

CITY OF WHITEHORSE
REGULAR Council Meeting #2021-23

DATE: Monday, November 29, 2021
TIME: 5:30 p.m.

Mayor Laura Cabott
Deputy Mayor Mellisa Murray
Reserve Deputy Mayor Jocelyn Curteanu

AGENDA

CALL TO ORDER 5:30 p.m.

AGENDA Adoption

PROCLAMATIONS

MINUTES Regular Council meeting dated November 15, 2021

DELEGATIONS

PUBLIC HEARING

STANDING COMMITTEE REPORTS

City Budget Committee – *Mayor Cabott*
2022 to 2025 Capital Budget Address

Corporate Services Committee – *Councillors Friesen and Cameron*
Third Quarter Capital Budget Variance Report
Third Quarter Operating Budget Variance Report – For Information Only
Adoption of the 2022 Council and Standing Committee Meeting Schedule
Annual Council Member Appointment to Ad Hoc and Special Committees
Citizen Appointments to the Board of Variance

City Planning Committee – *Councillors Boyd and Laking*
Zoning Bylaw Amendment – 115 Range Road
Housing Development Incentive – 25 Gleaner Avenue
Better Build Program Legislation – For Information Only

Development Services Committee – *Councillors Curteanu and Murray*
Environmental Grant Allocations

City Operations Committee – *Councillors Laking and Boyd*

Community Services Committee – *Councillors Murray and Friesen*

Public Health and Safety Committee – *Councillors Cameron and Curteanu*

NEW AND UNFINISHED BUSINESS

Amend City Manager Bylaw (Appoint Interim City Manager)

BYLAWS

2021-43	Amend City Manager Bylaw (Interim Manager)	1 st & 2 nd Reading
2021-39	Zoning Bylaw Amendment (115 Range Road)	1 st Reading
2021-41	2022 to 2025 Capital Expenditure Plan	1 st Reading

ADJOURNMENT

MINUTES of **REGULAR** Meeting #2021-22 of the Council of the City of Whitehorse called for 5:30 p.m. on Monday, November 15, 2021, in Council Chambers, City Hall.

PRESENT: Mayor Laura Cabott
Deputy Mayor Mellisa Murray
Councillors Dan Boyd
Kirk Cameron
Jocelyn Curteanu
Michelle Friesen
Ted Laking

ALSO PRESENT: Acting City Manager Jeff O'Farrell
Acting Director of Community Services Landon Kulych
Director of Corporate Services Valerie Braga
Director of Development Services Mike Gau
Director of Human Resources Lindsay Schneider
Director of Operations Tracy Allen
Assistant City Clerk Norma Felker

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

CALL TO ORDER

2021-22-01

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

AGENDA

Carried Unanimously

2021-22-02

It was duly moved and seconded
THAT the minutes of the Regular Council meeting dated October 12, 2021 be accepted as presented.

MINUTES

October 12, 2021

Carried Unanimously

2021-22-03

It was duly moved and seconded
THAT the minutes of the Special Council meeting dated November 1, 2021 be adopted as presented.

MINUTES

November 1, 2021

Carried Unanimously

COMMITTEE REPORTS

Corporate Services Committee

In accordance with the City's Procurement Policy, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to Council on a bi-monthly basis.

FORTHCOMING
PROCUREMENTS

For Information Only

.../continued

There are only two items on the current list and the first is renewal of support and maintenance for licensed Microsoft software and systems. The cost is estimated to be approximately \$120,000 per year for a total of \$360,000 over the term. The second item is for construction services to replace a short section of the Marwell sanitary force main pipe between the lift station and the first valve chamber within the facility compound.

FORTHCOMING
PROCUREMENTS
For Information Only
(Continued)

City Planning Committee

There was no report from the City Planning Committee.

No Report

Development Services Committee

There was no report from the Development Services Committee.

No Report

City Operations Committee

There was no report from the Operations Committee.

No Report

Community Services Committee

2021-22-04

It was duly moved and seconded
THAT the allocation of \$54,859.54 for fall Recreation Grants be approved as recommended by the Recreation Grant Task Force; and
THAT any unexpended recreation grants funds, as well as any refunds received prior to year-end, be authorized for re-budgeting in 2022.

<u>Grant Recipient</u>	<u>Amount</u>
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Arctic Edge Skating Club	
Gold Nugget Championships	\$ 5,850.00
Canadian-Filipino Sports Association of Yukon	
Operational Support	\$ 1,100.00
Winter Sports Tournament	\$ 3,426.00
Chickadees Playschool Association	
Programming for Playschool participants	\$ 2,040.00
(The) Community Choir of Whitehorse Society	
Choral Program and Video Production	\$ 5,400.00
Granger Community Association	
Rink Nets	\$ 2,968.54

FALL RECREATION
GRANT ALLOCATIONS

.../continued

2021-22-04 (Continued)

<u>Grant Recipient</u>	<u>Amount</u>
Japanese Canadian Association of the Yukon Minor Equipment	\$ 3,675.00
Larrikin Entertainment Operational Support	\$ 1,100.00
Learning Disabilities of the Yukon (LDAY) Camp Raven	\$ 7,000.00
Whitehorse Curling Club Operational Support	\$ 1,100.00
Yukon Arts Society Art and Craft Programs	\$ 7,000.00
Operational Support	\$ 1,100.00
Yukon Film Society Keeping Whitehorse Cinema Alive	\$ 5,000.00
Yukon Theatre for Young People Operational Support	\$ 1,100.00
Theatrical Performance	<u>\$ 7,000.00</u>
Total	<u>\$54,859.54</u>

FALL RECREATION
GRANT ALLOCATIONS
(Continued)

Carried Unanimously

Deputy Mayor Murray declared a conflict of interest and left Council Chambers during discussion of the Festival and Special Event Grant allocations for 2022.

CONFLICT DECLARED

2021-22-05

It was duly moved and seconded
 THAT the recommendations for Festival and Special Event Grant Fund allocations for events occurring in 2022 be approved, with funding from the 2022 budget.

<u>Grant Recipient</u>	<u>Amount</u>
All-City Band Society • Music for a Winter's Eve	\$800.00
Association franco-yukonnaise • Solstice Saint-Jean	\$1,500.00
Heart of Riverdale Community Centre (The) • CypherFest Street Dance and Music Festival	\$6,000.00

FESTIVAL AND
SPECIAL EVENT
GRANT ALLOCATIONS

.../continued

2021-22-05 (Continued)

<u>Grant Recipient</u>	<u>Amount</u>
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Kwanlin Dun Cultural Centre	
• National Indigenous People's Day 2022	\$4,000.00
Nakai Theatre Ensemble	
• Nakai Theatre Pivot Festival 2022	\$4,000.00
Royal Canadian Legion Branch 254	
• Canada Day 2022	\$5,000.00
• In-kind	\$4,129.71
Yukon Arts Centre	
• Midnight Sun Moppets Children's Festival	\$2,500.00
Yukon Circus Society	
• Dogtown: The Musical	\$1,700.00
Yukon Film Society	
• Available Light Film Festival 2022	\$5,000.00
• In-kind	\$5,670.00
Yukon First Nation Chamber of Commerce	
• Re-Awakening	\$1,500.00
Yukon First Nations Culture and Tourism	
<i>Signature Event</i>	
• Adaka Cultural Festival 2022	\$6,000.00
• In-kind	\$7,216.08
Yukon Quest International Association	
<i>Signature Event</i>	
• Yukon Quest Sled Dog Race 2022	\$6,000.00
• In-kind	\$5,256.56
Yukon Sourdough Rendezvous Society	
<i>Signature Event</i>	
• Yukon Rendezvous Festival	\$6,000.00
• In-Kind	\$22,493.58

Cash Total: \$50,000.00

In-Kind Total \$44,765.93

Carried Unanimously

Deputy Mayor Murray returned to Council Chambers.

Conflict Over

A Committee member noted the recent tragic events that took place in the Town of Faro, and all members indicated their support for offering a gesture to the community. Administration was asked to provide information about support that previous Councils have offered to communities impacted by tragedy, and to bring forward a formal proposal to the next Council meeting.

RECOGNITION OF
TRAGIC EVENTS
IN FARO, YUKON

For Information Only

Public Health and Safety Committee

2021-22-06

It was duly moved and seconded

THAT the 2021 Christmas Food for Fines program be approved; and

THAT a grant not exceeding \$10,000 for parking meter ticket or two-hour zone fines issued between December 4th and December 11th 2021 be approved to the Food Bank and Kaushee's Place as part of the Christmas '*Food for Fines*' program.

CHRISTMAS FOOD
FOR FINES PROGRAM

Carried Unanimously

A Committee member raised the issue of escalating property crime in the City and noted that a significant consequence is that many citizens do not feel a sense of safety, particularly in the Downtown area.

Administration summarized the measures in place for liaising with the RCMP, and noted that recreation and wellness programs are in place to promote healthy alternatives. It was also noted that crime prevention through urban design is considered with all new development, and development on private property is required to meet design principle guidelines to reduce and prevent crime. However, these measures are not retroactive.

CRIME PREVENTION
AND PUBLIC SAFETY

For Information Only

A Committee member pointed out that the Canadian Municipal Network on Crime Prevention and the RCMP both have information on their websites that may be used to assist the City. It may also be valuable to liaise with the Kwanlin Dün First Nation with respect to their community policing program.

Administration advised that if Council makes crime prevention and public safety a strategic priority, more efforts can be directed towards crime prevention and public safety initiatives.

A Council member noted that the report does not indicate intent and asked for assurance that crime prevention and public safety will be considered when Council sets its strategic priorities. The consensus was that the issue would be brought forward during strategic priorities discussions.

Discussion

Administration confirmed that, prior to Council's strategic priorities exercise, best efforts would be made to scan other municipalities to discover what they are doing with respect to public safety and crime prevention issues.

Discussion
(Continued)

NEW AND UNFINISHED BUSINESS

2021-22-07

It was duly moved and seconded
THAT a grant of \$5,000.00 be authorized to the Town of Faro, funded from Council's Donations account, for use as the Town Council sees fit as part of their efforts to support the community in the wake of the recent shooting tragedy.

DONATION GRANT TO
THE TOWN OF FARO

Carried Unanimously

There being no further business, the meeting adjourned at 5:51 p.m.

ADJOURNMENT



City Budget Committee

Committee Members

Councillor Ted Laking – Chair
Councillor Dan Boyd – Vice Chair
Mayor Laura Cabott
Deputy Mayor Mellisa Murray
Councillor Kirk Cameron
Councillor Jocelyn Curteanu
Councillor Michelle Friesen

Staff Members

Jeff O'Farrell, Acting City Manager
Landon Kulych, Acting Director of Community Services
Valerie Braga, Director of Corporate Services
Mike Gau, Director of Development Services
Lindsay Schneider, Director of Human Resources
Tracy Allen, Director of Operations

1. **2022 to 2025 Capital Expenditure Program**

Mayor Cabott will present the Budget Address for the 2022 to 2025 Capital Expenditure Program.

Capital Budget Bylaw 2021-41 will be distributed at the Regular Council meeting on November 29, 2021.



Minutes of the meeting of the Corporate Services Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Michelle Friesen – Chair Councillor Kirk Cameron – Vice-Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. **Seniors' Utility Grant** – For Information Only

Linda Casson addressed the Committee to point out that the *Senior Utility Charges Rebate Bylaw* as currently written does not apply to seniors living on country residential properties. She suggested a number of options to make the bylaw more equitable with respect to garbage services charges, and encouraged Council to amend the bylaw so that it applies to all seniors, no matter where they live within the City.

2. **Third Quarter Capital Budget Variance Report**

As part of the City's third quarter variance reporting there is a requirement for managers to review their planned capital spending. Although there have been some delays due to staff vacancies, COVID-related material shortages and contractor/consultant availability, many projects are proceeding as planned. Eight projects have been successfully completed under budget, and four have been cancelled.

A number of projects are expected to carry forward into 2022 through the capital re-budget process or be resubmitted as part of the next Capital Budget.

A budget amendment is required in order to reduce the 2021 Capital Budget by \$278,507 with most of the funds returning to reserves.

The recommendation of the Corporate Services Committee is

THAT amendments totalling \$278,507 be authorized to reduce the 2021 to 2024 Capital Expenditure Program, with the total amount not utilized and remaining in reserves being \$236,191, and the total amount not utilized and remaining in external funding sources being \$42,316.

3. Third Quarter Operating Budget Variance Report – For Information Only

The 2021 third quarter variance projection shows that total operating revenues are expected to be over budget by \$54,353 and expenses are expected to be under budget by \$527,446.

The 2021 Operating Budget includes some financial considerations for impacts of the COVID-19 pandemic based on best estimates. Additional losses in the form of unrealized revenues may be incurred. At this time, projections to December 31, 2021 as compared to the revised budget indicate an operating surplus of \$581,799.

Overall department spending is controlled. Based on the total Operating Budget, the third quarter variance is well within 1% of the City's total Operating Budget.

4. 2022 Schedule for Standing Committee and Council Meetings

Adoption of an annual meeting schedule provides a measure of certainty for both Council and Administration, and assists with scheduling certain requirements such as public hearings and public input sessions. It also assists Council members in scheduling time for holidays and other events. It does not preclude changes that may be required during the course of the year due to special circumstances or events. Council may, by resolution, reschedule meetings at any time to accommodate such events.

The recommendation of the Corporate Services Committee is

THAT the 2022 Council and Standing Committee Meeting Schedule be adopted as presented; and

THAT the first meeting cycle in January be re-scheduled to the 10th and 17th respectively, and the second meeting cycle in January be re-scheduled to the 24th and 31st respectively; and

THAT the second meeting cycle in August be cancelled to accommodate a summer recess; and

THAT the second meeting cycle in December be cancelled to accommodate a winter recess.

5. Council Member and Other Annual Appointments

Each year Council approves the appointment of Council members to various ad hoc committees, and confirms the appointment of Council members to special committees.

Council also authorizes the appointment of citizens to advisory boards or committees. Citizen appointments to the Board of Variance are required in accordance with the *Municipal Act* and the *Board of Variance Bylaw*. The existing members have served one term and are eligible for re-appointment for a second term. All five members have indicated their willingness to continue as board members for an additional five-year term.

The recommendation of the Corporate Services Committee is

THAT Council member appointments to ad hoc committees be approved as follows for the period from November 30, 2021 to October 31, 2022:

Association of Yukon Communities	Councillor Ted Laking
Councillor Mellisa Murray	
Crime Stoppers	Councillor Michelle Friesen
Whitehorse Chamber of Commerce	Councillor Dan Boyd
Canadian Capital Cities Organization	Councillor Kirk Cameron

The recommendation of the Corporate Services Committee is

THAT Special Committee appointments be approved as follows for the period from November 30, 2021 to October 31, 2022:

City Budget Committee	Mayor and all Council
City Manager's Evaluation Committee	Mayor and all Council
Civil Emergency Measures Commission	Mayor and all Council

The recommendation of the Corporate Services Committee is

THAT Paul Burbidge, Krysti Horton, Jane Koepke, Doug Mayr and Dennis Shewfelt be re-appointed to the Board of Variance for a five-year term expiring October 31, 2026.



Minutes of the meeting of the City Planning Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Councillor Ted Laking – Vice Chair Mayor Laura Cabott Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Patrick Ross, Manager of Land and Building Services Wendy Donnithorne, Manager of Legislative Services Karmen Whitbread, Planner Norma Felker, Assistant City Clerk	

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

1. Zoning Bylaw Amendment – 115 Range Road

The owner 115 Range Road has applied to rezone the property from IA–Airport to CH–Highway Commercial. The company has stopped using this property for their helicopter business operations as the site no longer meets the requirements for helicopter uses. The property is surrounded by properties zoned Highway Commercial, and is accessed by signalized intersections from the Alaska Highway and Two Mile Hill. The proposed zoning permits a range of commercial uses and aligns with the intent of the land use designation under the Official Community Plan.

The recommendation of the City Planning Committee is

THAT Bylaw 2021-39, a bylaw to amend the zoning at 115 Range Road from IA–Airport to CH–Highway Commercial, be brought forward for consideration under the bylaw process.

2. Housing Development Incentive – 25 Gleaner Avenue

The City has received an application for a housing development incentive for the construction of a 32-unit condominium development at 25 Gleaner Avenue in Whistle Bend. The development meets the criteria for the RCM2—Comprehensive Residential Multiple Family 2 Zone development incentive, which provides for a reduction of Development Cost Charges.

The proponent has provided appropriate site plans and construction drawings and has been issued a development permit for the project that includes four buildings, each comprised of eight two-bedroom units. The resulting density meets the minimum requirements for eligibility for an RCM2 Zone development incentive and conforms to all City zoning and building regulations.

The recommendation of the City Planning Committee is

THAT an RCM2 Zone Housing Development Incentive be approved with respect to the construction of 32 condominium units at 25 Gleaner Avenue in Whistle Bend.



Minutes of the meeting of the Development Services Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Mellisa Murray – Vice-Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Kirk Cameron Councillor Michelle Friesen Councillor Ted Laking	
Staff Present	Jeff O'Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Sara Thomson, A/Manager of Planning and Sustainability Services Norma Felker, Assistant City Clerk	

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

1. Raven Recycling Update – For Information Only

Heather Ashthorn, Executive Director of Raven Recycling, addressed the Committee to provide an update on the accomplishments and activities of the organization over the past ten years. She encouraged Council to consider the cap on diversion credits, provide better enforcement to keep recyclable materials and metals out of the landfill, empower the Extended Producer Responsibility Action Committee, and work with Raven to develop a shared responsibility system.

2. Environmental Grant Fund Allocations

The City has a \$25,000 annual budget to fund projects that advance the Whitehorse Sustainability Plan. The purpose of the Environmental Grant Program is to encourage and enable societies, commercial organizations, and schools to be active partners in achieving the City's sustainability goals.

Six applications were received for the annual major grant intake. After a review by an internal committee, three applications were found to be eligible and have been recommended for funding.

In response to questions raised, Administration confirmed that the number of applicants and grants disbursed varies from year to year, and that the funds budgeted for environmental grants cannot be allocated to other programs. A Committee member asked for more detailed information about the proposed projects.

The recommendation of the Development Services Committee is

THAT the allocation of Environmental Grants in the amount of \$15,974 be approved as recommended by the review committee.

3. Better Build Program – For Information Only

A Committee member noted that new legislation with respect to the *Better Build Program* is being introduced by the Yukon government. Committee members expressed a number of concerns about both the lack of consultation before the legislation is introduced, and the uncertainties and potential costs that the program as currently envisioned could place on municipalities. Some members noted that delaying the legislation would allow more time to work through the issues with municipalities, recognizing that the timing of introducing legislation is Yukon government's decision.

Committee members also noted the benefits of the program, the urgency of the need due to the climate crisis, and the amount of interest and demand by homeowners for this kind of program. The proposed legislation is largely enabling, and program details will be developed and set out in future regulations. The proposed YG-Municipalities Joint Working Group may provide opportunities to identify and address challenges associated with municipal responsibilities for collection and program administration, as well as the opportunity to work in partnership to mitigate those challenges.



Minutes of the meeting of the City Operations Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Ted Laking – Chair Councillor Dan Boyd – Vice Chair Mayor Laura Cabott Deputy Mayor Mellisa Murray Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen	
Staff Present	Jeff O'Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

Your Worship, there is no report from the City Operations Committee.



Minutes of the meeting of the Community Services Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Mellisa Murray – Chair Councillor Michelle Friesen – Vice-Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Ted Laking	
Staff Present	Jeff O'Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

Your Worship, there is no report from the Community Services Committee.



Minutes of the meeting of the Public Health and Safety Committee

Date	November 22, 2021	2021-23
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Kirk Cameron – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Laura Cabott Deputy Mayor Mellisa Murray Councillor Dan Boyd Councillor Michelle Friesen Councillor Ted Laking	
Staff Present	Jeff O'Farrell, Acting City Manager Landon Kulych, Acting Director of Community Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Lindsay Schneider, Director of Human Resources Tracy Allen, Director of Operations Wendy Donnithorne, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

ADMINISTRATIVE REPORT

TO:	Mayor and Council
FROM:	Administration
DATE:	November 29, 2021
RE:	Amend City Manager Bylaw

ISSUE

Amendments to the City Manager Bylaw are required to establish an Interim City Manager position until a new City Manager has been recruited and appointed by Council.

REFERENCE

Municipal Act, sections 183, 184(1) and 188
City Manager Bylaw 2018-17 (consolidated)
Management and Confidential Exclusion Bylaw 2020-33
Proposed bylaw to amend the City Manager Bylaw (Bylaw 2021-43)

HISTORY

The *Municipal Act* requires a municipal council to establish by bylaw the position of Chief Administrative Officer, appoint a person to the position (section 183) and set the terms and conditions of employment for the position (section 188). The City Manager Bylaw has been in place since June 2018 (amended in 2020). The bylaw establishes the position of Chief Administrative Officer, the terms and conditions of employment of that position, the position's duties [section 184(1)] and directs that the position be referred to as the "City Manager".

ALTERNATIVES

1. Amend the City Manager Bylaw to establish an Interim City Manager.
2. Refer the proposed bylaw back to Administration for further analysis.

ANALYSIS

Prior to taking pre-retirement leave in the spring of 2021, the former City Manager appointed Jeff O'Farrell as the Acting City Manager. The term of that acting appointment ends on December 31, 2021, when the former City Manager's pre-retirement leave ends.

To have the acting City Manager continue beyond December 31, Council must exercise its power under the *Municipal Act* to appoint an "Interim City Manager" to cover the period until a new City Manager is recruited and appointed by Council. Presently, there is no position at the City called "Interim City Manager" and no bylaw that speaks to it. The proposed amendment establishes the position of "Interim City Manager" and appoints Jeff O'Farrell.

RECOMMENDATION

THAT Bylaw 2021-43, a bylaw to amend the City Manager Bylaw to appoint an Interim City Manager, be brought forward for consideration under the bylaw process.

CITY OF WHITEHORSE

BYLAW 2021-43

A bylaw to amend City Manager Bylaw 2018-17

WHEREAS section 183 of the *Municipal Act* provides that a municipal council must establish by bylaw the position of chief administrative officer and appoint a person or persons to the position;

WHEREAS section 184(1) of the *Municipal Act* describes the duties of the chief administrative officer;

WHEREAS section 188 of the *Municipal Act* provides that a municipal council shall by bylaw establish the terms and conditions of employment of the chief administrative officer, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal, and rules of conflict of interest;

WHEREAS City Manager Bylaw 2018-17 establishes the position of chief administrative officer, the powers and duties of the position, the terms and conditions of employment of the position and directs that the position be referred to as the City Manager; and

WHEREAS the position of City Manager will be vacant as of January 1, 2022, and it is deemed necessary and expedient that the position be filled by an Interim City Manager until a new City Manager has been recruited and appointed by Council; and

WHEREAS the provisions of City Manager Bylaw 2018-17 will apply to the Interim City Manager except as amended by this bylaw;

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

1. Section 3 of City Manager Bylaw 2018-17 is hereby deleted and replaced with a new section 3 that reads as follows:
 - “3. Where the term "Chief Administrative Officer", "City Manager", "Manager", "Interim City Manager" or "Municipal Manager" is used in any other bylaw of the City, that term shall be deemed to refer to the position of City Manager or the person appointed to that position pursuant to this bylaw, as the context requires.”
2. Section 5 of City Manager Bylaw 2018-17 is hereby deleted and replaced with a new section 5 that reads as follows:
 5. The Interim City Manager is appointed pursuant to this bylaw and shall hold office at the pleasure of Council and in accordance with the terms and conditions of employment stated in this bylaw, as contractually agreed to by the Interim City Manager pursuant to a letter dated November 19, 2021.”

Bylaw 2021-43 – A Bylaw to Amend City Manager Bylaw 2018-17

3. Section 7 of City Manager Bylaw 2018-17 is hereby deleted and replaced with a new section 7 that reads as follows:
“7. Jeff O’Farrell is hereby appointed Interim City Manager for the City of Whitehorse commencing January 1, 2022.”
4. The preamble statement of section 16 of City Manager Bylaw 2018-17 is hereby deleted and replaced with a new preamble statement that reads as follows:
“16. The base salary for the Interim City Manager shall be prorated and calculated at an acting appointment rate of plus five percent (+5%).”
5. Sections 28 to 35 of City Manager Bylaw 2018-17 are hereby deleted with the remaining sections being renumbered accordingly.
6. This bylaw shall be deemed to have been in full force and effect on and from the first day of January, 2022.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk

CITY OF WHITEHORSE
BYLAW 2021-39

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 City of Whitehorse Zoning Bylaw be amended to allow for the development of highway commercial lots at 115 Range Road;

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 115 Range Road from IA–Airport to CH–Highway Commercial, as indicated on the sketch attached hereto as Appendix “A” forming part of this bylaw.
2. This bylaw shall come into force and effect upon the final passing thereof.

FIRST READING:

PUBLIC NOTICE:

PUBLIC HEARING:

SECOND READING:

THIRD READING and ADOPTION:

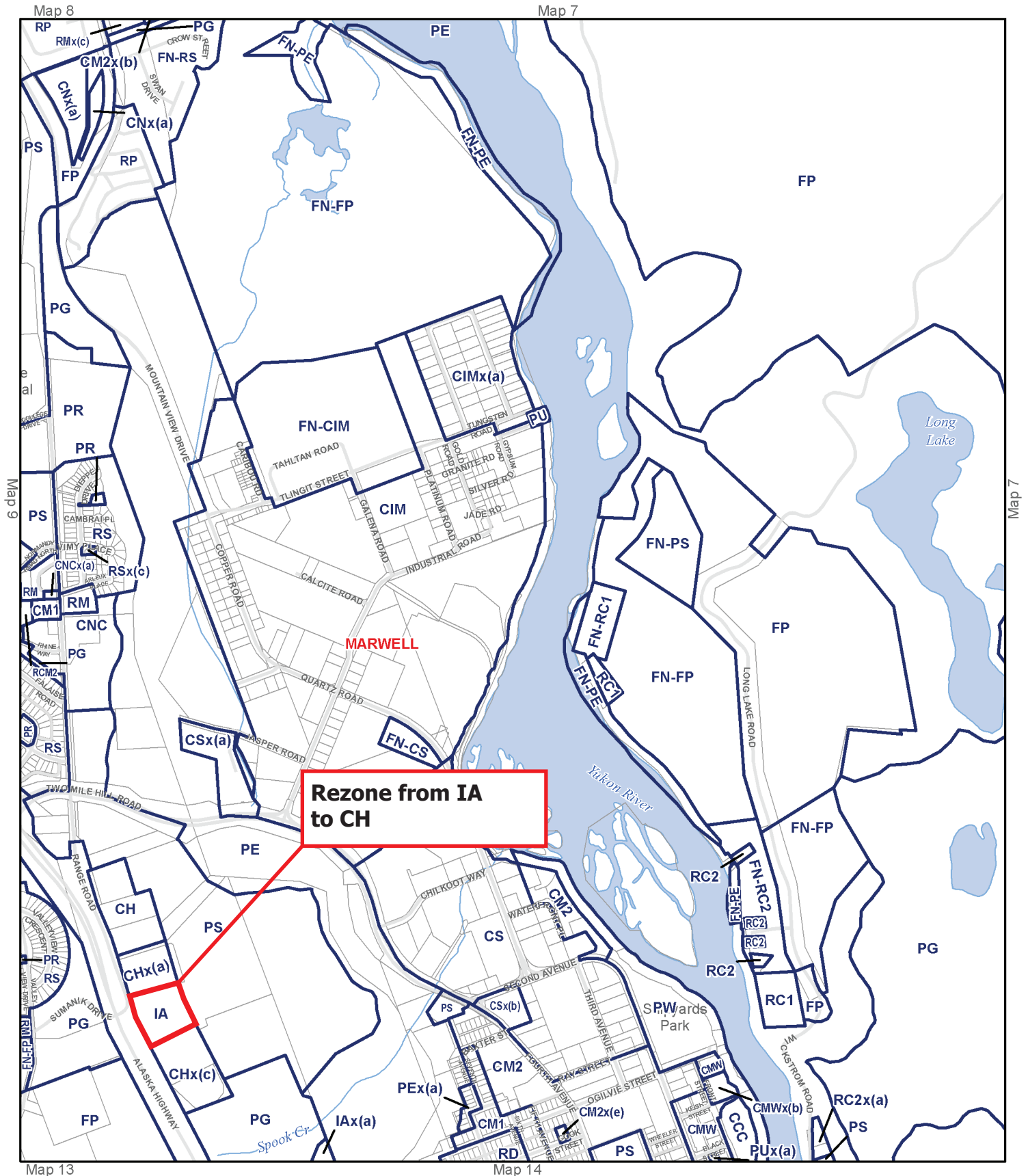
Mayor

City Clerk

MAP 10

MARWELL

LONG LAKE ROAD



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.



0 630
Meters
Projection: NAD 1983 UTM Zone 8

Consolidation date:
October 6, 2020

CITY OF WHITEHORSE

BYLAW 2021-41

The Capital Budget Bylaw and Appendices “A” and “B” to the 2022 to 2025 Capital Expenditure Program will be distributed at the Regular Council meeting on November 29, 2021