

CITY OF WHITEHORSE – STANDING COMMITTEES

Tuesday, September 3, 2024 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS Fetal Alcohol Spectrum Disorder Awareness Day
(September 9, 2024)

DELEGATIONS

CITY PLANNING COMMITTEE

1. Public Hearing Report – Zoning Amendment – TKC C-9B Phase 2
2. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Housing and Land Development Advisory Committee Recommendations – Building Permitting Delays and Impacts – For Information Only
2. New Business

CITY OPERATIONS COMMITTEE

1. New Business

COMMUNITY SERVICES COMMITTEE

1. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. Emergency Services Bylaw Review
2. New Business

CORPORATE SERVICES COMMITTEE

1. Capital Budget Variance Reporting 2nd Quarter
2. Operating Budget Variance Reporting 2nd Quarter – For Information Only
3. New Business



PROCLAMATION

FETAL ALCOHOL SPECTRUM DISORDER AWARENESS DAY

September 9, 2024

WHEREAS Fetal Alcohol Spectrum Disorder is a lifelong disability that affects the brain and body of people who are exposed to alcohol in the womb; and

WHEREAS it is essential that the birth parent is provided with information, understanding, and support to reduce the incidence of Fetal Alcohol Spectrum Disorder; and

WHEREAS International Fetal Alcohol Spectrum Disorder Awareness Day is observed on the ninth day of the ninth month of the year to remind us that during the nine months of pregnancy, from known conception to birth, the birth parent should abstain from alcohol;

NOW, THEREFORE I, Mayor Laura Cabott, do hereby proclaim September 9, 2024 to be Fetal Alcohol Spectrum Disorder Awareness Day in the City of Whitehorse.

Laura Cabott
Mayor

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Dan Boyd

September 3, 2024

Meeting #2024-17

-
1. Public Hearing Report – Zoning Amendment – TKC C-9B Phase 2
Presented by Peter Duke, Manager, Planning Services
 2. New Business

ADMINISTRATIVE REPORT

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|--|
| TO: City Planning Committee |
| FROM: Administration |
| DATE: September 3, 2024 |
| RE: Public Hearing Report – Zoning Amendment – TKC C-9B Phase 2 |

ISSUE

Public Hearing Report on a bylaw to amend the zoning of a portion of Ta'an Kwäch'än Council (TKC) Settlement Land Parcel C-9B, from FP – Future Planning to RCS – Comprehensive Residential Single Family, to allow for residential development.

REFERENCES

- [Zoning Bylaw 2012-20](#)
- Location Map (Attachment 1)
- Proposed Zoning Amendment Bylaw 2024-30 (Attachment 2)

HISTORY

An application was received to rezone a portion of TKC Settlement Land Parcel C-9B (Parcel C-9B) from FP – Future Planning to RCS – Comprehensive Residential Single Family. The subject site is approximately 1.49 ha in area and is the second phase of this development. The zoning for Phase 1 was approved in November 2022 which enables the development of 24 townhouses. Phase 2 would allow for the development of 24 lots with a mixture of single-detached dwellings and duplexes.

Bylaw 2024-30 received First Reading on July 8, 2024. The public hearing was held on August 12, 2024. Public hearing notifications were sent out in accordance with the Zoning Bylaw 2012-20, including:

- Newspaper advertisements were posted in the Yukon News and the Yukon Star on July 19, 2024 and July 26, 2024;
- Email notifications were sent to Kwanlin Dün First Nation, Ta'an Kwäch'än Council, Government of Yukon Land Management Branch, and the Whistle Bend Neighbourhood Association;
- Mail notifications were sent to property owners within 100 metres of the subject site; and
- Two notice signs were placed on the subject site.

A public hearing for this item was held on August 12, 2024. No public input submission were received and nobody registered for, or spoke to, the amendment at the public hearing.

ALTERNATIVES

1. Proceed with the second and third readings under the bylaw process; or
2. Do not proceed with the second and third readings.

ANALYSIS

No issues were raised with this proposed zoning amendment through the public hearing process and no changes to the application were made following the public hearing.

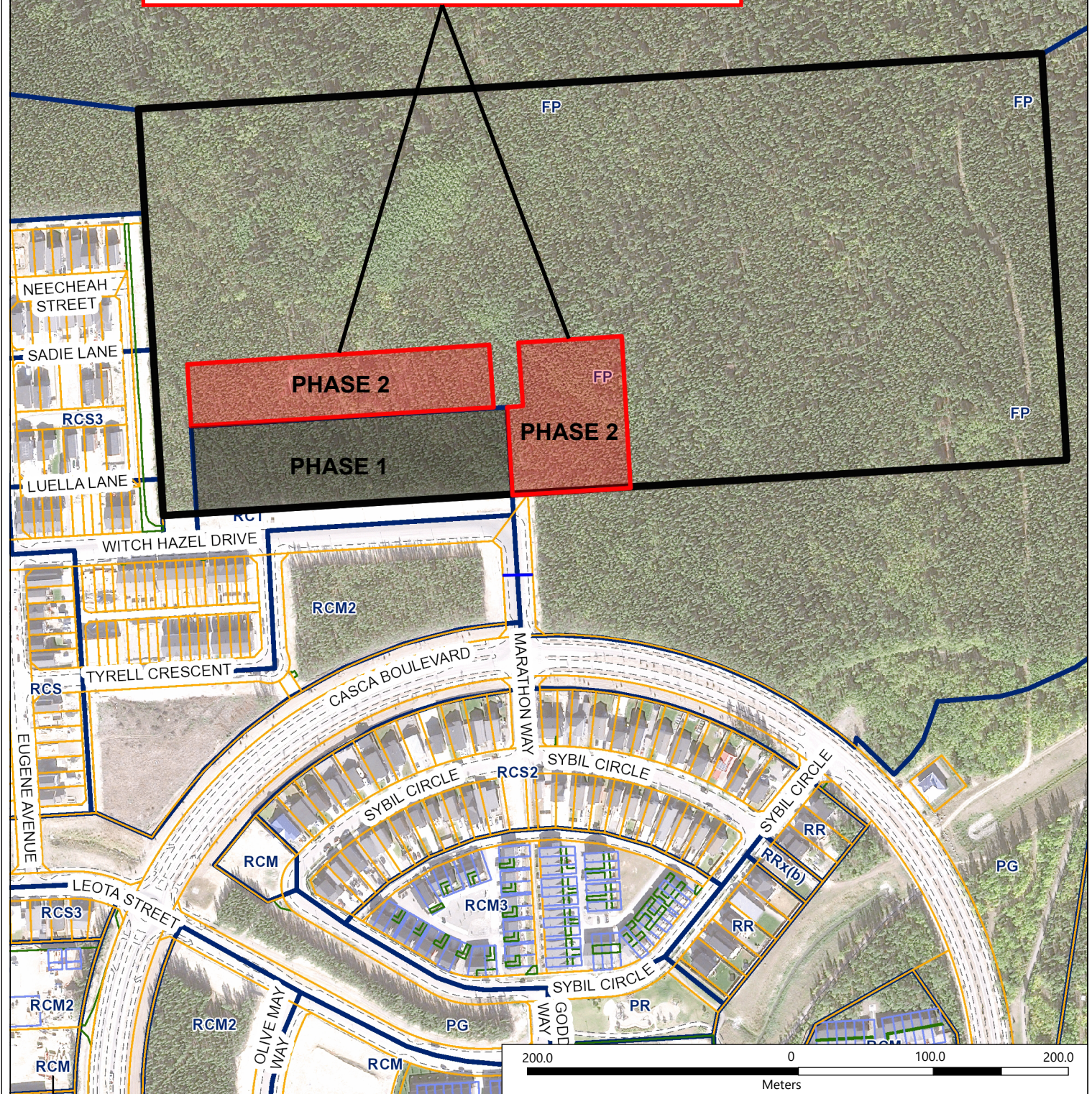
If Council approves this amendment, the proponent can proceed with the City's Development Permit process.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-30, a bylaw to amend the zoning of a portion of Ta'an Kwäch'än Council (TKC) Settlement Land Parcel C-9B, from FP – Future Planning to RCS – Comprehensive Residential Single Family to allow for residential development, be brought forward at second and third reading under the bylaw process.



**Rezone
From FP - Future Planning
To RCS - Comprehensive Residential Single Family**



SCALE:
1:4,000

DATE:
July 2, 2024

FILE:
Z-09-2024

CITY OF WHITEHORSE - PLANNING & SUSTAINABILITY SERVICES

Bylaw 2024-30 - Location Sketch

An application to amend the zoning of a portion (Phase 2) of Ta'an Kwäch'än Council (TKC) Settlement Land Parcel C-9B, from FP – Future Planning to RCS – Comprehensive Residential Single Family.



CITY OF WHITEHORSE
BYLAW 2024-30

A bylaw to amend Zoning Bylaw 2012-20

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 residential development on a portion of Ta'an Kwäch'än Council Settlement Land Parcel C-9B; and

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

1. The zoning map attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of a portion of Lot 1405, Quad 105D/14, Whistle Bend Subdivision from FP-Future Planning to RCS-Comprehensive Residential Single Family, as indicated on Appendix A and forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

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|------------------------------------|---------------------------|
| FIRST READING: | July 8, 2024 |
| PUBLIC NOTICE: | July 19 and July 26, 2024 |
| PUBLIC HEARING: | August 12, 2024 |
| SECOND READING: | |
| THIRD READING and ADOPTION: | |

Laura Cabott, Mayor

Corporate Services

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Mellisa Murray

September 3, 2024

Meeting #2024-17

-
1. Housing and Land Development Advisory Committee Recommendations –
Building Permit Process – For Information Only
Presented by Mike Gau, Director of Development Services
 2. New Business

ADMINISTRATIVE REPORT

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|--|
| TO: Development Services Committee |
| FROM: Administration |
| DATE: September 3, 2024 |
| RE: Housing and Land Development Advisory Committee Recommendations – Building Permitting Delays and Impacts – For Information Only |

ISSUE

Recommendations to Council from the Housing and Land Development Advisory Committee (HLDAC) on impacts from delays in the building permit process.

REFERENCE

- Recommendations from HLDAC (2024-08-03) (Attachment 1)

HISTORY

Whitehorse has experienced a backlog in the issuance of City building permits during the 2024 construction season due to a number of factors:

- 1) A new application checklist was issued that increased the minimum submission requirements order to improve the application quality and ensure conformance with the National Building Code (NBC).
- 2) Applications from 2023 and 2024 Yukon Government land lotteries entered the application process at the same time.
- 3) Plans for the rollout of the new checklist requirements and for processing the anticipated high volume of applications were disrupted by staffing shortages.

The application delays and impacts were discussed at the July HLDAC which resulted in recommendations from the Committee for Council to consider (Attachment 1).

ANALYSIS

Administration is implementing four of the six recommendations and will explore the implementation of the remaining two that require bylaw amendments (recommendations #1 and #2). Engagement with the building industry is being planned for late 2024 and early 2025 that will include a review of this past construction season which will identify what bylaw and process changes should be considered.

A number of mitigations were implemented by Administration to address the backlog this summer and since mid-August application reviews are back to 'normal' timelines, including 2-3 weeks for complete residential applications and 3-4 weeks for commercial and industrial applications.

Recommendation: HLDAC Recommendations on Building Permitting Delays and Impacts

The Committee has identified a number of ripple effects of this summer's building permit slowdown that will have impacts into the building seasons of 2025 and 2026. These include:

- potential for permit expiry as individuals may not be able to start work within the required 6-month period if they receive their permits in the late fall/early winter;
- builders being caught by having excess lot inventory as they have not been able to build in 2024 resulting in excess carrying costs per year and potential inability to be in a position to acquire new lots in late summer 2025 when the next phases of Whistle Bend are due to be released by Yukon government; and
- potential impacts to the timing of development and release of lots in Whistle Bend that may result from a lack of access to the right City staff to support the development project.

In consideration of the above, the Committee resolved and approved that Council direct Administration to work to mitigate the long-term effects of the current permit issuance slowdown by:

1. Provide for extensions of all building permits issued in 2024 for at least 6 months to ensure that the permits are in place for spring of 2025.
2. Ensure that the bylaw to implement HLDAC's previous recommendation (to allow builders to apply for permits but not pay their fees until they activate their permits) is enacted to allow builders to apply early and work to even out permit volumes over the winter/spring.
3. Look at potential to prioritize review of building permits for new residential builds.
4. Discuss potential impacts these delays will have on the next phases of Whistle Bend with YG to ensure the release of lots result in the maximum number of homes being built.
5. Continue to access external contracting support on an annual basis to support any backlogs or staffing issues.
6. Investigate creative ways to access qualified building inspectors by:
 - discussing potential secondment possibilities with Yukon government;
 - assessing potential arrangements (like temporary assignments) with other municipalities located outside Yukon; and
 - assessing the salary and benefits package for the Building Inspector position to create incentives for qualified individuals currently working in the private sector to apply to work with the City of Whitehorse.

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Michelle Friesen

September 3, 2024

Meeting #2024-17

1. New Business

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Kirk Cameron

Vice-Chair: Ted Laking

September 3, 2024

Meeting #2024-17

1. New Business

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



Chair: Mellisa Murray

Vice-Chair: Kirk Cameron

September 3, 2024

Meeting #2024-17

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1. Emergency Services Bylaw Review
Presented by Travis Whiting, A/Director of Infrastructure and Operations
 2. New Business

ADMINISTRATIVE REPORT

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|---|
| TO: Public Health and Safety Committee |
| FROM: Administration |
| DATE: September 3, 2024 |
| RE: Emergency Services Bylaw Update |

ISSUE

Proposed updates to the Emergency Services Bylaw.

REFERENCE

- [Emergency Services Bylaw 2000-01](#)
- [Fire Prevention Act](#)

HISTORY

The *Emergency Services Bylaw* outlines the roles and authorities of the Whitehorse Fire Department, including regulations around open burning, prevention activity including inspection and investigations and the writing of orders. The Bylaw was originally adopted in 2000, with minor updates in 2016.

The bylaw is supported through the territorial *Fire Prevention Act* and is developed to be consistent with the requirements outlined in that Act.

ALTERNATIVES

1. Bring forward Bylaw 2024-44 under the Bylaw process; or
2. Refer back to Administration for further consideration.

ANALYSIS

The current bylaw has not been updated since 2016 and is no longer consistent with the needs of the City. While there are several areas that require attention, this update focuses on four specific areas:

- Clarity on the ability to delegate the Fire Chief's authority to staff for all aspects of the bylaw including inspections and enforcement;
- Updates and clarification on the open burning regulations and the permitting process;
- Updates and clarification on the process for writing orders for unsafe conditions, including the appeal process; and
- Updates to voluntary fines.

In addition to the proposed amendments, an additional review has been conducted for consistency with current City terminology and language.

The proposed update aligns with the City's renewed focus on fire inspections to enhance public safety. Due to capacity constraints, the department has been unable to consistently conduct preventative inspections over the past two years. However, inspections are expected to resume this fall to ensure safety standards are properly maintained. The inspection program prioritizes 'education before enforcement', focusing on collaborating with community groups, businesses, and associations to educate them about Fire Code requirements, with the goal of achieving voluntary compliance through increased inspections. It is hoped and expected that the majority of inspected properties will collaborate towards compliance.

Changes to the Open Burning Regulations will better align with other jurisdictions and provide clarity on expectations around burning eligibility, conditions, and timing. Additionally, the proposed amendments further clarifies the permit process and the Fire Department's right to inspect if deemed necessary.

Overall, the proposed amendments align with common best practices and provide clarity on the role of the department, including inspections, while also updating the open burning regulations.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2024-44, the Emergency Services Bylaw, be brought forward for consideration under the Bylaw process.

CITY OF WHITEHORSE

BYLAW 2024-44

A bylaw to provide for the prevention of fires, the prevention of the spread of fire, and for the preservation of life and property within the City of Whitehorse

WHEREAS section 265 of the *Municipal Act*, Chapter 19, R.S.Y.T. 1998 provides that Council may pass bylaws for municipal purposes respecting the safety, health, and welfare of the people and the protection of persons and property, including fire protection, fireworks, other explosives, firearms, weapons or devices, ambulance services, emergency services and other emergencies;

AND WHEREAS section 266 of the *Municipal Act* provides that, without restricting section 265, Council may in a bylaw:

- (a) regulate, control or prohibit;
- (b) provide for a system of licenses, inspections, permits, or Approvals; and
- (c) provide for an appeal, the body that is to decide the appeal and related matters;

AND WHEREAS section 6 of the *Fire Prevention Act*, Chapter 67, R.S.Y.T. 1986 provides that the Chief or Acting Chief of the fire brigade of a municipality in which a fire brigade has been established is, by virtue of his office, a local assistant to the Fire Marshal and is subject to the direction of the Fire Marshal in carrying out the provisions of this *Act* within the boundaries of the municipality;

AND WHEREAS the City of Whitehorse Fire Department meets the definition of a Fire Brigade;

AND WHEREAS the City of Whitehorse deems it desirable to establish and operate a Fire Department to provide for the prevention and extinguishment of fires and for the preservation of life and property in emergency situations;

NOW THEREFORE the municipal Council of the City of Whitehorse ENACTS AS FOLLOWS:

Short Title

1. This bylaw may be cited as the “**Emergency Services Bylaw**”.

Definitions

2. In this bylaw:

“ADULT” means a competent Person who is at least 18 years of age.

“APPROVAL” means the written approval of the Fire Chief.

“BUILDING CODE” means the current Building Code as enforced by the City of Whitehorse.

Emergency Services Bylaw 2024-44

"BYLAW ENFORCEMENT OFFICER" shall mean [individual\(s\) appointed as a Bylaw Enforcement Officer for the City](#);

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

"CITY MANAGER" means the City Manager [or designate](#) of the City of Whitehorse.

"COUNCIL" means the duly elected Council of the City of Whitehorse.

"DANGEROUS GOODS" means any material or substance as defined by the *Transportation of Dangerous Goods Act*, as amended from time to time.

"DWELLING UNIT" means a room or suite of rooms operated as a housekeeping unit that is used or intended to be used as a domicile by one or more Persons and that may contain cooking, eating, living, sleeping and sanitary facilities. Means a dwelling unit as defined by the National Building Code of Canada

"EMERGENCY EQUIPMENT" means any vehicle, fire fighting apparatus, tools and equipment providing a service to the Fire Department.

"EXPLOSIVES" means any substances defined as explosives within the meaning of the *Explosives Act*, R.S.C. 1985, c. E-17, as amended from time-to-time.

"FIRE CHIEF" means the Chief Officer of the City of Whitehorse Fire Department or his designate.

["FIRE CODE" means the current fire code as prescribed by the Yukon Fire Prevention Act.](#)

"FIRE PREVENTION ACT" means the current edition of the *Fire Prevention Act* of the Yukon Territory.

["FIRE INSPECTOR" means the Fire Chief and every Member of the Fire Department designated as such by the Fire Chief by name or office or otherwise, authorized to act on the behalf of the Fire Chief who shall have the authority under this bylaw to carry out inspections, actions or enforcement as authorized by this bylaw and the Fire Prevention Act.](#)

"FIRE PROTECTION" means all aspects of fire safety including but not limited to fire prevention, firefighting or suppression, pre-fire or pre-emergency planning, fire investigation, fire inspection, public education and information, and other staff development.

"HIGHWAY" means a "highway" as defined by the *Motor Vehicles Act* of the Yukon Territory.

"INCIDENT" means any set of circumstances where it can be reasonably expected that there is a danger to the physical well-being of Persons, or damage to the property or the environment, and includes but is not limited to the following:

Emergency Services Bylaw 2024-44

- (1) Fire;
- (2) Circumstances where fire or explosion can be expected to be imminent;
- (3) Circumstances where dangerous or hazardous goods can reasonably be expected to present a danger to Persons, property, or the environment; and
- (4) Automobile accidents.

“MEMBER” means any Person who is duly appointed as a member of the Fire Department.

“OCCUPANT” means any Person or Persons in possession of the building, structure, or property under consideration including family member, renter, lease holder, customer and user.

“OWNER” means any Person, firm, or corporation controlling the property under consideration.

“PARKING FACILITY” means any area or structure above or below ground that is designed to facilitate the parking or storage of vehicles and is used by Persons other than the Owner of the property or structure. This includes garages or parkades attached to another structure or free standing.

“PERSON” shall include any firm, partnership, corporation or agent.

“PROPERTY” means an area of land, including the buildings and other structures erected on the property, but does not include a highway, except that “property” shall include privately owned roads, streets and parking lots.

“RESCUE” means any situation where a Person or Persons are saved by quick and forceful action from immediate or threatened danger such as death or injury.

“RESIDENTIAL OCCUPANCY” means the occupancy or use of a building or part thereof by Persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.

“SMOKE ALARM” means a battery or electrically powered combined smoke alarm and audible alarm device that:

- (1) Is designed to sound an alarm upon detection of products of combustion;
- (2) Is equipped with an indicator which provides a readily visible or audible indication that the device is in operating condition; and
- (3) Has been approved by the Underwriter’s Laboratories of Canada and, where electrically powered, also by the Canadian Standards Association.

“VEHICLE” means a vehicle or motor vehicle as described in the Yukon Motor Vehicles Act.

Emergency Services Bylaw 2024-44

Administration of Bylaw

~~3. The Fire Chief shall administer the provisions of this bylaw.~~

Authority of the Fire Chief

3. The Fire Chief shall have complete operational responsibility and authority over the Fire Department, subject to the administrative direction and control of the City Manager, and the Fire Chief shall carry out all [Fire Protection, Incident response and Prevention activities](#) and such other duties as directed from time-to-time, including but not limited to:
 - (1) Fire suppression;
 - (2) Motor vehicle accident extrication and fire suppression;
 - (3) Hazardous materials and Dangerous Goods Incidents;
 - (4) Pre-fire and pre-emergency planning;
 - (5) Fire Inspections and investigations;
 - ~~(6) Fire prevention activities;~~
 - ~~(7)~~[\(6\)](#) Fire safety education; and
 - ~~(8)~~[\(7\)](#) Rescue Incidents.
4. The Fire Chief, shall have control, direction and management of all Emergency Equipment and personnel assigned to an Incident.
5. The Fire Chief is empowered to cause any building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.
6. The Fire Chief is empowered to enter any premises or property where an Incident has occurred and to authorize any Member, apparatus or equipment of the Fire Department to enter as deemed necessary in order to control, combat or deal with the Incident.
7. The Fire Chief is empowered to enter any property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to Persons or property from fire.
8. The Fire Chief is empowered to enter, pass through or over buildings or property in the vicinity of an Incident and to authorize Members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over any building or property where it is necessary to gain access to the Incident or to protect any Person or property.
9. [The Fire Chief is empowered to enter any Property and inspect the premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to Persons or Property from fire.](#)
10. The Fire Chief is empowered to enter, pass through or over buildings or Property in the vicinity of an Incident and to authorize Members of the Fire Department and

Emergency Services Bylaw 2024-44

the apparatus and equipment of the Fire Department to enter or pass through or over any building or Property where it is necessary to gain access to the Incident or to protect any Person or Property.

11. The Fire Chief is empowered to order the evacuation of persons or establish boundaries or limits and keep Persons from entering the hazardous area.
12. No person shall enter the hazardous area unless authorized by the Fire Chief.
13. The Fire Chief is empowered to direct peace officers to enforce the restrictions on Persons entering within a hazardous area, or to remove Persons from within a hazardous area.
14. The Fire Chief is empowered to order all Adults present at a fire to assist in its suppression, if required. All Persons present at or assisting in the suppression of a fire shall obey the commands of the Fire Chief.
15. No Person at an Incident shall obstruct, hinder or delay a Member or other Person assisting or acting under the direction of the Fire Chief.
16. No Person shall drive any vehicle over any equipment or fire hose without the permission of the Fire Chief.
17. No Person who is not a Member of the Fire Department shall represent themselves as a Member or wear or display any Fire Department badge, cap, button, insignia, or other paraphernalia for the purpose of making such representation.
18. No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire Incident, fire hydrant, cistern, or any connections provided to a fire main, pipe, standpipe, sprinkler system or any body of water designated for fire fighting purposes.
19. No Person shall obstruct a Member from carrying out the duties imposed by this bylaw.
20. No Person shall obstruct, hinder, or delay any Emergency Equipment and every Person on a Highway along which Emergency Equipment is proceeding shall yield right-of-way to the Emergency Equipment.
21. The jurisdiction of the Fire Department is limited to the area within the corporate limits of the City of Whitehorse and Emergency Equipment shall not be used beyond the limits of the City of Whitehorse except pursuant to the provisions of an agreement made pursuant to the *Municipal Act*.
22. Any Member acting in good faith in the discharge of the duties required by this bylaw shall not be personally liable for any damage that may accrue to Persons or Property as a result of any act or omission in the discharge of those duties.
23. The City of Whitehorse shall indemnify any Member or former Member who acts or acted in the discharge of duties required by this bylaw, against all costs, charges and expenses, including amounts paid to settle an action or to satisfy a judgment, reasonably incurred by the Member in respect of any civil, criminal or administrative

Emergency Services Bylaw 2024-44

action or proceeding to which the Member is made a party by reason of being or having been a Member, if:

- (1) The Member acted honestly and in good faith in the discharge of the Member's duties;
- (2) In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the Member had reasonable grounds for believing that his or her conduct was lawful; and
- (3) The City was put on notice of the action and was permitted to assume carriage and control thereof on behalf of the Member.

Discard of Burning Objects Prohibited

24. No Person shall discard lighted matches or other burning substances in combustible or flammable material or in close proximity thereto.

Flammable Decorative Materials

25. Cotton batting, straw, hay, dry vines, leaves, trees, or other highly flammable materials shall not be used for decorative purposes in show windows or other parts of stores or assembly occupancies unless flame-proofed; provided, however, that nothing in this section shall be held to prohibit the display of saleable goods permitted and offered for sale.

Accumulation of Combustibles

26. No waste paper, straw, shavings, cardboard or other flammable material shall be allowed to accumulate in any building unless placed in a covered metal receptacle or in a protected room designed for the purpose and protected to limit the spread of fire and smoke to other parts of the building. All such material, if not so placed, shall be removed from the building.

27. All ashes, when deposited within a building, shall be placed in a covered non-combustible container and shall not be placed on a combustible floor, and when placed exterior to the building, shall be placed at a distance of at least three metres from any wooden or other combustible material or stored in a non-combustible container until properly and safely disposed.

Storage of Explosives

28. No explosives shall be stored within the City limits without a permit issued by the Fire Chief.

29. The Fire Chief may issue a permit for the temporary storage of explosives that are required for use at construction sites. Such explosives must be stored in the manner prescribed by the *Explosives Act* and be consumed during the working day. Explosives not used during the working day must be removed from the City by six o'clock p.m. that day.

Emergency Services Bylaw 2024-44

30. The Fire Chief shall not allow the storage or temporary storage of more than 1,000 kilograms of explosives.
31. Not more than 2,000 kg of explosives shall be transported within the City, with the exception of transport along the Alaska Highway and the Klondike Highway, or other designated Dangerous Goods Routes, and in such cases the transport vehicles shall not stop within Whitehorse except for fuelling or maintenance. Pick-up and delivery of explosives shall be done in accordance with the Dangerous Goods Bylaw.

Vehicles Fuelled with Propane

32. No Person shall park a vehicle fuelled with propane in any underground or enclosed Parking Facility other than a garage at a single family dwelling.
33. The Owner of every underground or enclosed Parking Facility shall post signs to indicate the parking prohibition for vehicles fuelled by propane in conspicuous locations near the principal entrances of the facility.
34. Signs required by section 32 of this bylaw shall have lettering not less than 100 mm high with a 15 mm stroke.

Correction of Immediate Hazards

35. Whenever the Fire Chief finds combustible or explosive material, flammable liquids or hazardous chemicals being used, stored or kept in such a manner as to constitute a threat to Persons or property, the Fire Chief may, verbally or in writing, order the Owner, tenant, Occupant or agent responsible to remove the combustible or explosive material, flammable liquid, or hazardous chemical immediately from the building or premises.
36. Whenever the Fire Chief finds a building, structure or premise or part thereof which is unoccupied and which, in the opinion of the Fire Chief, is not being kept in a safe condition to guard against fire or the risk of fire or other dangerous risk or accident, the Fire Chief may order the Owner, tenant, Occupant or agent responsible to remedy the dangerous condition and to secure the building, structure or premise or part thereof in such a manner as to prevent any unauthorized use by any Person while it is unoccupied, [in accordance with the City of Whitehorse Vacant and Unoccupied Building Bylaw.](#)
37. In the event of an immediate hazard, if the Owner, tenant, Occupant or agent responsible refuses or neglects to comply with the order of the Fire Chief to remedy the hazardous condition, or if the Owner, tenant, Occupant or agent responsible for the building or area cannot be located, the Fire Chief may take such action as is appropriate, without notice and at the expense of the Owner, and the City shall recover the expense thereof with costs, in a like manner as City taxes.
38. Without limiting the generality of the foregoing, when immediate measures must be taken to avoid imminent danger of fire or risk of accident, the Fire Chief may cause the evacuation of any building or area, and he may order that the building or area

Emergency Services Bylaw 2024-44

remain evacuated until the hazard is removed, and the Fire Chief may direct the Police and other municipal officials to assist in this regard.

Commercial Refuse Containers

39. Commercial refuse containers shall be placed more than three metres away from any combustible building or structure.
40. Lids on commercial refuse containers shall be kept closed. All refuse placed in a commercial refuse container shall fit entirely within the container and shall permit the lid to be securely closed.
41. Commercial refuse containers shall be non-combustible.
42. Notwithstanding sections 39 and 40 of this bylaw, it is permissible to use commercial refuse containers for which lids are not available, or with combustible lids, provided they are placed and maintained a minimum of six metres from all combustibles, including buildings, vehicles, fences, trees, grass and brush which could contribute to the spread of fire.

Fire Department Lock Boxes

43. Upon written request from the Fire Chief, the Owner of an apartment building, office building, warehouse, school, college, or other buildings and properties shall provide keys to such buildings to be secured in a Fire Department Lock Box, located near the principal entrance to the building or property to permit entry by Members for the purpose of dealing with an Incident.
44. The Fire Department Lock Box shall contain the key for the entrance, and may contain separate tagged keys for the annunciator panel, elevators, electrical room, equipment room or other passage doors within the building or structure.
45. The keys to open the lock box will be in the possession of the Fire Department only.
46. The Owner or agent is responsible for the cost of purchase and the secure installation of the lock box. The box shall be installed between 120 cm and 150 cm above the floor or ground and as close to the entrance door as possible.
47. It is the responsibility of the Owner to ensure that the Fire Department is notified when keys are updated in order to ensure that keys stored in the lock box are current. All keys shall be tested in the presence of the Owner prior to placing them in the lock box.

Fire Hydrants

48. Fire hydrants shall not be removed or otherwise made unserviceable without the authorization of the Fire Chief.
49. The Fire Department shall be notified immediately when any fire hydrant is determined to be in a condition that would render it unusable for fire fighting purposes.

Emergency Services Bylaw 2024-44

50. Fire hydrants shall only be operated by City employees or those authorized by the Manager of Water and Waste Services and the Fire Chief.
51. No Person shall in any way obstruct access to any fire hydrant. No vehicle, building, fence, tree, shrub or any other thing shall be placed within two metres of any hydrant or placed in such a manner that would obscure the view of a fire hydrant from approaching Fire Department vehicles.
52. Water from a fire hydrant shall not be taken for purposes other than fire fighting except as stated in this bylaw.
53. Fire hydrants may be used by employees of the City or by contractors for furnishing water for street sprinkling or flushing, flushing sewers, street repairs or any other purpose as requested by the Manager of Water and Waste Services and approved by the Fire Chief.
 - (1) Contractors shall apply to the Manager of Water and Waste Services, obtain a portable water meter and pay the metered rate for the water used as prescribed in the Fees and Charges Bylaw.
 - (2) Portable water meters shall only remain connected to the fire hydrant during the filling operation. Once filling has been completed, the meter shall be disconnected. In no case shall any meter, hose, fitting, or device be left connected to the fire hydrant when it is not in use and attended by the user.
54. All wrenches, couplings, fittings, hoses, and similar devices intended for use with or attachment to a fire hydrant must be approved by the Fire Chief prior to such use or attachment to any hydrant.
55. All fire hydrants, excluding hydrants referred to in section 56 of this bylaw, shall be painted in accordance with the requirements of NFPA 291, Recommended Practice for Fire Flow Testing and Marking of Hydrants.
56. Hydrants may be installed for specific purposes other than fire fighting. When required, such hydrants will be installed in addition to those fire hydrants required to meet the City Servicing Standard, and shall not be considered as forming part of the Fire Protection system.
57. The provisions of this bylaw shall apply to all fire hydrants, including privately owned fire hydrants within the City which are considered as forming part of the Fire Protection system as may be determined by the City Servicing Standard, National Building Code, National Fire Code or other applicable standard.

Permit Required

58. Every Person must obtain a permit issued by the Fire Chief to do any of the following:
 - (1) Use open flames for display purposes;
 - (2) Discharge, fire or set off any consumer fireworks or display fireworks; and

Emergency Services Bylaw 2024-44

- (3) Start or permit a fire of any kind whatsoever in the open air unless otherwise permitted under this bylaw.

Permit Application

59. Every application for a permit shall be made in the form prescribed by the Fire Chief.
60. Where an application for a permit is made to the Fire Department on the prescribed form, the Fire Chief may issue a permit if:
- (1) The receptacles, Vehicles, Buildings or other places to be used have been inspected and approved by a Fire Inspector, where the Fire Chief considers such inspection necessary; and/or
 - (2) The applicant has paid the applicable fee prescribed in Schedule “B” of this bylaw.

Permit Conditions

61. Every permit required by section 58 shall be subject to the following conditions:
- (1) A permit may not be transferred to another Person;
 - (2) The Fire Chief may suspend or revoke a permit if there is a violation of:
 - i. any condition under which the permit was issued; or
 - ii. any requirement of this bylaw or other applicable legislation.
 - (3) The permit must be posted in a conspicuous place in or on the premises which are subject to the permit, or carried at all times during the permitted use or activity and produced on request by a Member.

Open Air Burning

62. Except in accordance with permission in sections 63 – hereunder, no Person shall start or permit a fire of any kind whatsoever in the open air within Whitehorse, without first having obtained a permit to do so from the Fire Chief.
63. No permit is required for open air burning for the following:
- (1) For the following outdoor appliances; outdoor fire pit, food smoker, outdoor fireplace, and barbeque, provided:
 - i. the appliance is CSA, ULC, CGA or equivalent safety standard approved, and the appliance is fuelled by natural gas, propane, gel or charcoal briquette only;

Emergency Services Bylaw 2024-44

- a) clearance to combustibles – a minimum of 1 metre clearance must be maintained from the nearest structure, Property line, overhead tree or other combustible material for gas fuelled appliances;
 - ii. fire pits are installed to the specifications provided by the Whitehorse Fire Department, with fires being no higher than 0.5 metres. Outdoor appliances such as chimneys must be located on non-combustible material and be equipped with a screen. In all cases, the following are required:
 - a) clean wood or charcoal must be used;
 - b) supervision – the operator must keep the fire pit or outdoor appliance under constant supervision when in use;
 - c) provisions for Fire Protection – provide an adequate extinguishing agent, such as a fire extinguisher or garden hose; and
 - d) such containers must be at least 3 metres from any building, structure or combustible material.
 - (2) By the Fire Department for the purpose of training Members in structural firefighting methods, fire investigation procedures, public education or for the purpose of elimination of fire hazards.
64. In addition to the conditions established in section 61, every permit issued for open air burning shall be subject to the following requirements and conditions:
- (1) Subject to any conditions that may be imposed pursuant to this bylaw, permits shall be issued only during the period of October 1st to March 31st each year, provided that where the Fire Chief considers it safe to do so. These dates are at the discretion of the Fire Chief and may be amended by the Fire Chief if deemed appropriate. In addition, the Fire Chief may issue a permit for any time during the year under such conditions and restrictions considered necessary;
 - (2) No open air burning may be started or permitted on lots less than one acre;
 - (3) A minimum of one Adult must be in attendance at all times during burning;
 - (4) Adequate and reasonable provisions for fire suppression must be in place prior to starting any open burning, which may include extinguishers, hoses or other means of providing immediate suppression;

Emergency Services Bylaw 2024-44

- (5) Specifications around pile sizes, number of piles and specific requirements for burn piles will be provided by the Fire Department and must be adhered to as part of the permit Approval. These requirements may be amended from time to time as the Fire Department deems appropriate;
 - (6) The Fire Department may elect to inspect a property prior to issuing a burn permit and may withhold, delay or refuse issuing a permit until all conditions are deemed by the Fire Department to be met;-
 - (7) Compostable yard waste, including grass clippings, leaves, tree needles, garden waste and weeds, shall not be burned;
 - (8) In all instances rubber tires, oil, petroleum products, asphalt products, batteries, refuse, plastic, construction material, or non-dried organic materials of any kind will not be permitted for starting, fuelling or feeding a fire;
 - (9) If, at any time a permit is suspended or cancelled, the fire must be extinguished, a new permit applied for in writing, and the site and operation may be required to be inspected before recommencing burning;
 - (10) The operating of a domestic outdoor or backyard incinerator or any structure serving as a domestic incinerator is expressly prohibited;
 - (11) When, in the opinion of the Fire Chief, atmospheric conditions or local circumstances may make outdoor burning a hazard or a nuisance, the Fire Chief may temporarily suspend or revoke a permit;
 - (12) In addition to any other remedy or offence imposed by this bylaw, a Person who starts a fire without a valid permit pursuant to this section or who are in contravention of this bylaw or the directions of the Fire Department shall be responsible for the costs of providing the additional personnel and equipment that the Fire Chief may deem necessary to extinguish the fire;
 - (13) The permit may be revoked or suspended where, in the opinion of the Fire Chief, open air burning under the prevailing weather conditions or other circumstances could reasonably be expected to be hazardous to public safety or to create a nuisance;
 - (14) The permit holder shall comply with all other conditions, restrictions and requirements imposed by; and
 - (15) The permit holder is responsible for complying with all applicable territorial regulations not governed under this bylaw.
65. Without limiting section 58, the Fire Chief may, issue a permit to allow burning for the purpose of fuel reduction or hazard abatement on private or public property.

Emergency Services Bylaw 2024-44

Requirement for Smoke Alarms

66. The Owner of every building used for Residential Occupancy shall install and maintain in proper working order, at least one Smoke Alarm in each Dwelling Unit and in each sleeping room not contained in a Dwelling Unit.

Installation of Smoke Alarms

67. Every Smoke Alarm shall be installed on or near the ceiling in accordance with the manufacturer's installation instructions, and shall be located on each floor level of the Dwelling Unit as follows:

- (1) Near the stairs connecting floor levels;
- (2) On floor levels containing sleeping areas, between each sleeping area and the remainder of the dwelling; or
- (3) In the hallway, where the sleeping area is served by a hallway belonging to the Dwelling Unit.
 - i. Smoke Alarms shall be audible within the sleeping areas when intervening doors are closed.
 - ii. Smoke Alarms installed by permanent connections to an electrical circuit shall have **NO** disconnect switch between the over-current circuit device and the Smoke Alarm.
 - iii. Where more than one Smoke Alarm is required in a Dwelling Unit and electrically operated Smoke Alarms are installed, the Smoke Alarms shall be wired so that the activation of one alarm will cause all alarms within the Dwelling Unit to sound.

Bylaw Enforcement

68. The Fire Chief shall be responsible for the enforcement of the provisions of this bylaw.

69. [Provisions of this bylaw, including issuance of fines and penalties, may also be implemented by City of Whitehorse Bylaw Enforcement Officers.](#)

70. Without limiting the right of entry of a Member during an Incident, the Fire Chief may inspect any building or premises, and for such purpose may at all reasonable hours, and upon producing proper identification, enter into and upon the building or premises to conduct an inspection to determine compliance with the provisions of this bylaw.

71. The Fire Chief may order any Person who contravenes this bylaw to take such measures as are specified in the order to forthwith remedy the non-compliance with this bylaw.

Order to Remedy a Hazardous Condition

72. [In addition to authority provided for orders by the Fire Chief elsewhere in this bylaw, if a Person contravenes or fails to comply fully with any provision of this bylaw, or if conditions exist in or upon any premises which in the opinion of the Fire Chief, constitute a fire hazard or other danger to life or property, the Fire Chief may, in writing, issue such order to that Person as necessary to ensure full and proper compliance with this bylaw or to remove or otherwise deal with the fire hazard or other danger.](#)

Emergency Services Bylaw 2024-44

73. An order made by the Fire Chief under this bylaw may be served:
- (1) By delivering it or causing it to be delivered to the Person to whom it is directed;
 - (2) By sending the order by mail to the last known address of the property Owner;
or
 - (3) If the Person to whom it is directed cannot be found, is not known or refuses to accept service of the order, by posting a copy of the order in a conspicuous place on the premises that is subject to the order.
74. If an order has been posted in accordance with 73(3), a Person must not remove, deface or destroy the order.
75. A Person against whom an order has been made by the Fire Chief under this bylaw may, before the expiration of ten days from the date of the order, appeal in writing to the Fire Chief, who may uphold the order, vary or set aside the order, or issue an alternative order.
76. Every order issued by the Fire Chief or a Fire Inspector shall state a date by which the order shall be carried out, which date shall, in the discretion of the issuer, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and Property.
77. Where a Person is in default of an order made pursuant to this bylaw, the City by its employees, servants or agents may enter the premises and effect such work as is required in the notice at the cost and expense of the Owner or Occupant of the premises, payable upon receipt of invoice from the City.

Right to Appeal

78. Every person against whom an order is made pursuant to section 72 of this bylaw pertaining to a fire hazard as described by the *Fire Prevention Act* may, within seven days from the date on which the copy of the order is delivered, either in person or by registered mail, appeal the order to the Fire Marshal. The appeal shall be dealt in accordance with the appeal provisions of the *Fire Prevention Act*
79. The operation of an order referred to in section 78 of this bylaw may be suspended at the discretion of the Fire Marshal, until the Fire Marshal's decision has been served on the appealing Person.
80. All appeals that do not pertain to a fire hazard as described in the *Fire Prevention Act* may be appealed to [City Manager](#).

Right of Assistance

81. The Owner, Occupant or lessee of a building or property or part thereof shall upon request give the Fire Chief or any Member of the Fire Department who is carrying out an inspection or investigation pursuant to this bylaw such information or assistance as may be reasonably required in carrying out the inspection.

Emergency Services Bylaw 2024-44

Penalties Section

82. Every Person commits an offence who:

- (1) Fails to provide information or assistance as required by section 77; or
- (2) Knowingly states anything false in information delivered or furnished to the Fire Chief or any Member of the Fire Department; or
- (3) Obstructs or interferes with an inspection under this bylaw.

83. Every Person who violates a provision of this bylaw commits an offence and is liable on summary conviction to:

- (1) A fine in the maximum amount of ten thousand dollars (\$10,000.00) or to imprisonment for no more than six months, or both; or
- (2) A voluntary fine pursuant to the provisions of section 20 of the *Summary Convictions Act*, issued in respect to an offence in the amount specified in Schedule "A" attached hereto and forming a part of this bylaw.

84. Where a Person upon whom an order has been served pursuant to this bylaw fails to comply with the order and has not within the prescribed time appealed the order, or has appealed the order and a decision has been rendered against him, Council may take the necessary action to perform the work required by the order, and the City shall recover the expenses thereof with costs, in a like manner as City taxes.

85. Where an offence is committed or continued on more than one day, it shall be deemed to be a separate offence for each day on which the offence is committed or continued.

Fees for Services

86. The City of Whitehorse is authorized to charge the applicable fees for the various services, tests and emergency responses as listed in the municipal Fees and Charges Bylaw as amended from time to time.

Bylaw Repeal

87. Bylaw [2000-0146](#), including all amendments thereto, is hereby repealed.

Coming Into Force

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

FIRST and SECOND READING:
THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services

Emergency Services Bylaw 2024-44

SCHEDULE "A" VOLUNTARY FINES

| <u>Authority</u> | <u>Ticket Description</u> | <u>Penalty</u> |
|--|---|--------------------------------|
| Section 11 | enter within boundaries or limits of a hazardous area | \$100.00 |
| Section 15 <u>4</u> | obstruct, hinder or delay a Member | \$500.00 |
| Section 16 <u>5</u> | drive over equipment or fire hose | \$500.00 |
| Section 17 <u>6</u> | false representation as fire department Member | \$ 50.00 |
| Section 18 <u>7</u> | obstruct or interfere with roads, streets or approaches | \$500.00 |
| Section 19 <u>8</u> | obstruct a Member carrying out duties of bylaw | \$500.00 |
| Section 20 <u>19</u> | obstruct/hinder/delay fire apparatus/vehicle/equipment | \$500.00 |
| Section 24 <u>3</u> | discarding a burning object | \$200.00 |
| Section 25 <u>4</u> | use of flammable decorative materials | \$500.00 |
| Section 26 <u>5</u> | permit accumulation of combustibles | \$100.00 |
| Section 27 <u>6</u> | improper disposal of ashes | \$100.00 |
| Section 28 <u>7</u> | storage of explosives contrary to bylaw | \$500.00 |
| Section 29 <u>8</u> | fail to obtain permit to store explosives | \$500.00 |
| Section 31 <u>0</u> | transporting explosives in excess of 2000 Kg | \$500.00 |
| Section 32 <u>4</u> | park propane fuelled vehicle in underground facility | \$300.00 |
| Section 33 <u>2</u> | fail to post signs | \$200.00 |
| Section 34 <u>3</u> | improper sign | \$200.00 |
| Sections 35 <u>4</u> - 38 <u>7</u> | failure to comply | \$1,000.00 |
| Section 39 <u>8</u> | place refuse container within prohibited distance | \$300.00 |
| Section 40 <u>39</u> | open lid or refuse stored outside of container | \$300.00 |
| Section 41 <u>0</u> | container constructed of combustible material | \$300.00 |
| Section 42 <u>4</u> | fail to maintain required distance from combustibles | \$300.00 |
| Sections 43 <u>2</u> - 55 <u>4</u> | fail to comply with hydrant regulations | \$300.00 |
| Section 64(1) <u>59</u> | burning outside prescribed dates for cleanup purposes | \$200.00 |
| Section 64(1) <u>59</u> | burning outside prescribed dates/land clearing purposes | \$1,000.00 |
| Section 62 <u>0</u> | fail to comply | \$2 <u>5</u> 00.00 |
| Section 64(3) <u>4</u> | fail to keep competent Person in attendance, or sufficient appliances and equipment on site | \$2 <u>5</u> 00.00 |
| Section 64(8) <u>3</u> | burning prohibited material | \$2 <u>5</u> 00.00 |
| Section 66 <u>8</u> | fail to install or maintain Smoke Alarm(s) | \$10 <u>2</u> 50.00 |
| Section 72 <u>6</u> - 77 | failure to comply | \$1,000.00 |
| Section 81 <u>2</u> | fail to provide information or assistance | \$1 <u>5</u> 00.00 |
| Section 82 <u>3</u> (1-3) | commits an offence | \$100.00 |

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Jocelyn Curteanu

September 3, 2024

Meeting #2024-17

-
1. Capital Budget Variance Reporting 2nd Quarter
Presented by Svetlana Erickson, Manager, Financial Services
 2. Operating Budget Variance Reporting 2nd Quarter – For Information Only
Presented by Svetlana Erickson, Manager, Financial Services
 3. New Business

ADMINISTRATIVE REPORT

| |
|--|
| TO: Corporate Services Committee |
| FROM: Administration |
| DATE: September 3, 2024 |
| RE: Capital Budget Variance Reporting 2 nd Quarter |

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 2024 to 2027 Capital Expenditure Program.

REFERENCE

- [2024-2027 Capital Expenditure Program](#)
- 2024 Capital Budget Amendments (Attachment 1)
- 2024 Second Quarter Capital Budget Proposed Amendments (Attachment 2)

HISTORY

The approved Capital Expenditure Program for 2024 is as follows:

| | |
|----------------------|--|
| \$ 17,675,163 | Approved 2024 Expenditures – Appendix A (Bylaw 2024 to 2027) |
| 18,083,491 | Projects Added to Appendix A – due to confirmation of external funding |
| 73,558,271 | Capital Projects Re-Budgeted from 2024 (Bylaw 2024-21 and 2024-13) |
| 5,605,000 | Capital Budget Amendments by Council Resolutions |
| <u>\$114,921,925</u> | Total Current Approved Capital Expenditures |

ALTERNATIVES

1. Proceed with amendments as recommended; or
2. Refer the matter back to Administration.

ANALYSIS

As part of the City's second quarter variance reporting, managers are required to review their planned capital spending. Many projects are proceeding as planned; however, some are experiencing delays due to staff vacancies, logistics issues, material shortages, and contractor/consultant availability. One project has been cancelled. Two projects have been completed under budget. A budget amendment is recommended to reduce the 2024 Capital Budget by \$395,130, bringing the total revised capital expenditures to \$114,526,795 upon approval.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize amendments totalling \$395,130 to reduce the 2024 to 2027 Capital Expenditure Program.

ATTACHMENT 1
2nd QUARTER CAPITAL VARIANCE
2024 CAPITAL BUDGET AMENDMENTS

| APPROVED CAPITAL EXPENDITURE PROGRAM | BYLAW | AMOUNT |
|--|---------------|-------------------|
| Approved 2024 Capital Expenditure Program (Appendix A) | Bylaw 2023-27 | 17,675,163 |
| APPROVED CAPITAL EXPENDITURE PROGRAM | \$ | 17,675,163 |

2024 REVISIONS

| APPENDIX B PROJECTS MOVED TO APPENDIX A | PROJECT | AMOUNT |
|--|-----------|-------------------|
| Fire Hall #1 Access Improvements | 240c00122 | 250,000 |
| Sanitary Sewer Utility Stations - Upgrades | 240c00124 | 431,250 |
| Water Stations - Upgrades | 240c00224 | 143,750 |
| Water Flow Meter Chambers - Upgrades | 240c00324 | 321,875 |
| Water Reservoirs - Upgrades | 240c00424 | 18,750 |
| McIntyre Drive Traffic Calming | 240c00621 | 4,200,000 |
| Active Transportation & Regulatory Signage - Spot Improvements | 240c00724 | 50,000 |
| Escarpment Risk Assessment | 240c00824 | 400,000 |
| Neighborhood Speed Limit Reductions - Engineering and Engagement | 240c01424 | 50,000 |
| Whistle Bend 3rd Vehicle Entrance - Planning | 240c01824 | 50,000 |
| Left Turn at Second Avenue and Ogilvie Street | 240c01924 | 50,000 |
| Downtown Sanitary Trunk Main Rehabilitation - Assessment and Design | 240c02024 | 300,000 |
| Selkirk Street Active Transportation Improvements | 240c02424 | 350,000 |
| City Fiber Optic Network Expansion | 300c00720 | 285,000 |
| Ice Resurfacers Replacement | 320c00215 | 450,000 |
| Building Consolidation Plan - Municipal Services Building Demolition | 320c00318 | 2,475,000 |
| Electric Vehicle (EV) Charging Stations | 360c00223 | 135,000 |
| Whitehorse Operations Building - Biomass Heating | 360c00323 | 200,000 |
| CGC Roof Upgrade | 360c00324 | 90,000 |
| Para Ramp Infills | 500c00409 | 100,000 |
| Additional Electric Transit Driver Shuttles | 500c00423 | 130,000 |
| Additional Pumper Truck - Station 3 | 500c00524 | 2,200,000 |
| Transit Shelters & Benches | 580c00115 | 250,000 |
| Community Emissions Inventory | 600c00124 | 55,000 |
| Storm Water Management Plan | 650c00224 | 250,000 |
| Landfill Gas Assessment | 650c00624 | 175,000 |
| Crestview Lagoon Outfall | 650c00724 | 200,000 |
| Residential/Commercial Organics & Waste Carts | 650c01118 | 170,000 |
| Town Square 2024 | 720c00224 | 120,000 |
| Housing Accelerator Plan | 720c00824 | 1,175,000 |
| Bike Rack Program | 740c00224 | 20,400 |
| Mural Pump Station Riverdale | 740c00524 | 48,500 |
| Whistle Bend Phase 6 Playground | 740c00623 | 1,008,966 |
| Replace Irrigation System At Rotary Park | 740c01115 | 230,000 |
| Ozone System Replacement | 750c00124 | 250,000 |
| Takhini Arena Floor Replacement | 750c00224 | 200,000 |
| Arena Stanchion Replacement - NWTEL & ATCO Ice | 750c00324 | 300,000 |
| CGC Flooring Replacement - Main Concourse | 750c00424 | 350,000 |
| Chlorine Scrubber & Auto Shut Off Safety Device - CGC | 750c00624 | 250,000 |
| Running Track Perimeter Flooring Replacement - CGC | 750c00822 | 350,000 |
| TOTAL APPENDIX B PROJECTS WITH FUNDING AGREEMENTS | \$ | 18,083,491 |

| APPROVED RE-BUDGETS | BYLAW / RESOLUTION | PROJECT | AMOUNT |
|---|---------------------------|----------------|----------------------|
| Capital Projects from 2023 approved for re-budget to 2024 | 2024-21 | | 72,822,936 |
| Increase the 2024 budget to include the project for Livingstone Lagoon desludging | 2024-13 | 650c00321 | 735,335 |
| TOTAL APPROVED RE-BUDGETS | | | \$ 73,558,271 |

| BUDGET AMENDMENTS: COUNCIL REVISIONS | RESOLUTION | PROJECT | AMOUNT |
|---|-------------------|----------------|---------------------|
| Increase the 2024 budget for Crestview Water Improvements, funded from the Capital Reserve, until the external grant funding is secured | 2024-03-04 | 240c00222 | 3,500,000 |
| Increase the 2024 budget for the CGC Aquatic Centre Domestic Water Line Upgrade, funded from the Capital Reserve, until the external grant funding is secured | 2024-03-05 | 360c00224 | 1,625,000 |
| Increase the 2024 budget for the Takhini Arena furnaces, funded from the Capital Reserve, until the external grant funding is in place | 2024-03-06 | 320c01713 | 385,000 |
| Amend 2024 capital budget to include a new project: Transit Decarbonization Roadmap | 2024-06-03 | 580c00124 | 95,000 |
| TOTAL BUDGET AMENDMENTS: COUNCIL REVISIONS | | | \$ 5,605,000 |

| | | | |
|---|--|--|-----------------------|
| TOTAL 2024 CAPITAL EXPENDITURE PROGRAM AS OF JUNE 30, 2024 | | | \$ 114,921,925 |
|---|--|--|-----------------------|

ATTACHMENT 2
2nd QUARTER CAPITAL VARIANCE
2024 CAPITAL BUDGET PROPOSED AMENDMENTS

| PROJECT | STATUS | AMOUNT |
|--|--|-------------------|
| 240c00123 Pavement Management System | Completed and Under Budget | 14,556 |
| 580c00123 Free Fare Transit Study | Completed and Under Budget | 574 |
| 720c00221 Land Acquisition – 7220 7th Avenue | Cancelled: Agreement with landowner has lapsed | 380,000 |
| TOTAL COMPLETE OR CANCELLED JOBS | | \$ 395,130 |

| | |
|---|-------------------|
| Total Amount Not Utilized And Remaining In Reserves | 394,556 |
| Total Amount Not Utilized And Remaining In External Funding Sources | 574 |
| TOTAL FUNDING SOURCES NOT UTILIZED | \$ 395,130 |

| | |
|--|-----------------------|
| TOTAL REVISED 2024 CAPITAL EXPENDITURE PROGRAM: UPON APPROVAL | \$ 114,526,795 |
|--|-----------------------|

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: September 3, 2024
RE: Operating Budget Variance Reporting 2nd Quarter – For Information Only

ISSUE

Financial Services has reviewed operating expenditures projections submitted by department managers and is providing a forecast of operating results to the end of the 2024 fiscal year.

REFERENCE

- [2024-2026 Operating Budget Bylaw](#)
- 2024 Operating Budget Amendments (Attachment 1)
- 2024 Second Quarter Operating Variance Report (Attachment 2)

HISTORY

Council adopted an operating budget for 2024 totalling \$110,808,551. This comprises an initial budget of \$ 110,555,551 plus subsequent Council approved amendments totalling \$253,000 as shown in Attachment 1.

At the end of second 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 Attachment 2, the City is anticipating an operating surplus for 2024 of \$308,431.

ANALYSIS

The 2024 second quarter variance projection shows that total operating revenues and expenses are expected to be under budget by \$358,689 and \$667,120, respectively. Consequently, projections to December 31, 2024, compared to the revised budget, indicate an operating surplus of \$308,431. When viewed by fund, the projected surplus is as follows:

| Projected variance | | |
|--------------------------|---------------------------|---|
| Fund | Deficit/Surplus to Budget | Primary Driver |
| General | (123,563) | Higher than expected government transfers in addition to savings realized through staff vacancies |
| Water and Sewer | (184,868) | Savings due to staff vacancies |
| Projected Surplus | (308,431) | |

Overall department spending is controlled. Based on the total budget of \$110,808,551, second quarter variance of \$308,431 is under 1% of the City's total operating budget.

ATTACHMENT 1
2nd QUARTER OPERATING VARIANCE
2024 OPERATING BUDGET AMENDMENTS

| AMENDMENT | BYLAW / RESOLUTION NUMBER | REVENUE | EXPENSES |
|--|------------------------------|-----------------------|-----------------------|
| APPROVED BUDGET | Bylaw 2024-01 | \$ 110,555,551 | \$ 110,555,551 |
| BUDGET AMENDMENTS | | | |
| Amend Operating budget by increasing 2024 Development Incentive Program from offsetting to the General Reserve | BYLAW 2024-24 | 3,000 | |
| Amend Operating budget for 2024 General Reserve regarding Development Incentive program | BYLAW 2024-24 | | 3,000 |
| Amend Operating budget for 2024 Solid Waste Expenditures from offsetting to the User Fees | 2024-10-09 | 250,000 | |
| Amend Operating budget for 2024 User Fees regarding Solid Waste Expenditures | 2024-10-09 | | 250,000 |
| SUMMARY OF AMENDMENTS | | \$ 253,000 | \$ 253,000 |
| REVISED BUDGET AS AT JUNE 30, 2024 | | \$ 110,808,551 | \$ 110,808,551 |

ATTACHMENT 2
2nd QUARTER OPERATING VARIANCE
2024 OPERATING VARIANCE REPORT

| REVENUES (BRACKETS INDICATE HIGHER THAN ANTICIPATED REVENUES) | | |
|---|-----------|------------------|
| Miscellaneous Revenue | | (156,959) |
| Garage Charges Recovery | | (150,511) |
| Government Transfers | | (148,423) |
| Parking Meter Collection & Fines | | 180,639 |
| Transfer from Reserve RE: Vacancy Overlay | | 633,943 |
| TOTAL REVENUES | \$ | 358,689 |
| EXPENSES (BRACKETS INDICATE LOWER THAN ANTICIPATED SPENDING) | | |
| Employee Wages & Benefits | | (982,543) |
| Snow Removal Subcontracting Costs | | (218,889) |
| Transfer To Parking Reserve | | (154,081) |
| Miscellaneous Expenses | | 134,021 |
| Transfer To Equipment Reserve | | 138,011 |
| Garage Charges | | 150,511 |
| HR Professional Services & Consultants | | 265,850 |
| TOTAL EXPENSES | \$ | (667,120) |
| PROJECTED SURPLUS | \$ | (308,431) |
| DEFICIT (SURPLUS) BY FUND | | |
| 01 General Fund | | (123,563) |
| 02 WWS Fund | | (184,868) |
| PROJECTED SURPLUS | \$ | (308,431) |

REVENUES

- Miscellaneous Revenues are made up of multiple amounts which vary from budget including garbage collection and disposal fees and compost sales fees.
- Garage Charges Recovery is offset by Garage Charge Expenses. Garage Charge Expenses are higher than anticipated due to an increase in internal rates and equipment usage.
- 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.
- Revenue shortfall for Parking Meter Collection and Fines resulted from the theft of over 40 parking meters, which were out of service for four months. The introduction of the Hotspot payment method reduced parking violations. A steady increase in public transportation ridership and bicyclists have also impacted the parking meter revenues.
- Transfer from Reserve will be reduced due to staff vacancies via the vacancy overlay budget process.

EXPENSES

- Employee Wages and Benefits are low due to staff vacancies in various departments: Business & Technology Systems, Financial Services, Human Resources, Land & Building, Legislative, and Water & Waste Services.
- Snow Removal Subcontracting Costs are lower than budgeted due to mild 2023/2024 winter season and less contracted equipment has been used to date in 2024.
- Transfer to Parking Reserve is lower than budget due to a decrease in parking meter collection revenues.
- Miscellaneous Expenses are made up of multiple amounts which vary from budget including training, relocation expenses, assessment services, other material and supplies and some reserve transfers.
- Transfer to Equipment Reserve is higher than budget due to an increase use in equipment.
- Human Resources Professional Services & Consultants are projected higher than budget due to additional legal assistance, recruiting services and external resources required for HR related matters.