.

"in-camera" means a meeting closed to the general public or municipal employees as deemed appropriate in accordance with section 213 of the *Municipal Act*.

"meeting" means a duly constituted regular, special or standing committee meeting of council where municipal business is conducted or issues are discussed.

"member" means a member of council, duly elected and continuing to hold office.

"motion" is a standard terminology used by council to describe the original statement used to bring business before a meeting, and may also mean resolutions.

"*Municipal Act*" means Chapter 154 of the Revised Statutes of the Yukon, 2002 as amended from time to time.

"person" includes a corporation and the heirs, executors, administrators or other legal representatives of a person.

"point of order" means an infraction of the rules or improper decorum in speaking, and must be raised immediately after the error is made.

"presiding officer" means the mayor, deputy mayor or committee chairperson who presides over council and/or committee meetings.

"public hearing" means an opportunity for council to hear and consider all submissions respecting a proposed bylaw as required by legislation.

"public input" means an opportunity, provided by council but not required by legislation, for citizens to provide information, facts, figures, data and opinions respecting a bylaw or issue under consideration by council.

"umbrella chair" means the mayor or deputy mayor who is present and in the chair at the start of a standing committee meeting. The umbrella chairperson chairs the delegations portion of the meeting and passes the chair to each standing committee chair or vice-chair as the case may be.

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APPLICATION

4. The following rules shall be observed and shall be the rules and regulations for the order and conduct of business in all regular and special meetings of council, all in-camera meetings of council, all committee of the whole meetings and all council committee meetings.
5. Where the rules of this bylaw do not provide, **the current edition** of Robert's Rules of Order Newly Revised shall be followed for governing the proceedings of council and the conduct of its members.

CONDUCT OF COUNCIL MEMBERS

6. All proceedings of council and the transaction of the business of council shall be done in a manner consistent with the principles of the *Standards for Council Members, attached hereto as Appendix "A" and forming part of this bylaw.*
7. All members of council will at all times:
 - (1) Be respectful of citizens, delegates at meetings, administration and each other, including being respectful of each other's right to hold different and diverse views;
 - (2) Reserve decisions until after public input, administrative input and council debate are completed;
 - (3) Act with impartiality and integrity; and
 - (4) Make all decisions in the best interests of the community as a whole.

QUORUM AND VOTING

8. A quorum shall consist of a majority of the whole council or whole committee.
9. If a quorum is not present within 15 minutes after the time fixed for a council or committee meeting, the meeting shall be rescheduled.
10. When a member participating electronically is necessary for the formation of a quorum, the meeting shall be deemed adjourned if at any point the electronic connection is broken. No further business may be conducted unless the electronic connection is re-established.
11. Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
12. If a member refuses to vote, fails to vote, or abstains from voting on an issue, the member shall be deemed to have voted in favour of the matter except where the member abstaining is prohibited from voting pursuant to the *Municipal Act*.
13. Members participating electronically must vote audibly to allow other members and the designated municipal officer to record the vote.

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14. Every member of council present shall vote on every matter unless,
 - (1) In a specific case the member of council is excused from voting by resolution of council, or
 - (2) The member of council is disqualified from voting by reason of declaring a conflict of interest or having a pecuniary interest in the matter under consideration.
15. Where a member of council is excused or disqualified from voting in accordance with section 14 of this bylaw, the designated municipal officer shall record such in the minutes.
16. The designated municipal officer shall record in the minutes if a vote is carried unanimously, and if the decision is not unanimous, shall record the number of members who voted for and against each motion.
17. Wherever the vote is not unanimous, the designated municipal officer shall record who voted in favour and who voted against the motion.

Conflict of Interest

18. All members are expected to maintain an attitude of impartiality and exhibit a lack of bias with respect to matters brought forward to council or committee.
19. Members of council will comply with all the provisions of the *Municipal Act* with respect to disclosure of interest and conflicts of interest.
20. Members of council will give early consideration to each matter to be considered by council or committee to ascertain if they have an interest or a conflict of interest.
21. If members of council consider that they have or might reasonably be perceived to have an interest in a matter before council or committee, they shall declare such interest at the start of the meeting at which it will be considered. Such interest shall be declared on every occasion that the matter is considered by council or committee.
 - (1) Where such interest is non-pecuniary and not a conflict of interest, the council member may vote on the matter.
 - (2) Where a council member has an interest in a matter that is non-pecuniary and the member considers that his personal interest may be in conflict with his public duty to act impartially and in the interest of the whole community, the council member shall declare a conflict of interest.
 - (3) Where such interest is a pecuniary interest, the council member shall declare that he has a conflict of interest.
 - (4) When a member of council declares a conflict of interest he shall not participate in consideration of any question in relation to the matter. The council member shall leave the room in which the meeting is being held during any discussion of the matter and shall not vote on the matter.

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22. When a member of council declares an interest, or declares a conflict of interest and leaves the meeting, the designated municipal officer shall record any such declaration in the minutes.
23. Members of council who are shareholders, officers or directors of a corporation that has dealings or contracts with the municipality shall not participate in council's consideration of any question in relation to the corporation, and shall not vote on any such question.
 - (1) Members of council who are party to dealings or contracts with the municipality or are members of a partnership that has dealings or contracts with the municipality shall not participate in council's consideration of any question in relation to the dealings or contract, and shall not vote on any such question.
 - (2) Members of council who are members, shareholders, officers, or employees of a **society** that has dealings or contracts with the municipality shall declare their relationship to the society or not-for-profit corporation before participating in council's consideration of any question in relation to the society, or voting on any question in relation to the society.
24. Upon disqualification in accordance with sections 23 and 23(1) of this bylaw, a council member shall leave the meeting room while discussion of the matter takes place.
25. The designated municipal officer shall record in the minutes any such disqualification and the reasons thereto.

Electronic Participation at Meetings

26. A member may participate in a meeting by electronic means and be considered to be in attendance at the meeting. The member must provide notice, including a telephone number where the member can be reached, to the designated municipal officer prior to 4:00 p.m. on the day of the meeting.
27. If a member is the regular chairperson of a council committee, the member must be physically present to chair the meeting.

Control and Conduct of Meetings

28. The mayor must act as the presiding officer at each council meeting at which he is present.
29. Council members shall pay respect to the presiding officer at meetings.
30. At all meetings of council the presiding officer shall maintain order and decorum and decide all questions of order subject to appeal to council as a whole by a vote. The duties of the presiding officer at a council meeting are to:
 - (1) Maintain control by holding or passing the chair;
 - (2) Be impartial;

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- (3) Preserve order and encourage council members who stray from the topic to stay focused on the issue being debated;
 - (4) Make decisions required to maintain order and preserve the decorum of the meeting;
 - (5) Determine which member has the right to speak;
 - (6) Rule when a motion is out of order; and
 - (7) Call a member to order if required.
31. When a point of order is called, all discussion shall cease until the point of order has been decided.
 32. When the presiding officer is called upon to decide a point of order or practice, the point shall be stated clearly and without unnecessary comment.
 33. A member may appeal a decision of the presiding officer made during that meeting, and the presiding officer shall cause the appeal to be voted upon by the other members present.
 34. Upon a matter of decorum or priority of business being appealed to the presiding officer, it shall be decided without debate.
 35. A member called to order by the presiding officer shall immediately cease speaking.
 36. The presiding officer shall treat each question in a judicial spirit, but shall not take part in the debate.
 37. The presiding officer may step down from the chair for the purpose of taking part in the debate, in which case the deputy mayor or another member may be called to take the chair.
 38. The presiding officer may give explanations or information within his knowledge from the chair, and may make recommendations from the chair with respect to the business being discussed.
 39. Any person, including any member, wishing to speak at a meeting shall address the chair and be recognized by the presiding officer before beginning to speak.
 40. When any member is raising points or questions on an issue under discussion, the member should address only one question at a time. The presiding officer may direct the order of other members before returning to any one member. Notwithstanding the foregoing, the presiding officer retains the right to allow more than one question at a time.
 41. When a person or a member is addressing the chair, every member shall remain quiet, shall not interrupt the speaker except on a point of order, and shall not carry on private conversation.
 42. Council members shall refrain from using cell phones, e-mail, or any other personal communication devices during the course of council or committee meetings.

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43. When any person, including a council or committee member, is addressing a meeting, that person shall obey the rules of procedure and shall not:
 - (1) Shout or immoderately raise his voice, or use offensive, vulgar or profane language; or
 - (2) Speak on matters other than the matter on the floor; or
 - (3) Make personal comments about any person, staff member, or member of council.
44. The presiding officer shall immediately censure any person who acts contrary to sections 41, 42, or 43 of this bylaw.
45. When a person has been admonished by the presiding officer the designated municipal officer shall record the same in the minutes of the meeting.
46. Any person, including a council or committee member, who acts contrary to sections 41, 42 or 43 twice in a meeting shall, on the order of the presiding officer, be excluded from the meeting and from the meeting room for the remainder of that meeting.
47. No exclusion of a member shall be for more than the meeting in progress.
48. Council and committee members are discouraged from appearing as delegates or as members of the audience at any regular council or standing committee meeting. However, in order to overcome any apprehension of bias, a member who chooses to participate in such fashion shall be required to withdraw from any discussion, debate, or vote on the subject under consideration.
49. The *Standards for Council Members* shall be used as the guiding document for the conduct of council members at all council and committee meetings.
50. Where a member wishes to leave council chambers for longer than five minutes while a meeting is in progress, the member shall advise the presiding officer before leaving his seat.
51. Once a question is put to vote, no member shall leave council chambers until the vote is taken.

Regular Meetings

52. Council shall hold its regular meetings in council chambers at City Hall on the second and fourth Mondays of each month. All regular meetings shall be scheduled to begin at 5:30 p.m.
53. When the day fixed for a regular meeting of council falls on a legal holiday, the meeting shall be held on the following business day that is not a legal holiday.
54. Council may by resolution postpone or cancel any regular meeting of council.

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Agendas

55. Notice for each meeting shall be given in the form of an agenda not less than 48 hours prior to the time of the meeting. A copy of such notice shall be:
 - (1) Delivered to each member of council at the place to which the member of council has directed such notices be sent;
 - (2) Posted in the city offices; and
 - (3) Sent to the local media.
56. All documents pertaining to the business listed on the agenda shall accompany the agenda when delivered to each member of council.
57. Documents pertaining to the business listed on the agenda shall be made available to the public by 4:00 p.m. on the last business day of the week prior to the meeting.
58. With the exception of the delegations section of the agenda, no business other than that stated in the regular meeting agenda shall be transacted at that meeting unless the members present unanimously pass a resolution to include such business.
59. An amendment to the delegations section of the agenda may be made by a resolution passed by a majority of all members present.
60. When a council meeting is called to order by the presiding officer, the following shall be the order of business on the agenda unless otherwise determined by unanimous consent of the members present at the meeting:
 - (1) Call to Order
 - (2) Adoption of Agenda
 - (3) Proclamations
 - (4) Adoption of Minutes
 - (5) Delegations
 - (6) Public Hearings
 - (7) Committee Reports
 - (8) New and Unfinished Business
 - (9) Bylaws
 - (10) Adjournment

Special Council Meetings

61. Special meetings of council shall be called when requested in writing by the mayor or any two council members.
62. A notice of the day, hour, and place of the special meeting and the nature of the business to be transacted at the special meeting shall be given at least 24 hours before the time of the meeting by posting a copy of the notice at the municipal

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office and by leaving a copy of the notice for each member of council at the place to which the member has directed such notices to be sent.

63. No business other than that stated in the notice for such special meeting shall be transacted at that meeting unless all members of council are present and unanimously agree.

Delegations

64. Any person or delegation wishing to appear before council or committee is requested to give notice, verbally or in writing, to the designated municipal officer by no later than 11:00 a.m. on the last business day of the week prior to the meeting.
- (1) **Notwithstanding section 64**, persons wishing to be heard at a council or committee meeting who did not register in advance may identify themselves to the designated municipal officer a minimum of five minutes before the start of the meeting and request that they be added to the agenda as delegates.
 - (2) **Persons registering as delegates shall provide the designated municipal officer with their name, address and contact information, and shall provide the reason for registering as a delegate.**
65. Persons or delegations addressing council shall be required to state their names and addresses and the purpose of their presentation.
66. Delegates to regular meetings of council may speak to any item that is on the regular meeting agenda for a decision, except that no delegates will be permitted to address an issue for which a public hearing has been declared closed.
67. Delegates to standing committee meetings may speak to any single topic during the delegations section of the agenda, and may be invited to participate in any discussion of the issue if it is on an individual standing committee agenda.
68. Delegates at any standing committee meeting who wish to speak to an issue for which the public hearing has been declared closed shall be denied the opportunity to speak.
69. The time of speaking for any person or delegation appearing before council or committee shall be limited to five minutes, and each delegate may speak to any topic only once per meeting. Notwithstanding this restriction, council may by majority vote agree to extend the time period for delegates who have given advance notice to the designated municipal officer that they have a presentation that will take longer than five minutes.
- (1) Council members may direct questions to delegates for clarification purposes only. The time period for the delegate to reply to each question shall be limited to five minutes.
70. Delegates may also participate in a regular or standing committee meeting by electronic means if arrangements to do so are made with the designated

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municipal officer prior to 4:00 p.m. on the day of the meeting at which they wish to speak.

71. Upon being recognized by the presiding officer, a member may direct questions to a delegate or to administration for clarification purposes only. At no time shall a member, a delegate or administration enter into discussion or debate during the delegation section of the agenda, and all parties shall refrain from comment on the issues being presented.
72. Upon the request of the presiding officer, any person disrupting the proceedings of council or committee shall be removed from council chambers.

Public Hearings and Public Input Sessions

73. When a matter is on the agenda of a regular or special council meeting for the purpose of a public hearing **or a public input session**, any individual or delegation may appear without giving notice.
74. Any person who wishes to be heard in favour of or against the subject of the public hearing **or public input session** may be heard in person or by agent. A delegate may also participate in a public hearing **or public input session** by electronic means if arrangements to do so are made with the designated municipal officer prior to 4:00 p.m. on the day of the meeting at which the public hearing **or public input session** will be held.
75. The time of speaking for any person or delegation appearing at a public hearing **or public input session** shall be limited to five minutes, and each delegate may speak only once per public hearing **or public input session**. When council members direct questions to such persons or delegations for clarification purposes, the time period for the delegate to reply to each question shall be limited to five minutes.
76. The presiding officer shall call three times for appearances from the gallery, and should there be no appearances the presiding officer shall declare the public hearing **or public input session** closed.
 - (1) **Public input sessions shall be declared closed by the presiding officer for the purpose of allowing the meeting to proceed to the next item of business. However, the closing of a public input session does not prevent council members from receiving further submissions on the subject, either in person or in writing, up to and including the date on which the matter is on a council meeting agenda for a decision.**
77. When the presiding officer declares a **public hearing** closed, he shall advise that no further submissions on the subject will be considered by council except that provided by administration.
78. Written submissions with respect to any **public hearing**, including submissions by fax and e-mail, will be accepted at the office of the designated municipal officer up until 12:00 noon on the day set for the public hearing. Thereafter, written submissions may only be deposited with the designated municipal officer

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at the location specified for the public hearing, and before the public hearing is declared closed.

79. Written submissions with respect to any **public hearing** that are received at the office of the designated municipal officer after the deadlines set out in section 78 of this bylaw shall not be considered.
80. Notwithstanding the foregoing, if new information is received with respect to an issue for which a public hearing has been declared closed, a new public hearing may be held. Any member may make a motion to have a new public hearing scheduled.

RULES OF ORDER GOVERNING COUNCIL MEETINGS

81. If a quorum of council is not present within 15 minutes after the time fixed for a regular or special meeting of council, the designated municipal officer shall record the names of the council members present and council shall stand adjourned until the next regular or special meeting.
82. If a member of council arrives late at a regular or special meeting or committee meeting, no prior discussion shall be reviewed for that member's benefit except with the unanimous consent of all members present at the meeting.
83. The presiding officer shall declare every regular or special meeting or committee meeting held in the evenings adjourned after three hours unless, by majority vote of the members present, it is determined otherwise.

MINUTES

84. Minutes of all proceedings of council in regular, special and any committee of council meeting shall be recorded in accordance with the *Municipal Act*.
85. At every regular meeting of council the minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.
86. At committee of the whole and standing committee meetings, minutes shall include resolutions to go in-camera, and to revert to open meeting. Resolutions are not used for any other business recorded in the minutes of committee of the whole or standing committee-meetings.
87. Notwithstanding section 86 of this bylaw, the chairperson at a standing committee meeting may at his discretion ask the members present for a "show of hands" with respect to whether or not an issue should be brought forward to a regular council meeting for a decision, or for requests to the City Manager for the allocation of resources for additional research or consultation.

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STANDING COMMITTEES

88. Council may by bylaw establish such standing committees as may from time to time be deemed necessary, and shall make appointments to such committees annually by October 31 for the following year.
89. If a quorum is not present within 15 minutes after the time fixed for a standing committee meeting, the designated municipal officer shall record the names of the committee members present and the committee shall stand adjourned.
90. Each standing committee shall be composed of the whole council.
91. Six standing committees of council are hereby established as follows:
 - (1) Corporate Services Committee
 - (2) City Planning Committee
 - (3) Development Services Committee
 - (4) City Operations Committee
 - (5) Community Services Committee
 - (6) Public Health and Safety Committee
92. All standing committees will meet in council chambers at City Hall on the first and third Mondays of each month. Standing committee meetings will be scheduled to begin at 5:30 p.m.
93. When the day fixed for a standing committee meeting falls on a legal holiday, the meeting shall be held on the following business day that is not a legal holiday.
94. Council shall by October 31 of each year appoint from among the members of council the chairperson and vice-chairperson of each standing committee for the next year.
95. The standing committees shall meet in the order listed in section 91 of this bylaw except that the order of the committees shall be rotated on a six-month basis by moving the committee listed in sixth position to the top of the list. Such rotations shall take place for the first meeting in May and the first meeting in November in each year.
96. Notwithstanding the provisions of section 95 of this bylaw, council may, with the unanimous consent of all members present, choose to vary the order of the standing committees at any meeting. This may be done to accommodate issues of scheduling for staff or to re-prioritize issues that have attracted significant public interest or input.
97. All standing committee meetings shall be open to the public. Committees may, by majority vote, go in-camera in accordance with the provisions of section 213 of the *Municipal Act* when it is deemed to be in the best interests of the citizens of the city.

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98. All matters requiring the committee to go in-camera will be placed on a separate agenda to be discussed following the final regularly scheduled standing committee meeting.
99. The mayor shall chair the delegations section of the standing committee agenda. Persons registered as delegates at a standing committee meeting will be heard for all standing committees at the start of the meeting, immediately following any proclamations that may be scheduled. This does not preclude their participation in the discussion of an issue as provided for in section 67 of this bylaw.
100. The mayor shall be the umbrella chair of standing committee meetings and shall preside prior to, in between, and following any standing committee meeting, as required.
101. The chairperson of each committee shall submit to council in writing the report of that committee, and shall move the recommendations of the committee for council's consideration.
102. The general duties of the standing committees are as follows:
 - (1) All committees are considered to be advisory in nature.
 - (2) No committee has the power to pledge the credit of the city or commit the city to any particular action.
 - (3) No member of council shall give specific direction to any staff member at any committee meeting. The responsibility for giving specific direction to staff shall reside with the full council at a duly assembled meeting unless otherwise delegated to the City Manager.
 - (4) Committees shall review and make recommendations on all bylaws that deal with a subject matter of which the committee is in charge before the bylaws are presented to council.
 - (5) Should council wish to amend a bylaw that is coming forward from any committee for first reading, council shall make such amendments to the said bylaw during the "Committee Reports" portion of the agenda before it is given first reading.
103. The terms of reference for each of the six standing committees are attached hereto as Schedule "A" and form part of this bylaw.
104. Council shall review the terms of reference for each standing committee at least once in each term of office.

MOTIONS IN COUNCIL

Main Motions

105. When a motion has been moved and seconded and has been stated or read, it shall be deemed to be in the possession of council, and may only be withdrawn by majority consent of the council members present.

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106. The designated municipal officer shall record that the motion has been duly moved and seconded, but the minutes shall not record the names of the mover and seconder.
107. Every motion or resolution shall be stated or read by the mover, who shall speak first to the motion and close debate on the motion.
108. When a member who has moved a motion closes the debate, the presiding officer shall put the motion to a vote.
109. When duly moved and seconded, a motion shall be open for discussion and debate. A member may speak to a motion a maximum of two times only unless council agrees to provide a member another opportunity to address the issue.
110. When the motion has been put to a vote, no member shall debate or comment further on the question or speak any words except to request that the motion be read aloud.
111. Unless the presiding officer is overruled by a majority vote of the members present at the council meeting, the presiding officer shall determine when a motion is to be put and the presiding officer's decision shall be final.
112. The mover and seconder of any motion may speak and vote for or against any motion.
113. When required by the presiding officer, a motion shall be in writing and a copy shall be given to the designated municipal officer before such motion shall be open for consideration.
114. When a motion under consideration concerns two or more specific matters, any member of council may request that the vote upon each matter be taken separately.
115. Any member of council may require the motion under discussion to be read for the member's information at any time during the debate, but not so as to interrupt a member who is speaking.
116. When a motion is tabled but is not finally settled, no similar or conflicting motion whose adoption would restrict council in acting on the first motion may be introduced.
117. Any motion which has the effect of changing or nullifying a previous action or direction of council shall not be brought up unless in accordance with provisions in this bylaw to reconsider, alter or rescind. (See sections 135 and 136)
118. No motion other than an amending motion or a motion to table, postpone or refer shall be considered until any motion already before council has been disposed of.
119. A motion is not required to adjourn a meeting. The presiding officer shall declare a meeting adjourned when there is no further business on the agenda.

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Motion to Table

120. A motion to table shall be used only to temporarily set aside an issue and bring it back at the same meeting.

Motion to Postpone

121. A motion to postpone passed by a majority of council members present may postpone any motion in possession of council.
122. A member who is moving a motion to postpone may include in the motion:
- (1) The terms on which the motion is being postponed
 - (2) The time when the matter postponed is returnable; and
 - (3) Whatever explanation is necessary to support the purpose of the motion.
123. Any motion postponed to a specified date shall appear on the agenda for that meeting and be considered as an item of unfinished business at that meeting.
124. Unless otherwise specified, a postponed motion shall be on the agenda of the next regular meeting as an item of unfinished business.
125. When duly moved and seconded, a motion to postpone shall be open for discussion and debate. A member may speak to a motion to postpone a maximum of one time only.

Motion to Amend

126. A motion to amend an original motion may be made by any member of council.
127. Amendments shall be voted on in reverse order to that in which they are moved.
128. Every amending motion shall, when requested by the presiding officer, be in writing, and shall be decided on or withdrawn before the original motion is put to a vote.

Motion to Refer

129. Any member of council may move to refer an original motion to administration or committee in order that additional information may be brought to council prior to further consideration.
130. A member who is moving a motion to refer may include in the motion:
- (1) The terms on which the motion is being referred;
 - (2) The time when the matter referred is returnable; and
 - (3) Whatever explanation is necessary as to the purpose of the motion.

Notice of Motion

131. A notice of motion may be given at any council or standing committee meeting, but may not be dealt with at that meeting.

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- (1) Notwithstanding the foregoing, if all members of council are present and unanimously agree, a notice of motion given at a regular council meeting may be discussed, debated, and voted on at that meeting.
 - (2) Council members should be cognisant of potential long-term consequences when considering voting on a notice of motion at the same meeting at which it is given. Under most circumstances, issues may be better addressed through the normal process.
132. A notice of motion shall be given verbally and in writing to all members of council present. A copy of such notice of motion shall be given to the designated municipal officer upon adjournment of the meeting at which the notice was given.
 133. Every notice of motion shall precisely specify the entire content of the motion to be considered.
 134. Unless another date is specified in the notice of motion, the designated municipal officer shall include the subject referred to in the notice of motion under New and Unfinished Business on the agenda of the next regular council meeting. If another date is specified in the notice of motion, the item shall be included under New and Unfinished Business on the regular council agenda for the date specified.

Motion to Reconsider, Alter or Rescind

135. A question once decided shall not, during a period of one year after the decision, be reversed, reconsidered or rescinded unless a written notice of motion to do so has been given from one regular council meeting to the next and a clear majority of the whole council votes in favour of revisiting the decision.
136. Notwithstanding anything provided in section 135, where pursuant to any motion duly passed by council the city has a contractual liability or obligation, council shall reconsider, alter, vary, revoke, rescind or replace the motion only in exceptional circumstances, and every effort shall be made so as to not to interfere with that liability or obligation.

Debate on Motion

137. No member shall speak to the same question or in reply for longer than three minutes without the consent of the presiding officer.

PASSAGE OF BYLAWS

138. Every bylaw shall have three distinct and separate readings before it is adopted, but no more than two readings may take place at any one meeting of council.
139. Council shall vote on the motion for first reading of any bylaw without amendment or debate.
140. When all amendments have been accepted or rejected, the motion for second reading of the bylaw as amended shall be considered.

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141. When a bylaw is scheduled for second and third reading at the same meeting, council may consider postponing third reading to a subsequent meeting when the bylaw is amended at second reading.
142. When a bylaw has received third reading and been passed, the presiding officer shall declare the bylaw adopted.

Enactment

143. After council votes affirmatively for third reading of a bylaw, it becomes a municipal enactment of the city and is effective immediately unless the bylaw provides otherwise.
144. After passage, a bylaw shall be signed by the presiding officer of the meeting at which it was passed and by the designated municipal officer, and shall be embossed with the corporate seal of the city.
145. A bylaw that requires the approval of the Minister shall receive two readings prior to the submission of a certified copy to the Minister. Written approval from the Minister shall be received prior to third reading unless the 45-day review period as provided for in the *Municipal Act* has expired.
146. In accordance with the provisions of the *Municipal Act*, the previous readings of a proposed bylaw are rescinded if the bylaw does not receive third reading within two years after first reading.

PROCEDURES FOR THE CONDUCT OF APPEALS

147. Where a matter is appealed to council in accordance with any bylaw or Act, the proceedings shall be heard by council in a committee of the whole meeting.
148. The mayor shall be the presiding officer at committee of the whole meetings called for the purpose of hearing appeals.
149. A notice of the day, hour, and place of the committee of the whole meeting and the nature of the business to be transacted at the meeting shall be given at least 24 hours before the time of the meeting by posting a copy of the notice at the municipal office and by leaving a copy of the notice for each member of council at the place to which the member has directed such notices to be sent.
150. No business other than that stated in the notice for such committee of the whole meeting shall be transacted at that meeting.
151. Upon the committee of the whole meeting being called to order the by presiding officer, the following shall be the order of business on the agenda unless otherwise determined by unanimous consent of the members present at the meeting:
 - (1) Adoption of the Agenda
 - (2) Presentation from Administration – administration will present the administrative report providing details of the issue, background information, and the reason for the appeal.

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- (3) Questions from Council Members – the presiding officer will ask if council members have any questions for administration. Such questions shall be used for clarification or investigation purposes only.
 - (4) Presentation from Appellants – the presiding officer will call for delegations to speak to the appeal;
 - (a) Electronic participants, if any, will be asked to speak first;
 - (b) Delegates will be limited to five minutes for their presentations but should be prepared for questions from council members. Questions from council members shall be used for clarification or investigation purposes only;
 - (c) Each delegate will be limited to only one presentation, but delegates will be permitted to respond to questions that may arise.
 - (5) Clarification from Administration – when all delegates have spoken, the presiding officer will ask if administration has any clarification to add in response to the presentations from the delegates.
 - (6) Clarification from Appellants – the presiding officer will ask the appellants if they have any clarification to add.
 - (7) In-Camera – the committee will go in-camera to deliberate and make a decision, and will leave council chambers for their deliberations.
 - (a) Only members of council and a legal representative, if desired by council, shall be present at the in-camera portion of the meeting.
 - (b) All persons present at the meeting apart from members of council will be invited to remain in council chambers while deliberations take place.
 - (c) If questions arise while members are deliberating, the committee will return to chambers to ask their questions in open meeting. When members have the answers they need, they will leave again to continue their deliberations in-camera.
 - (8) Open Meeting – the committee will return to council chambers and revert to open meeting.
 - (9) Announcement – the presiding officer will announce that the decision of council will be brought forward for ratification at an open meeting and then communicated in writing to the appellant.
 - (10) Adjournment
152. The decision of council made at the in-camera meeting of the committee of the whole shall be brought forward for ratification at the next regularly-scheduled council meeting.

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- (1) Where council's meeting schedule does not permit timely ratification, the decision of council may be ratified at a special meeting called for that purpose at the discretion of council.
153. The appellant will be advised in writing within 60 days of council's decision on this matter unless a more restrictive time limit is specified in the bylaw or Act that provided for the appeal.

REPORTS TO COMMITTEE

154. At a Standing Committee meeting in February of each year administration shall provide summary reports to the Corporate Services Committee on:
- (1) The attendance record of each member of council for the previous calendar year; and
 - (2) The travel undertaken by each member of council in the performance of their duties during the previous calendar year; and
 - (3) The expense claims submitted by each member of council with respect to the payment or reimbursement of expenses incurred in the performance of their duties as members of council during the previous calendar year.

REPEAL

155. Bylaw 2013-22, including all amendments thereto, is hereby repealed.

COMING INTO FORCE

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

NOTICE OF INTENT GIVEN: November 28, 2016
FIRST and SECOND READING
THIRD READING and ADOPTION:

Mayor

City Clerk

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SCHEDULE "A"

Standing Committee Terms of Reference

In addition to any other duties referred by council to the individual committees, the duties of the Standing Committees shall be to advise council on the matters listed herein.

Corporate Services Committee

- Matters relating to the receipt or payment of money by the Treasurer in accordance with all bylaws of the city and statutes of the Territory;
- Matters of finance including both operating and capital budgets;
- Matters relating to business and technology services;
- Matters relating to corporate communications;
- Policy development and review;
- Bylaw development and review;
- Legal claims;
- Matters of general governance; and
- Matters relating to personnel issues.

City Planning Committee

- The administration of the Zoning Bylaw and the Official Community Plan;
- Matters related to land-based planning;
- Matters of property acquisition or disposal;
- Matters relating to leasing; and
- Matters relating to heritage and historical resources.

Development Services Committee

- Encouraging and promoting development, including economic development;
- Encouraging and promoting industrial and commercial growth;
- Liaison with other economic development bodies;
- Liaison and cooperation with local First Nations;
- Matters relating to building and plumbing codes;
- Matters relating to building construction and maintenance;
- Matters relating to local improvement initiatives;
- Matters relating to environmental protection; and
- Matters relating to the sustainability plan.

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City Operations Committee

- Matters relating to the waterworks and sewage systems of the city and the property, distribution, and collection systems connected therewith;
- Matters relating to the construction and maintenance of city facilities;
- Matters relating to the construction and maintenance of streets, roads and highways;
- Matters relating to the waste collection services of the city and the maintenance of the waste disposal grounds under the control of the city;
- Matters relating to street lighting in the city; and
- Matters relating to fleet services.

Community Services Committee

- The operation and control of all public parks and public recreation grounds and facilities and recommendations on the establishment of such parks and recreation grounds and facilities deemed necessary to carry on a comprehensive parks and recreation program;
- The encouragement, initiation and supervision of programs which include physical, social, artistic, group and intellectual recreation and audience entertainment while continually striving to meet the parks and recreation needs of the community;
- Co-operation with and encouragement of organizations and institutions within the city that are engaged in recreational or cultural pursuits or activities, whether such organizations and institutions are public, private, civic, social or religious, and co-operation with provincial and national groups or organizations that support and promote parks and recreation;
- Matters relating to Tourism;
- Matters relating to Sister City issues and events;
- Policy and financial matters related to the celebration of events and anniversaries in Whitehorse; and
- Matters relating to public transportation.

Public Health and Safety Committee

- The prevention and suppression of fires;
- Policies relating to crime prevention and enforcement;
- Matters relating to safety issues and Emergency Measures;
- Development and enforcement of regulatory bylaws within the city; and
- Matters pertaining to animal control
-

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Appendix A – Standards for Council Members

Council members are the democratically elected representatives of the City of Whitehorse who form the municipal council.

Council is answerable to the overall community through democratic processes. This Code will assist council members in providing for the good government of the City of Whitehorse.

The community is entitled to expect that:

- (1) Council members represent the entire community and contribute to council's decisions and policy making;
- (2) The business of council is conducted with efficiency, impartiality and integrity;
- (3) Council members obey the spirit and letter of the law and, in particular, the provisions of all relevant statutes, regulations, local laws and instruments; and
- (4) The community's interests will always be given absolute priority over the private interests of council members.

Good governance and leadership requires many efficient processes and tools to assist the roles of representation, advocacy, decision-making, performance monitoring and teamwork. A Code of Conduct is a means of promoting a common understanding amongst council members regarding the expectations of conduct when representing council and in their dealings with the community, municipal staff, and one another.

Some of the other processes that complement the Code of Conduct include:

- (1) Strategic Planning
- (2) Financial Management and Budgeting
- (3) Service Planning
- (4) Communications and Public Relations Strategies
- (5) Meeting and Decision Making Frameworks

ROLE OF COUNCIL MEMBERS

1. The primary role of members of council is to represent the community as a whole through the effective translation of the community's needs and aspirations into a future direction for the municipality.
2. The municipal council is a corporate body and is the custodian of the assets of the municipality. A council member is part of the leadership team in which the community has placed its trust to make decisions on its behalf. The community is therefore entitled to expect high standards of conduct from its elected representatives.
3. In fulfilling their role as members of council, the activities of council members should focus on:
 - (1) Achieving a balance in the diversity of community views to develop an overall strategy for the future of the municipality;

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Appendix A – Standards for Council Members

- (2) Setting the objectives and determining strategies to achieve the corporate objectives identified in council's strategic plan;
 - (3) Making decisions that are in accordance with the strategic plan and in the best interest of the community as a whole;
 - (4) Providing clear direction to the City's senior management team on the nature and intent of council decisions;
 - (5) Achieving sound financial management and accountability in relation to the municipality's finances;
 - (6) Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
 - (7) Promoting economic and social development in the best interests of the municipality;
 - (8) Working with other governments and organizations to achieve benefits for the City of Whitehorse at local, Territorial and National levels;
 - (9) Monitoring performance against the strategic plan, including service outcomes and the performance of the city manager; and
 - (10) Having an awareness of the statutory obligations imposed on council members and on council as a whole.
4. These roles and activities are supported by the following principles of council members working collaboratively together by:
- (1) Respecting each other's right to hold different views and debate strongly on matters of difference while being united in representing council decisions;
 - (2) Respecting the right of each council member to speak and represent their views on the needs of citizens;
 - (3) Always speaking well of each other and of council in public;
 - (4) Demonstrating total commitment to consulting with other council members within the decision making framework and with no surprises;
 - (5) Respecting the diverse nature of council and its citizens;
 - (6) Supporting and having regard for the role of local government as an important sphere of government within Canada;
 - (7) Always being punctual to council meetings and civic events;
 - (8) Always behaving with appropriate decorum at council meetings and in public;
 - (9) Committing to a consultative approach to solving problems, developing effective decisions and communicating outcomes that build teamwork and cooperation; and

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- (10) Demonstrating leadership by focusing on issues and refraining from personalizing matters, particularly in relation to making personal remarks regarding other council members, citizens or City staff.

COMMUNITY REPRESENTATION AND EXPECTATION

Council Member Behaviour

5. Local government prides itself on being the level of government closest to the people. Accessibility of council members at the community level means that their actions and behaviour are more closely monitored than that of their parliamentary counterparts. In performing their role as council members, the community expects that council members will comply with any laws and will be aware of their responsibility to comply with these agreed-upon rules of conduct.
6. Council members must act honestly and exercise reasonable care and diligence.
7. Council members must not make improper use of their position or of information acquired because of their position to gain, or attempt to gain, directly or indirectly, an advantage for themselves or for any other person, or to cause, or attempt to cause, detriment to council as a whole.
8. Additionally, council members will:
 - (1) Always be mindful of their responsibility to serve the best interests of the entire municipality;
 - (2) Be consistent in their decision making but treat all matters on individual merits;
 - (3) Review all materials and research provided by city staff prior to meetings;
 - (4) Attend all meetings of council and participate in the decision making process;
 - (5) Focus on making informed and reasonable decisions in an open and transparent way and in the best interests of the community;
 - (6) Be as informed as possible about the processes and strategic functions of council;
 - (7) Avoid situations that might create a conflict between their public and private roles.
 - (8) Keep the community informed about the activities and plans of council and report on a regular basis;
 - (9) Act reasonably and fairly in a manner that is not discriminatory; and
 - (10) Treat all members of the community honestly and fairly and in a way that does not cause offence or embarrassment to individuals or groups.

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Communications

8. As representatives of the community, council members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of council. There may be times when a council member, as an individual, disagrees with a final decision of council and wants the community to know that. Obviously council members are entitled to present their own views, but in doing so, council members should acknowledge that:
 - (1) They respect the decision making process that is based on a decision of the majority of council;
 - (2) An overriding concern ought to be in achieving a balance in the matters that are communicated and strive to achieve an outcome that presents council as effective and cohesive;
 - (3) The Mayor and City Manager are the designated persons authorized to speak to the media and others on behalf of council after a decision has been made on a council matter;
 - (4) Information of a confidential nature must not be communicated;
 - (5) Information relating to decisions of council on approvals, permits and so on should only be communicated in an official capacity by a designated officer of council; and
 - (6) Information concerning adopted policies, procedures and decisions of council must be conveyed accurately.

Benefits and Gifts

9. Council members may incur expenses in performing their duties, and the *Municipal Act* and City Bylaws recognize this by providing for allowances and for the reimbursement of out-of-pocket expenses incurred while the council member acts on behalf of council.
10. Council members should:
 - (1) Only claim for expenses incurred while acting on behalf of council
 - (2) Use council facilities and equipment economically and efficiently;
 - (3) Not use council facilities, equipment and resources for personal benefit or for the benefit of any other person or organization;
 - (4) Ensure that council facilities and equipment are kept separate from similar resources that may be used in a council member's private business activities;
 - (5) Not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than of a token kind, or moderate acts of hospitality) for themselves or for any other person or

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body, relating to their status with council, or their performance of any duty or work which affects or concerns council; and

- (6) Hand over to the City Manager for the benefit of the City of Whitehorse any gifts that are accepted as a matter of courtesy on behalf of council.

Use of Information

11. There is an expectation that council members will make reasonable and informed decisions on matters before council. In their decision making process council members are also privy to information that may at times be confidential or controversial. Council members need to:
 - (1) Be aware of and observe the provisions of the *Municipal Act* relating to the treatment of confidential information.
 - (2) Be aware that they are only entitled to access information relevant to a matter before council;
 - (3) Be mindful that except on matters before council, they enjoy the same access rights to information as any other member of the community;
 - (4) Be prudent in the use of information that they acquire as council members, particularly with respect to confidential information;
 - (5) Observe and adhere to any specific policies that council has on the use of council information;
 - (6) Be careful not to use information in a way that can cause detriment to others;
 - (7) Be careful not to use confidential council information to gain advantage for themselves or for any other person; and
 - (8) Be careful not to use such information to cause harm or detriment to any person or body, or to council as a whole.

LEADERSHIP

Role of the Mayor

12. The role, responsibilities and performance of the mayor has a critical bearing on the image of council, the good functioning of council chambers, and the cooperative relationships between council members and others. It is necessary that the mayor:
 - (1) Is seen as the first citizen of the City and takes precedence at all local civic functions;
 - (2) Is the official spokesperson for council together with the City Manager, and that each person respects the other's role in dealing with the media and other external bodies; and

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- (3) Acts with consistency and impartiality in council chambers when presiding over the proceedings of council.

Council Meetings

13. Meetings are the principal means by which council members represent the citizens of the whole municipality. Meetings must focus on the business of council and provide an environment for transparent and healthy debate on matters requiring decision-making. Key elements are as follows:
 - (1) The presiding officer should be conscious of the needs of each council member and facilitate their entry into discussions, allowing fair debate and participation among council members.
 - (2) Each council member and delegate speaker should be respected for his views on issues, and such views should be considered on merit.
 - (3) Council members should not engage in debate with delegate speakers but rather, seek clarification of the delegate's position on an issue.
 - (4) Council members and delegate speakers should not be criticized for their association with any particular community group, political party, or community contacts.
 - (5) Council members should respect the right of other council members, City staff and the public to have a fair opportunity to speak when holding the floor.

Meetings and Appointments to Other Bodies

14. Council members are often appointed to represent council with external organizations. Some appointments may be to other government committees or they may simply be as a community representative with a particular group. It is important that council members:
 - (1) Clearly understand the basis of their appointment;
 - (2) Maintain a positive image of council;
 - (3) Represent council policy position; (unless required to do otherwise by virtue of their terms of appointment); and
 - (4) Provide regular reports to council on the activities of the organization (unless required to do otherwise by virtue of their terms of appointment).

ORGANIZATIONAL RELATIONSHIPS

Relationships with Staff

15. An effective council member will work as part of the council team with the City Manager, Directors and other members of staff. This teamwork will only occur if council members and staff have a mutual respect and cooperate with each other to achieve council's corporate goals and implement council's strategies. To achieve this, council members need to:

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- (1) Accept that their role is one of leadership and not a management or administrative role;
- (2) Acknowledge that the City Manager is primarily responsible and accountable for municipal staff;
- (3) Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- (4) Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others; and
- (5) Refrain from publicly criticizing staff in a way that casts aspersions on their professional competence and credibility.

Council members and Senior Management (City Manager and Directors)

16. The core role of council members is policy decision making in the interests of the overall community, and ensuring that policies are implemented. The City Manager and Directors focus on implementing policy and providing professional advice to guide council in its decision-making.

It is expected that:

- (1) The City Manager and Directors will take the initiative and responsibility for developing issues to a stage where comprehensive information can be placed before council for decision;
- (2) Council members recognize the importance of the complementary roles of council members and staff, and recognize that staff can only effectively implement policy if an effective system of delegation is in operation;
- (3) Council members respect the cost of human resources and do not use those resources for unnecessary, improper or inefficient purposes;
- (4) Council members will not criticize staff in public in the interest of maintaining a high level of teamwork and encouraging good morale. If council members wish to express any such criticism then the matter should be raised in a non-public forum; and
- (5) Council members will be provided with information concerning matters under consideration by council and deemed necessary for them to properly perform their duties and meet their responsibilities as members of the municipal council.

RESOLVING DISPUTES

Respecting differences

17. Council is comprised of a group of individuals who bring to council their own unique skills, talents, personalities, backgrounds and divergent views. All council members need to be understanding and accepting of the differences between

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council members and recognize that this diversity enriches council and is reflected in the policies, strategies and decisions that are made in the best interests of the entire municipality.

18. Council members need to be mindful that having and expressing differing and sometimes opposing viewpoints is a normal function of the process of democratic government and is just as much a part of local government as it is of the other levels of Canadian government. Sharing and expressing these different views leads to informed and well-considered debate. All council members have the right to influence, through this debate, the decisions made by council.
19. Therefore, having differing views, politics or attitudes from other council members is not considered a conflict or a dispute and does not require resolution. Where conflict does emerge is when the differences become personal or the behaviour of council members towards each other is of a nature that threatens the effective operation of council's decision making processes.

Initial Process for Resolving Disputes

20. A dispute may arise between two individual council members, between one council member and a group of council members or between two or more different groups of council members. The following dispute resolution procedure will apply regardless of the dynamics and numbers involved.
21. Before commencing any formal dispute resolution process, council members who are party to any disagreement will endeavour to resolve their differences in a courteous and respectful manner, recognizing that they have been elected to represent the best interests of the community as a whole.
22. If, however, there is a dispute resulting from an interpersonal conflict between council members that cannot be resolved and it is unduly affecting the operation of council, the mayor will attempt to facilitate a resolution. The mayor may call upon the City Manager for advice and guidance at this point in the process.
23. Either party involved in the dispute (or another council member) may refer the matter to the mayor by submitting a notice of complaint to the mayor. The mayor will investigate whether a dispute exists and requires resolution. The mayor may call the parties involved to meet to resolve the dispute. These initial meetings may include the participation of other mutually agreed persons.
24. If one party to the dispute does not acknowledge there is a dispute and is not willing to cooperate in discussions to resolve the dispute, the dispute resolution process is suspended at this point. However, council may at an in-camera council meeting discuss that a dispute does exist between the parties and may request of the City Manager that mediation/conciliation be commenced.
25. If one or both of the parties to the dispute believes that the dispute has not been resolved following initial discussions to attempt to resolve the dispute, the parties may jointly ask the mayor to request the City Manager to prepare a confidential council report to arrange for the engagement of a professional mediator or

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conciliator. The request for mediation or conciliation is to be made to the City Manager during a closed section of a council meeting and only after the initial dispute resolution process has been attempted. An estimate of the full cost of conducting the mediation process is to be provided at this meeting.

26. It is compulsory for all parties to the dispute to attend mediation or conciliation where this has been requested.

Mediation or Conciliation

27. If a mediator or conciliator is appointed, all council members will cooperate with the dispute resolution process and provide reasonable assistance to the mediator or conciliator when requested to do so.
28. Following mediation the mediator or conciliator shall prepare a report for the City Manager that includes the recommendations and actions to be taken as a consequence of the mediation. This report is to be presented during an in-camera council meeting.
29. If following mediation or conciliation all parties agree that the dispute has been resolved and agreement has been reached on adherence to the recommended actions, the matter is closed. If, however, it has not been resolved to the satisfaction of all parties, the parties involved will be required, at a minimum, to adhere to the Procedures Bylaw and the Standards for Council Members.
- (1) Council may request that the mayor strictly adhere to the Control and Conduct of Meetings section of the Procedures Bylaw in order to maintain civility at council meetings and ensure that council members are able to carry out their role in the best interests of the municipality.
- (5) The dispute resolution process between the same council members/parties can only be re-commenced through a decision of council.
- (6) The dispute resolution process between the same council members or parties can only be re-commenced through a decision of council.
- (7) Notwithstanding the above, council will not undertake a dispute resolution procedure if it is to occur during the caretaker period prior to a council election.

Dispute between Mayor and other Council Members

- (8) If the un-resolvable dispute is between the mayor and another member of council, two other council members may, after consultation with the City Manager, recommend to council that the dispute be referred to the City Manager to obtain an external mediator or conciliator. Such discussion will need to be considered during a closed section of a council meeting. All other aspects of the dispute resolution procedure apply.

Procedures Bylaw 2016-47

Appendix A – Standards for Council Members

CARETAKER PROCEDURES

37. Prior to an election period the City Manager will ensure that all council members and all members of council staff are advised with respect to the application of the caretaker procedures.

Council Decision-Making

38. During the election period, which is from the end of nomination day until 8:00 p.m. on Polling Day, council will operate under a “business as usual” approach except for the restrictions imposed by the Statement of Caretaker Procedures. Essentially, council will not make any decisions during the election period that will be binding on an incoming council save for decisions which are part of the normal operating function of council which includes most municipal planning matters.
39. Council will not make any major policy decisions during the election period.
40. Major policy decisions are decisions to terminate the appointment of the City Manager or other decisions relating to the employment of the City Manager other than a decision to appoint an acting City Manager:
41. If council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by council not making a particular major policy decision, council will, by resolution, make a decision. Such resolutions will be noted as extraordinary.
42. During the election period, further to any major policy decisions, there is to be no council policy formation or adoption, no censure of government departments or Ministers, and Notices of Motions and General Business are not to be of a political nature.

Use of Council Resources During An Election

43. Council members will ensure that council resources are not used inappropriately during an election period in ways that may influence voting in an election or provide undue advantage for a candidate. In any circumstances where the use of council resources might be construed as being related to a candidate’s election campaign, advice will be sought from the City Manager.
44. Municipal staff will not authorize, use or allocate a council resource for any purpose that may influence voting in the election, except where it only relates to the election process and is authorized by the City Manager.
45. Council resources, including offices, support staff, hospitality services, equipment, stationery and printing will be used exclusively for normal council business during the election period and will not be used in connection with any election campaign or in a manner that may be construed as supporting an election campaign.
46. No council logos, letterheads or other City of Whitehorse branding will be used for, or be linked in any way to, a candidate’s election campaign.

Procedures Bylaw 2016-47

Appendix A – Standards for Council Members

47. Public events and functions during the election period will only be organized and run by council's administration if they are part of council's normal business activities. Officers will plan to avoid staging any functions, public events or the launch of publications during the election period. No election material or active campaigning, including within the context of speeches by council members, is to be conducted at council sponsored events.
48. Reimbursements of council members' out-of-pocket expenses during the election period will only apply to costs that have been incurred in performance of normal council duties and not for expenses that could be perceived as supporting or being connected with the election.
49. Equipment and facilities such as phones, laptops, facsimile machines, etc, provided to council members for the purpose of conducting normal council business will not be used for campaigning purposes.
50. The City e-mail addresses of council members will not be included on campaign material.

Information

51. Information and briefing material prepared by council staff for council members during the election period will relate only to factual matters, existing council services, or information that would normally be available to the public. All such requests for information or action are to be issued through the offices of the designated municipal officer who will keep a record of requests made and the advice provided.
52. No information will be provided which relates to new policy development, new projects or matters that are the subject of public or election debate or might be perceived to be connected with a candidate's election campaign.

Publicity

53. Council will not print, publish or distribute or cause, permit or authorize to be printed published or distributed, electoral advertisements, handbills, pamphlets or notices during the election period unless it only contains information about the electoral process.
54. Council further commits to the following standards during the election period:
 - (1) No council member will influence a municipal staff member to make any public statement that could be construed as influencing the election. This does not include statements of clarification that are approved by the City Manager.
 - (2) Where a publicity campaign is deemed necessary for a council service or function, the City Manager must approve it. Council publicity during the Election period will be restricted to promoting normal council activities.
 - (3) Any requests for media advice or assistance from council members during the Election period will be channelled through the City Manager. No

Procedures Bylaw 2016-47

Appendix A – Standards for Council Members

media advice or assistance will be provided in regard to publicity that involves individual council members where that advice would relate to their election campaign.

- (4) Council members will not use their position as an elected representative, as it relates to access to municipal staff, and other council resources to gain media attention in support of an election campaign.

Assistance to Candidates

55. Council affirms that all candidates for the council election will be treated equally in terms of assistance and advice relating to the conduct of the council election. All election related enquiries will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the City Manager.

ENFORCEMENT OF STANDARDS

56. These Standards for Council Members will be self-regulated by council.
58. Council members shall be cognizant of their responsibilities under these Standards.

■2016-11-23

CITY OF WHITEHORSE

BYLAW 2016-42

A bylaw to adopt the 2017 annual operating and maintenance budget and the 2018 and 2019 provisional budgets

WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that council shall by bylaw cause an annual operating budget to be prepared and adopted; and;

WHEREAS section 239 of the *Municipal Act* provides that council may establish by bylaw a procedure to authorize and verify expenditures that vary from the annual operating expenditure program;

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

1. The 2017 annual operating and maintenance budget and the provisional budgets for 2018 and 2019, attached hereto as Appendix "A" and forming part of this bylaw, is hereby adopted.
2. No expenditure may be made that is not provided for in the 2017 annual operating budget unless such expenditure is approved:
 - (1) by resolution of council to a maximum expenditure of \$500,000.00; or
 - (2) by bylaw for expenditures in excess of \$500,000.00.
3. Expenditures authorized in accordance with section 2(1) of this bylaw that result in an increase in total expenditures above what was approved in the 2017 operating and maintenance budget shall be brought forward for final approval through an umbrella bylaw at year end.
4. The Chief Financial Officer is hereby authorized to re-allocate funds within the line items in Appendix "A" to a maximum expenditure of \$100,000.00.
5. The Chief Financial Officer and City Manager may jointly re-allocate funds between the line items in Appendix "A" to a maximum expenditure of \$100,000.00.
5. This bylaw shall come into full force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC INPUT:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

Clerk

CITY OF WHITEHORSE

BYLAW 2016-42

Appendices to the
Operating Budget Bylaw
will be distributed at the
start of the regular council
meeting on Monday,
December 12, 2016.

CITY OF WHITEHORSE

BYLAW 2016-43

A bylaw to levy taxes for the year 2017

**Tax Levy Bylaw 2016-43
will be distributed at the
start of the regular council
meeting on Monday,
December 12, 2016.**

CITY OF WHITEHORSE

BYLAW 2016-44

A bylaw to amend Fees and Charges Bylaw 2014-36

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

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

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to reflect the 2017 Operating and Maintenance Budget;

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

1. The fee schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Schedules 3, 4, 5, 8, 10 and 12 and substituting therefore new Schedules 3, 4, 5, 8, 10 and 12 attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall be deemed to have been in full force and effect on the 1st day of January, 2017.

FIRST READING:

SECOND READING:

THIRD READING and ADOPTION:

Mayor

Clerk

CITY OF WHITEHORSE
BYLAW 2016-44

Explanatory Notes:

The attached bylaw amends the Fees and Charges Bylaw to reflect changes required as part of the annual budget process. . The changes are highlighted and include fee increases, new fees to reflect new or reinstated services, the deletion of discontinued or redundant fees, and some minor wording amendments to provide clarity as detailed herein:

- Effective January 1, 2017 increase the Parks Rental Fees and Cemetery Fees by 1.5%. This is the standard annual increase.
- Add a new fee for Parks Rental for portable fire pits and bleacher rentals due to the popular demand from public request for these items to be used. Price is determined on cost recovery.
- Delete key replacement fee from Parks to avoid fee duplication. This fee currently exists in the Recreation and Facility Services as they are the ones responsible for issuing keys.
- Increase labour charge out rate for Water and Waste to fully cover costs of providing the service.
- Replace Public Works name area with Operations / Water and Waste to fit with the current departmental structure
- Increase Sewer and Water shut off and turn on fees as well as change service call fee from actual to \$100 in order to fully cover costs of providing the service or replacing the equipment
- Add a new fee Hydrant Meter and Backflow Preventer Install or Removal to fully recover costs of equipment and labour for providing this service
- Increase Water and Sewer Flat Rate over the next three years 2017-2019 by 4% and Metered Rate for 2017 by 3.5% as a result of an increase in operating costs
- Increase Waste Management fees including compostable, controlled, residual and banned landfill waste to fully cover costs of providing the service
- Increase fee for Official Community Plan Amendments to match the fee for zoning amendments

.../continued

- Increase Recreation and Facility Services fees and charges by 1.5% effective September 1, 2017. This is the standard annual increase, affecting building rentals, memberships and admissions
- Continue to increase Pool Youth Non-Profit fees until the rates reach 50% cost recovery, effective September 2017
- Increase Advertising fees for Active Living Guides by 4.5% to catch up with other standard annual increase of fees of 1.5% for the last three years
- Increase Theme Party Package fees by 7.5% to catch up with other standard annual increase of fees of 1.5% for the last five years
- Add to Rec Facilities an hourly rate in place of a 6 hour and 12 hour rates for parking lot and dry floor rentals, which allows for more flexibility when booking and to provide consistency with other recreation rental fees applied
- Add to Rec Facilities Large and Small Meeting rental fees to replace fees for Grey Mountain Room, Wellness Studio, Literacy Centre, Child Play Area, Meeting Rooms and Concourse
- Update descriptions to rental fees for outdated language and consistency with current operational requirements

FEE DESCRIPTION					Bylaw 2016-44		Final Fee if GST Applicable + 5% GST	UNITS
					Approved Base Fee	Date Fee Effective		
Cemetery	Disinterment	urn	only for forensic purposes	352.50	01-Jan-17	370.10	each	
Cemetery	Disinterment	casket	only for forensic purposes	840.82	01-Jan-17	882.90	each	
Cemetery	Interment	urn -after normal business hours	includes internment permit fee	492.16	01-Jan-17	516.80	each	
Cemetery	Interment	casket-after normal business hours	includes vault, shoring & internment permit fee	1,966.63	01-Jan-17	2,065.00	each	
Cemetery	Interment-winter	casket	includes vault, shoring & internment permit fee	1,658.22	01-Jan-17	1,741.10	additional each	
Cemetery	Interment	urn -during normal business hours	includes internment permit fee	328.11	01-Jan-17	344.50	each	
Cemetery	Interment	casket-during normal business hours	includes vault, shoring & internment permit fees	1,533.54	01-Jan-17	1,610.20	each	
Cemetery	Plot Purchase & Reservation Certificate	urn or casket -includes perpetual care & headstone placement for standard sized headstone		656.22	01-Jan-17	689.00	each	
Cemetery	Monument/Headstone/Memorial tablet Installation charge		standard -included in plot purchase	-	01-Jan-17	-	each	
Cemetery	Monument/Headstone/Memorial tablet Installation charge		upright to 24 inches	216.93	01-Jan-17	227.80	each	
Cemetery	Monument/Headstone/Memorial tablet Installation charge		upright to 48 inches	341.65	01-Jan-17	358.70	each	

FEE DESCRIPTION				Bylaw 2016-44		Final Fee	UNITS
				Approved	Date Fee		
				Base Fee	Effective	5% GST Inc	
Operations	Equipment Charge	Tandem Dump & Tractor	Charge out rate for Tandem Dump Truck & Tractor	76.00	01-Jan-11	79.80	per hour
Operations/Water&Waste	Equipment Charge	Eductors - Vactors	Charge out rate for Eductor - Vactors	170.00	01-May-15	178.50	per hour
Operations/Water&Waste	Equipment Charge	Road Grader	Charge out rate for Road Grader	94.00	01-Jan-11	98.70	per hour
Operations/Water&Waste	Equipment Charge	Pickups	Charge out rate for Pickups	19.00	01-Jan-11	19.95	per hour
Operations/Water&Waste	Equipment Charge	One Tons	Charge out rate for One Tons	30.00	01-Jan-11	31.50	per hour
Operations/Water&Waste	Equipment Charge	Loaders	Charge out rate for Loaders	90.00	01-Jan-11	94.50	per hour
Operations/Water&Waste	Equipment Charge	Single Axle 5 Ton	Charge out rate for Single Axle 5 Ton	74.00	01-Jan-11	77.70	per hour
Operations/Water&Waste	Equipment Charge	Track Hoe	Charge out rate for Track Hoe	125.00	01-Jan-11	131.25	per hour
Operations/Water&Waste	Equipment Charge	Wheel Case Hoe	Charge out rate for Wheel Case Hoe	65.00	01-Jan-11	68.25	per hour
Operations/Water&Waste	Equipment Charge	Street Sweepers	Charge out rate for Street Sweepers	83.00	01-Jan-11	87.15	per hour
Operations/Water&Waste	Equipment Charge	Skid Steer	Charge out rate for Skid Steer	50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge	Steamer Truck	Charge out rate for Steamer Truck	192.00	01-Jan-11	201.60	per hour
Operations/Water&Waste	Equipment Charge	Bucket Truck	Charge out rate for Bucket Truck	150.00	01-Jan-11	157.50	per hour
Operations/Water&Waste	Equipment Charge	Vibrator Roller	Charge out rate for Vibrator Roller	50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge	Paver	Charge out rate for Paver	100.00	01-Jan-11	105.00	per hour
Operations/Water&Waste	Equipment Charge	Pothole Patcher	Pothole Patcher with 2 Operators	600.00	01-Jan-11	630.00	per hour
Operations/Water&Waste	Equipment Charge	Compressor	Charge out rate for Compressor	50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge	Tapping Tool	Charge out rate for Tapping Tool	80.00	01-Jan-11	84.00	per hour
Operations/Water&Waste	Equipment Charge	Camera	Charge out rate for Camera	40.00	01-Jan-11	42.00	per hour
Operations/Water&Waste	Equipment Charge	Brush Chipper	Charge out rate for Brush Chipper	50.00	01-Jan-11	52.50	per hour
Operations/Water&Waste	Equipment Charge	Water Service Freeze Machine	Charge out rate for Water Service Freeze Machine	20.00	01-Jul-13	21.00	per hour
Operations/Water&Waste	Equipment Charge	Sewer Router	Charge out rate for Sewer Router	20.00	01-Jul-13	21.00	per hour
Operations/Water&Waste	Equipment Charge	Water Service Thaw Machine	Charge out rate for Water Service Thaw Machine	20.00	01-Jul-13	21.00	per hour
Operations/Water&Waste	Equipment Charge	Sewer Camera -Large diameter pipe		50.00	01-May-15	52.50	per hour
Operations/Water&Waste	Labour	Operations/Water&Waste Personnel	Charge out rate for Water & Waste or Operations Personnel	70.00	01-Jan-17	73.50	per hour

FEE DESCRIPTION				Bylaw 2016-44			
				Approved	Date Fee	Final Fee	
				Base Fee	Effective	5% GST Inc	UNITS
Rec Facilities	Administration	Withdrawal/Change	All Programs	25.00	01-Jul-13		Each
Rec Facilities	***non-profit groups charging admission pay the regular rate - this will apply to all non-profit rates				23-Feb-09		
Rec Facilities	***for profit groups minimum full cost recovery plus negotiated terms by the Department Manager or designate				01-Mar-11		
Rec Facilities	Dry Floor (Arenas/Fieldhouses)	Bookings greater than 12 hrs/day without prior notification-staff OT Actual will be charged-		Actual Cost	01-Jan-10	Actual Cost Plus GST	hour
Rec Facilities	Dry Floor (Arenas/Fieldhouses/Flexihall)	Regular Rate	12 hour day plus cost for staff	1902.23	01-Sep-16	1967.80	ea-12hr day+
Rec Facilities	Dry Floor (Arenas/Fieldhouses/Flexihall)	Regular Rate	One half (1/2) day plus cost for staff	951.27	01-Sep-16	984.05	ea-half day+
Rec Facilities	Dry Floor (Arenas/Fieldhouses/Flexihall)	City Clean Up-Non Profit Organization	12 hour day plus cost for staff	1522.45	01-Sep-16	1574.95	ea-12hr day+
Rec Facilities	Dry Floor (Arenas/Fieldhouses/Flexihall)	City Clean Up-Non Profit Organization	One half (1/2) day plus cost for staff	761.12	01-Sep-16	787.35	ea-half day+
Rec Facilities	Rental, Leisure Ice	Dry-Floor Leisure Ice	1/3 of Arena rates		01-Sep-17	0.00	hour
Rec Facilities	Dry Floor (Arenas)	Regular Rate + cost of staff		158.50	01-Sep-17	166.45	hour
Rec Facilities	Dry Floor (Arenas)	Y/S/D Non Profit Discount	plus cost of staff	79.25	01-Sep-17	83.20	hour
Rec Facilities	Dry Floor (Arenas)	Adult Non Profit Discount	plus cost of staff	118.88	01-Sep-17	124.80	hour
Rec Facilities	Rental - 1/3 of Fieldhouse/Flexihall	1/3 Field	1/3 of Fieldhouse Rate	0.00	01-Jan-11	0.00	
Rec Facilities	Rental - 1/2 of Fieldhouse/Flexihall	1/2 Field	1/2 of Fieldhouse Rate	0.00	01-Jan-11	0.00	
Rec Facilities	Rental, Fieldhouses	Non-prime Y/S/D Discount	6am-3pm Mon-Fri/ all summer	54.71	01-Sep-17	57.45	hour
Rec Facilities	Rental, Fieldhouses	Non-prime Adult Discount	6am-3pm Mon-Fri/ all summer	82.02	01-Sep-17	86.10	hour
Rec Facilities	Rental, Takhini Arena	Summer	min 3 hour rental outside operating season				
Rec Facilities	Rental, Takhini Arena	Mezzanine	Summer	59.96	01-Sep-17	62.95	hour
Rec Facilities	Rental, Mezzanine (Takhini Arena)	winter season (ice in)	Renter Clean Up	39.98	01-Sep-16	41.35	hour
Rec Facilities	Rental, Outdoor Training Field (Takhini Arena)	April 1 - Sept 30 (based on field condition)		Actual Cost	23-Feb-09	Actual Cost Plus GST	each
Rec Facilities	Rental, Snowball	Maximum 1.5 hours -rental ea per 15 min		50.34	01-Sep-17	52.85	ea 15 min
Rec Facilities	Rental, Parking Lot	per 12 hour day	valid April 1-Sept 30 (outside regular season)	491.86	01-Sep-16	508.80	per day
Rec Facilities	Rental, Parking Lot	per 6 hour half day-	valid April 1-Sept 30 (outside regular season)	245.93	01-Sep-16	254.40	per 1/2 day
Rec Facilities	Rental, Parking Lot	regular rate	valid April 1-Sept 30 (outside regular season)	41.16	01-Sep-17	43.20	hour
Rec Facilities	Rental, Winter Ice	Non-prime Adult Discount	6am-3pm Mon-Fri	120.87	01-Sep-17	126.90	hour
Rec Facilities	Rental, Winter Ice	Non-prime Y/S/D Discount	6am-3pm Mon-Fri	76.71	01-Sep-17	80.55	hour
Rec Facilities	Rental, Winter Ice	Adult Non Profit Discount	Sept -April	161.26	01-Sep-17	169.35	hour
Rec Facilities	Rental, Winter Ice	S/Y/D Non Profit Discount	Sept -April	102.25	01-Sep-17	107.35	hour
Rec Facilities	Rental Ice	Regular rate	January 1-December 31	206.47	01-Sep-17	216.80	hour

FEE DESCRIPTION				Bylaw 2016-44			
				Approved	Date Fee	Final Fee	
				Base Fee	Effective	5% GST Inc	UNITS
Rec Facilities	Rental, Ice Summer	Not For Profit Groups	May - August	158.71	01-Sep-17	166.65	hour
Rec Facilities	Storage/Exclusive Use Space	Storage Locker	Less Than 100 Cu Ft	119.98	01-Sep-17	126.00	year
Rec Facilities	Storage/Exclusive Use Space	Small areas - 100-299 cu ft		478.99	01-Sep-17	502.95	year
Rec Facilities	Storage/Exclusive Use Space	Medium areas - 300-699 cu ft		718.15	01-Sep-17	754.05	year
Rec Facilities	Storage/Exclusive Use Space	Large areas - 700-1000 cu ft		956.26	01-Sep-17	1004.10	year
Rec Facilities	Storage/Exclusive Use Space	Other areas	Over 1000 Cu Ft. or has specialized services	1196.63	01-Sep-17	1256.45	year
Rec Facilities	Office Space	office space rental		216.52	01-Sep-17	227.35	Monthly
Rec Facilities	Rental	Kiosk Space	Non-Profit	28.45	01-Sep-17	29.85	Day
Rec Facilities	Booking Amendment Fee	Request for changes to their rentals after being firm		5.00	01-Sep-15	No GST	Day
Rec Facilities	Rental	Static Display Space	with written approval by Manager	11.18	01-Sep-17	11.75	Day
Rec Facilities	Rental	Additional Staff	Extra rec staff required for rental or event support	hourly rate + staff	01-Sep-15	hourly rate + staff	hour
Rec Facilities	Rental, Concourse	with written approval by Manager		55.78	01-Sep-16	57.70	hour
Rec Facilities	Rental, Grey Mountain Room	Mt McIntyre Rec Centre-Grey Mountain Room		39.99	01-Sep-16	41.35	hour
Rec Facilities	Rental, Kitchen	Mt McIntyre Rec Centre - Kitchen		37.89	01-Sep-17	39.80	Day
Rec Facilities	Rental, Meeting Space	Large meeting area	Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	39.98	01-Sep-17	42.00	hour
Rec Facilities	Rental, Meeting Space	Small meeting area	Meeting rooms and portion of Concourse	19.99	01-Sep-17	21.00	hour
Rec Facilities	Rental, Wellness Studio, Family Literacy Centre	Can. Games Centre	with written approval	39.99	01-Sep-16	41.35	hour
Rec Facilities	Rental, Meeting Rooms	Can. Games Centre		19.99	01-Sep-16	20.70	hour
Rec Facilities	Rental, Child-Play Area	Canada Games Centre	Sat/Sun 10 - 11 am only	54.62	01-Sep-16	56.50	hour
Rec Facilities	Rental, Pool	Regular Rate	2 Lifeguards for up to 50 people	313.38	01-Sep-17	329.05	hour
Rec Facilities	Rental, Pool	Pool-Adult Non-Profit Discount	2 Lifeguards for up to 50 people	235.03	01-Sep-17	246.80	hour
Rec Facilities	Rental, Pool	Pool - Youth/Senior/Disabled Non-Profit Discount	2 Lifeguards for up to 50 people	104.80	01-Sep-17	110.05	hour
Rec Facilities	Rental, Pool Lane	Pool Lane	1/8 of Pool Rental Rates	0.00	01-Jan-11	0.00	hour
Rec Facilities	Daily Single Admission	Adult		7.43	01-Sep-17	7.80	each
Rec Facilities	Daily Single Admission	Youth/Senior/Student	13 to 18 years: 60 yrs or older, or Valid Student ID is required	6.07	01-Sep-17	6.35	each
Rec Facilities	Daily Single Admission	Child/Disabled		3.87	01-Sep-17	4.05	each
Rec Facilities	Daily Single Admission	Family	Family living in one household	17.37	01-Sep-17	18.25	each
Rec Facilities	Daily Single Admission	Small Child		No Charge	15-Oct-05	No Charge	each
Rec Facilities	Swimming Lessons	See Leisure Guide		See Leisure Guide			each

FEE DESCRIPTION				Bylaw 2016-44			
				Approved	Date Fee	Final Fee	
				Base Fee	Effective	5% GST Inc	UNITS
Rec Facilities	Fitness Classes	See Leisure Guide		See Leisure Guide			each
Rec Facilities	Annual Pass	Adult	19 - 59 years	510.69	01-Sep-17	536.25	each
Rec Facilities	Annual Pass	Youth/Senior/Student	13 to 18 years: 60 yrs or older, or Valid Student ID is required	412.32	01-Sep-17	432.95	each
Rec Facilities	Annual Pass	Child/Disabled	2 to 12 years: Disabled Person	254.82	01-Sep-17	267.55	each
Rec Facilities	Monthly Pass	Adult	19 - 59 years	51.07	01-Sep-17	53.65	each
Rec Facilities	Monthly Pass	Youth/Senior/Student	13 to 18 years: 60 yrs or older, or Valid Student ID is required	41.23	01-Sep-17	43.30	each
Rec Facilities	Monthly Pass	Child/Disabled	2 to 12 years: Disabled Person	25.54	01-Sep-17	26.80	each
Rec Facilities	Group Membership		10 or more people - 10% off annual membership rates	0.00	01-Sep-15	0.00	each
Rec Facilities	Family Monthly Pass	Family (Adult)	1st Adult in Household	51.07	01-Sep-16	52.95	each
Rec Facilities	Family Monthly Pass	Family (Adult)	2nd Adult in Household	43.74	01-Sep-17	45.95	each
Rec Facilities	Family Monthly Pass	Family (Senior/Student)	1st Senior/Student in Household	41.23	01-Sep-16	42.65	each
Rec Facilities	Family Monthly Pass	Family (Senior/Student)	2nd Senior/Student in Household	35.37	01-Sep-17	37.15	each
Rec Facilities	Family Monthly Pass	Family (Disabled)	1st Disabled in Household	25.54	01-Sep-16	26.40	each
Rec Facilities	Family Monthly Pass	Family (Youth, Child, Disabled)	Each Youth/Child/Disabled Person added to a family	11.20	01-Sep-17	11.75	each
Rec Facilities	Family Annual Pass	Family (Adult)	1st Adult in Household	510.69	01-Sep-16	529.30	each
Rec Facilities	Family Annual Pass	Family (Adult)	2nd Adult in Household (15% off)	437.65	01-Sep-17	459.55	each
Rec Facilities	Family Annual Pass	Family (Senior/Student)	1st Senior/Student in Household	412.32	01-Sep-16	426.55	each
Rec Facilities	Family Annual Pass	Family (Senior/Student)	2nd Senior/Student in Household (15% Off)	353.30	01-Sep-17	370.95	each
Rec Facilities	Family Annual Pass	Family (Disabled)	1st Disabled in Household	254.82	01-Sep-16	263.60	each
Rec Facilities	Family Annual Pass	Family (Youth, Child, Disabled)	Each Youth/Child/Disabled Person added to a family	112.08	01-Sep-17	117.70	each
Rec Facilities	Adult Programming	min. 100% recoverable		See Leisure Guide	01-Jan-10	See Leisure Guide	each
Rec Facilities	Children/Youth/Senior/Disabled Programming	min. 50% recoverable	not including daycamp	See Leisure Guide	01-Jan-10	See Leisure Guide	each
Rec Facilities	Daycamp Programming	min. 60% recoverable		See Leisure Guide	01-Mar-11	See Leisure Guide	each
Rec Facilities	Punchcard (10)	Adult		65.82	01-Sep-17	69.10	each
Rec Facilities	Punchcard (10)	Youth/Senior/Student	13 to 18 years: 60 yrs or older, or Valid Student ID is required	53.06	01-Sep-17	55.70	each
Rec Facilities	Punchcard (10)	Child/Disabled		33.17	01-Sep-17	34.85	each
Rec Facilities	Punchcard (10)	Family	Family living in one household	156.98	01-Sep-17	164.85	each
Rec Facilities	Rental, set up	1/2 of regular rental rate		1/2 of regular rental rate	01-Jan-10	1/2 of regular rental rate	per booking
Rec Facilities	Rental, Fieldhouses	S/Y/D Non Profit Discount	Flexihall or Fieldhouse	72.94	01-Sep-17	76.60	hour

FEE DESCRIPTION				Bylaw 2016-44			UNITS
				Approved	Date Fee	Final Fee	
				Base Fee	Effective	5% GST Inc	
Rec Facilities	Rental, Fieldhouses	Adult Non Profit Discount	Flexihall or Fieldhouse	109.36	01-Sep-17	114.85	hour
Rec Facilities	Rental, Fieldhouses	Regular Rate	Flexihall or Fieldhouse	145.88	01-Sep-17	153.20	hour
Rec Facilities	Rental Sports Equipment	skate rentals/badminton racquets		3.55	01-Sep-17	3.70	per unit
Rec Facilities	Rental	Portable Bleachers	Staff costs	Actual Cost	01-Sep-13	Actual Cost	each
Rec Facilities	Rental	Mobile Electric Cart	240 Volts	90.48	01-Sep-13	95.00	each
Rec Facilities	Rental	AV Equipment	TV/VCR/Overhead Projector	10.48	01-Sep-13	11.00	each
Rec Facilities	Rental	LCD Projector and screen		53.33	01-Sep-13	56.00	each
Rec Facilities	Rental	Fitness/Party Equipment	DDR/Treadmills etc	53.33	01-Sep-13	56.00	each
Rec Facilities	Rental	Activity Bag	Includes variety of equipment, activities, games and facilitation bo	20.00	01-Sep-16	21.00	each
Rec Facilities	Rental	Podium		10.48	01-Sep-13	11.00	each
Rec Facilities	Rental	Table		10.48	01-Sep-13	11.00	each
Rec Facilities	Rental	Chairs		1.90	01-Sep-13	2.00	each
Rec Facilities	Pipe & Drape Rental	8'-12' section		33.33	01-Sep-15	35.00	per section
Rec Facilities	Floor covering installation	staff costs		Actual Cost	01-Sep-06	Actual Cost Plus GST	actual cost
Rec Facilities	Stage (4' X 8' Risers)			62.75	01-Sep-14	65.90	each
Party Package	Party set-up for 5-10 people			21.43	01-Jan-15	22.50	per unit
Party Package	Party set-up for 11-20 people			30.95	01-Jan-15	32.50	per unit
Party Package	Party set-up for 21-30 people			40.48	01-Jan-15	42.50	per unit
Party Package	Party set-up for 31-40 people			50.00	01-Jan-15	52.50	per unit
Party Package	Party set-up for over 40 people	each person over 40		1.40	23-Feb-09	1.45	each
Party Package	Theme Party Package (Member Rate)	include party rm,party leader,supplies		156.64	01-Sep-17	164.45	each
Party Package	Theme Party Package (Non-Memeber)	include party rm,party leader,supplies		199.64	01-Sep-17	209.60	each
Rec Facilities	Advertising	Board Advertising - CGC	Board advertising for arenas and fieldhouses	785.72	01-Jan-14	825.00	annual
Rec Facilities	Advertising	Poster Ads	Poster Ads up to 11x17	23.81	01-Jan-14	25.00	Monthly
Rec Facilities	Advertising	4x8 Sign - CGC	4x8 Sign Advertising	519.05	01-Jan-14	545.00	annual
Rec Facilities	Advertising	Takhini Arena	65% of CGC Advertising rates	65% of CGC rates	01-Sep-11	65% of CGC rates	annual
Rec Facilities	Advertising	Resurfacers - CGC	1 Side	1000.00	01-Jun-12	1050.00	annual
Rec Facilities	Advertising	Resurfacers - CGC	2 Sides	1500.00	01-Jun-12	1575.00	annual
Rec Facilities	Advertising	Resurfacers - CGC	Top	750.00	01-Jun-12	787.50	annual

FEE DESCRIPTION				Bylaw 2016-44			
				Approved	Date Fee	Final Fee	
				Base Fee	Effective	5% GST Inc	UNITS
Rec Facilities	Advertising	Resurfacers - CGC	Front	500.00	01-Jun-12	525.00	annual
Rec Facilities	Advertising	Resurfacers - CGC	Rear	250.00	01-Jun-12	262.50	annual
Rec Facilities	Advertising	Resurfacers - CGC	Entire Machine	2000.00	01-Jun-12	2100.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	1/2 Centre Ice	1500.00	01-Jun-12	1575.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Full Centre Ice	2000.00	01-Jun-12	2100.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Neutral Zone	1000.00	01-Jun-12	1050.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	End Zone	1000.00	01-Jun-12	1050.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Blue Line	1000.00	01-Jun-12	1050.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Face Off Dots	250.00	01-Jun-12	262.50	annual
Rec Facilities	Advertising	Hallway Beams	Takhini Arena Only	75.00	01-Jun-12	78.75	annual
Rec Facilities	Advertising	Active Living Guide-Non Profit Organizations	HALF PAGE	84.92	01-Sep-17	89.15	each
Rec Facilities	Advertising	Active Living Guide-Non Profit Organizations	FULL PAGE	139.63	01-Sep-17	146.60	each
Rec Facilities	Advertising	Active Living Guide - Profit Organizations	HALF PAGE	139.63	01-Sep-17	146.60	each
Rec Facilities	Advertising	Active Living Guide - Profit Organizations	FULL PAGE	251.80	01-Sep-17	264.40	each
Rec Facilities	Advertising	Summer Fun Flyer - Non-Profit Organizations	Active Living Guide - Fun Flyer 9 cm x 7 cm	29.83	01-Sep-17	31.35	each
Rec Facilities	Advertising	Summer Fun Flyer - Profit Organizations	Active Living Guide - Fun Flyer 9 cm x 7 cm	59.67	01-Sep-17	62.65	each
Rec Facilities	Advertising	Active Living Guide - Cover Pages	10% off 2 editions, 15% off 3 editions	1566.24	01-Jan-14	1644.55	each
Rec Facilities	Deposit, Key-Joint Use		All Facilities	50.00	01-Jan-10	no gst	each
Rec Facilities	Joint Use Agreement	Yukon Government	Arenas	Actual Cost	01-Sep-03	no gst	each
Rec Facilities	Joint Use Agreement	Yukon Government	Lions Aquatic Centre	Actual Cost	01-Sep-03	no gst	each
Rec Facilities	Joint Use Agreement	Yukon Government	Arenas	50.00	01-Jan-10	no gst	each
Rec Facilities	Keys Replacement	all facilities	all facilities	50.00	01-Jan-10	no gst	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual	23.82	01-Mar-15	25.00	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Team	119.06	01-Mar-15	125.00	each
Rec Facilities	Bag of Pins	Whitehorse Pins	Bag of 25	9.52	01-Jan-15	10.00	bag of 25

FEE DESCRIPTION				Bylaw 2016-44		Final Fee 5% GST Inc	UNITS
				Approved	Date Fee		
				Base Fee	Effective		
Amended by Bylaw 2012-XX	Rec Facilities	Dry floor rentals or any rentals where liquor is served or consumed-\$500 per booking		500.00	01-Jan-10	no gst	per booking
Parks	Deposit, Damage- All booking	fully refundable if all rental conditions met		500.00	01-Jan-15	no gst	each
Keys Replacement	all facilities	all facilities		50.00	01-Jan-10	no gst	each
Shipyards Park	Non Profit Rental - full day			287.22	01-Jan-17	301.60	full day
Shipyards Park	Not Profit Rental - half day			143.76	01-Jan-17	150.90	half day
Shipyards Park	For Profit Rental - full day			574.43	01-Jan-17	603.20	full day
Shipyards Park	For Profit Rental - half day			287.50	01-Jan-17	301.90	half day
Parks	For Profit in Designated Areas ONLY- Hourly	Programmed Activities in Area- Per Hour -no staff		24.16	01-Jan-17	25.40	per hour
Parks	Non Profit Rental -per portion of Shipyards Park Building	per portion, per hour		33.15	01-Jan-17	34.80	per hour
Parks	Non Profit rental -Outdoor Fire Pit Rental			33.15	01-Jan-17	34.80	per hour
Parks	For Profit Rental -per portion of Shipyards Park Building	per portion, per hour		66.31	01-Jan-17	69.60	per hour
Parks	For Profit rental -Outdoor Fire Pit Rental			66.31	01-Jan-17	69.60	per hour
Parks	Memorial Bench	Supply and Install		2,352.78	01-Jan-17	2470.40	each
Parks	Memorial Tree	Supply and Install		1,568.52	01-Jan-17	1646.90	each
Parks	Portable Firepits	Portable Firepits		50.00	01-Jan-17	52.50	each
Parks	Parks	Bleacher Rentals	Delivery anc Pick Up for 2 Bleachers	300.00	01-Jan-17	315.00	per two bleachers

FEE DESCRIPTION				Bylaw 2016-44		Units
				Approved Fee	Date Fee Effective	
Address Changes	changing a municipal address	no relocation		200.00	22-Jun-98	each
Development Cost Charge	residential, single family	Secondary Suite		2,185.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	unserviced Country Residential secondary Suite		1,040.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	urban serviced lot		3,641.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential serviced lot		3,641.00	01-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential non serviced lot		1,769.00	01-Jul-14	per dwelling
Development Cost Charge	residential, duplex	duplex housing		5,826.00	01-Jul-14	per 2 dwellings
Development Cost Charge	residential, multiple housing	townhouse		2,913.00	01-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	apartment		2,185.00	01-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	multiple detached dwellings		2,913.00	01-Jul-14	per dwelling
Development Agreement	Incentive	Minor		75.00	08-Oct-13	each
Development Agreement	Incentive	Standard/Major		200.00	08-Oct-13	each
Development Permit	Conditional Use - \$500 plus applicable Permitted Use fee.			500.00	01-Jan-15	each +
Development Permit	Designated municipal historic resource			-	27-Jan-03	each
Development Permit	Permitted Use: Non-residential Zone (No new construction)			275.00	29-Jan-07	each
Development Permit	Permitted Use: Non-residential Zone(New Construction) \$275.00 + 1.10/sq.metre			275.00+	29-Jan-07	each +
Development Permit	Permitted Use:Residential Zone	Multiple Housing & Commercial use	\$275. base plus \$1.10/sq metre (new Con)	275.00 +	22-Jun-98	each
Development Permit	Permitted Use:Residential Zone	Multiple Housing & Commercial use	\$275. (Change of use)	275.00	01-Feb-09	each
Development Permit	Permitted Use:Residential Zone	Secondary commercial uses (change of use)		25.00	01-Feb-09	each
Development Permit	Placement of Sign			25.00	01-Feb-09	each
Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Annual permit		300.00	01-May-16	each
Development Permit	Schwatka Lake Waterfront Policy Dock Permit	Refundable deposit		1,500.00	01-May-16	each
Development Permit	Demolition of a Structure	Commercial		275.00	01-Feb-09	each
Development Permit	Demolition of a Structure	Residential		200.00	01-Feb-09	each
Development Permit	Relocation of a Structure			25.00	01-Feb-09	each
Development Permit	Temporary Use Permit	Community Event		25.00	01-Feb-09	each
Development Permit	Temporary Use Permit	Commercial Event/Development		275.00	01-Feb-09	each
Development Permit	Temporary Use Permit	Temporary Use Permit<7 days		25.00	01-Feb-09	each
Development Permit	Mobile food Vendor on public site	Annual permit		275.00	01-May-15	each
Development Permit	Mobile food Vendor on public site: electricity charge	Monthly permit		50.00	01-May-15	each
Development Permit Refund	written request fm applicant within 6 months of original date of issue-no permit related work on site has begun-deduction of \$55. or 20% of fee whichever is MORE.			Varies	01-Feb-09	each
Land Management	Development agreement			200.00	29-Jan-07	each
Land Management	Road Closure Bylaw			500.00	29-Jan-07	each
Land Management	Subdivision Approval Extension			250.00	29-Jan-07	each
Official Community Plan Amendment Fee	(OCP Amendment Fee)			1,500.00	01-Jan-17	each
Parking	Payment in lieu of providing parking space		Space in the CC, CPG and CMW Zones	18,706.00	13-Nov-01	each space
Parking	Payment in lieu of providing parking space		space in the CM1 and CM2 zones	7,967.00	13-Nov-01	each space
Subdivision Application	Condominium (non refundable fee)	\$50.00 per unit being created to a maximum of \$500.00		50.00	08-Jan-01	each
Subdivision Application	Consolidation (non refundable fee)			50.00	22-Jun-98	each
Subdivision Application	Subdivision (non refundable fee)	min. charge \$250. max. charge \$1000.	ea lot \$100	100.00	22-Jun-98	each
Subdivision Application	Property line adjustment or realignment (non refundable fee)		ea adjustment/realignment \$50	50.00	08-Jan-01	each
Variance, Board of-Appeal	non refundable fee each appeal			500.00	01-Feb-05	each
Zoning Amendment				1,500.00	08-Oct-13	each
Zoning Amendment	Designated municipal historic resource			-	27-Jan-03	each

FEE DESCRIPTION

				Bylaw 2016-44			
				Approved	Date Fee	Final Fee	
				FEE	Effective	5% GST Inc	UNITS
Water and Waste Services	Private Fire Hydrant Servicing			170.00	01-Jan-12		each
Water and Waste Services	Utility Service Tie-Ins	Regular hours - fee + materials + 35% administration fee		225.00	01-Jan-12		per hour
Water and Waste Services	Utility Service Tie-Ins	After hours - fee + materials + 35% administration fee		450.00	01-Jan-12		per hour
Water and Waste Services	Sewer	flat rate/month	dwelling:single, multiple, duplex or semi-detached for each unit	16.43	01-Jan-17		month
Water and Waste Services	Sewer & Water	flat rate/month - Single family dwelling	dwelling:single, multiple, duplex or semi-detached for each unit	78.98	01-Jan-17		month
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 1 suite		118.48	01-Jan-17		month
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 2 suites		157.90	01-Jan-17		month
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 3 suites		197.39	01-Jan-17		month
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 4 suites		315.87	01-Jan-17		month
Water and Waste Services	Sewer & Water	Flat rate/month - Duplex Dwelling		157.90	01-Jan-17		month
Water and Waste Services	Sewer & Water	metered rate - each additional 1000 gallons over minimum	per 1,000 gallons	8.85	01-Jan-17		1000 gal
Water and Waste Services	Sewer & Water	metered rate - based on 8500 gallons	minimum charge	78.98	01-Jan-17		month
Water and Waste Services	Sewer & Water	metered rate - minimum based on 38.64 cubic meters		78.98	01-Jan-17		month
Water and Waste Services	Sewer & Water	metered rate - each additional 1 cubic meter over minimum		2.09	01-Jan-17		cubic meter
Water and Waste Services	Sewer & Water	Installation, Inspection Fee during regular hours		750.00	23-Feb-09		each
Water and Waste Services	Sewer & Water	Installation, Inspection Fee after hours and weekends		1,125.00	01-Jan-12		each
Water and Waste Services	Sewer & Water	Installation, Inspection Fee - No Shows (Contractor not ready; cancellations require 24 hours notice)		250.00	01-Jan-12		each
Water and Waste Services	Sewer & Water	Freeze Protection Testing Fee		250.00	23-Feb-09		each
Water and Waste Services	Sewer & Water	install by City: actual cost of installation as determined by the application of third party rates for labour & equipment, plus the full cost of all materials used together with a handling charge of 15%		varies	22-Jun-98		each
Water and Waste Services	Sewer & Water	service call not specified		100.00	01-Jan-17		each
Water and Waste Services	Sewer & Water	Hydrant Meter & Backflow Preventer Rental		50.00	01-Jan-17		weekly
Water and Waste Services	Sewer & Water	greasing or removing grease from lines		actual	27-Jan-03		each
Water and Waste Services	Sewer & Water	permanent disconnection of service at the main plus restoration		actual	22-Jun-98		each
Water and Waste Services	Sewer & Water	shut off & turn on for benefit of customer (other than initial turn on) after normal business hours		actual	22-Jun-98		each
Water and Waste Services	Sewer & Water	shut off & turn on for benefit of customer (other than initial turn on) during normal business hours		95.00	01-Jan-17		each
Water and Waste Services	Sewer & Water	thawing or clearing private service		actual	22-Jun-98		each
Water and Waste Services	Sewer & Water	turn on for reinstatement after shut-off for non-payment after normal business hours		actual	22-Jun-98		each
Water and Waste Services	Sewer & Water	turn on for reinstatement after shut-off for non-payment during normal business hours		80.00	01-Mar-11		each
Water and Waste Services	Sewerage Dumping	flat rate for each truck load dumped	annual permit must be purchased	50.00	01-Jan-12		each load
Water and Waste Services	Sewerage Dumping	Airport Sewage Dump Station Fee-discharging sewage from aircraft	Monthly Fee	200.00	01-Apr-15		month
Water and Waste Services	Sewerage Dumping Discharge Permit		annual fee	100.00	01-Jan-12		per year
Water and Waste Services	Water Bulk	Key Deposit		200.00	23-Feb-04		each
Water and Waste Services	Water Bulk	coin operated bulk water station	per 1,000 litres	2.00	01-Jan-11		1000 litres
Water and Waste Services	Service Cards	prepare and provide accurate service cards for new privately developed services		250.00	23-Feb-09		
Water and Waste Services	Water meter and remote test, repair, supply, or installation			actual	22-Jun-98		actual
Water and Waste Services	Water meter reading, special			80.00	01-Jan-12		each
Water and Waste Services	Water only	flat rate/month - Single family dwelling, Commercial & Bulk Water-based on 17000 gallons	dwelling, duplex or semi-detached for each unit	62.55	01-Jan-17		month
Water and Waste Services	Water only	metered rate/bulk rate - each additional 1000 gallons over minimum	per 1,000 gallons	7.72	01-Jan-17		1000 gal

FEE DESCRIPTION

			Bylaw 2016-44		
			Approved Fee	Date Fee Effective	UNITS
Waste	Curbside Collection	Eligible premises	11.00	01-Apr-16	unit/month
Waste	Curbside Collection	Eligible premises - 2 Carts at \$11.00 + \$2.00 admin fee	24.00	01-Apr-16	unit/month
Waste	Organics Collection	Industrial, Commercial & Institutional (ICI) Customers -Weekly Collection & includes 1 Cart	25.00	01-Jun-15	per site/ month
Waste	Organics Collection	Industrial, Commercial & Institutional (ICI) Customers - Bi-Weekly Collection & includes 1 Cart	20.00	01-Jun-15	per site/ month
Waste	Organics Collection	Industrial, Commercial & Institutional (ICI) Customers - Per additional collection Cart	20.00	01-Jun-15	per site/ month
Waste	Organics Collection	Industrial, Commercial & Institutional (ICI) Customers - LARGE VOLUME -2 yard bin weekly collection	145.00	01-Jul-16	per site/ month
Waste	Organics Collection	Industrial, Commercial & Institutional (ICI) Customers - LARGE VOLUME -3 yard bin weekly collection	155.00	01-Jul-16	per site/ month
Waste	Organics Collection	Industrial, Commercial & Institutional (ICI) Customers - LARGE VOLUME -2nd bin at site weekly collection	130.00	01-Jul-16	per site/ month
Waste	Compostable Waste	Sorted compostable waste; loose or in approved compostable bags	40.00	01-Jan-17	tonne
Waste	Compostable Waste	Organic material - small load	5.00	01-Jan-14	per load
Waste	Compostable Waste	Organic material - bagged in compostable bags - 8-20kg	3.00	01-Jan-14	per load
Waste	Compostable Waste	Clean, untreated, uncontaminated sawdust or 2" and smaller diameter wood chips	0.00	01-Jun-15	per tonne
Waste	Brushing	Sorted, uncontaminated brush	38.00	01-Apr-16	per tonne
Waste	Clean, sorted, untreated dimensional lumber	Sorted untreated dimensional lumber	38.00	01-Apr-16	per tonne
Waste	Recyclable Waste	Recyclable Waste	0.00	11-Jul-00	no charge
Waste	Controlled Waste	animal carcasses-small	7.00	01-May-13	each
Waste	Controlled Waste	animal carcasses-large	25.00	01-Jan-17	each
Waste	Controlled Waste	Asbestos - in addition to materials containing asbestos charge	160.00	01-May-13	per load
Waste	Controlled Waste	Materials containing asbestos	105.00	01-Jun-15	per tonne
Waste	Controlled Waste	Materials containing asbestos from outside City boundaries	300.00	01-Jun-15	per tonne
Waste	Controlled Waste	minimum charge - to be weighed	35.00	01-May-13	each
Waste	Controlled Waste	Bulky items ie. Couch, recliners etc.	10.00	01-May-13	each
Waste	Controlled Waste	Bedsprings, mattresses	15.00	01-May-13	each
Waste	Controlled Waste	C&D and wood - small load	23.50	01-May-13	each
Waste	Controlled Waste	C&D Sorted large load - to be weighed	99.00	01-Jan-17	tonne
Waste	Controlled Waste	Clean fill	0.00	30-May-12	each
Waste	Controlled Waste	Designated municipal historic resource	0.00	28-Jun-99	each
Waste	Controlled Waste	Large metal recovery (small load)	35.00	01-Jan-17	each
Waste	Controlled Waste	Large metal recovery (weighed)	99.00	01-Jan-17	Tonne
Waste	Controlled Waste	Re-useable items	charged per item as per relevant category		
Waste	Controlled Waste	White goods	15.00	01-May-13	each
Waste	Controlled Waste	White goods (containing refrigerant)	40.00	01-May-13	each
Waste	Residual Waste	Residual waste-up to 8 bags	5.00	01-May-13	1 to 8 bags
Waste	Residual Waste	Small load (Max 2mX2.5mX.3m or 6'X8'X2')	10.00	01-May-13	each
Waste	Residual Waste	Medium load (Max 2mX2.5mX1.2m or 6'X8'X4')	20.00	01-May-13	each
Waste	Residual Waste	Sorted large load - to be weighed	99.00	01-Jan-17	Tonne
Waste	Residual Waste	Sorted waste from outside city boundaries	155.00	01-Feb-15	Tonne
Waste	Residual Waste	Volume equivalent for properly sorted residual or C&D waste	15.00	01-May-13	cubic metre
Waste	Mixed Waste	C&D unsorted large load - to be weighed	250.00	23-Feb-09	Tonne
Waste	Mixed Waste	Soil mixed with other controlled waste	250.00	01-May-13	Tonne
Waste	Mixed Waste	Un-sorted large load - to be weighed	250.00	23-Feb-09	Tonne
Waste	Mixed waste	Un-sorted waste from outside city boundaries	250.00	01-Jan-10	Tonne
Waste	Mixed waste	volume equivalent for contaminated residual or C&D waste	30.00	01-May-13	cubic metre
Waste	Banned Landfill Waste	E-Waste - Audio - Small	5.00	01-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Audio - Large	10.00	01-Jan-12	each

Waste	Banned Landfill Waste	E-Waste - Computer - Small	10.00	01-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Computer - Large	15.00	01-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Small Flat	17.00	01-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Large Flat	34.50	01-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Small CRT	23.00	01-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Monitors - Large CRT	45.00	01-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Handheld	1.00	01-Jan-12	each
Waste	Banned Landfill Waste	E-Waste - Copy Equipment - Small	12.00	01-Jan-17	each
Waste	Banned Landfill Waste	E-Waste - Copy Equipment - Large	46.00	01-Jan-17	each
Waste	Banned Landfill Waste	Tires with an inner diameter greater than 62 cm (24.5 inches)	80.00	01-Jan-17	each
Waste	Other	clean-up of waste not disposed of properly or spilled on street or lane	actual	22-Jun-98	each
Waste	Other	Load inspection fee	100.00	01-Jan-10	per inspection
Waste	Other	removal of condemned waste receptacle	actual	28-Jun-99	each
Waste	Other	removal of waste receptacle on street other than collection day	actual	28-Jun-99	each
Waste	Other	testing weigh scale for accuracy	actual	28-Jun-99	each
Waste	Other	Uncovered Load	250.00	23-Feb-09	each
Waste	Permit	Permit to Collect Waste	0.00	30-May-12	each
Waste	Permit	Permit to Dispose Waste	0.00	30-May-12	each
Waste	Permit	Permit to Transport Waste	0.00	30-May-12	each
Waste	Compost Sale	1-9 cubic yard bulk blended sand/compost	45.00	01-Jul-15	0.765m3 (1 yard)
Waste	Compost Sale	10+ cubic yard bulk blended sand/compost	30.00	01-Jan-17	0.765m3 (1 yard)
Waste	Compost Sale	1-9 cubic yard bulk compost	45.00	01-Jul-15	0.765m3 (1 yard)
Waste	Compost Sale	10 + cubic yard bulk compost	30.00	01-Jan-17	0.765m3 (1 yard)
Waste	Compost Sale	Bagged Compost	5.00	01-Jan-15	20 L bag