

CITY OF WHITEHORSE – STANDING COMMITTEES

Monday, March 7, 2022 – 5:30 p.m.

Council Chambers, City Hall

CALL TO ORDER

ADOPTION OF AGENDA

PROCLAMATIONS

DELEGATIONS

CORPORATE SERVICES COMMITTEE

1. Upcoming Procurments (March and April) – For Information Only
2. Authorize Council Travel – FCM Annual Conference
3. New Business

CITY PLANNING COMMITTEE

1. New Business

DEVELOPMENT SERVICES COMMITTEE

1. Pop-up Patio Program Updates – Fee and Charges Bylaw Amendment
2. Mobile Food Vendor Overnight Parking
3. New Business

CITY OPERATIONS COMMITTEE

1. Range Road & Two Mile Hill – Intersection Upgrades
2. New Business

COMMUNITY SERVICES COMMITTEE

1. Citizen Appointments – Recreation Grant Task Force
2. New Business

PUBLIC HEALTH AND SAFETY COMMITTEE

1. Grant – Blood Ties Four Directions
2. New Business

CITY OF WHITEHORSE
CORPORATE SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Michelle Friesen

Vice-Chair: Kirk Cameron

March 7, 2022

Meeting #2022-05

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1. Upcoming Procurements (March and April) – For Information Only
Presented by Manager Svetlana Erickson
 2. Authorize Council Travel – FCM Annual Conference
Presented by Director Valerie Braga
 3. New Business

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: March 7, 2022
RE: Forthcoming Procurements – For Information Only

ISSUE

Bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000.

REFERENCE

Procurement Policy 2020-03
Appendix A – Upcoming procurement projects information report

HISTORY

In accordance with section 3.5.1 of the 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.

ANALYSIS

Managers have been asked to review their capital projects and operating requirements and to provide information on their anticipated procurements over \$100,000 for the period of March to April 2022. The information as compiled by Financial Services department are attached as Appendix A.



Appendix A Upcoming Procurement Projects Information Report to Council

Report Number 2022-02

Date of Meeting:	March 7, 2022
Subject:	2021 Bi-monthly Procurement Projects Update
Period:	March – April 2022
Purpose:	The purpose of this report is to provide Council with a bi-monthly update on forthcoming procurement projects with an anticipated value greater than \$100,000

Upcoming Procurement Projects

No.	Department	Project Title	Brief description	Budget (Operating/Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
1	Engineering Services	Asphalt Surface Overlay	Mill and fill overlay of sections of 4th Avenue and Two Mile Hill along with concrete curb and median replacement on Two Mile Hill.	#240c00410	Yes, Project Value >\$500k	March 14, 2022
2	Engineering Services	Chilkoot Way Active Transportation Improvements	Engineering services for the detailed design of active transportation infrastructure on Chilkoot Way to connect the bottom of Two Mile Hill with the River Front Trail.	#240c00821	Yes, Project Value >\$500k	March 14, 2022
3	Engineering Services	Downtown Reconstruction: Cook St West (4th to Escarpment)	Landscaping services to complete the landscaping for the Cook Street Reconstruction project.	#240c00418	No, Project Value <\$500k	March 14, 2022
4	Engineering Services	Landscaping: Marwell East - Tlingit Street	Landscaping services to complete landscaping for the Tlingit Street reconstruction project.	#240c00513	No, Project Value <\$500k	March 14, 2022
5	Engineering Services	Traffic Signals - Fourth & Main	Replacement of traffic signals and curb extensions at the intersection of 4th Ave and Main Street and installation of push buttons for cyclists to activate signals for crossing 4th Ave along Main Street.	#240c00619	Yes, Project Value >\$500k	March 14, 2022
6	Engineering Services	School Zone Improvements	Improvements to pedestrian crossing and addition of new sidewalk at Jack Hulland Elementary School on Fir Street.	#240c00220	Yes, Project Value >\$500k	March 15, 2022

No.	Department	Project Title	Brief description	Budget (Operating/ Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
7	Engineering Services	Rural Roads Surfacing	Roadway surface improvements to rural roads with either BST overlay or BST replacement.	#240c00309	Yes, Project Value >\$500k	March 30, 2022
8	Engineering Services	Lewes Blvd Bus Lane	Construction services for the construction of Lewes Blvd Bus Lane along with traffic signal modifications and geometric improvements at the intersection of Lewes Blvd and Hospital Road.	#240c01421	Yes, Project Value >\$500k	April 6, 2022
9	Engineering Services	Hidden Valley Storm Pond Outfall	Engineering services for the detailed design and permitting for a new storm outfall to the Takhini River from the existing storm water pond in Hidden Valley.	#240c00814	No, Project Value <\$500k	April 20, 2022
10	Engineering Services	Whistle Bend Pond Improvements	Landscaping construction services for the installation of vegetation and aerator system at the Whistle Bend storm management pond.	#240c00722	No, Project Value <\$500k	April 27, 2022
11	Engineering Services	Range Road & Two Mile Hill Intersection Upgrades	Engineering services for the advancement of the planning and design for intersection improvements at Range Road Two Mile Hill intersection.	#240c00417	No, Project Value <\$500k	April 27, 2022
12	Engineering Services	Asphalt Paths Rehabilitation	Rehabilitation of existing asphalt paths in various locations throughout the City, such as sealing small cracks, milling and filling large cracks, overlay asphalt, re-building sub-grades and addressing drainage problems.	#240c00221	No, Project Value <\$500k	April 6, 2022
13	Water and Waste Services	Takhini Storm Upgrades	Retain a consultant to assess the factors influencing the groundwater levels in the neighborhood of Takhini West area, and determine whether the storm sewer is at capacity and with sufficient coverage.	#650c00622	No, Project Value <\$500k	March 14, 2022
14	Water and Waste Services	Sanitary Sewer Grit Assessment & Upgrades	Implement solutions to the pumps premature wear: (i) perform an assessment of the Marwell Sand Traps, and (ii) implement a Computerized Maintenance Management System, as an early-warning mechanism.	#650c00422	No, Project Value <\$500k	March 14, 2022

No.	Department	Project Title	Brief description	Budget (Operating/ Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
15	Water and Waste Services	Waste Management Facility Fiber Optic Connection	Fibre optic connection to provide consistent internet connection to the scale house at the Waste Management Facility (WMF). Currently the WMF relies on a radio setup for internet connection, which frequently fails, resulting in service interruptions.	#650c00819	No, Project Value <\$500k	March 17, 2022
16	Water and Waste Services	Waste Management Facility Scale Installation	Purchasing and installation of a second inbound weigh scale at the Waste Management Facility. This additional scale will remove discretion and create consistency in applying user fees, and efficiently track waste materials and sources.	#650c00819	No, Project Value <\$500k	March 14, 2022
17	Fleet & Transportation Maintenance	Calcium Chloride	Supply and Delivery of Calcium Chloride for the 2022/2023 winter season.	Operating	No, Project Value <\$500k	March 21, 2022
18	Fleet & Transportation Maintenance	Winter Road Sand	Supply of Winter Road Sand for the 2022/2023 winter season.	Operating	No, Project Value <\$500k	March 16, 2022
19	Fleet & Transportation Maintenance	Winter Road Salt	Supply of Winter Road Salt for the 2022/2023 winter season.	Operating	No, Project Value <\$500k	March 16, 2022
20	Fleet & Transportation Maintenance	20 mm Crushed Gravel	Supply of 20 mm crushed granular base coarse aggregate for the summer 2022 maintenance season.	Operating	No, Project Value <\$500k	March 16, 2022
21	Fleet & Transportation Maintenance	One Ton Truck Replacement	Supply and delivery of one (1) One Ton Truck Replacement	#320c00110	No, Project Value <\$500k	April 1, 2022
22	Fleet & Transportation Maintenance	Replacement Municipal Use Heavy Duty Tractor	Supply and delivery of one (1) municipal use heavy duty tractor	#320c00221	No, Project Value <\$500k	April 1, 2022
23	Fleet & Transportation Maintenance	Pickup Truck Replacement	Supply and delivery of two (2) pickup trucks	#320c01709	No, Project Value <\$500k	April 1, 2022
24	Fleet & Transportation Maintenance	Additional Loader WWS/Transportation	Supply and delivery of a loader for Water & Waste and Transportation	#320c00322	No, Project Value <\$500k	April 1, 2022

No.	Department	Project Title	Brief description	Budget (Operating/ Capital)	Commencement Report Required (No/Yes + reason)	Anticipated Procurement Posting Date
25	Fleet & Transportation Maintenance	Additional Parks Equipment – Forced Growth Essential	Supply and delivery of additional equipment (two Flat Deck Pickup, one Zero Turn Mover, and one Flat Deck Trailer) for Parks	#320c00522	No, Project Value <\$500k	April 1, 2022
26	Fleet & Transportation Maintenance	Additional 2 Dump Trucks and Sander	Supply and delivery of two (2) dump trucks and one (1) sander unit	#320c00822	Yes, Project Value >\$500k	April 1, 2022
27	Parks	Rotary Park Irrigation Replacement	Replace the 1998 irrigation system at Rotary Park in downtown Whitehorse.	#740c01115	No, Project Value <\$500k	March 14, 2022
28	Parks	Paved pump track	Rebuild the pump track in Winze park in Copper Ridge.	#740c00322	No, Project Value <\$500k	March 20, 2022
29	Recreation	Lighting Control System Upgrade	Replacement of aged out current lighting control system at Canada Game Centre as it is breaking down regularly and poses a safety risk.	#750c00122	No, Project Value <\$500k	April 4, 2022
30	Recreation	Accessible Play Ground- Additional rubber surface	Remove the existing wood chips that cover 2/3 of the playground (at Canada Game Centre) structure and tie into the existing pour in-place rubber floor surface.	#750c01022	No, Project Value <\$500k	April 1, 2022
31	Business and Technology Services	Fiber Expansion Selkirk/RSCG	An expansion of the City's fiber optic network to connect the Selkirk pump station and Robert Service Camp Ground.	#300c00120	No, Project Value <\$500k	March 30, 2022
32	Business and Technology Services	Water and Waste CMMS	Procurement of a Computerized Maintenance Management System for Water and Waste.	#300c00221	No, Project Value <\$500k	April 29, 2022
33	Property Management	CGC Compressor Replacements	Replacement of compressors that are nearing the end of their useful life with approximately 100,000 hours.	#320c01021	No, Project Value <\$500k	March 30, 2022
34	Property Management	CGC Retile Pool Basin / Deck & Change Rooms	Re-tilling the CGC pool basin and deck as well as the steam rooms. The project includes an upgrade epoxy that will increase the life span of the tiles.	#360c00222	Yes, Project Value >\$500k	April 1, 2022

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Administration
DATE: March 7, 2022
RE: Authorize Council Travel – FCM Annual Conference

ISSUE

Authorization of expenses for Council travel

REFERENCE

[Council Remuneration Bylaw](#)

Travel Administrative Directive 2012-02

HISTORY

The Council Remuneration Bylaw requires prior approval by Council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel by members of Council outside the City of Whitehorse.

ALTERNATIVES

1. Authorize the requests for travel and expenses
2. Deny the requests for travel and expenses

ANALYSIS

The 2022 Annual Conference of the Federation of Canadian Municipalities will be held in Regina in early June 2022. Some members of Council have indicated their intention to attend this conference.

ADMINISTRATIVE RECOMMENDATION

THAT travel expenses be authorized for Mayor Cabott to attend the 2022 Annual Conference of the Federation of Canadian Municipalities being held in Regina; and

THAT travel expenses and daily stipends be authorized for Council members attending the 2022 Annual Conference of the Federation of Canadian Municipalities in Regina.

CITY OF WHITEHORSE
CITY PLANNING COMMITTEE
Council Chambers, City Hall



Chair: Dan Boyd

Vice-Chair: Ted Laking

March 7, 2022

Meeting #2022-05

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1. New Business

CITY OF WHITEHORSE
DEVELOPMENT SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Jocelyn Curteanu

Vice-Chair: Mellisa Murray

March 7, 2022

Meeting #2022-05

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1. Pop-up Patio Program Updates – Fee and Charges Bylaw Amendment
Presented by Manager Patrick Ross
 2. Mobile Food Vendor Overnight Parking
Presented by Economic Development Coordinator Luke Pantin
 3. New Business

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: March 7, 2022
RE: Pop-up Patio Program Updates – Fee and Charges Bylaw Amendment

ISSUE

Provide an update on the Pop-up Patio Program and propose a reduction in bagged parking meter fees for temporary parking-area patios.

REFERENCE

- [Bylaw 2021-27 \(Sidewalk Café and Pop-up Patio Bylaw\)](#)
- [Fees and Charges Bylaw 2014-36](#)
- Proposed Bylaw 2022-13 (Amendment to the Fees and Charges Bylaw)

HISTORY

Administration developed the “Pop-up Patio Program” in 2021 for restaurants in the downtown core. The Program was designed in part to allow restaurant operators the ability to offset COVID-19 indoor seating restrictions by expanding capacity outdoors, and in part to stimulate streetscapes, and create a more vibrant and enjoyable experience for people visiting and walking the Downtown. Council approved the Pop-up Patio Program under Bylaw 2021-27 (Sidewalk Café and Pop-up Patio Bylaw) in May of 2021.

Implementation of this program also aligns with:

- The 2010 Official Community Plan Objective 7.1.1. to “Support a Vibrant Downtown” by maintaining a strong sense of community;
- The 2018 Downtown Plan—Big Action 2, which identifies a Pop-up Patio Program as a pilot project opportunity as part of core area arts and cultural programming;
- The “Lease, Encroachment and Property Use Policy” which provides the guidelines for outdoor, sidewalk, and street patios/decks on public and private property;
- The 2015-2050 Sustainability Plan which proposes enabling “street vendors along pedestrian routes” to support entrepreneurship and innovation; and
- The 2020-2030 Local Food & Urban Agriculture Study Goals/Potential Actions 3.4 “Distribution and Retailing: Increase opportunities for distributing and retailing locally sourced and prepared foods” and 3.8. “Provide system-wide support to advance all food system actions.”

The Pop-up Patio Program has been reviewed in conjunction with regulations, incentives, and best practices in patio program precedents used in other municipalities across Canada. Many jurisdictions provide incentives, including patio set-up grants and relief from application, permitting, and bagged parking meter fees and charges, either partially or in total. Widespread evidence shows that providing applicants with relief from fees and charges enhances economic stability and increases program uptake.

An Administrative cross-divisional committee was established to review the program's roll-out and make recommendations on improvements based on feed-back from applicants and proponents. Eight Downtown restaurant businesses were consulted on the program.

Program topics such as the application process, applicable fees, patio construction costs, vendor staffing, public safety, weather impacts, and the program area extents were discussed. The existing policy criteria and applicable bylaw regulations were reviewed.

Unfortunately, while there were several sidewalk cafés in operation last year, no parking area pop-up patios were established in the 2021 season that would allow for evaluations to occur. However, the review committee acknowledged the significant financial barrier to a pop-up patio initiative that is imposed through the bagged parking meter fee.

Administration is therefore recommending a reduction of this fee through an amendment to the Fees and Charges Bylaw.

ALTERNATIVES

1. Bring forward a bylaw to amend the Fees and Charges Bylaw with respect to the bagged parking meter fee for pop-up parking patios during the 2022 season.
2. Refer the program proposal back to Administration.

ANALYSIS

Benefits of the Pop-up Patio Program

Eating and drinking establishments have experienced some of the most significant negative economic impacts caused by the physical distancing requirements of COVID-19. The proposed program allows flexibility for businesses to either establish a sidewalk café or a pop-up patio, or a combination of the two to increase seating capacity.

Expanding areas for outdoor eating and drinking establishment seating:

- Creates opportunities for restaurateurs to enhance the customer experience and increase public confidence and commitment in supporting local businesses;
- Has been an effective COVID-19 mitigating measure for restaurant operators across Canada;
- Stimulates the potential for increasing revenue of food and beverage retail establishments because of the ambience of an outdoor setting immediately adjacent to the operator's place of business;
- Provides a powerful medium for increasing awareness and promoting the City's support for local business; and
- Enhances downtown walkability, livability, and general quality of life by providing variety and opportunities for more outdoor life in the streetscapes.

Pop-up patio permit and parking meter fee considerations

Pop-up patios require development permit fees, which are currently set at \$400 per permit. Where a structure is physically constructed, a special inspection fee of \$75 is also charged.

It is estimated that parking area pop-up patio design requirements on metered streets will displace three parking stalls per patio, resulting in a potential monthly revenue loss to the City of \$1,539 per pop-up patio (\$513 per stall occupied).

Currently, the Fees and Charges Bylaw offsets this revenue loss with a 'bagged' parking meter fee of \$25/day. It is noted that this fee was reduced by 50% to \$12.50/day for the 2021 season.

As not all downtown streets are metered and the displacement of parking meter stalls under this program is dependent on applicant interest and location, it is difficult to project the potential seasonal revenue loss under the downtown-wide program.

For context, the typical costs for a pop-up patio are noted below:

- Development Permit \$400.00
- Inspection Permit Fee \$75.00
- Park Meter Fees- (5mths) \$9,000.00 (Based on 3 spots)
- Liability insurance \$2,500.00 (Based on \$5 million coverage for 5 mths)
- Construction & Furnishings \$15-20K (Based on National averages)
- Additional Staffing \$8,000.00 (Based on 2 staff)
- Other non-recoverables \$2,500.00 (Maintenance/cleaning/patio storage)

To encourage the development of on-street pop-up patios, Council may consider making use of the parking spaces and associated permitting and inspection fees free. However, it should be acknowledged that permit related fees are supposed to be set to reflect the administrative cost of issuance and that by not charging a fee we pass the cost on to taxpayers.

Administration is not recommending a reduction in permitting and inspection fees but is recommending reducing the bagged meter fee to \$0. This is designed to address the significant cumulative cost of these fees that would be associated with a typical 3-stall pop-up patio area (approx. \$9K for a 5-month season). Should Council approve this amendment to the Fees and Charges Bylaw, this fee reduction would be applied to approved parking-area patios in the 2022 season. This reduced fee would expire at the end of the 2022 year and be re-assessed for the 2023 season.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2022-13, a bylaw to amend the Fees and Charges Bylaw to reduce the Bagged Meter fee for pop-up patios for the 2022 season, be brought forward for consideration under the bylaw process.

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-13 FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE
Bylaw Services	Impound Fee	Impounded	ATV Bylaw	each	\$ 150.00	1-Oct-12	no gst
Bylaw Services	Special Events Permit	Special events permit, request to use ATV in prohibited area	ATV Bylaw	each	\$ 50.00	1-Oct-12	no gst
Bylaw Services	Site Inspection for Special Events Permit	Site Inspection for special events permit, request to use ATV in prohibited area	ATV Bylaw	each	\$ 110.00	1-Oct-12	no gst
Bylaw Services	Pound Fee	impounded - animal, other	actual cost of seizure & impoundment	each	cost +	23-Feb-09	no gst
Bylaw Services	Pound Fee	feed & care daily - animal, other	in addition to actual costs of seizure	each	\$ 25.00	2-Jan-02	\$ 26.25
Bylaw Services	Pound Fee	feed & care daily - cat	daily except weekends & stat. holidays prior to release	each	\$ 5.50	23-Feb-09	\$ 5.80
Bylaw Services	License (Lifetime) tag	neutered - cat or dog	lifetime fee	each	\$ 27.50	23-Feb-09	no gst
Bylaw Services	license administrative fee	Changing from un-neutered to neutered classification - cat or dog		each	\$ 11.00	23-Feb-09	no gst
Bylaw Services	license tag	un-neutered cat or dog	annual fee	each	\$ 50.00	1-Jan-11	no gst
Bylaw Services	license tag	Replacement tag - Cat or dog		each	\$ 2.75	23-Feb-09	no gst
Bylaw Services	Special Permit	Application for special permit for 3 dogs or 3 cats		each	\$ 100.00	10-Jan-05	no gst
Bylaw Services	Pound Fee	Feed & care daily - Dog	daily except weekends & stat. holidays prior to release	each	\$ 15.00	2-Jan-02	\$ 15.75
Bylaw Services	Dangerous Dog Fees	Licensing Fee	residing within the city limits	Yearly	\$ 250.00	23-Feb-09	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 1st impoundment in 12 month period		each	\$ 60.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 2nd impoundment		each	\$ 150.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 3rd or subsequent impoundment		each	\$ 250.00	22-Jun-98	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 1st impoundment in 12 month period		each	\$ 40.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 2nd impoundment in 12 month period		each	\$ 135.00	2-Jan-02	no gst
Bylaw Services	Pound Fee	Cat or dog - No Tag - 3rd or subsequent impoundment in 12 month period		each	\$ 200.00	22-Jun-98	no gst
Bylaw Services	Sale of Cat or Dog	Pound fee + feed & care costs		each	varies	22-Jun-98	no gst
Bylaw Services	Special Permit	Dog team within City limits	annual fee	each	\$ 120.00	29-Jan-07	no gst
Bylaw Services	Animal Trap Rental	Rental of animal trap for cat or dog for 10 days		each	\$ 25.00	1-Jan-12	\$ 26.25
Land & Building Services/Bylaw	Business License	Each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable		each	\$ 160.00	1-Jan-14	no gst
Land & Building Services/Bylaw	Business License	Door to Door Salesperson, Non Resident Business	Surcharge	each +	\$ 846.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Door to Door Salesperson, Resident Business	Surcharge	each +	\$ 186.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Licensed premises (liquor) above 70 square meters	Surcharge	per sq mtr+	\$ 2.11	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms	Surcharge	per room +	\$ 7.92	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Mobile Home Park over 5 spaces	Surcharge	per space+	\$ 7.92	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Minor Business Category	Characterized by minimal operations and revenue (e.g. Special Event Artists, Party Plan Activity)	each +	\$ 100.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Retail sales/Wholesale outlets over 220 square meters		per sq mtr +	\$ 0.66	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Retail sales/Wholesale outlets over 220 square meters	Surcharge	each +	\$ 100.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Retail Cannabis Business	maximum of 12 consecutive months per year, plus surcharge if applicable	each	\$ 2,000.00	1-Jul-18	no gst
Land & Building Services/Bylaw	Business License	Seasonal Business License	maximum of 6 consecutive months per year, plus surcharge if applicable	each +	\$ 100.00	1-Jul-13	no gst
Land & Building Services/Bylaw	Business License	Transfer Fee	to transfer the place of business to a new owner	each	\$ 26.40	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Transfer Fee	to change the name of the business	each	\$ 26.40	23-Feb-09	no gst
Land & Building Services/Bylaw	Business License	Re-application Fee	10% late penalty if renewed after business license expiration date from day 1 - 30. \$50 penalty from day 31 - 365	each	\$ 0.10	1-Jan-14	no gst
Land & Building Services/Bylaw	Business License	Re-application Fee	\$50 reapplication fee after the 30 day period of non-renewal	each	\$ 50.00	1-Jan-14	no gst
Bylaw Services	Bagged Meters	Construction - A maximum of 2 meter heads - after 80 consecutive days at regular rates		Meter/day	\$ 15.00	8-Oct-13	\$ 15.75
Bylaw Services	Bagged Meters	Funeral		First 5 meters	\$ -	8-Oct-13	no gst
Bylaw Services	Bagged Meters	\$25.00 per metered parking space per day		meter/day	\$ 25.00	29-Jan-07	\$ 26.25
Bylaw Services	Bagged Meters	Parking spaces are used for pop-up patios ending December 31, 2022		meter/day	\$ -	29-Mar-22	\$ -
Bylaw Services	Parking Permit	Loading Zone Day - Central Business District		day	\$ 10.00	1-Mar-15	no gst
Bylaw Services	Parking Permit	Loading Zone Week - Central Business District		week	\$ 25.00	1-Mar-15	no gst
Bylaw Services	Parking Permit	Loading Zone Year - Central Business District		year	\$ 50.00	1-Mar-15	no gst
Bylaw Services	Parking	Kiosk Fee		per hour	\$ 0.47	4-Jun-17	\$ 0.50
Bylaw Services	Parking Meter	Parking Meter Fee		15 Mins	\$ 0.24	8-Oct-13	\$ 0.25
Bylaw Services	Noise Variance Letters	Administration Fees, To extend hours		each	\$ 50.00	23-Feb-09	no gst
Bylaw Services	Parking Permit	Commercial Accessible		each	\$ 35.00	1-Jan-14	no gst
Bylaw Services	Parking Permit	Temporary Accessible		each	\$ 25.00	1-Jan-14	no gst
Bylaw Services	Parking Permit	Replacement Accessible, All Accessible Parking Permits		each	\$ 25.00	1-Jan-14	no gst
Bylaw Services	Parking Permit	Permanent Accessible		each	\$ 25.00	1-Jan-12	no gst
Bylaw Services	Parking Permit	Fee for Service Vehicles issue on or before June 30 in any year		each	\$ 350.00	1-Jan-12	no gst
Bylaw Services	Parking Permit	Fee for Service Vehicles issued after June 30 in any year		each	\$ 175.00	1-Jan-12	no gst
Bylaw Services	Parkade Rental	Main Steele Parkade, monthly rent per parking stall	Monday to Friday	month	\$ 173.33	1-Jan-11	\$ 182.00
Bylaw Services	Parkade Rental	Main Steele Parkade	Weekly (weekdays), Weekly Rental	week	\$ 45.00	1-Mar-15	\$ 47.25
Bylaw Services	Parkade Rental	Second Steele Parkade	Monday to Friday	month	\$ 173.33	1-Jan-11	\$ 182.00
Bylaw Services	Parkade Rental	Second Steele Parkade	Daily (weekdays), Daily Rental	day	\$ 10.00	1-Mar-15	\$ 10.50
Bylaw Services	Parkade Rental	6th & Main Parkade, monthly rent per parking stall	Monday to Friday	month	\$ 98.10	1-Jul-20	\$ 103.00
Bylaw Services	Residential Parking Permit	First Permit - 1 Per Year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 50.00	1-Jan-14	\$ 52.50

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-13 FEE	EFFECTIVE DATE	FEE IF GST APPLICABLE
Bylaw Services	Residential Parking Permit	Second Permit - 1 Per Year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 350.00	1-Jan-14	\$ 367.50
Bylaw Services	Residential Parking Permit	Visitor -2 Maximum per Year	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 25.00	1-Jan-14	\$ 26.25
Bylaw Services	Residential Parking Permit	Replacement - as needed	Program for persons residing adjacent to 2 hour zones outside of the Central Business District	each	\$ 50.00	1-Jan-14	\$ 52.50
Bylaw Services	Road Closure Applications	Full Day	Up to a maximum of 2 blocks	each	\$ 250.00	23-Feb-09	\$ 262.50
Bylaw Services	Road Closure Applications	1/2 Day	Up to a maximum of 2 blocks	each	\$ 125.00	23-Feb-09	\$ 131.25
Bylaw Services	Road Closure Applications	Full Day	For each additional block	each	\$ 125.00	23-Feb-09	\$ 131.25
Bylaw Services	Street Occupancy Permit	Less than 1 week		each	\$ 35.00	1-Jan-14	no gst
Bylaw Services	Street Occupancy Permit	Up to 1 Month		each	\$ 50.00	1-Jan-14	no gst
Bylaw Services	Street Occupancy Permit	More than 1 Month		each	\$ 100.00	1-Jan-14	no gst
Bylaw Services	Road Closure Applications	1/2 Day	For each additional block	each	\$ 75.00	23-Feb-09	\$ 78.75
Bylaw Services	Road Closure Applications	Administration Costs	To process the Application	each	\$ 50.00	23-Feb-09	no gst
Bylaw Services	Parade/Road Closure	Traffic Control	For each intersection Bylaw staffs during parade	each	\$ 25.00	1-Jan-11	\$ 26.25
Bylaw Services	Safe Snowmobile Card	Fee paid by there person receiving the card after passing a snowmobile safety course exam online		each	\$ 34.95	1-Oct-12	\$ 36.70
Bylaw Services	Impound Fee	Impounded	Snowmobile Bylaw	each	\$ 150.00	1-Oct-12	no gst
Bylaw Services	Special Events Permit	Request to use Snowmobile in a prohibited area	Snowmobile Bylaw	each	\$ 50.00	1-Oct-12	no gst
Bylaw Services	Site Inspection for Special Events Permit	Request to use Snowmobile in a prohibited area	Snowmobile Bylaw	each	\$ 110.00	1-Oct-12	no gst
Bylaw Services	Driver Permit and Vehicle License	new, renewal - Vehicle for Hire	Vehicle for Hire Bylaw	each	\$ 75.00	1-Jan-12	no gst
Bylaw Services	Driver Permit and Vehicle License	replacement - Vehicle for Hire	Vehicle for Hire Bylaw	each	\$ 25.00	1-Jan-12	no gst
Bylaw Services	Inspection Fee	Inspection outside of scheduled dates - Vehicle for Hire		each	\$ 100.00	1-Jan-12	no gst

CITY OF WHITEHORSE

BYLAW 2022-13

A bylaw to amend Fees and Charges Bylaw 2014-36

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

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

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to facilitate the development of pop-up patios in the Downtown area during the 2022 calendar year;

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

1. Appendix "A" of Fees and Charges Bylaw 2014-36 is hereby amended by adding a new Bagged Meter fee to Schedule 2 (Bylaw). The said fee will be 100% less than the standard bagged meter fee per metered parking space per day when the parking spaces are used for pop-up patios permitted in accordance with Sidewalk Café and Pop-Up Patios Bylaw 2021-27. The new fee shall read as follows:

Bagged Meters: \$0.00 per metered parking space per day when used for pop-up patios during the 2022 calendar year

Effective Date: 29-Mar-22 Final Fee: \$0.00 Units: meter/day

2. This bylaw shall come into full force and effect on and from final passage thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk

ADMINISTRATIVE REPORT

TO: Development Services Committee
FROM: Administration
DATE: March 7 th , 2022
RE: Mobile Food Vendor Overnight Parking

ISSUE

Amendments to the Parkade Bylaw and the Lease, Encroachment and Property Use Policy are required to permit overnight parking for food vendors.

REFERENCE

[Parkade Bylaw 2017-19](#)

[Lease Encroachment and Property Use Policy \(2021\)](#)

[Downtown Plan \(2018\)](#)

Proposed Bylaw 2022-14 (Appendix A)

HISTORY

The City of Whitehorse's Mobile Food Vendor Program encourages and promotes food truck vending within the Downtown core. The designated sites are located on public lands because of their high visibility and suitability for food vending.

The City of Whitehorse and Government of Yukon established seven public sites designated at three locations. Vendors are only permitted on sites that have been allocated to them through a lottery process held in April of each year. One of the three locations is the City Parkade at 3rd Avenue and Steele Street. Overnight parking within designated public parkades is prohibited.

The purpose of this report is to amend Section 5 of the Parkade Bylaw 2017-19 and Section 2.10.33 of the Lease Encroachment and Property Use Policy to permit overnight parking for authorized mobile food vendors in designated sites within a public parkade.

ALTERNATIVES

1. Amend the Parkade Bylaw and the Lease, Encroachment and Property Use Policy to allow overnight parking of authorized mobile food vendors in a parkade.
2. Do not amend the bylaw or the policy.

ANALYSIS

Big Action 2 (Core Area Arts and Cultural Programming) of the 2018 Downtown Plan called for the implementation of mobile retail and food services to attract more visitors to downtown.

Increased demand for outdoor dining during the COVID-19 pandemic has accelerated the growth of the global food truck industry which exceeds \$2 billion. Canada's food truck

industry is valued at \$350 million. There are 23 operators listed by the City, of which three have expanded into permanent storefront locations.

The mobile food vendor program is a fast growing contributor to economic growth in the City of Whitehorse, providing outdoor restaurant services; promoting community walkability and vibrancy; and supporting entrepreneurship, supply chains, and job growth.

According to Parkade Bylaw 2017-19, “a mobile food vendor shall not park a vehicle in a parkade between the hours of 11:00 p.m. and 7:00 a.m.” Vendors at the 3rd Avenue and Steele Street parkade location operate at a disadvantage compared to those outside of City parkades by not having access to overnight parking. Overnight parking at the other locations are not in parkades and therefore not prohibited from overnight parking.

Granting permission for overnight parking at designated sites in public parkades will help balance the City's ability to manage competing vendors and ensure that rights of way and parkades are used for their intended purposes while making better use of them for community activity.

ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2022-14, a bylaw to amend the Parkade Bylaw to permit overnight parking for food vendors, be brought forward for consideration under the bylaw process; and

THAT section 2.10.33 of the Lease, Encroachment and Property Use Policy be amended to read as follows:

“2.10.33 Mobile food vendors shall cease operating by 11:00 p.m. but may be allowed overnight parking of vending units.”

CITY OF WHITEHORSE
BYLAW 2022-14

A bylaw to amend Parkade Bylaw 2017-19

WHEREAS section 265 of the *Municipal Act* (R.S.Y. 2002) provides that Council may pass bylaws for municipal purposes, subject to the *Motor Vehicle Act*, respecting the use of motor vehicles or other vehicles, on or off highways, and the regulation of traffic, parking and pedestrians; and

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

WHEREAS it is deemed desirable to amend Parkade Bylaw 2017-19 to permit overnight parking for food vendor vehicles;

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

1. Parkade Bylaw 2017-19 is hereby amended by deleting the existing section 5 and substituting therefore a new section 5 that reads as follows:
 - “5. A mobile food vendor may be permitted to park in a parkade between the hours the hours of 11:00 p.m. and 7:00 a.m.
2. This bylaw shall come into full force and effect upon the final passage thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

City Clerk

CITY OF WHITEHORSE
CITY OPERATIONS COMMITTEE
Council Chambers, City Hall



Chair: Ted Laking

Vice-Chair: Dan Boyd

March 7, 2022

Meeting #2022-05

-
1. Range Road and Two Mile Hill – Intersection Upgrades Project
Presented by Transportation Engineer Stefan Baer
 2. New Business

ADMINISTRATIVE REPORT

TO: Operations Committee
FROM: Administration
DATE: March 7, 2022
RE: Range Road and Two Mile Hill – Intersection Upgrades

ISSUE

Council authorization to change the scope and project delivery of the Range Road and Two Mile Hill Road – Intersection Upgrades project.

REFERENCE

- [Range Road and Two Mile Hill Road – Intersection Study \(2020\)](#)
- [Range Road Corridor Study \(2020\)](#)

HISTORY

The Range Road and Two Mile Hill Road intersection is a crossroads for a variety of road users including pedestrians, cyclists, transit users, commercial goods movement, drivers, and emergency response. The junction conveys people between outer neighbourhoods, regional destinations, and the downtown core for employment, education, economic, and recreation purposes. The intersection is in close proximity to numerous destinations and facilities owned by both the City and the Government of Yukon.

Administration has received a high volume of public complaints about this intersection. The majority of complaints relate to road safety as a result of the spacious and confusing geometry and active transportation facilities that can be uncomfortable for road users. There is also considerable concern with vehicular traffic “queuing” on Range Road southbound during the morning peak times, particularly when school is in session.

Range Road and Two Mile Hill Road – Intersection Study (2020)

In 2020, Administration partnered with a consultant to develop the “Range Road and Two Mile Hill Road – Intersection Study.” This project included identification of issues, public engagement, and conceptual design development to inform future project phases. Public feedback received for the project was mixed and there was no significant support expressed for a preferred design option. Since the completion of the study, Administration has continued to field concerns from the public with proceeding with the project’s recommendations. Public concerns primarily centered on the suitability of the design concept(s) in meeting their transportation needs and desires.

Additional Design Considerations and Opportunities

In 2020, Administration completed the “Range Road Corridor Study”, which identified the need for active transportation improvements along Range Road to improve multimodal transportation safety and connectivity. Additionally, the “Range Road South Asphalt Path Extension Project”, started in 2021 and is slated for completion in 2022. Because the Range Road Corridor Study and Range Road South Asphalt Path Extension were

completed after the intersection study, both of these were not originally considered in the original study and will necessitate changes in the upcoming project detail design phase.

The Government of Yukon has recently indicated interest to implement upgrades at the Alaska Highway and Hamilton Boulevard/Two Mile Hill Road intersection in the near-term development horizon (0-5 years). In preliminary discussions between Engineering Services and the Transportation Engineering Branch, Yukon has indicated interest in expediting upgrades at this intersection to integrate and coordinate with the City's project at Range Road and Two Mile Hill Road.

The "Range Road and Two Mile Hill Road – Intersection Study" recommended conceptual design options that were formulated on the best knowledge of the design criteria at the time and the limited scope of study area which was confined to the single intersection. The additional design criteria and major capital improvement coordination opportunities that have arisen since the original intersection study in 2020 are likely to render any of the conceptual design options largely ineffective in meeting the existing and broader future transportation needs. Administration is also aware of mixed and inconclusive public feedback towards past public engagement processes related to this project.

Proposed Change in Scope and Project Delivery

The evolving planning context, design considerations, and coordination opportunities present an opportunity to reevaluate and partner with the Government of Yukon to integrate these two projects. As such, Administration recommends that Council consider a proposed change in project scope and project delivery that includes the following:

1. **Increase the study area** of the project to include Range Road and Two Mile Hill Road and the Alaska Highway and Hamilton Boulevard/Two Mile Hill Road intersections and intersection approaches.
2. **Re-evaluate transportation functional planning** of both the Range Road and Two Mile Hill Road and Alaska Highway and Hamilton Boulevard/Two Mile Hill Road intersections together.
3. **Manage a single expanded project** that considers both intersections but is project managed by the City of Whitehorse with support, collaboration, and a funding contribution from the Government of Yukon.

ALTERNATIVES

1. Authorize Administration to change the project scope and project delivery and engage with the Government of Yukon to develop an agreement for the project.
2. Refer the matter back to Administration for further analysis.

ANALYSIS

The proposed change in scope and project delivery will allow for comprehensive re-evaluation of transportation planning for both intersections in light of the additional design criteria and opportunities made known since the original study. From a transportation planning perspective this is beneficial because the two intersections functionally operate together and the design outcomes of each intersection have significant implications on

each other. It will also allow for an integrated design approach for both intersections that considers and meets the functional transportation needs for all road users, interested parties, and both governments.

The proposed change and project delivery allows for a combined project managed by the City in partnership with the Government of Yukon. A combined project allows for increased collaboration, coordination, construction, and project management efficiencies and provides an integrated public engagement process that will be efficient and easier to follow by the public.

The proposed change in scope and project delivery will provide additional opportunities, checks and balances for the public and both governments to ensure the project aligns with shared vision, values, goals, and priorities and maximize benefits to cost. Preliminary vision and goals include working towards zero traffic-related injuries and fatalities, and providing high quality transportation facilities for all modes of transportation (walking, cycling, transit, and driving) and all ages and abilities.

The proposed change in scope and project delivery is likely to impact overall project costs borne by the City's contribution. There will be additional costs associated with additional planning work and construction work depending on the design outcome. Impacts to project costs will be further explored and detailed following discussions with the Government of Yukon.

The proposed change in scope and project delivery is likely to impact project schedules as additional time for transportation planning, public engagement, and detail design will be required. As a worst-case scenario, Administration estimates that construction start could be delayed from 2023 to 2024 and may need to be phased over two construction seasons depending on the design and implementation. Administration recognizes significant public desire for timely upgrades in this area however this should be carefully weighed against the potential social, economic, and environmental benefits delivered by the change in scope.

It is anticipated, considering feedback on previous design processes to date, that the public will welcome additional opportunities to reimagine both intersections with the City and the Government of Yukon.

The next steps would be for Administration to develop an agreement with the Government of Yukon that will inform a future request to increase the project budget.

ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to change the project scope and project delivery and engage with the Government of Yukon to develop an agreement for the Range Road and Two Mile Hill Road – Intersection Upgrades project.

CITY OF WHITEHORSE
COMMUNITY SERVICES COMMITTEE
Council Chambers, City Hall



Chair: Mellisa Murray

Vice-Chair: Michelle Friesen

March 7, 2022

Meeting #2022-05

-
1. Citizen Appointments – Recreation Grant Task Force
Presented by Acting Manager Keri Rutherford
 2. New Business

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: Administration
DATE: March 7, 2022
RE: Citizen Appointments – Recreation Grant Task Force

ISSUE

Appointment of citizens to the Recreation Grant Task Force

HISTORY

The Recreation Grant Task Force has been in place since 1998. Task Force members are residents of Whitehorse and volunteers that have an interest in recreational activities and sport development within our community. Their role is to review recreation grant applications and provide recommendations to Council twice yearly.

ANALYSIS

The membership of the task force consists of between seven to nine citizens who have been recommended by Recreation and appointed by Council. A public process is used to invite applications. Applications are reviewed by Recreation and recommendations brought forward to Council for approval.

The call for applications occurs as required to maintain the membership complement to review the regular cycle of grant applications (in this case the next set of applications is March 15). Each member serves a term of five years. Terms of individual members are staggered by one year to ensure continuity of service.

The current term for three of the Taskforce members has expired. In accordance with the Recreation Grant Policy, the City publicly advertised for new members and has received two new applicants, Adrienne Marsh and Benjamin Monkman. Existing member Jane Keopke has offered to serve another term. The proposed members have agreed to have their names go forward for Council consideration.

Adrienne has been involved in recreation for her entire career, has government and not-for-profit experience, and has a good understanding of the recreational and sport environment in the Yukon. Ben is a youth support outreach worker for Ta'an Kwach'an Council and has a good understanding of youth and community needs. All members of the Task Force have extensive involvement in community activities and possess the leadership experience required.

Administration acknowledges and thanks outgoing task force members Caili Steele, and Marilyn McPhee as longstanding contributors to this program.

ALTERNATIVES

1. Approve the appointment of Adrienne Marsh and Benjamin Monkman and the re-appointment of Jane Keopke as members of the Recreation Grant Task Force.
2. Refer the proposed appointments back to Administration for further consideration.

ADMINISTRATIVE RECOMMENDATION

THAT Jane Keopke, Adrienne Marsh, and Benjmain Monkman be appointed to the Recreation Grant Task Force for a five-year term expiring October 31, 2027.

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



Chair: Kirk Cameron

Vice-Chair: Jocelyn Curteanu

March 7, 2022

Meeting #2022-05

-
1. Grant – Blood Ties Four Directions
Presented by Director Valarie Braga
 2. New Business

ADMINISTRATIVE REPORT

TO: Public Health and Safety Committee
FROM: Administration
DATE: March 7, 2022
RE: Grant to Blood Ties Four Directions Centre

ISSUE

Council grant to Blood Ties Four Directions Centre.

HISTORY

Yukon is currently experiencing the highest per capita rate of opioid related deaths in Canada. In 2022, there have already been eight deaths due to opioid abuse. These events led the Government of Yukon to declare a substance-use health emergency on January 20th, 2022.

A donation to the Blood Ties Four Directions Centre in the amount of \$2,000.00 has been suggested as a gesture that could be made by the City to support the community through this organization. Sufficient funds are available in the Council donations account.

ADMINISTRATIVE RECOMMENDATION

THAT a grant of \$2,000.00 be authorized to the Blood Ties Four Directions Centre, funded from Council's Donations account, for use as the Centre sees fit to assist in addressing the current opioid crisis affecting Yukon.