

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday November 21, 2022– 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**    Salvation Army Christmas Kettle Campaign  
                                 16 Days of Activism Against Gender-based Violence

## **COMMUNITY SERVICES COMMITTEE**

1. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. Maintenance Bylaw Fines Amendment
2. New Business

## **CORPORATE SERVICES COMMITTEE**

1. 3<sup>rd</sup> Quarter Capital Budget Variance Report
2. 3<sup>rd</sup> Quarter Operating Budget Variance Report
3. New Business

## **CITY PLANNING COMMITTEE**

1. Zoning Amendment – 19 Drift Drive
2. Zoning Amendment – 2 Klondike Road
3. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

## **CITY OPERATIONS COMMITTEE**

1. New Business



## PROCLAMATION

### 2022 CHRISTMAS KETTLE CAMPAIGN

WHEREAS the Salvation Army *Christmas Kettle Campaign* is one of Canada's most significant and recognizable annual charitable events; and

WHEREAS in addition to the critical fundraising impact of the campaign, the Christmas Kettles boost the visibility and awareness of the Salvation Army; and

WHEREAS the Salvation Army is active in our community in the fight against poverty, providing shelter and support for people in need, and assisting men, women and families in tending to the basic necessities of life; and

WHEREAS The Salvation Army gives hope and support to vulnerable people; and

WHEREAS for more than 100 years in communities all across Canada the annual Christmas Kettle Campaign has been a great way for people to help others in need in their local community through the work of the Salvation Army;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim Wednesday, November 23<sup>rd</sup> to be the start date for the **2022 Christmas Kettle Campaign** in the City of Whitehorse.

Laura Cabott  
Mayor



## PROCLAMATION

### 16 DAYS OF ACTIVISM AGAINST GENDER-BASED VIOLENCE

November 25 – December 10

WHEREAS from November 25<sup>th</sup>, the *International Day for the Elimination of Violence against Women*, to December 10<sup>th</sup>, *Human Rights Day*, the 16 Days of Activism against Gender-Based Violence Campaign is a time to promote action to end violence against women and girls around the world; and

WHEREAS the City of Whitehorse recognizes no level of violence is acceptable and the elimination of violence against women and girls must be a priority; and

WHEREAS the United Nations has declared the 16 Days of Activism against Gender-Based Violence to raise awareness and take action to end violence against women and girls; and

WHEREAS the theme for this year's campaign is Moving from Awareness to Accountability, which recognizes that social change arises from coming together, taking action, and making activism sustainable; and

WHEREAS community-based organizations in the City of Whitehorse are also committed to ending violence against women and girls, both at home and abroad; and

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim November 25<sup>th</sup> to December 10<sup>th</sup> to be the **16 Days of Activism Against Gender-Based Violence in the City of Whitehorse.**

Laura Cabott  
Mayor

**CITY OF WHITEHORSE**  
**COMMUNITY SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Michelle Friesen

**Vice-Chair:** Kirk Cameron

November 21, 2022

Meeting #2022-26

- 
1. New Business

**CITY OF WHITEHORSE**  
**PUBLIC HEALTH AND SAFETY COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Mellisa Murray

November 21, 2022

Meeting #2022-26

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1. Maintenance Bylaw Fines Amendment  
Presented by Acting Manager Kyle Morrison
  2. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Public Health and Safety Committee
<b>FROM:</b> Administration
<b>DATE:</b> November 21, 2022
<b>RE:</b> Maintenance Bylaw Fines Amendment

### ISSUE

Amend Schedule “A” of the Maintenance Bylaw 2017-09

### REFERENCE

Proposed *Maintenance Bylaw 2022-45*

### HISTORY

The *Maintenance Bylaw* outlines the standards relating to the cleanliness, state of repair and maintenance of property within the City of Whitehorse. The *Maintenance Bylaw* was recently updated in accordance with the Snow and Ice Control Program (SICP), where associated fees were added or updated. During the SICP program review of the *Maintenance Bylaw*, additional fines were identified that required further evaluation.

### ALTERNATIVES

1. Bring the proposed amendments to the *Maintenance Bylaw* forward under the bylaw process.
2. Refer the matter back to Administration for further consideration.

### ANALYSIS

Schedule “A” for Voluntary Fines of the *Maintenance Bylaw* was reviewed to ensure that it was current with municipal standards, supportive of community needs, and that fine provisions were effective. Administration reviewed the fine schedules of eight municipalities in Canada with a focus on property maintenance, sidewalk cleanliness, graffiti, and noise violations. These municipalities consisted of Yellowknife, Prince George, Fort St. John, Grande Prairie, Red Deer, Penticton, Wetaskiwin, and North Cowichan.

Current fine amounts under the *Maintenance Bylaw* range from \$50.00 to \$250.00, with approximately 60 percent of fines listed at \$100.00 or less. In most cases, this does not reflect the severity of the offences or serve as a sufficient deterrent. With the exception of noise violations, the schedule does not allow for the application of 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> offence charges. This limits enforcement options when dealing with non-compliant, repeat, or ongoing offences. Currently, if compliance is not met after the issuance of a ticket, the only option to impose a higher fine amount occurs through a court request. This can lead to lengthy and resource consuming court processes, and prolonged compliance. Providing escalating fine options, simplifies enforcement processes, allows for progressive action in investigations, and potentially reduces court resources.

In addition to stronger fines for failing to remove graffiti, administration identified a number of commonly enforced offence sections that are also suitable for increases and multiple level fine applications. The proposed adjustments align with municipal standards in other jurisdictions, provide better enforcement capabilities, address community needs, achieve effective voluntary compliance, and improve community cleanliness.

Fine Description	Existing Fine	Proposed Fine
Sec. 8 Allow accumulations of refuse	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 9 Allow accumulation of refuse on public lands	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 10 Allow accumulation of refuse in structure	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 11 Allow storage in residential front yards	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 12 Allow accumulation or storage of building materials	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 13 (1) Park or store unregistered motor vehicle	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 20 Fail to keep accessible parking space clean and clear	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 21 Fail to remove snow/ice from accessible parking space	\$250	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 22 Fail to remove snow as directed	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000

Sec. 37 (1 - 2) Cause damage to boulevard, vegetation, signage, etc.	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 42 Place graffiti	\$250	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 43 Owner/occupier permits or allows graffiti	\$250	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 44 Owner/occupier fails to remove graffiti	\$250	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 48 Construction equipment/waste trucks noise violation	\$100	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000
Sec. 51 Owner/occupier permits property in bad repair	\$250	1 <sup>st</sup> \$250 2 <sup>nd</sup> \$500 3 <sup>rd</sup> \$1,000

Implementation of the proposed *Maintenance Bylaw* Schedule “A” for Voluntary Fines would be accompanied by an educational campaign.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2022-45, a bylaw to amend the *Maintenance Bylaw*, be brought forward for consideration under the bylaw process.



**CITY OF WHITEHORSE**  
**BYLAW 2022-45**

A bylaw to amend Maintenance Bylaw 2017-09

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WHEREAS section 220 of the *Municipal Act* provides that Council may by bylaw amend or vary bylaws; and

WHEREAS it is deemed desirable that the Maintenance Bylaw 2017-09 be amended to have an updated schedule of voluntary fines.

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

1. Maintenance bylaw 2022-44 is hereby amended by replacing the fines for sections 8, 9, 10, 11, 12, 13(1), 20, 21, 22, 37(1-2), 42, 43, 44, 48 and 51 in Schedule A with the following:

**SCHEDULE "A"**

**SCHEDULE OF VOLUNTARY FINES**

<b><u>Section</u></b>	<b><u>Description</u></b>	<b><u>Fine</u></b>
8	Allow accumulations of refuse	\$250.00
8	Allow accumulations of refuse (2 <sup>nd</sup> Offence)	\$500.00
8	Allow accumulations of refuse (3 <sup>rd</sup> Offence)	\$1000.00
9	Allow accumulation of refuse on public lands	\$250.00
9	Allow accumulation of refuse on public lands (2 <sup>nd</sup> Offence)	\$500.00
9	Allow accumulation of refuse on public lands (3 <sup>rd</sup> Offence)	\$1000.00
10	Allow accumulation of refuse in structure	\$250.00
10	Allow accumulation of refuse in structure (2 <sup>nd</sup> Offence)	\$500.00
10	Allow accumulation of refuse in structure (3 <sup>rd</sup> Offence)	\$1000.00
11	Allow storage in residential front yards	\$250.00
11	Allow storage in residential front yards (2 <sup>nd</sup> Offence)	\$500.00
11	Allow storage in residential front yards (3 <sup>rd</sup> Offence)	\$1000.00
12	Allow accumulation or storage of building materials	\$250.00
12	Allow accumulation or storage of building materials (2 <sup>nd</sup> Offence)	\$500.00
12	Allow accumulation or storage of building materials (3 <sup>rd</sup> Offence)	\$1000.00
13 (1)	Park or store unregistered motor vehicle	\$250.00
13 (1)	Park or store unregistered motor vehicle (2 <sup>nd</sup> Offence)	\$500.00
13 (1)	Park or store unregistered motor vehicle (3 <sup>rd</sup> Offence)	\$1000.00

20	Fail to keep accessible parking space clean and clear	\$250.00
20	Fail to keep accessible parking space clean and clear (2 <sup>nd</sup> Offence)	\$500.00
20	Fail to keep accessible parking space clean and clear (3 <sup>rd</sup> Offence)	\$1000.00
21	Fail to remove snow/ice from accessible parking space	\$250.00
21	Fail to remove snow/ice from accessible parking space (2 <sup>nd</sup> Offence)	\$500.00
21	Fail to remove snow/ice from accessible parking space (3 <sup>rd</sup> Offence)	\$1000.00
22	Fail to remove snow as directed	\$250.00
22	Fail to remove snow as directed (2 <sup>nd</sup> Offence)	\$500.00
22	Fail to remove snow as directed (3 <sup>rd</sup> Offence)	\$1000.00
37 (1 – 2)	Cause damage to boulevard, vegetation, signage, etc.	\$250.00
37 (1 – 2)	Cause damage to boulevard, vegetation, signage, etc. (2 <sup>nd</sup> Offence)	\$500.00
37 (1 – 2)	Cause damage to boulevard, vegetation, signage, etc. (3 <sup>rd</sup> Offence)	\$1000.00
42	Place graffiti	\$250.00
42	Place graffiti (2 <sup>nd</sup> Offence)	\$500.00
42	Place graffiti (3 <sup>rd</sup> Offence)	\$1000.00
43	Owner/occupier permits or allows graffiti	\$250.00
43	Owner/occupier permits or allows graffiti (2 <sup>nd</sup> Offence)	\$500.00
43	Owner/occupier permits or allows graffiti (3 <sup>rd</sup> Offence)	\$1000.00
44	Owner/occupier fails to remove graffiti	\$250.00
44	Owner/occupier fails to remove graffiti (2 <sup>nd</sup> Offence)	\$500.00
44	Owner/occupier fails to remove graffiti (3 <sup>rd</sup> Offence)	\$1000.00
48	Construction equipment/waste trucks noise violation	\$250.00
48	Construction equipment/waste trucks noise violation (2 <sup>nd</sup> Offence)	\$500.00
48	Construction equipment/waste trucks noise violation (3 <sup>rd</sup> Offence)	\$1000.00
51	Owner/occupier permits property in bad repair	\$250.00
51	Owner/occupier permits property in bad repair (2 <sup>nd</sup> Offence)	\$500.00
51	Owner/occupier permits property in bad repair (3 <sup>rd</sup> Offence)	\$1000.00

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Laura Cabott Mayor

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Rebecca Webber, Assistant City Clerk

**CITY OF WHITEHORSE**  
**CORPORATE SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Kirk Cameron

**Vice-Chair:** Ted Laking

November 21, 2022

Meeting #2022-26

- 
1. 3<sup>rd</sup> Quarter Capital Budget Variance Report  
Presented by Svetlana Erickson
  2. 3<sup>rd</sup> Quarter Operating Budget Variance Report  
Presented by Svetlana Erickson
  3. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> November 21, 2022
<b>RE:</b> 3 <sup>rd</sup> Quarter Capital Budget Variance Report

### ISSUE

Financial Services has reviewed capital budget projections submitted by department managers and is providing a high-level summary of anticipated capital spending and proposed amendments to the 2022 to 2025 Capital Expenditure Program.

### REFERENCE

Bylaw 2021-41 Capital Expenditure Program 2022-2025  
2022 Capital Budget Amendments (Appendix A attached)  
2022 Third Quarter Capital Budget Proposed Amendments (Appendix B attached)

### HISTORY

The approved Capital Expenditure Program for 2022 is as follows:

\$ 9,880,123	Approved 2022 Expenditures – Appendix A (Bylaw 2021-41)
\$ 24,533,000	Projects Added to Appendix A from Appendix B due to confirmation of external funding
\$ 55,812,101	Capital Projects Re-Budgeted from 2021 (Bylaw 2022-08)
<u>\$ 10,019,857</u>	Capital Budget Amendments by Council Resolutions
<u>\$100,245,081</u>	Total Current Approved Capital Expenditures

### ANALYSIS

As part of the City's third-quarter variance reporting, managers are required to review their planned capital spending. Although there have been some delays due to staff vacancies, procurement delays, and contractor/consultant availability, many projects are proceeding as planned. Several projects are expected to come forward through the re-budget process or be resubmitted as part of the 2023 budgeting process, and three projects have been cancelled. Two projects have been completed under budget. A budget amendment is recommended to reduce the 2022 capital budget by \$163,809.

### ADMINISTRATIVE RECOMMENDATION

THAT Council authorizes amendments totalling \$163,809 to reduce the 2022 to 2025 Capital Expenditure Program.

**APPENDIX A**  
**3rd QUARTER CAPITAL VARIANCE**  
**2022 CAPITAL BUDGET AMENDMENTS**

<b>APPROVED CAPITAL EXPENDITURE PROGRAM</b>	<b>BYLAW</b>	<b>AMOUNT</b>
Approved 2022 Capital Expenditure Program (Appendix A)	Bylaw 2021-41	9,880,123
<b>APPROVED CAPITAL EXPENDITURE PROGRAM</b>		<b>\$ 9,880,123</b>

**2022 REVISIONS**

<b>APPENDIX B PROJECTS MOVED TO APPENDIX A</b>	<b>PROJECT</b>	<b>AMOUNT</b>
Crestview Water Improvements	240c00222	650,000
Rural Roads Surfacing	240c00309	650,000
Asphalt Surface Overlay Program	240c00410	2,290,000
Traffic Signals - Fourth & Main Street	240c00619	282,000
Copper Haul Road Improvements	240c00622	810,000
Hamilton Boulevard & Falcon Drive South Roundabout	240c00720	1,600,000
Hidden Valley Storm Pond Outfall	240c00814	350,000
Lewes Boulevard Bus Lane	240c01421	700,000
Water & Waste Services Computerized Maintenance Management System	300c00221	250,000
Additional Van Building Maintenance	320c00222	85,000
Transit Bus Midlife Refurbishments	320c00319	205,000
Additional Loader Water & Waste Services and Transportation	320c00322	415,000
Additional Parks and Trails Equipment	320c00522	182,000
Additional Transit Buses	320c00722	1,250,000
Additional 2 Dump Trucks With 1 Sander	320c00822	610,000
Fleet Management Study	320c00919	50,000
Para Ramp Infills	500c00409	80,000
Modernized Transit Route Implementation	580c00122	125,000
Porter Creek Flush Line Repair Valve Chamber 1	650c00222	1,000,000
Emerging Pollutants: Wastewater Treatment	650c00320	65,000
Livingstone Lagoon Desludging	650c00321	900,000
Selkirk Pumphouse Second Barrier Treatment	650c00421	1,000,000
Sanitary Sewer Grit Assessment & Upgrades	650c00422	150,000
Waste Management Facility Monitoring Wells Repairs	650c00521	150,000
Takhini Storm Upgrades	650c00622	150,000
Transfer Station Upgrades	650c00819	2,200,000
Utility Stations Scada Upgrades	650c00822	290,000
Marwell Lift Station Diesel Pumps Upgrade	650c00922	550,000
Compost Equipment Replacement	320c00513	370,000
Transit & Parks Building Tlingit Street Biomass Heating Upgrades	320c00521	600,000
Class T Machine Room Upgrades	320c00921	350,000
Residential/Commercial Organic and Waste Carts	650c01118	95,000
Waste Management Facility Electric Fence & Stormwater Management	650c00122	100,000

**2022 REVISIONS (CONTINUED)**

<b>APPENDIX B PROJECTS MOVED TO APPENDIX A</b>	<b>PROJECT</b>	<b>AMOUNT</b>
Enhanced Water Meter Reading System	650c00322	160,000
CGC Compressor Replacement	320c01021	200,000
Accessible Playground CGC Additional Rubber Surface	750c01022	100,000
Lighting Control System Upgrade CGC	750c00122	100,000
Robert Service Way Riverbank Protection	240c01109	250,000
Heritage Building Roof Replacement	320c02016	380,000
Fire Hall #1 Access Improvements	240c00122	97,000
Asphalt Paths Rehabilitation	240c00221	100,000
Selkirk Street Active Transportation	240c00822	40,000
Adaptive Management Plan	240c01022	75,000
Arnell Storm Sewer Outfall Improvements	240c01220	150,000
Rotary Beach Volleyball Court Upgrade	740c00122	42,000
Winze Park Pump Track	740c00322	240,000
Frank Slim Building Ventilation Energy Upgrade	320c00721	50,000
Fire Hall #1 Backup Generator	360c00322	65,000
Compost Building Ventilation Upgrade	360c00622	300,000
Whitehorse Operations Building Biomass Heating	320c01121	1,750,000
Arena Swing Gate Replacements - Takhini Arena	750c00322	30,000
CGC Retime Pool Basin / Deck & Change Rooms	360c00222	500,000
Chilkoot Way Active Transportation	240c00821	1,350,000
<b>TOTAL APPENDIX B PROJECTS MOVED TO APPENDIX A</b>		<b>\$ 24,533,000</b>

<b>APPROVED RE-BUDGETS</b>	<b>BYLAW</b>	<b>AMOUNT</b>
Capital Projects from 2021 approved for re-budget to 2022	Bylaw 2022-08	55,812,101
<b>TOTAL APPROVED RE-BUDGETS</b>		<b>\$ 55,812,101</b>

<b>BUDGET AMENDMENTS: COUNCIL REVISIONS</b>	<b>PROJECT</b>	<b>RESOLUTION</b>	<b>AMOUNT</b>
Re-budget 2021 unspent budget amount and increase 2022 budget for Range Road South Lift Station funded from Water and Sewer reserve	240c00311	2022-03-03	2,814,249
Amend 2022-2025 capital budget to include a new project: Snow and Ice Control Policy Review funded from the General Reserve	500c00222	2022-03-04	100,000
Increase 2022 capital budget for Lewes Boulevard Bus Lane project funded from the Capital Reserve	240c01421	2022-07-04	400,000
Increase 2022 budget for the Marwell Lift Station Forcemain Repair Project funded from capital reserve	240c00119	2022-08-04	115,000
Decrease 2022 budget for the Arnell Storm Sewer Project funded from Canada Community Building Fund	240c01220	2022-08-04	(150,000)
Increase 2022 budget for the Robert Service Campground Building Project funded from General Reserve	320c00420	2022-08-05	750,000
Increase 2022 budget for the Range Road Lift Station Project funded from Capital Reserve	240c00311	2022-12-05	1,500,000

**2022 REVISIONS (CONTINUED)**

Increase 2022 budget for the Additional Loader-Transportation funded from Capital Reserve	320c00322	2022-16-04	120,000
Amend 2022-2025 capital budget by moving Appendix B Economic Development Strategy project to Appendix A funded from General Reserve	700c00120	2022-14-05	75,000
Amend 2022-2025 capital budget to include a new project: 2022 Cross Town Water Main funded from the General Reserve	240c01222	2022-17-03	500,000
Amend 2022-2025 capital budget to include a new project: Takhini Sanitary Trunk Replacement funded from the General Reserve	240c01120	2022-17-04	350,000
Amend 2022-2025 capital budget to include a new project: 2022 Escarpment Slide response funded from the General Reserve	100c00122	2022-17-05	2,300,000
Amend capital budget by moving Skid Steer Loader Replacement project from 2023 to 2022 and increase the budget funded by Equipment Reserve	320c02410	2022-17-06	90,000
Amend capital budget by moving the Loader Replacement project from 2023 to 2022 and increase the budget funded by Equipment reserve	320c03110	2022-17-06	535,000
Amend capital budget by moving Additional Grader-Transportation project from 2023 to 2022 and increase the budget funded by Capital reserve	320c01022	2022-17-06	630,000
Reduce 2022 budget per 2nd Quarter Capital Variance- Garbage/ Compost Packer Replacement	320c00317	2022-19-03	(7,037)
Reduce 2022 budget per 2nd Quarter Capital Variance- Additional Van Operations Building Maintenance	320c00421	2022-19-03	(731)
Reduce 2022 budget per 2nd Quarter Capital Variance- Replacement Transit Buses	320c01016	2022-19-03	(60,686)
Reduce 2022 budget per 2nd Quarter Capital Variance- WhistleBend Tree Replacement	740c00220	2022-19-03	(938)
Reduce 2022 budget per 2nd Quarter Capital Variance- City of Whitehorse Public Art Collection	740c00121	2022-19-03	(40,000)
<b>TOTAL BUDGET AMENDMENTS: COUNCIL REVISIONS</b>			<b>\$ 10,019,857</b>
<b>TOTAL 2022 CAPITAL EXPENDITURE PROGRAM AS AT SEPTEMBER 30, 2022</b>			<b>\$ 100,245,081</b>

**APPENDIX B**  
**3rd QUARTER CAPITAL VARIANCE**  
**2022 CAPITAL BUDGET PROPOSED AMENDMENTS**

PROJECT	STATUS	AMOUNT
320c00215 Ice Resurfacers Replacement	Completed And Under Budget	88
750c01122 Floor Machine for Arenas	Completed And Under Budget	3,816
300c00420 IT Strategy for the City of Whitehorse	Cancelled - Will be re-scoped and resubmitted	9,905
320c00919 Fleet Management Study	Cancelled - Will be re-scoped and resubmitted	50,000
750c01022 Accessible Playground - CGC - Additional Rubber Surface	Cancelled - Contractor unavailability	100,000
<b>TOTAL COMPLETE OR CANCELLED JOBS</b>		<b>\$ 163,809</b>
Total Amount Not Utilized And Remaining In Reserves		13,721
Total Amount Not Utilized And Remaining In External Funding Sources		150,088
<b>TOTAL FUNDING SOURCES NOT UTILIZED</b>		<b>\$ 163,809</b>



## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> November 21, 2022
<b>RE:</b> 3 <sup>rd</sup> Quarter Operating Variance Report

### ISSUE

Financial Services has reviewed operating expenditure projections submitted by department managers and is providing a forecast of operating results to the end of the 2022 fiscal year.

### REFERENCE

Bylaw 2022-01 2022-2024 Operating Budget  
2022 Operating Budget Amendments (Appendix A, attached)  
2022 Third Quarter Operating Variance Report – (Appendix B, attached)

### HISTORY

Council adopted an operating budget for 2022 totalling \$93,505,993. This comprises an initial budget of \$93,426,404 plus subsequent Council approved amendments totalling \$79,589, as shown in Appendix A.

At the end of third quarter, management had been asked to review spending as compared to budget and to forecast expected final results to the end of the year. Through analysis of the variance reported from budgeted operations, as shown in Appendix B, the City is anticipating an operating surplus for 2022 of \$2,246,822.

### ANALYSIS

The 2022 operating budget includes some financial considerations for impacts of the COVID-19 pandemic which were considered best estimates at the time the budget was approved. These adjustments include reduced revenue expectations at the Canada Games Centre for the first 3 months of the year and increased transit bus cleaning costs for the year.

The 2022 third quarter variance projection shows that total operating revenues are expected to be over budget by \$1,752,221 and expenses will be under budget by \$494,601. Therefore, projections to December 31, 2022 as compared to the revised budget indicate an operating surplus of \$2,246,822. When viewed by fund, the projected surplus is as follows:

Projected Variance		
Fund	Deficit/(Surplus) to budget	Primary driver
General Fund	\$(2,026,950)	Higher than expected interest income in addition to savings realized through staff vacancies.
Water and Sewer	\$(219,872)	Higher operating costs due to weather conditions and inflationary increases offset staff vacancies
<b>Projected Surplus</b>	<b>\$(2,246,822)</b>	

Overall department spending is controlled. Based on the total operating budget of \$93,505,994, third quarter variance of \$2,246,822 is approximately 2.4% of the City's total operating budget.

**APPENDIX A**  
**3rd QUARTER OPERATING VARIANCE**  
**2022 OPERATING BUDGET AMENDMENTS**

AMENDMENT	BYLAW / RESOLUTION NUMBER	REVENUE	EXPENSES
<b>APPROVED BUDGET</b>	<b>Bylaw 2022-01</b>	<b>\$ 93,426,404</b>	<b>\$ 93,426,404</b>
<b>BUDGET AMENDMENTS</b>			
2022-2024 Operating Impact for Fleet Vehicles - Garage Charge Recovery	ADM-1	77,089	
2022-2024 Operating Impact for Fleet Vehicles - Garage Charge Expenses	ADM-1		77,089
Fees and Charges ( 2nd Quarter changes)	BYLAW 2022-19	2,500	
Fees and Charges ( 2nd Quarter changes)	BYLAW 2022-19		2,500
<b>SUMMARY OF AMENDMENTS</b>		<b>\$ 79,589</b>	<b>\$ 79,589</b>
<b>REVISED BUDGET AS AT SEPTEMBER 30, 2022</b>		<b>\$ 93,505,993</b>	<b>\$ 93,505,993</b>

**APPENDIX B**  
**3rd QUARTER OPERATING VARIANCE**  
**2022 OPERATING VARIANCE REPORT**

<b>REVENUE (BRACKETS INDICATE HIGHER THAN ANTICIPATED REVENUES)</b>	
Investment Income	(1,240,000)
Miscellaneous Revenue	(342,323)
Building Permit Revenue	(324,000)
Garage Charge Recovery	(322,204)
Government Transfers	(158,781)
Transit Daily Fares	200,375
Parking Meter Collection & Fines	434,712
<b>TOTAL REVENUES</b>	<b>\$ (1,752,221)</b>
<b>EXPENSES (BRACKETS INDICATE LOWER THAN ANTICIPATED SPENDING)</b>	
Employee Wages & Benefits	(2,494,760)
Training	(165,024)
Insurance & Appraisal Services	64,078
HR Professional Services	83,500
Miscellaneous Expenses	89,791
Transfer to Equipment Reserve	155,077
Electrical	181,567
Environmental Testing/Contracts	183,241
Repair Materials & Parts	217,922
Gas, Diesel & Def	322,486
Garage Charges	323,317
Additional Snow Removal Costs	544,204
<b>TOTAL EXPENSES</b>	<b>\$ (494,601)</b>
<b>PROJECTED SURPLUS</b>	<b>\$ (2,246,822)</b>
<b>DEFICIT (SURPLUS) BY FUND</b>	
01 GENERAL FUND	(2,026,950)
02 WWS FUND	(219,872)
<b>PROJECTED SURPLUS</b>	<b>\$ (2,246,822)</b>

**REVENUE**

- Investment income higher than anticipated due to multiple rises in interest rates throughout 2022.
- Miscellaneous Revenue is made up of multiple amounts which vary from budget including water & sewer recovery, lease revenue, advertising and searches and certificates.
- Building permit revenue higher than anticipated due to Yukon Hospital Corporation permit for \$15,000,000 renovation not known at time of budget.
- Garage Charge Recovery is offset by Garage Charge Expenses. Garage Charge Expenses are higher than anticipated due to weather related issues.
- Government Transfers are higher than budgeted due to an increase in the City's Carbon Tax rebate that was not known at time of budget preparation.

- Transit revenue is below expected levels due to free month of public transit during landslides in Spring 2022 as well as budget was driven by expected increases in ridership due to the implementation of the Modernized Transit Plan, which was put on hold.
- Revenues for parking meter collection and fines have not returned to pre-pandemic levels. Main drivers of this variance include increase in work from home, decreased business hours, patio program taking up parking spaces, as well as steady increase in active transportation users and staff vacancies in the bylaw department.

## **EXPENSES**

- Wages and Benefits are expected to come in lower than anticipated due primarily to staff vacancies in Financial Services, Business and Technology Systems, and Water & Waste Services
- Employee Training expenditures are projected to be below budgeted levels as an increase in virtual conferences and other web-based opportunities have resulted in lower costs. Expenditures expected to return to budgeted levels next year as in-person training opportunities increase.
- Insurance and appraisal services is higher than budget due to an increase in rates that was unknown at the time of budget preparation.
- HR Professional Services are projected higher than budget due to additional headhunters required for additional recruiting efforts.
- Miscellaneous expenses are made up of multiple amounts which vary from budget including, damage claims, permits and inspections, printer/copier supplies, equipment and rentals, ground engagement tools, credit card service fees and some reserve transfers.
- Transfer to Equipment Reserve is higher than budget due to an increase use in equipment.
- Electrical is higher than budget largely in sewer collection due to higher waste water flows and precipitation.
- Environmental Testing / Contracts is higher than anticipated due the outcome of a final license renewal.
- Repair Materials & Parts higher than budget due to high inflation driving costs up and unexpected repairs to facilities.
- Gas, oil and diesel is higher than budget due to the increased cost of fuel and increased number of hours on the equipment due to increased demand for snow clearing.
- Snow Removal costs have increased due to an increase in precipitation and service level demand.

**CITY OF WHITEHORSE**  
**CITY PLANNING COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Ted Laking

**Vice-Chair:** Michelle Friesen

November 21, 2022

Meeting #2022-26

- 
1. Zoning Amendment – 19 Drift Drive  
Presented by Manager Mélodie Simard
  2. Zoning Amendment – 2 Klondike Road  
Presented by Manager Mélodie Simard
  3. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> November 21, 2022
<b>RE:</b> Zoning Amendment – 19 Drift Drive

### ISSUE

An application to amend the zoning at 19 Drift Drive from RR – Restricted Residential Detached to RS – Residential Single Detached to allow a living suite as a secondary use.

### REFERENCES

- [2010 Official Community Plan](#)
- [2040 Proposed Official Community Plan \(November 2022\)](#)
- [2022-2024 Strategic Priorities](#)
- [Zoning Bylaw 2012-20](#)
- Zoning Amendment Bylaw 2018-13
- Zoning Amendment Bylaw 2020-25
- Zoning Amendment Bylaw 2022-12
- Location Map (Appendix A)
- Proposed Zoning Amendment Bylaw 2022-48

### HISTORY

The owner of 19 Drift Drive has applied to rezone their property from RR – Restricted Residential Detached to RS – Residential Single Detached to allow a living suite as a secondary use. The owner would like to rezone in order to address an existing non-complying use. A living suite is a separate, self-contained, dwelling unit within a single detached house. The current RR zone does not permit secondary suites.

Several standalone RR-zoned properties have been successfully rezoned to allow secondary suites (Zoning Amendment Bylaws 2018-13, 2020-25, and 2022-12).

On May 25, 2022, the rezoning application was reviewed by the Development Review Committee (DRC) and the DRC noted that the proposal, as shown on plans, did not comply with Zoning Bylaw requirements for living suites in the RS zone. The proponent therefore revised their proposed drawings to demonstrate that a living suite could be accommodated on the property.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	November 21, 2022
First Reading:	November 28, 2022
Newspaper Ads:	December 2 and December 9, 2022
Public Hearing:	January 16, 2023
Report to Committee:	February 6, 2023
Second and Third Reading:	February 13, 2023

## **ALTERNATIVES**

1. Proceed with the amendment under the bylaw process; or
2. Do not proceed with the amendment.

## **ANALYSIS**

### **Site Context**

The subject property is located at the intersection of Drift Drive and Winze Place in Copper Ridge (Appendix A). Properties to the north of the subject property on Drift Drive are zoned RS as well as properties on the other side of the road to the east. Properties along Winze Place are zoned RR. As previously noted, three RR-zoned properties, 1 Drift Drive, 112 North Star Drive, and 114 North Star Drive, were rezoned to allow living suites. All three rezoned properties are in close proximity the subject property. Rezoning the subject property to RS to allow a living suite would therefore not contrast with the surrounding area.

### **2010 Official Community Plan, Proposed Official Community Plan (October 2022) and 2022-2024 Strategic Priorities**

The subject property is designated as Residential – Urban in the 2010 Official Community Plan (OCP), as well as the proposed 2040 OCP, which allows for a variety of residential developments in close proximity to services and amenities. The rezoning aligns with the broad support in the OCP for increasing the housing stock in existing neighbourhoods.

The proposal also aligns with Council's 2022-2024 Strategic Priority to improve housing supply and to ensure a variety of housing within the city.

### **Zoning Bylaw**

The purpose of the RR zone is to provide single-detached housing on larger lots with a restricted range of housing forms and uses. It only permits single-detached housing and parks as principal uses and accessory buildings and minor home based businesses as secondary uses. The RR zone has been in place since 1991 and places emphasis on larger, more exclusive lots. It was created before the promotion of dense and compact development became a planning best practice.

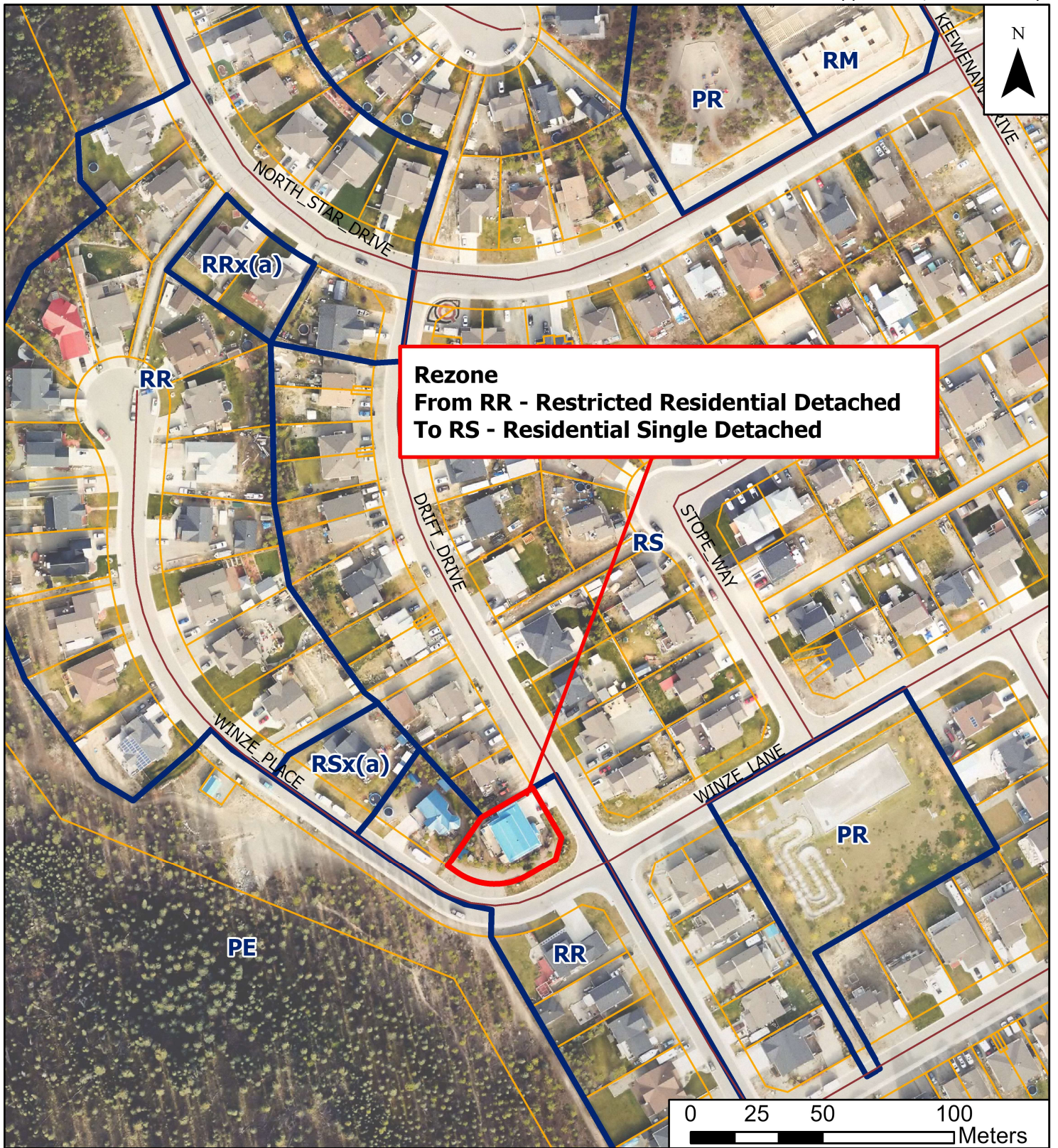
Rezoning to RS would allow a living suite as a secondary use in addition to a greater variety of housing including duplexes, and triplexes. A living suite on the subject property would have minimal impact to the surrounding neighbourhood from a residential character, traffic, parking, or privacy perspective considering the required maximum gross floor area of 100 m<sup>2</sup> which limits the number of people able to be accommodated by this secondary use. The Zoning Bylaw provisions ensure living suites remain secondary to the principal residence and have a low impact to the surrounding neighbourhood.

The Zoning Bylaw rewrite scheduled to start in 2023 following the adoption of the 2040 OCP will include a review of the current restriction on living suites in the RR zone.

## **ADMINISTRATIVE RECOMMENDATION**


THAT Council direct that Bylaw 2022-48, a bylaw to amend the zoning of 19 Drift Drive, to allow a living suite as a secondary use, be brought forward for consideration under the bylaw process.





DATE:  
October 31, 2022

FILE NO:  
Z-10-2022

 19 Drift Drive

**CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES**

**Bylaw 2022-48**

A Bylaw to amend the zoning of 19 Drift Drive from RR - Restricted Residential Detached to RS - Residential Single Detached.



# CITY OF WHITEHORSE

## BYLAW 2022-48

A bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for a greater range and mix of housing on 19 Drift Drive; and

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 811, Plan 2004-0087 LTO in the Copper Ridge subdivision, located at 19 Drift Drive, from RR–Restricted Residential Detached to RS-Residential Single Detached, as indicated on Attachment 1 and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

November 28, 2022

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

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Laura Cabott, Mayor

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Rebecca Webber, Assistant City Clerk



## ADMINISTRATIVE REPORT

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> November 21, 2022
<b>RE:</b> Zoning Amendment – 2 Klondike Road

### ISSUE

An application to amend the zoning of 2 Klondike Road from PS – Public Services and a portion of Lot 309, Plan 21330 LTO from PG – Greenbelt to CNCx – Comprehensive Neighbourhood Commercial (Modified) to allow for a boundary realignment and consolidation of five lots.

### REFERENCES

- [2010 Official Community Plan](#)
- [2040 Proposed Official Community Plan \(November 2022\)](#)
- [2015-2025 Housing Action Plan](#)
- [2022-2024 Strategic Priorities](#)
- [Zoning Bylaw 2012-20](#)
- Location Map (Appendix A)
- Proposed Zoning Amendment Bylaw 2022-49

### HISTORY

The Government of Yukon (YG) has applied to rezone five lots, known municipally as 2 Klondike Road, from PS – Public Services to CNCx – Comprehensive Neighbourhood Commercial (Modified). YG is also proposing to rezone a portion of the PG – Greenbelt lot to the east to CNCx (Modified). The special modification requires that a mixed-use development have commercial uses on the ground floor with residential uses above.

The subject site was the former location of the Macaulay Lodge which was an extended care facility. The building has now been demolished and the subject site is no longer being used. The lots included in the proposed rezoning are:

- Lots 19 – 23, Plan 29528 LTO; and
- A portion of Lot 309, Plan 21330 LTO (approximately 570 m<sup>2</sup>).

On September 7, 2022, the rezoning application was reviewed by the Development Review Committee (DRC). The DRC preferred that the lots be consolidated as there may be access issues if they were to be sold separately. The DRC recommended that a boundary realignment be considered as the former building encroached substantially onto the PG parcel to the east. YG amended their application to realign the boundary to the east to the extent that the former Macaulay Lodge encroached onto the PG parcel and consolidate the lots.

YG intends to sell the consolidated lot through a public method such as a lottery or tender. The rezoning, boundary realignment, and consolidation would enable a wider range of uses for the purchaser and allow for a larger, more cohesive development. YG revised their proposal to account for the suggested boundary realignment.

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	November 21, 2022
First Reading:	November 28, 2022
Newspaper Ads:	December 2 and December 9, 2022
Public Hearing:	January 16, 2023
Report to Committee:	February 6, 2023
Second and Third Reading:	February 13, 2023

### **ALTERNATIVES**

1. Proceed with the amendment under the bylaw process; or
2. Do not proceed with the amendment.

### **ANALYSIS**

#### **Site Context**

The subject site is located at the intersection of Klondike Road and Lewes Boulevard in Riverdale (Appendix A). Properties to the north and west are zoned RM – Residential Multiple Housing. Properties on the other side of Lewes Boulevard are zoned RM and CNC. The lot to the east is zoned PG. Rezoning the subject property to CNCx (Modified) would complement the surrounding land uses in the area.

#### **2010 Official Community Plan, Proposed Whitehorse 2040 Official Community Plan (November 2022) and 2022-2024 Strategic Priorities**

The subject site is designated as Residential – Urban in the 2010 Official Community Plan (OCP) as well as in the proposed 2040 OCP. This designation, in the 2010 OCP, allows for a variety of residential housing forms and compatible non-residential uses that support the creation of complete neighbourhoods. Complete neighbourhoods are intended to meet the basic needs of residents by encompassing a mix of residential, commercial, recreational, and community uses.

The proposed 2040 OCP encourages the transition of existing neighbourhoods to more complete communities by introducing opportunities for new land uses or mixed-use nodes described as urban centres. Urban centres consist of higher-density residential and commercial uses co-located in a central area. The subject site is within a proposed urban centre. The proposed OCP stipulates that mixed-use buildings proposed in urban centres will have commercial uses on the ground floor with residential uses above. The special modification ensures that mixed-use developments will have commercial uses on the ground floor with residential uses above.

The proposal also aligns with Council's 2022-2024 Strategic Priorities to improve the housing supply and create more opportunities for commercial land development.

### **Yukon Housing Action Plan**

The Yukon Housing Action Plan (YHAP) is designed to guide governments and stakeholders towards a shared housing vision to 2025. The YHAP identifies an objective to increase the availability and diversity of land for residential development. It also encourages the construction of smaller, more affordable homes. The proposed rezoning is in line with the YHAP.

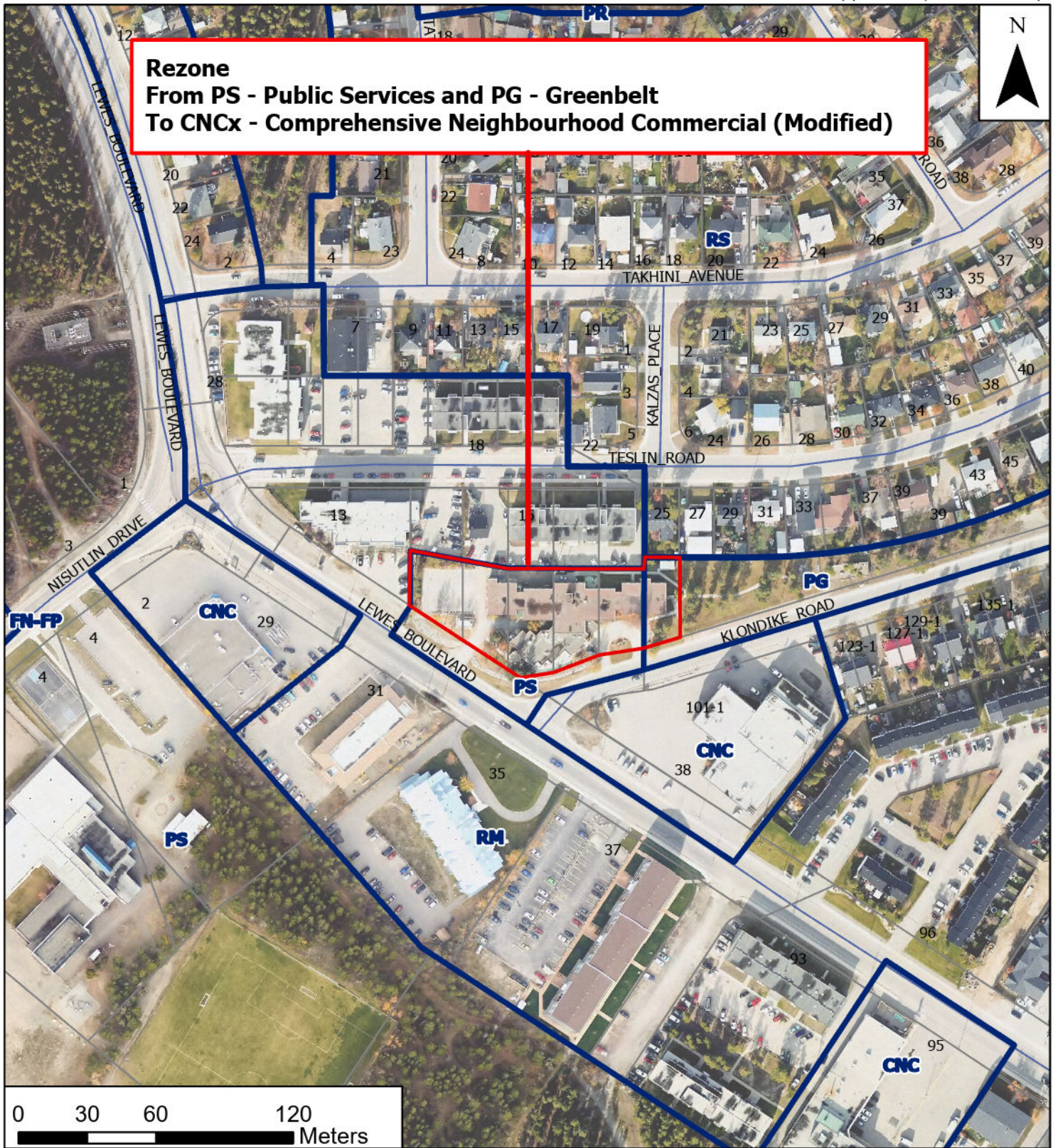
### **Zoning Bylaw**

The purpose of the CNC zone is to provide a compatible mix of low intensity commercial and residential uses that are appropriate for the transitional area around the periphery of a residential neighbourhood. It permits a variety of commercial principal uses and apartments and residential care homes as secondary uses.

The CNC zone allows mixed-use developments in one building or in separate buildings on the same lot. Since it is anticipated that the proposed OCP will be adopted prior to the sale of the subject site, as noted previously, a mixed-use building on the site will need to have commercial uses on the ground floor and residential uses above. Rezoning to CNCx (Modified) will allow for the purchaser to comply with the proposed OCP if they proceed with the development of the site prior to the Zoning Bylaw rewrite.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2022-49, a bylaw to amend the zoning of 2 Klondike Road and a portion of Lot 309, Plan 21330 LTO, to allow for a boundary realignment and consolidation of five lots, be brought forward for consideration under the bylaw process.



DATE:  
 October 10, 2022

FILE NO:  
 Z-21-2022

 Subject Site

**CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES**

**Bylaw 2022-49**

A Bylaw to amend the zoning of 2 Klondike Road and a portion of Lot 309, Plan 21330 LTO from PS - Public Services and PG - Greenbelt to CNCx - Comprehensive Neighbourhood Commercial (Modified).



# CITY OF WHITEHORSE

## BYLAW 2022-49

A bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for a boundary realignment and consolidation of five lots to be sold by the Government of Yukon for commercial and residential uses.

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

1. Section 10.9 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 10.9.7 c) as follows:

“c) Lots 19-23, Plan 29528 LTO, and a portion of Lot 309, Plan 21330 LTO, located at 2 Klondike Road in the Riverdale area, is designated CNCx(c) with the special modifications being:

Notwithstanding section 10.9.6 c) of this bylaw, the following provisions apply:

- (1) Commercial uses shall be on the ground floor with residential uses on upper floors.”
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a portion of Lot 309, Plan 21330 LTO from PG-Greenbelt to CNCx(c)-Comprehensive Neighbourhood Commercial, and Lots 19-23, Plan 29528 LTO from PS-Public Services to CNCx(c)-Comprehensive Neighbourhood Commercial. Modified as indicated on Attachment 1 and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

November 28, 2022

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

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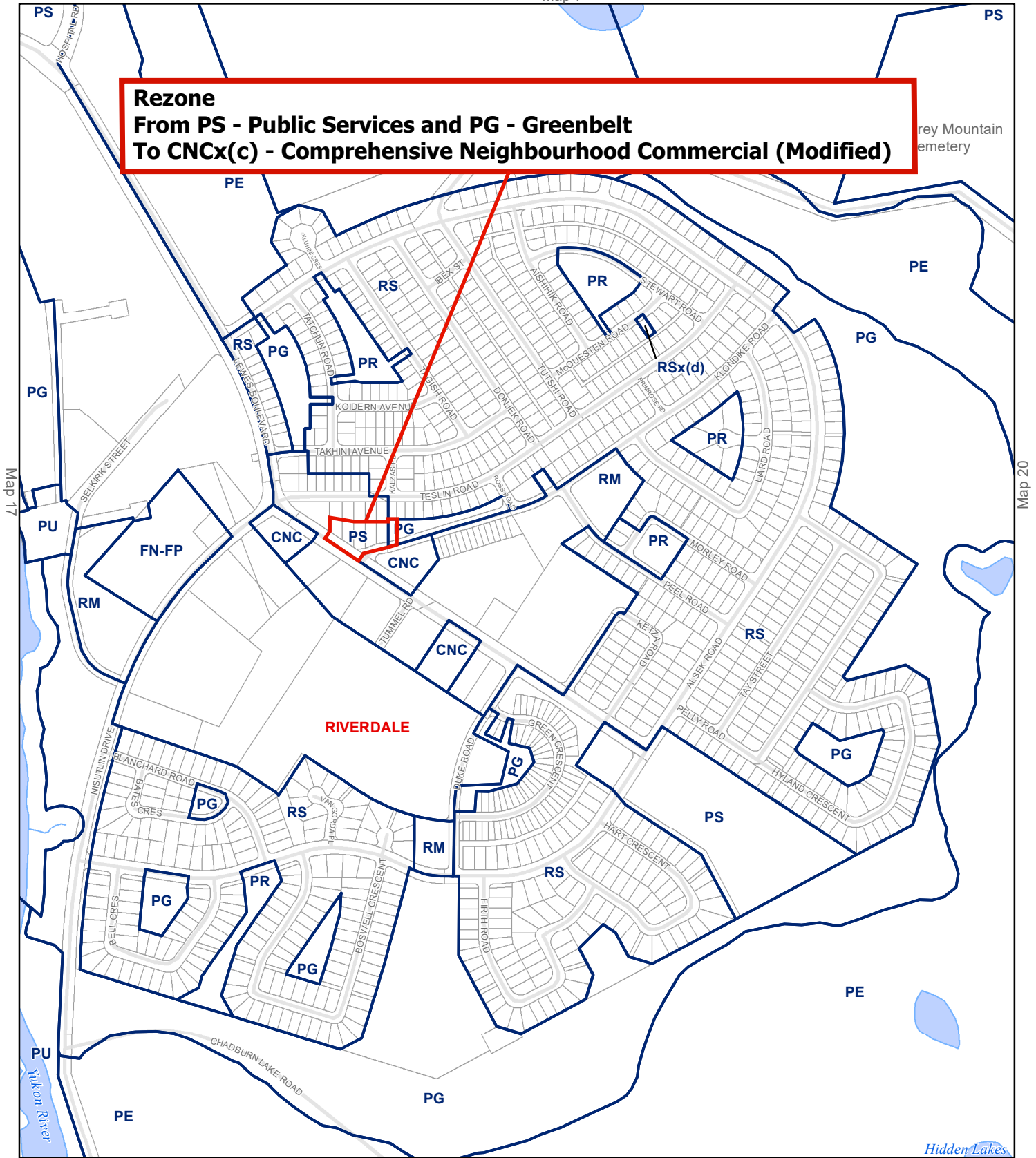
Laura Cabott, Mayor

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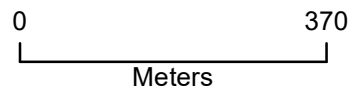
Rebecca Webber, Assistant City Clerk



Map 7



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.



Consolidation date:  
December 17, 2021

Projection: NAD 1983 UTM Zone 8

**CITY OF WHITEHORSE**  
**DEVELOPMENT SERVICES COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Mellisa Murray

**Vice-Chair:** Dan Boyd

November 21, 2022

Meeting #2022-26

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1. New Business

**CITY OF WHITEHORSE**  
**CITY OPERATIONS COMMITTEE**  
**Council Chambers, City Hall**



**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

November 21, 2022

Meeting #2022-26

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1. New Business