

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, June 23, 2020 – 5:30 p.m.

Council Chambers, City Hall

---

## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**                    Prostate Cancer Awareness Month – June 2020

**DELEGATES**                        Joe McClellan – Request for Waiver of Landfill Fees

## **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment – 5<sup>th</sup> and Rogers Parcel
2. Public Hearing Report – Zoning Amendment – 604 Black Street
3. Zoning Amendment – Heavy Industrial Lot, Whitehorse Copper Subdivision
4. New Business

## **CITY OPERATIONS COMMITTEE**

1. Contract Award – Wheeled Front End Loader
2. Contract Award – Handy Bus
3. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. Public Safety Protection Plan – *For Information Only*
2. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. Support for Local Businesses Impacted by COVID-19 – *For Information Only*
2. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Evaluation Criteria for Local Content on Requests for Proposals – *For Information Only*
2. 2019 Audited Financial Statements
3. Fees and Charges Amendment – 2<sup>nd</sup> Quarter Changes
4. New Business



## PROCLAMATION

### PROSTATE CANCER AWARENESS MONTH

June 2020

WHEREAS prostate cancer is the most common cancer to affect Canadian men; and

WHEREAS ***Prostate Cancer Awareness Month*** promotes awareness and helps to raise funds to fight prostate cancer in our community; and

WHEREAS the council of the City of Whitehorse supports increased awareness of this disease;

NOW THEREFORE I, Mayor Dan Curtis, do hereby proclaim June 2020 as ***Prostate Cancer Awareness Month*** in the City of Whitehorse.

Dan Curtis  
Mayor

June 19, 2020

Mayor and Council,

Cod Father Family Support Society is a non-profit organization that helps single families, elders, the youth centre, women shelter, and the Boys and Girls Club.

I provide furniture if they need it, and do yard work with their participation.

I help people with projects like building shelves and planting gardens and flowers. This helps them get back on their feet, so that they feel good about themselves. With the pandemic going on, these vulnerable people are afraid to be outside doing things.

What I'm asking is for landfill fees to be waived for the people that I am helping because they cannot afford it. I am also looking for a storage place for these materials. It is pretty hard to find and I have moved five times in the last three years.

Joe McClellan

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



**Chair:** Jan Stick

**Vice-Chair:** Samson Hartland

June 23, 2020

Meeting #2020-15

---

1. Public Hearing Report – Zoning Amendment – 5<sup>th</sup> & Rogers Parcel  
Presented by Planner Mike Ellis
2. Public Hearing Report – Zoning Amendment – 604 Black Street  
Presented by Planner Mike Ellis
3. Zoning Amendment – Heavy Industrial Lot – Whitehorse Copper Area  
Presented by Planner Mike Ellis
4. New Business

## **ADMINISTRATIVE REPORT**

**TO:** Planning Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Public Hearing Report – Zoning Amendment – 5<sup>th</sup> and Rogers Parcel

### **ISSUE**

Public hearing report for an administrative-led amendment to the zoning for 5048 5<sup>th</sup> Avenue that would prohibit single family homes and duplexes as allowable uses on the property.

### **REFERENCES**

- 2010 Official Community Plan
- 2011 Downtown South Master Plan
- 5<sup>th</sup> and Rogers Master Plan
- Zoning Bylaw 2012-20

### **HISTORY**

The 5<sup>th</sup> and Rogers site is an approximately 2.9-hectare parcel of undeveloped, underutilized land owned by the Government of Yukon (YG). The piece of land is significant in the context of Downtown because of its potential for development.

In 2015, YG prepared a Master Plan for the site. The 5<sup>th</sup> and Rogers Master Plan builds on the vision for the area set out in the Official Community Plan (OCP) and the City's 2011 Downtown South Master Plan. YG continues to indicate interest in moving forward with developing this property.

Bylaw 2020-18 received First Reading on May 25<sup>th</sup>, 2020. Notices were published in the newspapers on May 29<sup>th</sup> and June 5<sup>th</sup>. A total of 122 letters were sent to property owners within 100m of the subject property. YG's Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail of the proposed amendment.

A Public Hearing was held on June 15, 2020. Due to the COVID-19 pandemic, Council Chambers were closed to the public. Input could be received through email and posted to the City website. No written submissions were received. No issues were raised.

### **ALTERNATIVES**

1. Proceed with second and third reading under the bylaw process.
2. Do not proceed with second and third reading.

### **ANALYSIS**

By approving this amendment, Council will ensure any future development on the site will align with the high-density, mixed-use vision for the area set out in the OCP and the 2011 Downtown South Master Plan.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2020-18, a bylaw to amend the zoning of a portion of the parcel at 5048 5<sup>th</sup> Avenue to remove single detached and duplex housing as principal uses on the site, be brought forward for second and third reading under the bylaw process.

## **ADMINISTRATIVE REPORT**

**TO:** Planning Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Public Hearing Report – Zoning Amendment – 604 Black Street

### **ISSUE**

Public hearing report on a bylaw to amend the zoning of 604 Black Street to reduce the rear yard and one of the side yard setbacks to allow for the construction of a suite above an existing garage.

### **REFERENCES**

- 2010 Official Community Plan
- Zoning Bylaw 2012-20

### **HISTORY**

The owner of 604 Black Street would like to build a suite above an existing garage on his property. The applicant has requested a zoning amendment to (a) relax the side yard setback on the south-west side of his property from 1.5 metres to 1.2 metres; and (b) relax the rear yard setback from 3.0 metres to 2.0 metres. The Residential Downtown (RD) zone allows for a maximum of four dwelling units per lot. The existing single family home on the property has been converted into a multiple housing development with three units. The suite above the garage would be the fourth unit on the property.

Bylaw 2020-21 received First Reading on May 11<sup>th</sup>, 2020. Notices were published in the newspapers on May 15<sup>th</sup> and 22<sup>nd</sup>. A total of 48 letters were sent to property owners within 100m. The Government of Yukon's Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail of the proposed amendment.

A Public Hearing was held on June 15, 2020. Due to the COVID-19 pandemic, Council Chambers were closed to the public. Input was accepted through email and posted to the City website. One written submission was received from the property owner, in support of the rezoning. No issues were raised.

### **ALTERNATIVES**

1. Proceed with second and third reading under the bylaw process.
2. Do not proceed with second and third reading.

### **ANALYSIS**

If Council approves the zoning amendment, Administration will inform the applicant that he may proceed with his development permit application.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2020-21, a bylaw to amend the zoning of 604 Black Street to allow for the development of a living suite above an existing garage, be brought forward for second and third reading under the bylaw process.

## **ADMINISTRATIVE REPORT**

**TO:** Planning Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Zoning Amendment – Heavy Industrial Lot – Whitehorse Copper Area

### **ISSUE**

Application to amend the zoning of a property owned by Kalojen Corporation (Lot 287 (REM), Group 804, Plan 41918 CLSR, 22000 LTO), from IH-Heavy Industrial to IS-Service Industrial, and amend the zoning of a portion of Access Road (Plan 43240 CLSR, 22593 LTO) from PG-Greenbelt to IS-Service Industrial

### **REFERENCE**

- 2010 Official Community Plan
- 2020 Draft Commercial and Industrial Land Study
- Zoning Bylaw 2012-20

### **HISTORY**

Kalojen Corporation (owner of Pelly Construction Ltd.) has applied to amend the zoning of a property owned by the company (Lot 287 (REM), Group 804, Plan 41918 CLSR, 22000 LTO), located in the area generally known as Whitehorse Copper. The company is seeking to relocate the Pelly Construction office headquarters and equipment storage from 111 Industrial Road in Marwell to Lot 287 (REM) for consolidation of company activities.

The subject property is ~4.5 hectares in size. The company is proposing to construct a 9,204 ft<sup>2</sup> (855 m<sup>2</sup>) 3-storey office building, with 13 enclosed office spaces and several open areas proposed for use by roughly 18 employees. The company is also seeking to build a shop with a wash bay for use by roughly 4 employees (design is undetermined).

Lot 287 (REM) is zoned IH-Heavy Industrial, which does not allow for “offices” as a use. The company is requesting to have the zoning changed to IS-Service Industrial, which has “offices” listed as a secondary use (“general contractor services” would be the company’s principal use). Uses currently active on the property include “outdoor storage” and “industrial salvage”. The property has power utility and would rely on well and septic for water and sewer servicing.

At the north east corner of the property is a surveyed road right-of-way (Plan 43240 CLSR, 22593 LTO) that the applicant has requested to have retired by the Registrar of Land Titles. Once retired, the area will revert back to ownership of the company (currently it is under the administrative control of the City of Whitehorse). The applicant is requesting that a portion of this right-of-way be zoned from PG-Greenbelt to IS-Service Industrial.

The application was reviewed by the Development Review Committee on January 29, 2020. Concerns were raised regarding alignment of the access road connecting from

the property to the Alaska Highway, requirements for on-site fire suppression, and issues relating to land title and power utility.

Subsequent concerns have been raised regarding the property's ability to support the combined water intake and wastewater management associated with the proposed office and wash bay facilities through onsite servicing.

## **ALTERNATIVES**

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

## **ANALYSIS**

### **2010 Official Community Plan**

Lot 287 (REM) is located in an area designated Industrial in the City's 2010 Official Community Plan (OCP). The purpose of this designation is "to provide land for both light and heavy industrial uses subject to proper zoning." Policy 8.2.1 of the OCP states "Industrial uses that are offensive for reasons such as smoke, vibration, odour, electrical interference or noise shall be located at a sufficient distance from non-Industrial uses so as to minimize detrimental impacts." The property rests adjacent to areas designated Residential-Country.

### **Zoning Analysis**

The current zoning of Lot 287 (REM) is IH-Heavy Industrial. The purpose of this zone is "to provide for large-scale industrial uses and other uses that may have large land requirements or nuisance effects on adjacent uses." The requested zoning is IS-Service Industrial. The purpose of the IS zone is "to provide a zone for a mix of commercial and industrial uses including manufacturing, processing, assembly, distribution, service or repair, which may carry out a portion of their operation outdoors or require outdoor storage."

Given the residential surroundings of the property, the utility of it being zoned IH is diminished due to regulations that prohibit noxious uses from occurring in close proximity to residential uses. The property shares a boundary to the east with land zoned RC1-Country Residential 1, and its western boundary is ~50 m away from another area zoned RC1.

Section 11.2.6 a) of the Zoning Bylaw, under the IH zone, states that "Industrial uses where the significant emission of air and water contaminants, noise, or fire and explosion hazards will extend beyond the site to any residential zone shall not be permitted." The full range of heavier noxious uses listed for the IH zone would therefore not be allowed to occur at the property (e.g. "asphalt plants", "concrete plants", and "processing, heavy").

The requested downzoning of industrial intensity of the property is not anticipated to result in any significant adverse impacts, since uses are generally already limited to intensities shared with the IS zone. The requested change in zoning of the right-of-way is also not anticipated to have significant adverse impacts.

There are three privately owned properties in Whitehorse zoned IH. It should be noted that rezoning of the subject property would decrease an already limited supply of this type of industrial land, though significant demand for IH zoned lots was not demonstrated during engagement for the Commercial and Industrial Land Study.

The study revealed greater interest for lots that are zoned CIM-Mixed Use Commercial/Industrial and IS, albeit a small sample of 39 people responded to the project's online survey. Two respondents indicated interest in the IH zone.

### **Outstanding Issues**

The Development Review Committee flagged multiple concerns for the proposed development, some of which have been addressed; others are being resolved with the respective agencies. Notably, the applicant is in discussions with the Government of Yukon (YG) Highways and Public Works department regarding safety issues raised for the access road connecting the property to the Alaska Highway.

The access currently intersects with the highway at an ~45° angle. YG has requested realignment to create a 90° intersection for safer turning access onto/from the highway. This work would occur on YG-owned land and may require review as per the Yukon Environmental and Socio-economic Act.

The volumes of water that would be drawn and wastewater discharged onsite have not been specified and may also require licensing by the Yukon Water Board. The applicant will additionally need to confirm that a suitable fire suppression system can be installed to meet National Building Code requirements.

These issues are not directly related to the requested change in zone, and can continue to be addressed through the Development Permit process.

### **Schedule**

The proposed schedule for the Zoning Bylaw amendment is:

Planning Committee:	June 23, 2020
First Reading:	June 29
Newspaper Ads:	July 3 and 10
Public Hearing:	July 27
Report to Committee:	August 3
Second and Third Reading:	August 10

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2020-26, a bylaw to amend the zoning of Lot 287 (REM), Group 804, Plan 41918 CLSR, 22000 LTO, from IH-Heavy Industrial to IS-Service Industrial, and a portion of Access Road (Plan 43240 CLSR, 22593 LTO) from PG-Greenbelt to IS-Service Industrial, be brought forward for consideration under the bylaw process.

# **CITY OF WHITEHORSE**

## **BYLAW 2020-26**

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 to amend City of Whitehorse Zoning Bylaw 2012-20;

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

1. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 287 (REM), Group 804, Plan 41918 CLSR, 22000 LTO, from IH-Heavy Industrial to IS-Service Industrial, and a 0.3 hectare portion of Access Road (Plan 43240 CLSR, 22593 LTO), from PG-Greenbelt to IS-Service Industrial, as indicated on the sketch attached hereto as Appendix "A" and 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:**

---

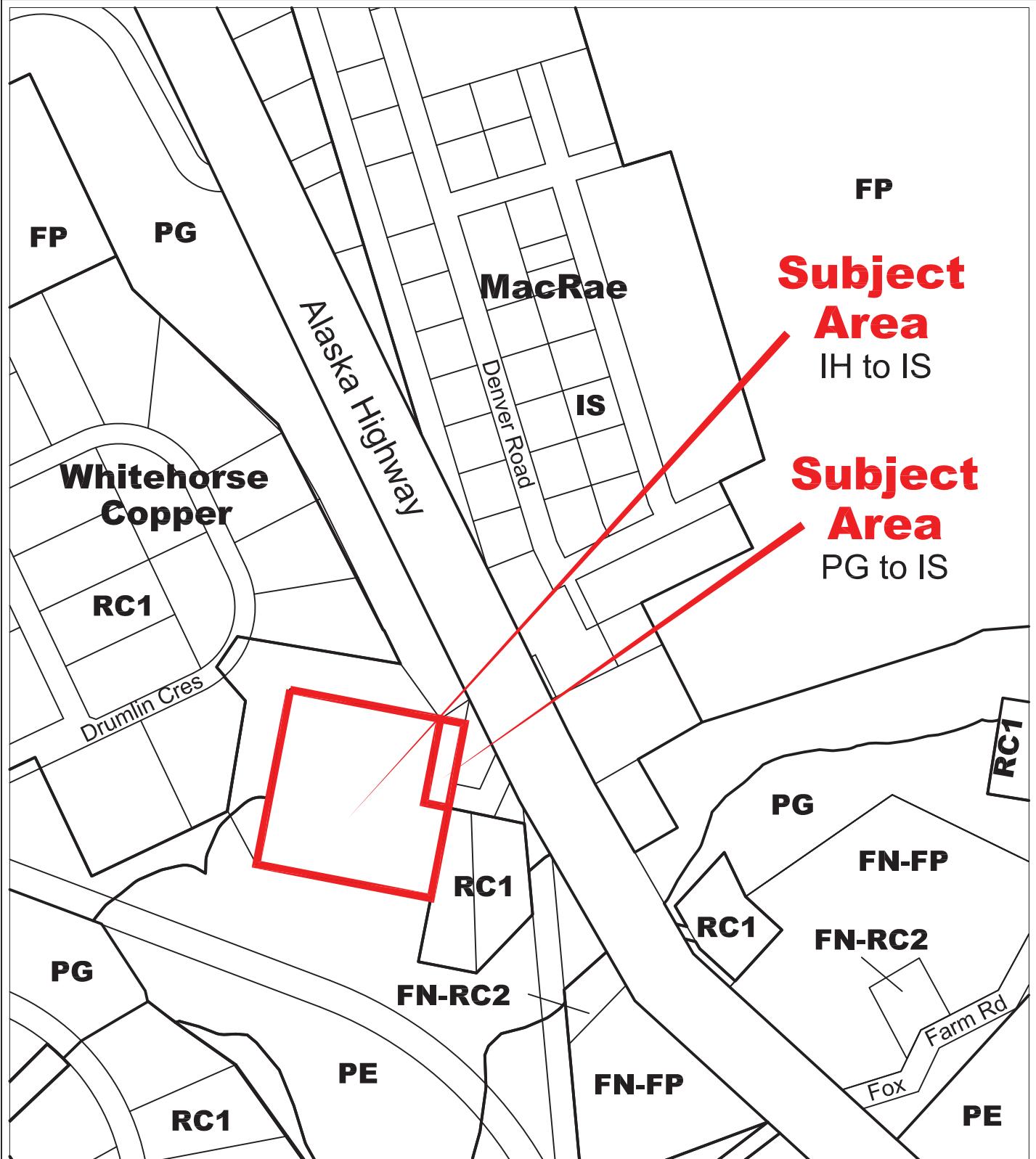
Mayor

---

Assistant City Clerk



CITY OF WHITEHORSE  
BYLAW 2020-26  
APPENDIX 'A'



BYLAW 2020-26

A bylaw to amend the zoning of Lot 287 (REM), Group 804, Plan 41918 CLSR, 22000 LTO, from IH-Heavy Industrial to IS-Service Industrial, and a portion of Access Road on Plan 43240 CLSR, 22593 LTO, from PG-Greenbelt to IS-Service Industrial.

LEGEND



SUBJECT AREA

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



**Chair:** Samson Hartland      **Vice-Chair:** Laura Cabott

June 23, 2020

Meeting #2020-15

---

1. Contract Award – Wheeled Front End Loader  
Presented by Manager Richard Graham
2. Contract Award – Handy Bus  
Presented by Manager Richard Graham
3. New Business

## **ADMINISTRATIVE REPORT**

**TO:** Operations Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Contract Award – Wheeled Front End Loader

### **ISSUE**

Contract award for Supply and Delivery of One Wheeled Front End Loader

### **REFERENCE**

Request for Tender 2020 - 037 Supply and Delivery of One Wheeled Front End Loader  
Purchasing and Sales Policy  
2020 - 2023 Capital Expenditure Plan – Job 320c03110

### **HISTORY**

A request for tender (RFT) was prepared to seek the supply and delivery of one wheeled front end loader. This piece of equipment is a replacement for an aging piece of the City's fleet that is due to be replaced under the City's Vehicle and Equipment Replacement Directive.

The RFT was advertised on the City's website and in local newspapers. The RFT documents were made available on May 8, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on June 5, 2020 and two compliant submissions were received:

- Fanning Canada
- Great West Equipment Ltd

Based on the total cost of ownership calculation in the RFT, the highest ranked bidder is Fanning Canada.

### **ALTERNATIVES**

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis

### **ANALYSIS**

The review of the bids by an internal review committee comprised of personnel from the Financial Services and Operations departments included checking for compliance with specifications, terms and conditions, completeness and mathematical errors.

Bidder	Capital Purchase Price	Est Annual Maintenance Cost	Est Annual Fuel Cost	Guaranteed Buy Back Amount	Total Score
<b>Finning Canada</b>	<b>\$301,500.13</b>	<b>\$5,335.99</b>	<b>\$8,400.00</b>	<b>\$140,000.00</b>	<b>96/100</b>
Great West Equipment	\$300,449.47	\$5,996.41	\$12,750.00	\$206,000.00	89/100
Points Available	50	10	20	10	

The review committee agreed that the highest ranked bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully, and the price submitted is reasonable.

Sufficient funds are available in the capital budget to complete this project.

#### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the supply of one wheeled front end loader to Finning Canada for a net cost to the City of \$ 301,500.13, plus GST.

## **ADMINISTRATIVE REPORT**

**TO:** Operations Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Contract Award – Handy Bus

### **ISSUE**

Contract award for supply and delivery of one Handy Bus

### **REFERENCE**

Request for Tender 2020-033 Supply and Delivery of One Handy Bus  
Purchasing and Sales Policy  
2020 - 2023 Capital Expenditure Plan – Job 320c01509 (Funded by the Gas Tax Program)

### **HISTORY**

A request for tender (RFT) was prepared to seek the supply and delivery of one handy bus. This piece of equipment is a replacement unit for an aging piece of the City's fleet that is due to be replaced under the City's Vehicle and Equipment Replacement Directive.

The RFT for the supply and delivery of one handy bus was advertised on the City's website and in local newspapers. The RFT documents were made available on April 24, 2020 via the City's e-procurement platform [www.whitehorse.bonfirehub.ca](http://www.whitehorse.bonfirehub.ca).

The tender closed on May 29, 2020 and one compliant submission was received from Dynamic Specialty Vehicles with a bid of \$229,809.00 not including GST.

### **ALTERNATIVES**

1. Authorize Administration to award the contract as recommended
2. Refer the proposed award back to Administration for further analysis

### **ANALYSIS**

The review of the bids by an internal review committee comprised of personnel from the Financial Services and Operations departments included checking for compliance with specifications, terms and conditions, completeness and mathematical errors.

The review committee agreed that the low bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The pricing submitted is reasonable.

Sufficient funds are available in the capital budget to complete this project, funded by the Gas Tax Program.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to award the contract for the supply of one handy bus to Dynamic Specialty Vehicles for a net cost to the City of \$229,809.00, plus GST.

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



**Chair:** Jocelyn Curteanu      **Vice-Chair:** Dan Boyd

June 23, 2020

Meeting #2020-15

---

1. New Business

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



**Chair:** Stephen Roddick

**Vice-Chair:** Jan Stick

June 23, 2020

Meeting #2020-15

---

**1. Public Safety Protection Plan – For Information Only**

Presented by Director Valerie Braga and Acting Fire Chief Chris Green

**2. New Business**

## **ADMINISTRATIVE REPORT**

**TO:** Public Safety and Safety Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Public Safety Protection Plan – For Information Only

### **ISSUE**

Introduction of the Public Safety Protection Plan – for information only.

### **REFERENCE**

Public Safety Protection Plan  
Public Safety Protection Public Summary

### **HISTORY**

The City of Whitehorse has been working collaboratively with Government of Yukon partners with the goal of designing a city evacuation plan that could be utilized in the event of a significant threat such as wildfire. The suite of public safety actions that are available to emergency managers encompass more options than just evacuation. It was decided that a public safety plan would best support all options for protective actions, including shelter-in-place in addition to evacuation.

The options and guidelines included in the Public Safety Protection Plan will provide emergency managers with the proper tools to make informed decisions on the actions best required in the specific circumstances of an emergency, and the logistics of executing each action.

This document is the culmination of a significant effort by City staff and stakeholders within Yukon's EMO (Emergency Management Organization).

### **ANALYSIS**

The Public Safety Protection Plan is the guiding document and tool designed for use in the Emergency Operations Center by senior City staff assigned to manage an emergency situation. This document is a supplement to the City's Emergency Management Plan, which is the overarching document for emergency and crisis management within Whitehorse.

The Public Safety Protection Plan Public Summary is designed to be distributed freely to members of the public. This document provides a high-level overview of the actual Plan, but focuses on what the public needs to know and understand about both evacuation and shelter-in-place actions. This document stresses the three things that members of the public should do during a crisis event that requiring them to take actions to protect themselves:

1. **Prepare** in advance (72-hour kit, etc.)
2. **Listen** to instructions given at the time
3. Calmly **follow** those **instructions**

# City of Whitehorse

## Public Safety Protection Plan Highlights

### May 2020

#### Introduction

The City of Whitehorse and partners have been working on the development of a comprehensive Public Safety Protection Plan (PSPP) since 2018. This plan encompasses many facets of emergency management, and is not limited to evacuation planning.

As crisis events are unique to the circumstances that are responsible for their occurrence, these ‘plans’ must be general and flexible in nature to permit emergency managers the ability to tailor the response to the specific needs of the crisis.

The City of Whitehorse has an Emergency Operations Centre (EOC) team and structure that can provide support to emergency responders on the scene, as well as commit resources to important tasks that field-level emergency responders are not able to address. This team also remains closely connected to Yukon government partners to ensure that efforts involving more than just City of Whitehorse resources are closely coordinated to achieve maximum success and benefit.

This Plan summary provides a high level overview of the PSPP as developed by the City of Whitehorse and supported by the Yukon government.

#### Terms

- **Assembly Point:** A designated and communicated area where evacuated persons can gather to be redirected or transported to a *Reception Centre*.
- **Congregate Shelter Centre:** A designated location where evacuated persons will live temporarily until the crisis has passed and the *Evacuation Rescind Order* has been issued.
- **Crisis Communications:** The suite of tools available to communicate with people or areas at risk. These tools can / will encompass available means such as traditional media (radio, TV), social media, designated mass notification tools, public address systems, sirens / horns, etc.
- **Designated Travel Routes:** Communicated routes or paths by which evacuated persons will move to designated *Assembly Points* and *Reception Centres*.
- **Evacuation Alert:** This means you need to be ready to leave on short notice. If you leave before or during this alert rather than waiting for an evacuation order, it’s a voluntary evacuation (support services may not be established to support you if you evacuate voluntarily).
- **Evacuation Order:** You are at risk and must leave the area within a time limit specified by authorities. This is a mandatory evacuation enforced by local authorities or RCMP. The evacuation order may be issued without a preceding alert, if there isn’t enough warning.
- **Evacuation Rescind:** This means the situation is currently safe and you can return home. It’s important to stay tuned for other possible evacuation alerts or orders.

- **Evacuation:** The process of moving or ordering the movement of persons from an area of high risk to an area of lower risk. This action would be utilized in circumstances where lesser actions (such as shelter-in-place) would not be effective or safe.
- **Public Protection Actions:** A series of actions to protect members of the public during a crisis event which may place them at risk of injury or death. These measures may include the actions of *Evacuation*, *Shelter-In-Place* or both.
- **Reception Centre:** A designated location where evacuated persons report to. Evacuated persons will be recorded and redirected as necessary to other support locations.
- **Shelter-In-Place:** The public safety action whereby affected residents are ordered to remain indoors until the threat from the crisis has passed.

## Crisis Communications

The ability for community members to learn of a crisis and the actions required for their safety (if any) is of the utmost importance. In today's age of instant information, it can be a difficult challenge to try to separate fact from rumour. Inappropriate, unofficial and incorrect information posted to social media can lead to a panic response. These responses, which may seem reasonable at the time, only tend to complicate matters and increase the level of complexity in safely managing the crisis event. These panic responses can inhibit or delay emergency responders from performing their assigned tasks, result in the unorganized scattering of people making accountability and provision of support services difficult as well as increasing the potential for secondary incidents and injury events.

To ensure you are informed of factual information concerning a crisis affecting you, please monitor local media (radio, etc.), follow authorized social media accounts from the City of Whitehorse and Yukon government and adhere to local instructions from first responders.

If time permits, information lines will be established and staffed in which to call and either provide or receive information. Be aware that information lines may become congested with callers, so utilization of other reliable sources of information may be beneficial.

Know your neighbours. If you have neighbours that may not be 'as connected' with today's information sources, check in with them and pass along reliable information that you have received. They might be afraid and your connection may be all they need to understand what is happening, and what (if any) actions they should take.

## Public Protection Actions and Instructions

This section is designed to highlight the two primary actions that may be utilized to best protect you and your family. While any instructions or orders typically utilize only one of the designated actions, there may be the necessity to utilize a combination of both. This will be a decision of emergency managers in consultation with targeted groups.

### [Shelter-In-Place](#)

This ordered public protection action involves those people in a specific area that are at risk of injury or death if exposed to a fast moving hazard such as a wildfire, chemical release, immediately dangerous air quality (i.e., thick smoke from a wildfire which doesn't directly threaten the community), active shooter, etc. The risk to the public may be greater if exposed to the threat while outside. These threats are

generally short in duration and do not involve the likelihood of destruction to your home or area of shelter.

You may be instructed to "shelter-in-place" or "seek shelter indoors" if chemical, biological or radiological contaminants are released into the environment or an active threat involving violence is in your area. This means you must remain inside your home, office or public building and protect yourself there. The following steps will help maximize your protection:

- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air-conditioning systems to avoid drawing in air from the outside.
- Close the fireplace damper. Do not operate your dryer.
- Get your emergency kit and make sure the radio is working.
- Go to an interior room that's above ground level (if possible, one without windows). In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed.
- Using duct or other wide tape, seal all cracks around the door and any vents into the room.
- Continue to monitor your radio or television until you are told all is safe or are advised to evacuate.

## Evacuation

An *Evacuation Order* will, if time permits, be preceded by an *Evacuation Alert*.

An *Evacuation Alert* will be issued across all available communications channels and directed to those areas or populations which are at risk. The *Evacuation Alert* will inform as to the nature of the potential crisis, the area / population potentially affected, current actions to resolve and instructions to make preparations to evacuate if the incident continues to grow. The issuance of an *Evacuation Alert* is not an order to evacuate, only a warning that this may become necessary. It is important to understand the difference. If not already done, this would be a great time to gather essential items and build an Emergency Preparedness Kit. Have it ready.

If you choose to evacuate prior to an *Evacuation Order* being issued, this is known as self-evacuation. You must realize, however, that the normal supports will not be in place for you as a formal evacuation has not been ordered under the authorities of the City or Territory.

An *Evacuation Order* will be issued and communicated during events which pose an immediate danger to you, and remaining where you are will not support your personal safety.

An Evacuation Order may include the following information:

- The issuing authority
- The reason for the Order with description of hazard
- The areas under Order with as much detail as possible including a map of the area or other key location indicators
- Designated evacuation routes and identification of closed routes
- Location of Reception Centres, including hours of operation
- What personal belongings to take (e.g., medications, identification, etc.)
- How to receive additional information regarding the emergency event.

Authorities will not ask you to leave your home unless they have reason to believe you are in danger by staying.

**If you are ordered to evacuate, take:**

- your emergency kit
- your emergency plan
- essential medications and copies of prescriptions
- a cellular / smart phone (if you have one)
- your pets
- important documents (e.g., insurance)

Pets are not allowed in some emergency shelters, so plan in advance for a **pet-friendly location**.

**Protect your home and contents (as much as time will allow):**

- Shut off utilities, if officials tell you to.
- Ensure firearms are properly secured
- Cover or protect valuable furniture
- Ensure all windows are closed and locked
- Lock your home.

**If you have time:**

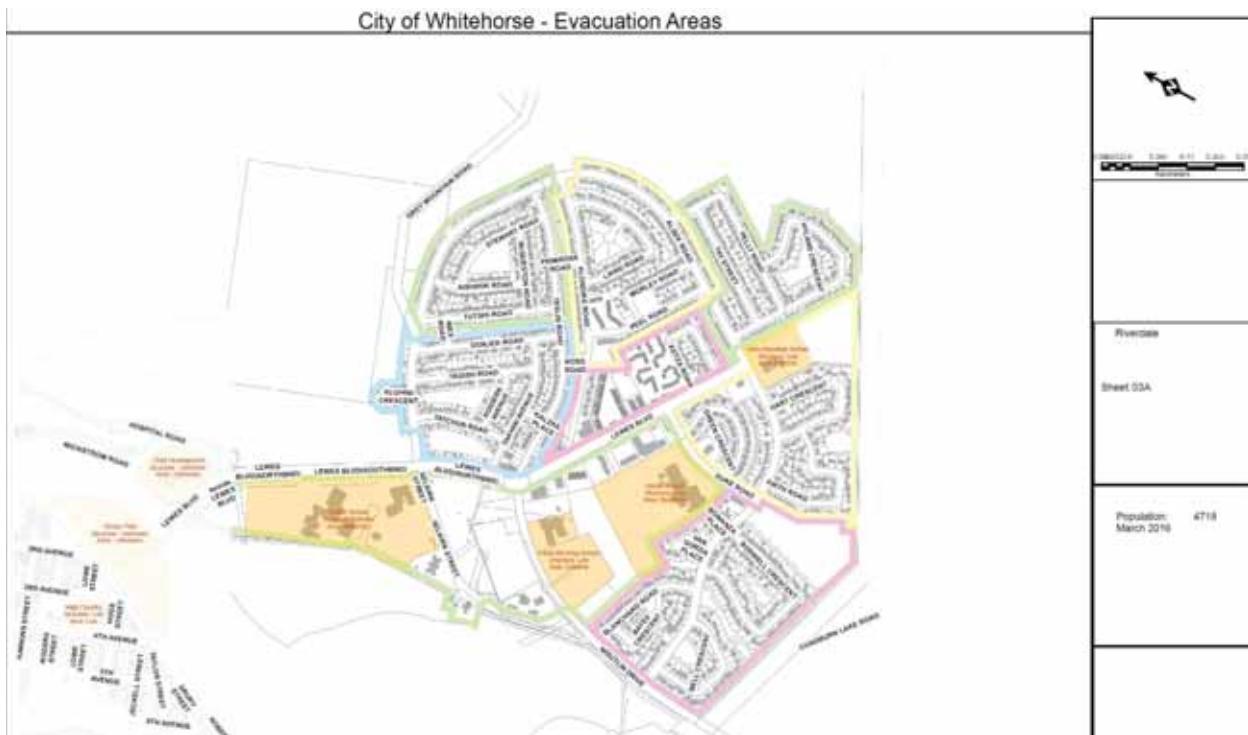
- Call or e-mail your out-of-town contact. Tell them where you are going and when you expect to arrive. (Once you are safe, let them know. Tell them if any family members have become separated.)
- Leave a note telling others when you left and where you are going.

Follow directions as to where to go, and the routes to take to get there. There will be a coordinated effort among many agencies to identify and secure designated routes to take. Alterations may be made to existing traffic flow and patterns to permit a greater number of vehicles through. It is essential that you follow directions and obey officials directing and controlling traffic at key points. Do not drive or operate any vehicle dangerously or against the directions of persons controlling traffic as you will likely increase the risk of an accident, which will only serve to delay yourself and others as well as emergency responders.

Once at the designated location (*Assembly Point or Reception Centre*), you will be recorded and further direction and supports will be provided. The importance of registration is to ensure that authorities are aware you have safely evacuated, can receive support if needed and can be contacted if necessary. **It is important that you register with authorities, even if you plan to go to a cottage, cabin, family member's home, etc.**

Once you have evacuated, you will not be permitted to return to your home until authorized. Security measures will be in place to protect your home and community against the threat of vandalism.

An example of one map which is a component of the larger *Public Safety Protection Plan* can be seen here. Areas are defined within larger subdivisions to aid in the planning and coordination of actions.



This example is one of many plans that exist for all areas of Whitehorse. Emergency managers, in conjunction with partners, will decide which areas are at the greatest risk and begin to prioritize the protection of those citizens first. Crisis communications will use all available means to get the message out to those affected and provide instruction.

Extensive work has occurred to identify locations which may serve as Assembly Points and Reception Centers. The Emergency Management Team at the City Emergency Operations Centre (EOC) will work closely with the scene responders, City staff and Yukon government partners to determine the best appropriate locations to direct citizens during an evacuation. These instructions will be communicated to the community through the City Crisis Communications group using all means at their disposal.

The examples below are excerpts from the larger plan identifying over twenty (20) predetermined locations and facilities within the City of Whitehorse that can serve as either Assembly Points, Reception Centres or both.

***Canada Games Centre & Mount McIntyre Curling Club (Agent: City of Whitehorse)***

<b>Parking Spots:</b>	<b>800+</b>
<b>Assembly point:</b>	<b>Yes</b>
<b>Reception Centre:</b>	<b>Yes</b>

*Notes: This is the most logical venue for a large scale reception centre.*

**Erik Nielsen Whitehorse International Airport (YXY) (Agent: YTG Highways and Public Works)**

<b>Parking Spots:</b>	<b>Variable</b>
<b>Assembly point:</b>	<b>Yes</b>
<b>Reception Centre:</b>	<b>No</b>

*Notes: If airside area is available to use as a staging area, parking is essentially unlimited.*

**Takhini Arena (Agent: City of Whitehorse)**

<b>Parking Spots:</b>	<b>400-800</b>
<b>Assembly point:</b>	<b>Yes</b>
<b>Reception Centre:</b>	<b>Yes</b>

*Notes: parking is highly variable depending on the use of the Federal Building on Range Road. This is also an excellent reception centre with full services.*

If this plan is to work, it will take the cooperation of all citizens of Whitehorse. Mass hysteria and panic based upon misinformation and social media opinion will only serve to create chaos that no ‘plan’ can resolve.

Citizens should embrace the need to be self-sufficient for a short period of time. Emergency Preparedness Canada recommends that citizens build a 72 Hour Emergency Kit. This kit will help you and your family weather an emergency or crisis in which you may be temporarily displaced or sheltered in your home. Information on what this kit should contain is located at <https://www.getprepared.gc.ca/index-en.aspx>.

During a crisis event that may require you to take actions to protect yourself or family, it is essential that you know where to turn to for approved information and instructions. Listen to local radio stations, connect with the City of Whitehorse web page at <https://www.whitehorse.ca/>, follow the City of Whitehorse social media accounts at <https://www.facebook.com/cityofwhitehorse/>, or [https://twitter.com/city\\_whitehorse](https://twitter.com/city_whitehorse). The Yukon government Emergency Measures Organization will also leverage mass notification tools such as Alert Ready (Canada’s national emergency alerting system) <https://www.alertready.ca/>.

Crisis events can occur anytime of the year with little to no warning. The protection of our citizens is our highest priority. We need your focused help and cooperation to make this happen. When a crisis event happens, we need you to do *three* things:

1. **Be prepared** in advance (72 Hour Kit, etc.) and understand the difference between *Evacuation* and *Shelter-In-Place* along with *Alerts* and *Orders*
2. **Listen for instructions** from the City of Whitehorse or Yukon government (including RCMP)
3. **Follow instructions** calmly!



## PUBLIC SAFETY PROTECTION PLAN

A SUPPLEMENT TO THE CITY OF WHITEHORSE EMERGENCY MANAGEMENT PLAN

1<sup>ST</sup> EDITION, June 4, 2020

This document is intended for use by Emergency Operations Centre personnel as a simplified reference tool to follow when issuing a Shelter-in-Place Order, Evacuation Alert, Order or Rescind.

## AMENDMENT RECORD

Version #	Release Date	Description
1	2020	Original document with Templates

## Contents

PUBLIC SAFETY PROTECTION PLAN REFERENCE GUIDE .....	5
GLOSSARY OF ACRONYMS USED IN THIS GUIDE .....	5
INTRODUCTION .....	6
ASSUMPTIONS .....	6
ROLES AND RESPONSIBILITIES .....	7
ISSUING AN EVACUATION ALERT.....	9
ISSUING AN EVACUATION ORDER.....	11
HOST COMMUNITIES.....	12
CHECK POINT SECURITY.....	13
NOTIFICATION OF EVACUATION.....	14
INFORMATION FOR EVACUEES.....	14
EVACUATION ROUTES.....	15
SELF-EVACUATION .....	15
EVACUATION LOCATION INFORMATION RECORD.....	16
EARLY RE-ENTRY FOR COMMUNITY SUPPORT AGENCIES .....	17
SHELTER-IN-PLACE .....	17
TRAFFIC CONTROL.....	19
TRANSPORTATION .....	20
PUBLIC INFORMATION.....	20
SPECIAL NEEDS POPULATIONS.....	20
AUTHORITIES AND LEGISLATION.....	21
APPENDIX_A    COMMUNICATIONS CHANNEL.....	22
APPENDIX_B    ZONE MAPS.....	23
APPENDIX_C    ASSEMBLY POINTS AND RECEPTION CENTRES IN AND AROUND WHITEHORSE .....	24
APPENDIX_D    EVACUATION PLANNING WORKSHEET .....	29
APPENDIX_E    DECLARATION OF MUNICIPAL STATE OF EMERGENCY .....	31
APPENDIX_F    DELEGATION OF EMERGENCY POWERS MATRIX.....	32
APPENDIX_G    EXTENSION REQUEST FOR MUNICIPAL STATE OF EMERGENCY .....	33
APPENDIX_H    MUNICIPAL STATE OF EMERGENCY CANCELLATION .....	33
APPENDIX_I    EVACUATION ALERT.....	35
APPENDIX_J    EVACUATION ORDER ISSUED.....	36
APPENDIX_K    EVACUATION ORDER RESCIND.....	37
APPENDIX_L    SHELTER-IN-PLACE.....	38
APPENDIX_M    DOWNTOWN WHITEHORSE MAP    (POPULATION 3044).....	39
APPENDIX_N    MARWELL.....	39
APPENDIX_O    RIVERDALE    (POPULATION 4718).....	40
APPENDIX_P    WICKSTROM ROAD AND HOSPITAL .....	40
APPENDIX_Q    TAKHINI    (POPULATION 1352).....	41

APPENDIX_R	UNIVERSITY-MCINTYRE CREEK AREA.....	41
APPENDIX_S	VALLEYVIEW (POPULATION 171).....	42
APPENDIX_T	HILLCREST AND AIRPORT (POPULATION 634).....	42
APPENDIX_U	MCINTYRE (POPULATION 544).....	43
APPENDIX_V	ARKELL AND INGRAM (POPULATION 941) .....	43
APPENDIX_W	LOGAN (POPULATION 391).....	44
APPENDIX_X	GRANGER (POPULATION 1030).....	44
APPENDIX_Y	COPPER RIDGE (POPULATION 3434) .....	45
APPENDIX_Z	RAVEN'S RIDGE .....	45
<b>APPENDIX_AA</b>	<b>EAGLE EYE/KOPPER KING (POPULATION 265) .....</b>	<b>46</b>
APPENDIX_AB	WHISTLE BEND.....	46
APPENDIX_AC	PORTER CREEK (POPULATION 3678).....	47
APPENDIX_AD	KULAN INDUSTRIAL.....	47
APPENDIX_AE	CRESTVIEW (POPULATION 819).....	48
APPENDIX_AF	MACPHERSON AND FORESTVIEW .....	48
APPENDIX_AG	HIDDEN VALLEY (POPULATION 413).....	49
APPENDIX_AH	ROBERT SERVICE WAY .....	49
APPENDIX_AI	LOBIRD TRAILER PARK (POPULATION 235).....	50
APPENDIX_AJ	MCLEAN LAKE ROAD.....	50
APPENDIX_AK	CANYON CRESCENT .....	51
APPENDIX_AL	MT. SIMA SUBDIVISION (POPULATION 449).....	51
APPENDIX_AM	WHITEHORSE COPPER .....	52
APPENDIX_AN	MCCRAE & FOX HAVEN.....	52
APPENDIX_AO	PINERIDGE (POPULATION 346).....	53
APPENDIX_AP	WOLF CREEK (POPULATION 422).....	53
APPENDIX_AQ	SPRUCE HILL.....	54
APPENDIX_AR	MARY LAKE (POPULATION 465) .....	54
APPENDIX_AS	COWLEY CREEK (POPULATION 247).....	55
APPENDIX_AT	NORTHLANDS TRAILER PARK .....	55
APPENDIX_AU	TAKHINI TRAILER PARK (POPULATION 1145).....	56
APPENDIX_AV	KOPPER KING TRAILER PARK (POPULATION 265) .....	56
APPENDIX_AW	MCKENZIE TRAILER PARK .....	57
APPENDIX_AX	ALASKA HIGHWAY NORTH .....	57
APPENDIX_AY	RANGE POINT OR MOUNTAINVIEW PLACE.....	58
APPENDIX_AZ	UNIVERSITY/MOUNTAINVIEW PLACE .....	58
APPENDIX_AAA	AIRPORT .....	59
APPENDIX_AAB	LEGISLATIVE CITATIONS .....	59

**PUBLIC SAFETY PROTECTION PLAN REFERENCE GUIDE**

The guides on the following pages provide a simplified reference tool for Emergency Operation Centre personnel (EOC) to follow when issuing a Shelter-in-Place Order, Evacuation Alert, Order, or Rescind.

**GLOSSARY OF ACRONYMS USED IN THIS GUIDE**

CoW	City of Whitehorse
ECC	Emergency Coordination Centre (YG)
EMO	Emergency Measures Organization (YG)
EOC	Emergency Operations Centre
ESS	Emergency Support Services
FN	First Nations
IC	Incident Commander (site command)
YG	Government of Yukon

## INTRODUCTION

Background: Emergencies and disasters can strike any jurisdiction, sometimes without warning, often disrupting normal operations, channels of communication and stretch the available resources for response and recovery.

The City of Whitehorse is committed to providing the leadership to meet the challenges associated with emergency management, including preparation and planning to safeguard the health, safety and welfare of the citizens it serves, and to provide effective coordination for response and recovery as much as possible.

Purpose: The PUBLIC SAFETY PROTECTION PLAN is designed to provide guidance to the Emergency Operations Centre (EOC) personnel, Mayor and Council where circumstances indicate that actions may be required to protect the life and health of residents and visitors.

Authority: The CoW *Emergency Measures Bylaw NO. 2013-36* provides the authority for senior City officials to expend money and take required action to respond to any major emergency or disaster that may impact the City. Other relevant legislation includes the *Municipal Act* and *Civil Emergency Measures Act*. See Appendix AAB.

Situation: Most emergencies can be addressed by local responders without the necessity of ordering protective measures. However, some situations where public safety is at risk may require protective measures of small or large populated areas. These situations may include, but are not limited too:

- *Urban interface wildfire*
- *Release of hazardous material into a populated area*
- *Flooding*

Each emergency situation will be assessed to determine the extent of the risk, the impact on local the affected population and the necessity to evacuate or shelter-in-place to protect lives and health.

As every emergency is unique, the circumstances, decisions and actions required are also unique. It is critical that the citizens of Whitehorse understand the important role they play in the safe and effective execution of this plan. In order for the elements of this plan to be successful, it is essential that all citizens adhere to three basic actions:

1. Be prepared in advance (72-hour emergency kit, etc.) and understand the difference between *Evacuation* and *Shelter-In-Place* along with *Alerts and Orders*;
2. Listen for instructions from the City of Whitehorse or YG (including RCMP); and
3. Calmly follow these instructions.

## ASSUMPTIONS

The following assumptions will be considered and recognized when developing site specific protection plans during an emergency:

- *Spontaneous self-evacuation will occur when there is sufficient warning of the threat. Between 5% and 20% of the people at risk will self evacuate*
- *Some people will refuse to evacuate, regardless of the threat*
- *Some individuals will require transportation support to evacuate*
- *Some owners of animals will refuse to evacuate unless arrangements have been made to care for their animals*

- Approximately 10%-20% of the population impacted will require some form of assistance from Emergency Support Services (ESS) teams in reception centres or group lodging facilities
- Many evacuees will seek shelter with relatives, friends or hotels rather than use government provided facilities
- For some hazards, designated emergency evacuation routes must be used to safely evacuate people
- Many hazards provide a warning period which allows for a planned evacuation and re-entry.

## ROLES AND RESPONSIBILITIES

The following roles and responsibilities are related specifically to protective action planning. Additional responsibilities in the event of an emergency are located in the position checklists in the CoW Emergency Management Plan.

### Mayor and Council

- Declare a state of local emergency bylaw, resolution or order, when required;
- Renew, extend or rescind a state of local emergency as required;
- Authorize the delegation of extraordinary measures;
- Meet with local media and represent City during press conferences.

### Emergency Operations Centre

- Support the site level operations with resources and information required;
- Initiate/authorize early evacuation for vulnerable people and live stock in coordination with ESS;
- Support all aspects of the evacuation cycle to evacuees through ESS;
- Support ESS in providing essential supplies such as food, water, beds, sanitation services, clothing and basic medical supplies;
- Prepare Shelter-in-Place Orders, Evacuation Alerts, Orders and Rescinds including the mapping of the affected area, the identification of designated routes, assembly areas and reception centre locations;
- Identify and notify potential host communities in Conjunction with YG's ECC;
- Maintain communication with the IC/Unified Command so that accurate tracking evacuation status is maintained and the amount affected is communicated to the ESS team;.
- Ensure elected officials have been alerted and kept informed through scheduled briefings;
- Track costs and resources;
- Coordinate all public information, media relations and internal information sources;
- Provide accurate and consistent information to the public in the affected areas about life safety concerns, public health advisories, relief and assistance programs or other vital information.

### Incident Commander (IC)

- Evaluate hazards and assess situation to determine if protective measures are required;
- Discuss and decide upon appropriate strategies such as Shelter-in-Place, or Evacuation;
- Identify structures, facilities, neighborhoods or areas subject to the protective Alerts or Orders;
- Determine the need for transportation out of affected area and designated safe location;
- Establish readily identifiable perimeters and provide security within the affected area and Coordinate with EOC to provide resources required for the evacuation;
- If the emergency situation shows an immediate threat to health and safety of people, IC can initiate an evacuation;
- Maintain communication with the EOC with scheduled situation reports; and

- *Maintain the safety of all responding site services and establish safe evacuations routes in and out of the hazard areas.*

To better support the site commander and other agencies that are supporting the incident, agency representatives should be co-located in the EOC and fall under an assigned branch or command staff.

*Some other agencies that may be utilized to support an evacuation:*

- ECC representative to help support YG request
- ESS representative to coordinate the activation and setup of a reception centre and movement of vulnerable populations
- RCMP representative to help with traffic control or evacuation procedures
- Emergency Medical Services representative to help with site medical capacity
- YG Fire Marshall's Office/Wildland Fire representative(s)

## ISSUING AN EVACUATION ALERT

*An Evacuation Alert advises the affected population of a potential or current threat which may lead to an Evacuation Order. During the Alert stage, residents should prepare for a potential evacuation by gathering the personal supplies and belongings required for a minimum of five days.*

1. The EOC, in consultation with the IC/Unified Command and available hazard-specific subject matter experts will make the determination that an Evacuation Alert is required.
2. Notify the policy group (e.g., Council/FN government) and first responder agencies
3. Request assistance to perform Evacuation Alert notifications through outlets identified in the Communications Channels [Appendix A](#)
4. Based on the advice given from site IC/Unified Command, map the geographic boundaries for the Alert. Identify the Alert area using civic addresses, street names, zones, subdivisions or a combination that works. See Zone Maps [Appendix B](#)
5. Complete an *Evacuation Alert including the following information: Template [Appendix I](#)*
  - *The issuing authority*
  - *The reason for the Alert with description of the hazard*
  - *The areas under Alert with as much detail as possible, including a map of the Alert area or other identifying features*
  - *A general listing of important personal supplies that should be prepared for a potential evacuation*
  - *Where to get additional information*
6. Notify the impacted area of the Alert through methods identified in [Appendix A](#)
7. Email a copy to: EMO.Yukon@gov.yk.ca
8. Once the Alert is in place, consider evacuating vulnerable populations and recommending livestock relocation

Note: Evacuation Alerts do not require a Municipal State of Emergency Declaration.

***Evacuation of Vulnerable Populations***

*Vulnerable population can include but are not limited too those who have communication challenges, medical challenges, independence challenges, supervision needs, transportation needs or at-risk populations.*

*Evacuating vulnerable populations may entail the movement of individuals, and /or entire properties (e.g., a group home, prison, or transition house). Where possible, the local authorities should proactively engage vulnerable individuals and applicable property managers to provide and confirm arrangements for the safe travel to a reception Centre or host community.*

*Consider the appropriate transportation required, ensure detailed records are kept of transportation and destination of each individual and ensure adequate support personnel are available to travel with vulnerable people.*

***Evacuation of Livestock***

*Relocation of livestock, if required, should be done during the Evacuation Alert Stage. No Municipal State of Emergency is required to evacuate livestock during the Alert stage.*

## **ISSUING AN EVACUATION ORDER**

*An order to evacuate all or part of a community should only be given following the recommendation from the IC and/or available hazard specific subject matter experts and after careful consideration of all the factors involved. Life safety is the most important consideration when ordering an evacuation. An Evacuation Order means the impacted population must leave the specified area immediately.*

*Ordering residents to evacuate is one of the most difficult decisions a Local Authority is likely to make. Timing is important. Ordering an evacuation too far in advance can expose the evacuees to unnecessary hardship and/or create risk of complacency for future evacuations. Waiting too long may force the community to evacuate under higher risk conditions. The time of day is also critical (e.g., is there enough daylight available to support the safe and full evacuation of the population?)*

### **Formula for Determining Evacuation Timeline**

*Time required to process the paperwork (drafting and sign-off) +*

*Time required to mobilize notification personnel +*

*Time required to notify impacted population +*

*Time required to physically conduct the evacuation +*

*120 minutes contingency =*

### **Trigger point for evacuation**

1. The EOC, in consultation with the IC/Unified Command and available hazard-specific subject matter experts will make the determination that an Evacuation Order is required.
2. Notify the policy group (e.g., Council/FN government) and first responder agencies
3. Request assistance to perform Evacuation Alert notifications through outlets identified in the Communications Channels [Appendix A](#)
4. Based on the advice given from site IC/Unified Command, map the geographic boundaries for the Alert. Identify the Alert area using civic addresses, street names, zones, subdivisions or a combination that works. See *Zone Maps* [Appendix B](#)
5. Declare a Municipal State of Emergency [Appendix E](#)
6. Complete an *Evacuation Order Template* and include the following information [Appendix J](#)
  - *The issuing authority*
  - *The reason for the Order with description of hazard*
  - *The areas under order with as much detail as possible including a map of the area or other key location indicators*
  - *Designated evacuation routes and identification of closed routes*
  - *Location of reception centres, including hours of operation*
  - *What personal belongings to take (e.g., medications, identification, etc.)*
  - *How to receive additional information regarding the emergency event.*
7. Notify the impacted area of the Alert through Communications Channels identified in [Appendix A](#)
8. Email a copy to: EMO.Yukon@gov.yk.ca

9. Consider how to best support evacuees using ESS either within the affected community or a host community.

**Evacuation Route Considerations:** *number and distribution of evacuees, available transportation, potential congestion areas, available facilities including fuel supplies, access control and security of evacuated areas, coordination of the evacuation routes with a method to confirm road conditions, usage of assembly points.*

**Maps:** *should match the Alert or Order, include date/time and legend, only show current Alert or Order boundaries, evacuation routes, possible destination points, photocopy map in colour for easy viewing.*

## HOST COMMUNITIES

When it is not possible to keep evacuees in the impacted community, it is common to ask neighbouring communities to help by providing shelter and care to the evacuees as needed. It is important for First Nations and Local Authorities to reach out to potential host communities in advance of an evacuation to pre-establish relationships and communication channels. There is no obligation for another community to act as a host community; fostering proactive, strong relationships with other communities will encourage mutual assistance in times of need.

*Some considerations when evacuating to a host community in liaison with ESS:*

- *Confirm with host community that they are able to receive evacuees, and provide details on how many evacuees are being sent and any special considerations that they should be aware of*
- *Provide an approved Extraordinary Evacuee Authorization Form (held by ESS) to any evacuee not covered under an Evacuation Order to ensure the host community ESS Team has appropriate validation to support the evacuees*
- *Provide a regular information briefing schedule for the host community and evacuees*
- *Maintain consistent, planned contact between the evacuating community officials and the host community officials*
- *Where possible, designate a community navigator to act as a liaison for the evacuees and provide a point for contact for the host community emergency support structures*

## CHECK POINT SECURITY

In most cases, the local police of jurisdiction will manage evacuation area checkpoints on behalf of the Local Authority; however, during a large event, police resources may quickly reach capacity. It is important to communicate with the police representative for your jurisdiction to determine when it may be necessary to use non-police resources (e.g., experienced security contractors) to assist where appropriate, particularly in the staffing of checkpoints. This approach can allow police resources to conduct roving patrols of the checkpoints and focus on other response activities rather than having them assigned to a static location. It is the responsibility of the First Nation or Local Authority to access mutual aid or contract additional resources to assist during a response. Reach out to your EMO for assistance should it be difficult to source contractors. It is important to work with the local police and City of Whitehorse Bylaw Services to determine how to best manage checkpoints.

Any area that is evacuated is left virtually unprotected and susceptible to crime, though looting does not occur as often as people think. All access routes into an evacuated area will be secured with check point established.

Authorization to enter an evacuation area should be obtained from the Incident Commander. Any person authorized to enter an evacuation area will be directed to a specific access control point where the person in charge will record:

- *Name of person*
- *Address if a resident*
- *Business or service name*
- *Time entering the area*
- *Purpose of entry and estimated time within the evacuated zone*

- *Time exiting the zone*

*Consider entering into a contract with a security company so that they are readily available when needed.*

## NOTIFICATION OF EVACUATION

The notification of an evacuation in a timely and effective manner is one of the most important things a Local Authority or First Nation must do during an emergency event. Timely notification is essential to make certain residents are aware of the emergency situation and have all of the information needed to evacuate safely.

### **DOOR-to-DOOR**

Door-to door-notification is still one of the best practices for notifying residents of an Evacuation Order.

Generally, upon notification of the Order and through request, the following agencies will coordinate the door-to-door notification process for the impacted areas(s) on behalf of the First Nation or Local Authority:

- *Local Police*
- *CoW Bylaw Services*
- *City public works*
- *YG public works*
- *Fire Marshall's Office and mutual aid partners*
- *Ground Search and Rescue*
- *Southern Lakes Wildland Firefighters*

If the capacity to provide door to door notifications exceeds CoW capacity, a resource request can be submitted to YG-EMO to source additional resources.

#### **Safety Tip:**

It is important to consider the protection of first responders delivering evacuation notifications from the hazard (e.g. smoke/fire) and from critical incident stress. At no time should those involved in delivering notifications work alone or be placed into a position of risk.

## INFORMATION FOR EVACUEES

Information to be communicated through Crisis Communication should include:

If you are ordered to evacuate, take:

- your emergency kit
- your emergency plan
- essential medications and copies of prescriptions
- a cellular / smart phone (if you have one)
- your pets
- important documents

Pets are not allowed in some emergency shelters, so plan in advance for a pet-friendly location.

Protect your home and contents (as much as time will allow):

- Shut off utilities, if officials tell you to.
- Ensure firearms are properly secured
- Cover or protect valuable furniture
- Ensure all windows are closed and locked
- Lock your home.

If you have time:

- Call or e-mail your out-of-town contact. Tell them where you are going and when you expect to arrive. (Once you are safe, let them know. Tell them if any family members have become separated.)
- Leave a note telling others when you left and where you are going.

## EVACUATION ROUTES

During an event, the on-site Incident Commander, in consultation with the EOC, will review the existing evacuation plan and select the best routes for evacuation from the hazardous area.

Should the primary or secondary route be deemed hazardous or inadequate, alternate routes will be identified. Notification of changes will be made to the Information Officer, EOC Director and field personnel. Residents will be advised of alternate routes through local media, such as radio and internet, through social media, and by field personnel.

## SELF-EVACUATION

If you choose to evacuate prior to an Evacuation Order being issued, this is known as self-evacuation. You must realize, however, that the normal supports will not be in place for you as a formal evacuation has not been ordered under the authorities of the City or Territory.

**EVACUATION LOCATION INFORMATION RECORD****Evacuee Information**

Address: \_\_\_\_\_

Subdivision / Zone: \_\_\_\_\_

**Names:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

**Medical assistance required:** Yes  No Brief Description: \_\_\_\_\_  
\_\_\_\_\_Able to Evacuate on your own: Yes  No 

Driver's License Class #: \_\_\_\_\_

Need transportation to Emergency Social Services Reception centre: Yes  No Animals: Yes  No  Total number: \_\_\_\_\_

Description: \_\_\_\_\_

**Houses in the evacuation Zone will be marked with color-coded tape to indicate the Status of the following residence as follows:**

<b>GREEN</b>	<b>Evacuated</b>
<b>YELLOW</b>	<b>Notified, Refused to Evacuated</b>
<b>RED</b>	<b>Legal Resistance</b>
<b>BLUE</b>	<b>Assistance Required</b>
<b>HOT PINK</b>	<b>Shelter-in-place</b>

It is important for first responders to correctly identify residents as well as accurate tracking personal associated to the color-coding. This information is required to be sent to the IC/EOC and ESS/reception centre.

## ISSUING AN EVACUATION ORDER RESCIND

*When the hazard threat to life and safety has passed, the IC and/or available hazard-specific subject matter expert will make the recommendation to formally Rescind the Evacuation Order or to downgrade it to an Alert.*

1. The EOC, in consultation with the IC/Unified Command and available hazard-specific subject matter experts will make the determination that an Evacuation Order RESCIND is required
2. Notify the policy group (e.g., Council/FN government) and first responder agencies
3. Coordinate early re-entry for community support agencies (e.g., health authorities, school authority, critical infrastructure etc.) prior to Rescind in preparation for returning evacuees
4. Consider allowing residents who may have lost homes or property access into evacuated areas
5. Complete an *Evacuation RESCIND Template* [Appendix K](#)
6. Notify evacuated residents of Rescind through outlets identified in the Crisis Communications Plan [Appendix A](#) and at the ESS reception Centres or Group lodging facilities
7. Email a copy of the Rescind to YG-ECC: EMO.Yukon@gov.yk.ca

## EARLY RE-ENTRY FOR COMMUNITY SUPPORT AGENCIES

To prepare for a safe and orderly return of residents to the evacuated area, certain agencies might need to re-enter the evacuated area early. The Evacuation Order remain in effect during this period to allow those agencies to work in the safest and most efficient way possible to restore services.

Early access should be considered for the following:

- *The appropriate health authority will need to validate that critical public services are available, such as drinking water, sanitary sewer, air quality, and food safety.*
- *The appropriate health authority will also need hospital maintenance, inspection, and clinical staff to prepare the emergency department to ensure services are open and available.*
- *Critical infrastructure agencies will need to ensure their equipment is operating.*
- *Utility agencies will need to reinstate services, if required.*
- *Rapid damage assessments of properties and hazards need to take place.*
- *Contaminated sites assessed and, if required, cleaned up.*
- *YG Department of Education needs to determine which schools can open.*
- *Establishment of a resilience centre for evacuees to obtain information and resources once the evacuation order has been lifted.*

## SHELTER-IN-PLACE

Shelter-in-place may be used in conjunction with or in lieu of an Evacuation Order, primarily where there has been a release of hazardous materials, air quality issues, etc. that may pose a threat to the health and safety of persons out of doors. Residents of a building or an area may be asked to shelter-in-place where:

- *A release of hazardous materials may affect the building or area;*
- *There is not enough time or warning to safely evacuate the building or area;*
- *The release is expected to pass over the area quickly;*
- *The source and nature of the hazardous materials release has not yet been identified;*

- *A safe evacuation route has yet to be verified; and/or*
- *Assistance is required by a resident to safely evacuate.*

The requirement to shelter-in-place will be determined by the IC in consultation with the EOC. Residents will be advised of the requirement using all appropriate methods of communication, pursuant to the City of Whitehorse Emergency Public Handbook.

Some limitations and considerations that may influence a decision to shelter-in-place as the best protective action include:

- *Offers a limited level of protection*
- *Not suitable for all hazards (e.g., fires) or long-term responses*
- *Assumes that individual's 'shelter' is stable and provides protection from the hazard*
- *Assumes that critical infrastructure is not impacted (e.g., life-supporting utilities)*
- *Relies on personal preparedness and sufficient emergency supplies being available in the 'shelter'*
- *Regular communications and information to the public is extremely important*
- *Highly stressful for those relatives and friends that are outside the impacted area*

Instructions for Shelter-in-Place are located in [Appendix L](#).

## TRAFFIC CONTROL

Traffic controls may be established by the RCMP at key intersections and at the access control points to primary and secondary evacuation routes as needed and where it is necessary to control traffic on other routes to minimize the impact on the evacuating traffic. Traffic control points will be determined by the Incident Commander in consultation with the EOC and in consideration of the following points:

- Departure scheduling
- Flow control
- Entry control
- Perimeter control

Effective departure scheduling can minimize congestion and maximize traffic route efficiency. Areas deemed to be at greatest risk will be evacuated first with other areas evacuated in order of risk.

Flow controls ensure a constant flow of traffic from the evacuation area. An evacuation route that is not being used to capacity or is congested is not being used efficiently. There are three main considerations for flow control:

- Monitoring
- Rest areas
- Destination controls

All evacuation routes must be continually monitored. Entry points and bottlenecks should receive prompt attention. Sufficient tow trucks must be available for prompt removal of disabled vehicles.

Any evacuation distance greater than 150 km must include sufficient rest stations. Rest areas may include existing service stations and highway rest areas. Rest areas should be well signed and monitored for over-crowding.

Adequate traffic control measures must also be present in the last area destination. Line-ups backing onto a highway should be avoided. Adequate signage will be necessary.

Entry controls assist in the control of traffic flow and may include:

- Existing traffic lights and stop signs
- Traffic control officers or persons directing traffic
- Traffic barriers and signage

The best combination of controls requires the least amount of human resources to maintain. They must, however, be periodically assessed for effectiveness.

Operations road and grounds crews, traffic control contractors and other persons may be requested to assist the RCMP to ensure effective traffic control.

Perimeter controls will be established at all entry routes into an evacuation area. Those points will be controlled by RCMP personnel who will control the flow of inbound traffic. Please see the section on Checkpoint Security for further information.

## TRANSPORTATION

Automobiles are the most valuable and versatile resource for evacuation as they are self-service and provide comfort, convenience, privacy and security of possessions. Evacuees with access to personal vehicles will be instructed to use the single, best vehicle available to their family.

Transportation will be arranged for those persons without means to self-evacuate. Evacuees will be directed to a designated assembly area for pick-up.

## PUBLIC INFORMATION

During an emergency, the local population will have a great need of information. The speed, relevance, concision and accuracy of that information will assist to lessen some of the effects the emergency has on those impacted. In particular, those impacted will want to know:

- What is happening?
- What is their level of exposure to danger?
- What actions have the responding agencies taken?
- What actions should they take?
- How can they communicate with friends and family?

The designated information officer will manage the release of information during an emergency event in consultation with the EOC director and in accordance with the Crisis Communication Plan.

A copy of all information released via media and social media will be posted at all reception centres and group lodging facilities.

## SPECIAL NEEDS POPULATIONS

The liaison officer will coordinate with representatives from the following agencies to ensure that the special needs of the agency clients are addressed during the evacuation.

- Women's Transition Home
- Salvation Army
- Yukon Child Development Centre
- Yukon Health and Social Services
- Yukon Department of Education
- Yukon Department of Justice

Most day cares will require transportation assistance.

YG Department of Education has its own evacuation plan with alternate locations for local schools. Coordination is necessary in a large scale event to ensure accurate information is provided to the public and the parents.

## AUTHORITIES AND LEGISLATION

### **Declaration of Municipal State of Emergency**

Under the Emergency Measures Bylaw 2013-36, the mayor of the City of Whitehorse is authorized to declare a Municipal State of Emergency by *resolution of council passed after consideration of the occurrence of events that reasonably may be expected to lead to a need to declare a state of emergency.* Such declaration shall be published by reasonable means, bringing the declaration promptly to the attention of the citizens of Whitehorse. A Municipal State of Emergency commences upon the publication of the mayor's declaration and continues for 48 hours. Upon such declaration being made, the Emergency Measures Commission shall exercise all powers conferred upon it by the *Municipal Act* and powers delegated to council with the *Civil Emergency Measures Act*. Refer to [Appendix E](#) for a template for declaration of Municipal State of Emergency.

### **Yukon Civil Emergency Measures Act**

The mayor of a municipality may declare that a Municipal State of Emergency exists in the municipality if:

- The mayor has reasonable grounds to believe and does believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster; and
- The mayor is authorized to declare the state of emergency by resolution of the council passed after consideration of the occurrence of events that reasonably may be expected to lead to the need to declare the state of emergency.

### **Legislation for Evacuations**

The legal authority for local authorities to order an evacuation is mandated within the *Emergency Measures Bylaw 2013-36*. Under this statute, the is permitted to declare a Municipal State of Emergency giving access to the extraordinary emergency powers that enable the mayor:

- Evacuation of persons and the removal of livestock, animals and personal property that is or may be affected by an emergency or disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property
- Tracking outpatients during evacuations (those receiving home care, outpatient's treatments, etc.) and makes certain outpatients are continuing to receive specialized care in host communities
- Access to psychosocial support to evacuees
- EOC to work with health authorities to re-establish key health services
- Appropriate health programs to provide public health advice and guidance (e.g., how to address houses contaminated by mold or freezers filled with rotten food)

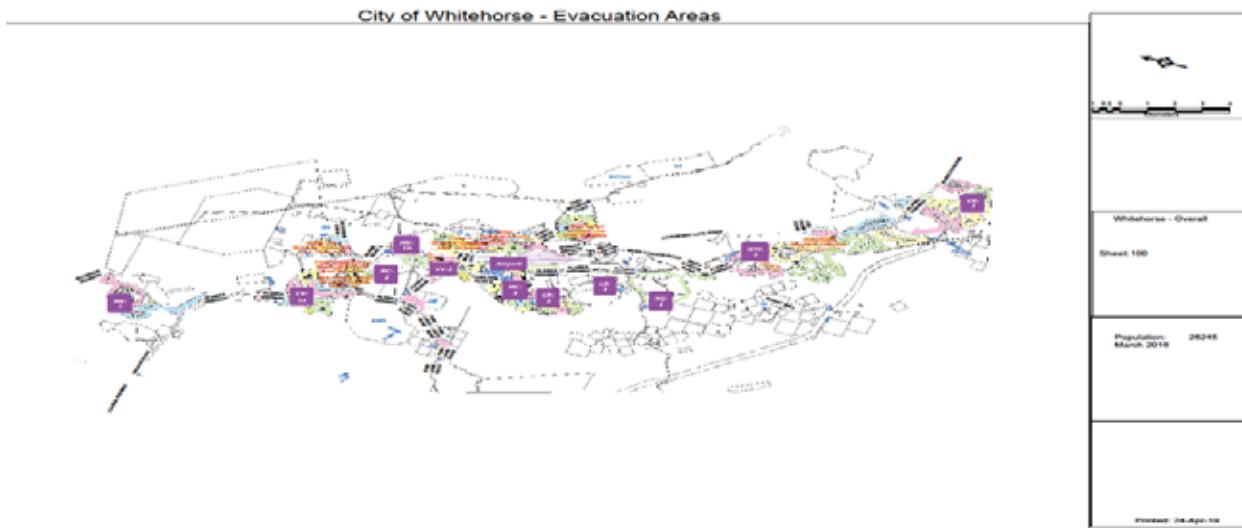
See Appendix AAB, Legislative Citations, for applicable text from the *Municipal Act*, *Civil Emergency Measures Act*, and *Bylaw 2013-36*.

**APPENDIX\_A COMMUNICATIONS CHANNEL**

Channel	Access
<a href="http://www.whitehorse.ca">www.whitehorse.ca</a>	Strategic Communications Dept.
Press Releases: <a href="http://www.whitehorse.ca/newsroom">www.whitehorse.ca/newsroom</a>	Strategic Communications Dept.
Twitter Account: <a href="http://www.twitter.com/city_whitehorse">www.twitter.com/city_whitehorse</a>	Strategic Communications Dept.
Facebook Account: <a href="http://www.facebook.com/cityofwhitehorse/">www.facebook.com/cityofwhitehorse/</a>	Strategic Communications Dept.
YouTube Account: <a href="http://www.youtube.com/user/cityofwhitehorse">www.youtube.com/user/cityofwhitehorse</a>	Strategic Communications Dept.
City employee email distribution	Strategic Communications Dept.
Transit bus display Message	Transit Services
Ham Radio	YARA <a href="http://www.yara.ca/">http://www.yara.ca/</a>
Local Radio Station	CKRW 96.1 FM CHON 98.1 FM CBC 94.5 FM
Northwestel Community TV	Northwestel
Electronic construction signs	YG
Alert Ready-emergency alerting system	YG
YG Emergency Updates <a href="https://yukon.ca/emergencies">https://yukon.ca/emergencies</a>	YG
YG Twitter <a href="https://twitter.com/yukongov">https://twitter.com/yukongov</a>	YG
YG Facebook <a href="https://www.facebook.com/yukongov/">https://www.facebook.com/yukongov/</a>	YG
Yukon 511 for road condition updates <a href="https://www.511yukon.ca/">https://www.511yukon.ca/</a>	YG
Yukon Fire Map <a href="https://yukon.maps.arcgis.com">https://yukon.maps.arcgis.com</a>	YG

The map below is the overall City of Whitehorse map, linked be interactive at the EOC. The City has been broken down into INDIVIDUAL SUBDIVISION MAPS that allow the user to access PDF files associated to the evacuation document. **Tip: Click on the map to go into interactive map mode.**

## APPENDIX\_B ZONE MAPS



## APPENDIX\_C ASSEMBLY POINTS AND RECEPTION CENTRES IN AND AROUND WHITEHORSE

### **Introduction:**

The following pages contain a breakdown of potential assembly points and or reception centres in the Whitehorse area. The city is divided into manageable geographic sections for simplicity. Parking spots at each location have been estimated using a formula based on a study by the University of Tennessee. The formula estimates 90 spots for regular sized cars or pickup trucks per acre of open space. The number of spots can be greatly increased if the ground is level and without obstructions.

### **Assembly Points:**

Assembly points are designated areas within the community which are to be used in the case of emergency situation. These are safe areas for individuals to congregate while either waiting for emergency personnel to respond or to receive transport to reception centres or group lodging facilities.

### **Reception Centres:**

Reception centres are pre-determined locations where persons displaced from their homes as a result of a local emergency or disaster are received, registered and referred elsewhere, depending on their needs. Individuals can register for Emergency Social Services, obtain first aid assistance, obtain further information about the emergency or disaster, and connect with family members.

### **The primary reception centre for all zones is:**



**Canada Games Centre  
200 Hamilton Blvd**

The activation of an alternate reception centre will be determined by the EOC based on the location and nature of the emergency or disaster and in consultation with the Incident Commander. Certain assembly areas may be used as reception centres where an agreement is in place.

## WHITEHORSE SOUTH (POPULATION 3,467)

### Golden Horn Elementary: (Agent: YG Department of Education)

Parking Spots:	360
Assembly point:	Yes
Reception Centre:	Yes

Notes: Can be used as reception centre. HSS can confirm number of evacuees.

### Kookatsoon Day Use Area: (Agent: YG Department of Education)

Parking Spots:	50
Assembly point:	Yes
Reception Centre:	No

---

**Private Golden Horn Acreages: (Agent: Contact landowners)**

Parking Spots:	Variable
Assembly point:	Yes
Reception Centre:	No

Notes: Parking can be almost unlimited based on landowner's participation. Very limited services.

---

**Boyle Barracks (Whitehorse Cadet Training Centre) (Agent: Federal Government DND)**

Parking Spots:	500-650
Assembly point:	Yes
Reception Centre:	Yes

Notes: Parking increases if all fields are used. Designed to house 250 cadets in the summer. More people can be housed in an emergency.

---

**McCrae Petro Fuel Stations: (Agent: Private Business)**

Parking Spots:	550-600
Assembly point:	Yes
Reception Centre:	No

Notes: Parking potential increases if neighboring businesses participate.

---

**Old Whitehorse Copper Mine Site: (Agent: Unknown)**

Parking Spots:	Variable
Assembly point:	Yes
Reception Centre:	No

Notes: Huge potential for parking, but prep to the site must be made.

---

**Mount Sima Ski Hill: (Agent: Friends of Mount Sima Society)**

Parking Spots:	400
Assembly point:	Yes
Reception Centre:	Yes

Notes: Parking estimates include using the main parking lot and some surrounding low slope areas.

---

**WHITEHORSE WEST: (POPULATION 7,183)**


---

**École Emilie Tremblay (Agent: YG Department of Education)**

Parking Spots:	550
Assembly point:	Yes
Reception Centre:	Yes

Notes: Parking spots are estimated using sports fields. Number of evacuees to be determined by HSS.

---

**Elijah Smith School: (Agent: YG Department of Education)**

Parking Spots:	450
Assembly point:	Yes
Reception Centre:	Yes

Notes: Parking spots are estimated using sports fields. Number of evacuees to be determined by HSS.

---

#### KDFN Potlatch House: (Agent: Kwanlin Dün First Nation)

Parking Spots:	150
Assembly point:	Yes
Reception Centre:	Yes

Notes: More parking available using vacant land.

---

#### Canada Games Centre & Mount McIntyre Curling Club (Agent: City of Whitehorse)

Parking Spots:	800+
Assembly point:	Yes
Reception Centre:	Yes

Notes: This is the most logical venue for a large scale reception centre.

---

#### Erik Nielsen Whitehorse International Airport (YXY) (Agent: YTG Highways and Public Works)

Parking Spots:	Variable
Assembly point:	Yes
Reception Centre:	No

Notes: If airside area is available to use as a staging area, parking is essentially unlimited.

### WHITEHORSE CENTRE: (POPULATION 10,569)

---

#### Takhini Arena (Agent: City of Whitehorse)

Parking Spots:	400-800
Assembly point:	Yes
Reception Centre:	Yes

Notes: parking is highly variable depending on the use of the Federal Building on Range Road. This is also an excellent reception centre with full services.

---

#### Takhini School & Ballparks (Agents: YG Dept. of Education, Softball Yukon)

Parking Spots:	1400
Assembly point:	Yes
Reception Centre:	Yes

Notes: Excellent assembly point when used in conjunction with the softball fields and the school's soccer fields. Lots of parking.

---

#### Yukon University (Agent: Yukon University)

Parking Spots:	850
----------------	-----

Assembly point:	Yes
Reception Centre:	Yes

Notes: Dormitories and gymnasium on site.

### DOWNTOWN BOX STORE PARKING LOTS AND OPEN FIELDS

(Agents: Canadian Tire, Walmart, Superstore, Save-On-Foods, Home Hardware)

Parking Spots:	1800
Assembly point:	Yes
Reception Centre:	No

Notes: Excellent vehicle staging area. Subject to change as downtown develops.

North 60 Bulk plant, WPYR area and Old KDFN Village (Agents: North 60 Petro, KDFN)

Parking Spots:	2000+
Assembly point:	Yes
Reception Centre:	No

Notes: With co-operation from businesses and permission from KDFN, there is parking for over 2000 vehicles. Services are limited however.

Robert Service Snow Dump and Ball Fields (Agents: City of Whitehorse, Softball Yukon)

Parking Spots:	2000+
Assembly point:	Yes
Reception Centre:	No

Notes: Good assembly area. Grading and road work might be needed.

### RIVERDALE

FH Collins & Selkirk Schools (Agents: YTG Dept. of Education)

Parking Spots:	1000
Assembly point:	Yes
Reception Centre:	Yes

Notes: Potential reception centre. Parking will decrease greatly with the construction of the new French School.

Vanier Catholic School, Christ the King School, Old Yukon hall & CYFN Lots (Agents: Dept. of Ed., KDFN)

Parking Spots:	2000
Assembly point:	Yes
Reception Centre:	Yes

Notes: with permission from KDFN, this is an excellent location for both assembly and reception.

### WHITEHORSE NORTH: (POPULATION 7,003)

Whistle Bend Vacant Lots (Agent: Variable)

Parking Spots:	Variable
----------------	----------

Assembly point:	Yes
Reception Centre:	No

Notes: As homes are built, vacant land will become less and less. For now, there is basically unlimited parking.

---

#### Porter Creek Secondary (YG Dept. of Education)

Parking Spots:	600-700
Assembly point:	Yes
Reception Centre:	Yes

Notes: Potential reception centre with adequate parking. Sports fields must be used for vehicle parking too.

---

#### Cousins Airport

Parking Spots:	4000
Assembly point:	Yes
Reception Centre:	no

Notes: Good assembly point with over 40 acres of useable parking. Use of farmer's fields and gravel quarries will dictate the amount of useable parking space.

**APPENDIX\_D EVACUATION PLANNING WORKSHEET****EVACUATION PLANNING WORKSHEET**

Threat Information					
Type	Details				
Fire					
Natural Disaster					
Hazardous Materials					
Civil Disturbance					
Impact	Details				
Life Safety					
Environment					
Other					
Comments					
Population/Location					
Population size – numbers of	Persons			Animals	
Density	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low		
Type	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial		
Special Considerations					
Type	Yes	No	Type	Yes	No
Jails			Transportation Available		
Schools			Different languages spoken		
Hospitals			Hearing/sight/ mobility impaired		
Population indoors (shut-ins)			Transients		
Shelters available			Familiar with the area		
Location/Distance (Plot on Map)					
Distance from incident to population	km				
Direction of threat from population	<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West	
Terrain is	<input type="checkbox"/> Flat	<input type="checkbox"/> slightly sloped	<input type="checkbox"/> Steep	<input type="checkbox"/> Very steep	
Available evacuation routes:					
Comments:					
Hazardous Materials Conditions					
Condition	<input type="checkbox"/> Contained	<input type="checkbox"/> Not contained	<input type="checkbox"/> Controlled	<input type="checkbox"/> Uncontrolled	
	<input type="checkbox"/> Continuous	<input type="checkbox"/> Not continuous	<input type="checkbox"/> Stable	<input type="checkbox"/> Unstable	
Description	<input type="checkbox"/> Puff	<input type="checkbox"/> Pool	<input type="checkbox"/> Plume	<input type="checkbox"/> Other	
Location	<input type="checkbox"/> Ground level	<input type="checkbox"/> Elevated	<input type="checkbox"/> Accessible	<input type="checkbox"/> Inaccessible	
Temperature	Ambient Temp:	On Fire:	Heated:	Cooled:	
Refer to Hazardous Materials Data Sheet for more information					
Time					
When threat is likely to occur	Time:	Date:			
Time threat will last	Hours:	Days:	Weeks:		
Rate					
Rate of threat/release	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Rate of threat movement	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Will contact population in	Minutes:	Hours:	Days:		
Greatest threat will occur in	Minutes:	Hours:	Days:		
Time Needed for Implementing Protective Actions					
Action			Minutes	Hours	
Deploy Response Personnel					
Develop Message					

Give Public Warning and Instructions					
Public Mobilization and Travel Time					
Special Needs for Mobilization and Travel Time					
Time Needed for Environmental Testing					
Comments:					
<b>Communications</b>					
Communicate with public	Yes	No	Communicate with responders	Yes	No
Able to warn public?			Able to communicate with all agencies?		
Able to warn institutions?			Able to communicate with media?		
Able to warn transients?			Able to communicate with mutual aid?		
Able to warn hearing impaired?			Able to use phone system?		
Able to instruct and update?			Able to use outdoor alerting?		
Comments					
<b>Resources and Responder Capabilities</b>					
Mobilize Needed Specialized Resources	Yes	No	Communicate with Responders	Yes	No
Able to mobilize existing resources?			Able to stop threat?		
Able to mobilize additional resources?			Able to direct/control threat?		
Able to obtain specialized resources?			Able to neutralize the threat?		
			Able to identify the material?		
Comments:					

**APPENDIX\_E DECLARATION OF MUNICIPAL STATE OF EMERGENCY****DECLARATION OF MUNICIPAL STATE OF EMERGENCY**

WHEREAS *[type of hazard]* in *[name of local authority]*;

AND WHEREAS *[explanation of ongoing or imminent threat to life or property]*;

AND WHEREAS this *[type of hazard]* emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 7(1) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that a Municipal State of Emergency exists in *[specific geographic boundaries of designated area]* due to *[short hazard description]* and *[short consequence statement]*;

IT IS FURTHER ORDERED THAT the *[name of local authority]*, its employees, servants and agents are empowered pursuant to Section 9 (2) of the *Civil Emergency Measures Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the *[head of local authority]* this date *[date]* to remain in force for forty-eight (48) hours until *[date]* at *[time]* unless cancelled by order of *[name of local authority]* or the Minister responsible.

---

(*Head of local authority*)

**APPENDIX\_F DELEGATION OF EMERGENCY POWERS MATRIX**

<b>Emergency Powers</b>	<b>Delegated to</b>	
	<b>[Functional Position]</b>	<b>[Authorization]</b>
Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.		
Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.		
Control or prohibit travel to or from any area of Whitehorse.		
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the City of Whitehorse.		
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of Whitehorse that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.		
Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster within Whitehorse.		
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.		
Construct works considered to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.		
Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of Whitehorse for the duration of the Municipal State of Emergency.		

NOTE: Other individuals/agencies may be included in the matrix at the discretion of the head of a local authority.

**APPENDIX\_G EXTENSION REQUEST FOR MUNICIPAL STATE OF EMERGENCY**

**REQUEST TO GOVERNMENT OF YUKON  
FOR EXTENSION OF  
MUNICIPAL STATE OF EMERGENCY**

WHEREAS life and property remain at risk due to *[short hazard description]* in *[name of local authority]*;

AND WHEREAS the *Mayor/Chair* of *[name of local authority]* has implemented and exhausted the Declaration of Municipal State of Emergency ending at *[date]* at *[time]*;

IT IS HEREBY REQUESTED pursuant to Section 7(3) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that the Yukon Commissioner in Executive Council make a Declaration of a State of Emergency pursuant to Section 6 (1) of the *Civil Emergency Measures Act* (RSY, 2002, C.34).

---

(Mayor or Representative)

---

Date Signed

**APPENDIX\_H MUNICIPAL STATE OF EMERGENCY CANCELLATION**

**MUNICIPAL STATE OF EMERGENCY**

**CANCELLATION ORDER**

Date: *[date]*

WHEREAS *[description of hazard and emergency]* in *[name of local authority]*;

AND WHEREAS this *[hazard type]* emergency no longer requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

IT IS HEREBY ORDERED pursuant to Section 7 (4) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that a Municipal State of Emergency no longer exists in *[specific geographic boundaries of designated area]* and is therefore cancelled effective this date at *[time]*.

---

Printed Name

*[Yukon Minister]*

---

Signature

**APPENDIX\_I EVACUATION ALERT****EVACUATION ALERT**

An Evacuation Alert has been issued by (local authority) at the Emergency Operations Centre (EOC).

(Briefly describe event and potential risk) Because of the potential danger to life and health, the (local authority) has issued an Evacuation Alert for the following areas:

- *Geographic description including boundaries and properties potentially impacted.*

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary.

Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

- *Provide map or description of potential evacuation route and map of evacuation alert area.*

**WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT**

Upon notification of an ALERT, you should be prepared for the evacuation order by:

- Locating all family members or co-workers and designate a reception centre outside the evacuation area, should an evacuation be called while separated.
- Gathering essential items such as medications, eyeglasses, valuable papers (i.e., insurance), immediate care needs for dependants and, if you choose, keepsakes (photographs, etc.). Have these items readily available for quick departure.
- Preparing to move any disabled persons and/or children.
- Moving pets and livestock to a safe area.
- Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area, please call (contact number).
- Arranging accommodation for your family if possible. In the event of an evacuation, reception centres will be opened if required.
- Monitoring news sources for information on evacuation orders and locations of reception centres.

Further information will be issued at (insert time or meeting location) or should the situation change (or visit local authority website at).

For more information, contact: (Local Authority Contact- Potentially Call Centre).

---

(Name of Local Authority)

---

(Signature of Mayor or Designate)

**APPENDIX\_J EVACUATION ORDER ISSUED****EVACUATION ORDER**(DATE AND TIME)

Pursuant to (cite legal authority) an Evacuation Order has been issued by (local authority) due to immediate danger to life safety due to (briefly describe event).

Members of the (local police department and other applicable agencies) will be expediting this action.

The Evacuation Order is in effect for the following areas:

- *Geographic description including boundaries and properties impacted.*
- *Include map of evacuation area and evacuation route.*

**WHAT YOU SHOULD DO:**

- You must leave the area immediately.
- Follow the travel route provided and register at (ESS reception centre address and name of facility).
- If you need transportation assistance from the area, please advise the individual providing this notice or call (contact number).
- Close all windows and doors.
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close gates (latch) but do not lock.
- Gather your family: take a neighbour or someone who needs help.
- Take critical items (medicine, purse, wallet, and keys) only if they are immediately available. Take pets in pet kennels or on leash.
- Do not use more vehicles than you have to.
- Do not use the telephone unless you need emergency service.

**YOU MUST LEAVE THE AREA IMMEDIATELY**

For more information, contact: (Local Authority Contact- Potentially Call Centre).

---

(Signature of Mayor or Designate)City of Whitehorse

**APPENDIX\_K EVACUATION ORDER RESCIND****EVACUATION ORDER RESCIND**(DATE AND TIME)

The Evacuation Order, pursuant to (cite authority and legislation) issued (date and time) to the area(s) (geographic locations(s)) is rescinded. (indicate if Evacuation Alert is in place).

An Evacuation Order may need to be reissued. However, if that is deemed necessary, the process will re-commence.

For more information, contact: (Local Authority Contact – Potentially Call Centre).

---

(Signature of Mayor or Designate)City of Whitehorse

**APPENDIX\_L SHELTER-IN-PLACE****INSTRUCTIONS FOR SHELTER-IN-PLACE**

An accident may cause a hazardous material to enter the air. Unless the hazardous material is flammable, emergency response professionals may recommend that you stay indoors until you receive further instructions.

**At Home or Work:**

- Go indoors and stay there.
- Close all windows and exterior doors. Close all interior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. Do not use kitchen or bathroom vents.
- Do not operate the clothes dryer.
- Extinguish any indoor fires and close the fireplace flue or damper. Do not use the fireplace or wood stove.
- Reduce or avoid smoking as it contaminates the air.
- Get your family disaster supplies kit and make sure the radio is working.
- Go to an interior room without windows or with the fewest windows that is above ground level. In the case of a chemical threat or release, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Listen to your radio or television for information.
- Do not use the telephone or cell phone except in emergencies. Leave the lines open for emergency personnel.
- Do not leave the building until advised by the authorities that all is safe or you are told to evacuate. Local officials **may call for evacuation in specific areas at greatest risk in your community.**

**In Your Vehicle:**

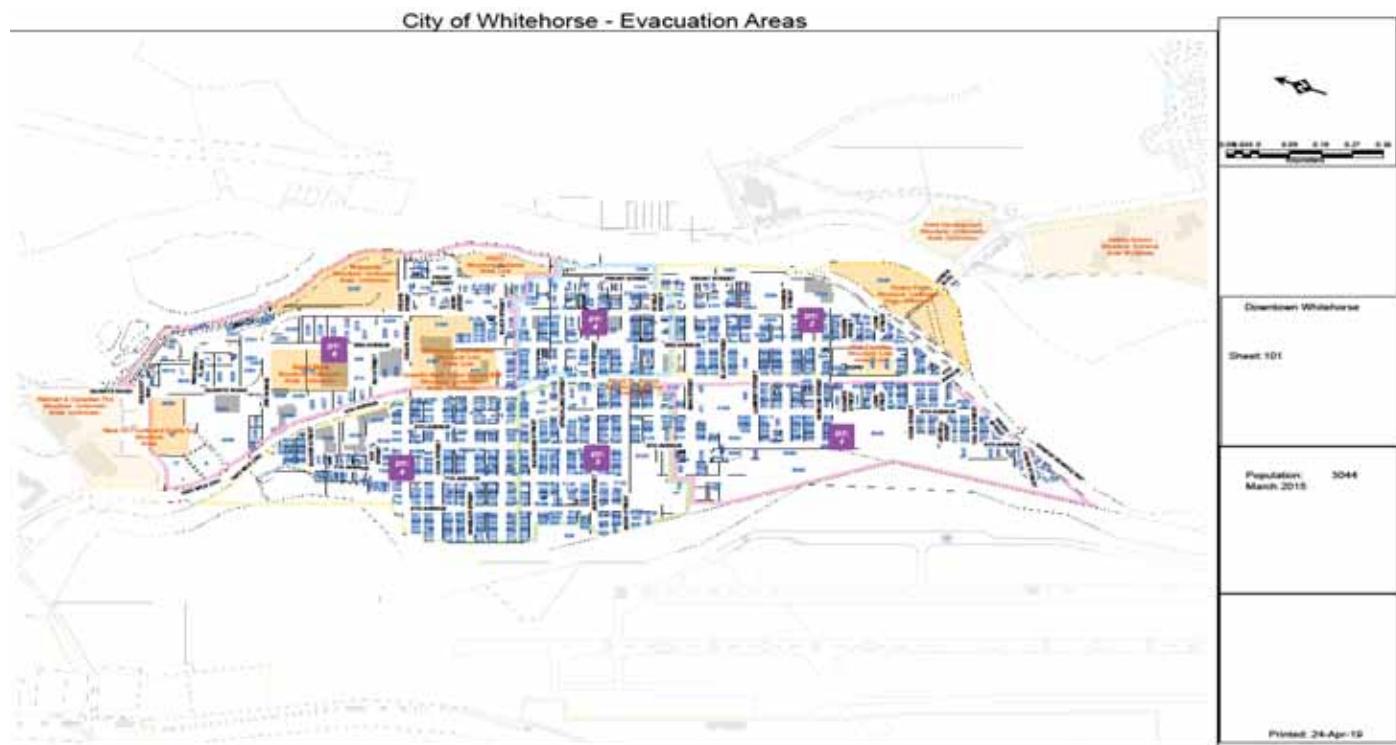
If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

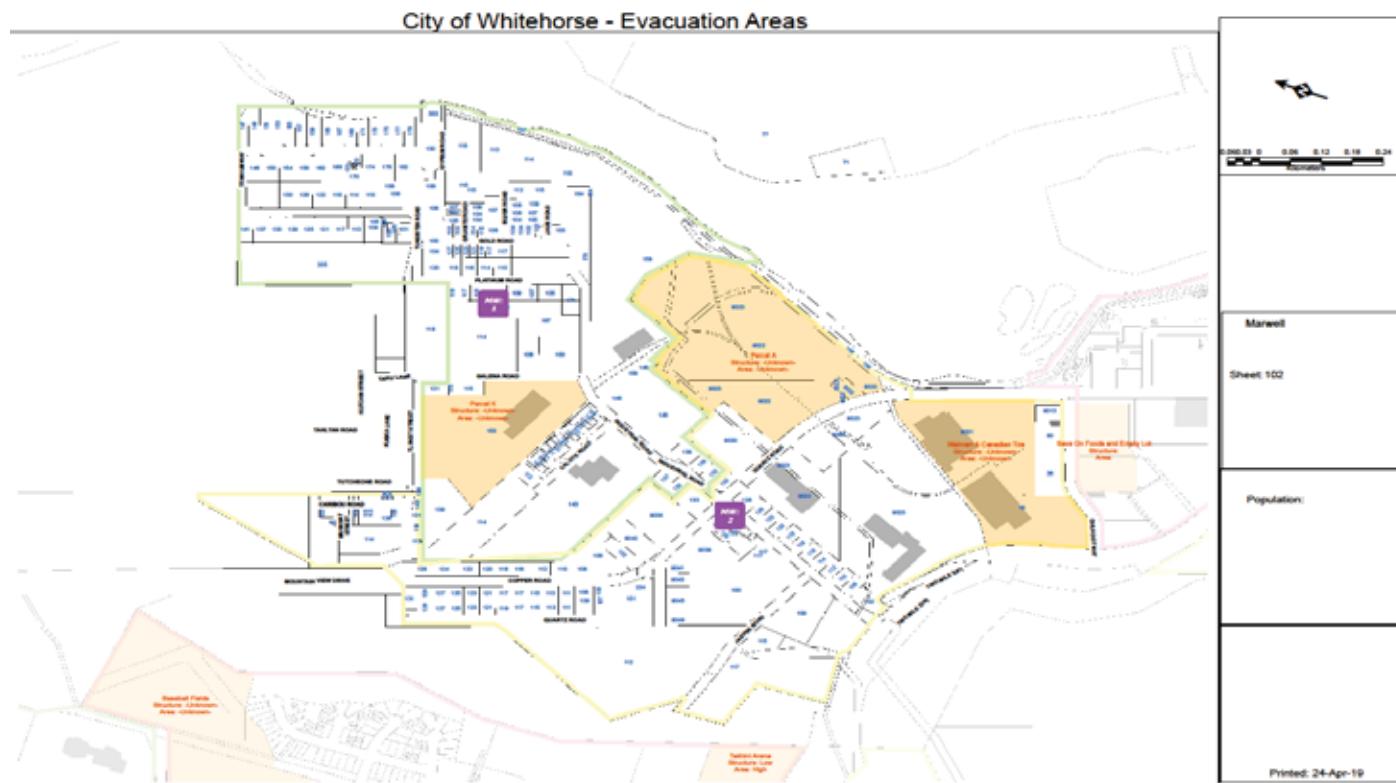
Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

## APPENDIX\_M DOWNTOWN WHITEHORSE MAP

(POPULATION 3044)

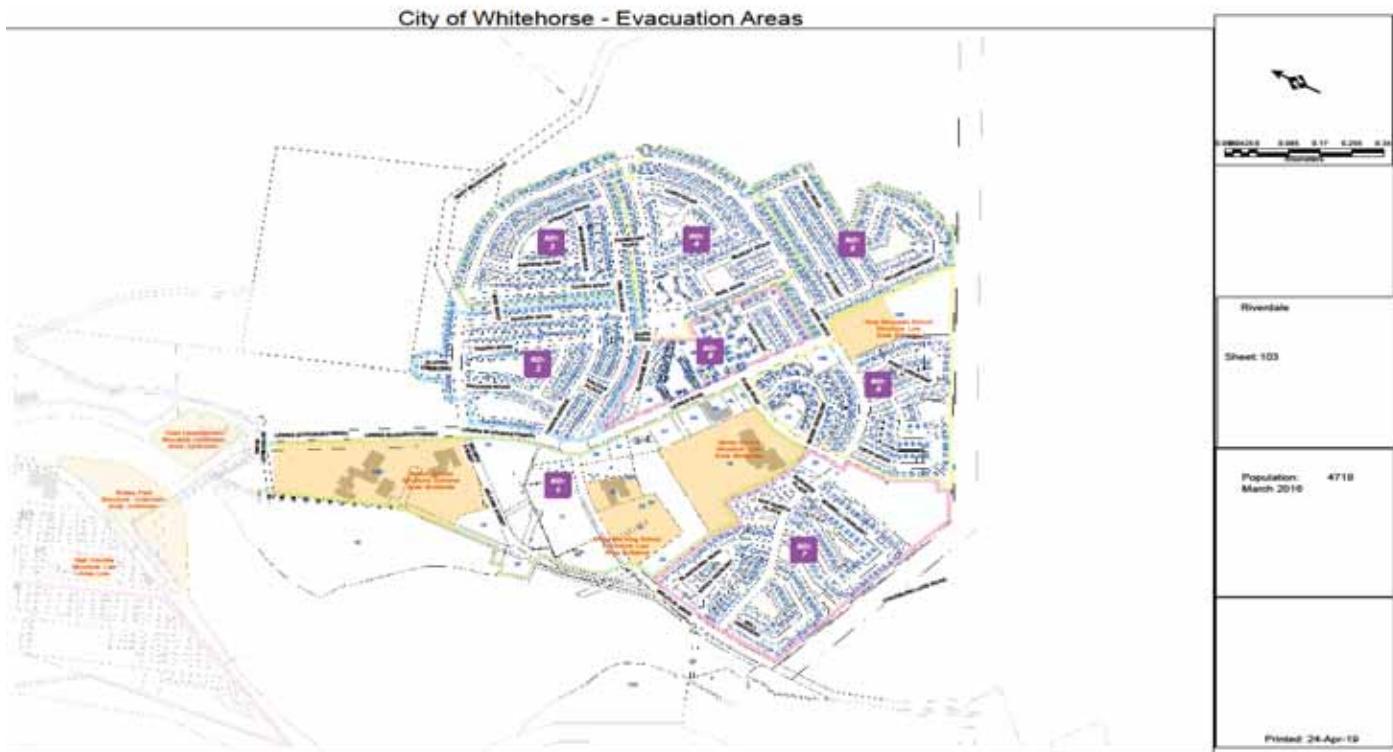


## APPENDIX\_N MARWELL



## APPENDIX\_O RIVERDALE

(POPULATION 4718)



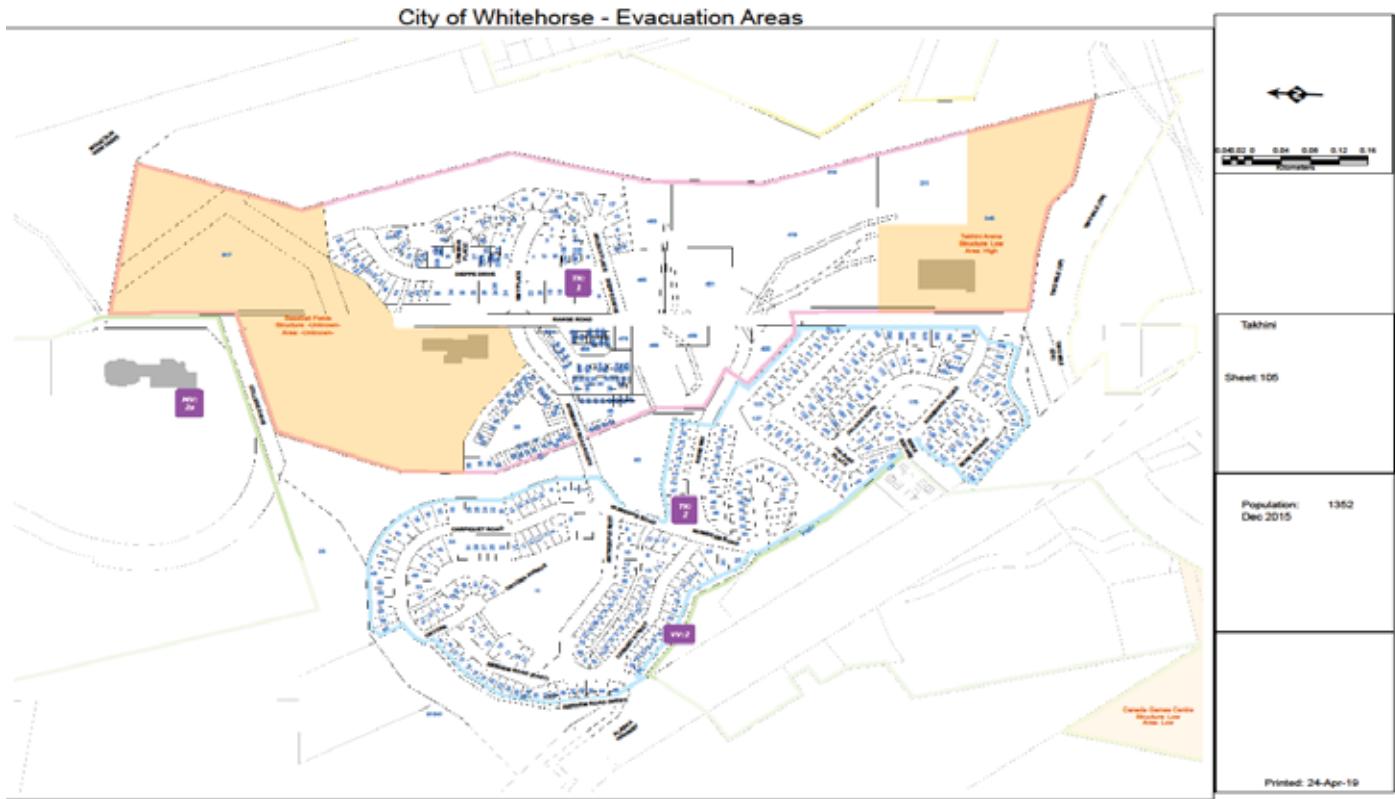
## APPENDIX\_P WICKSTROM ROAD AND HOSPITAL

## City of Whitehorse - Evacuation Areas

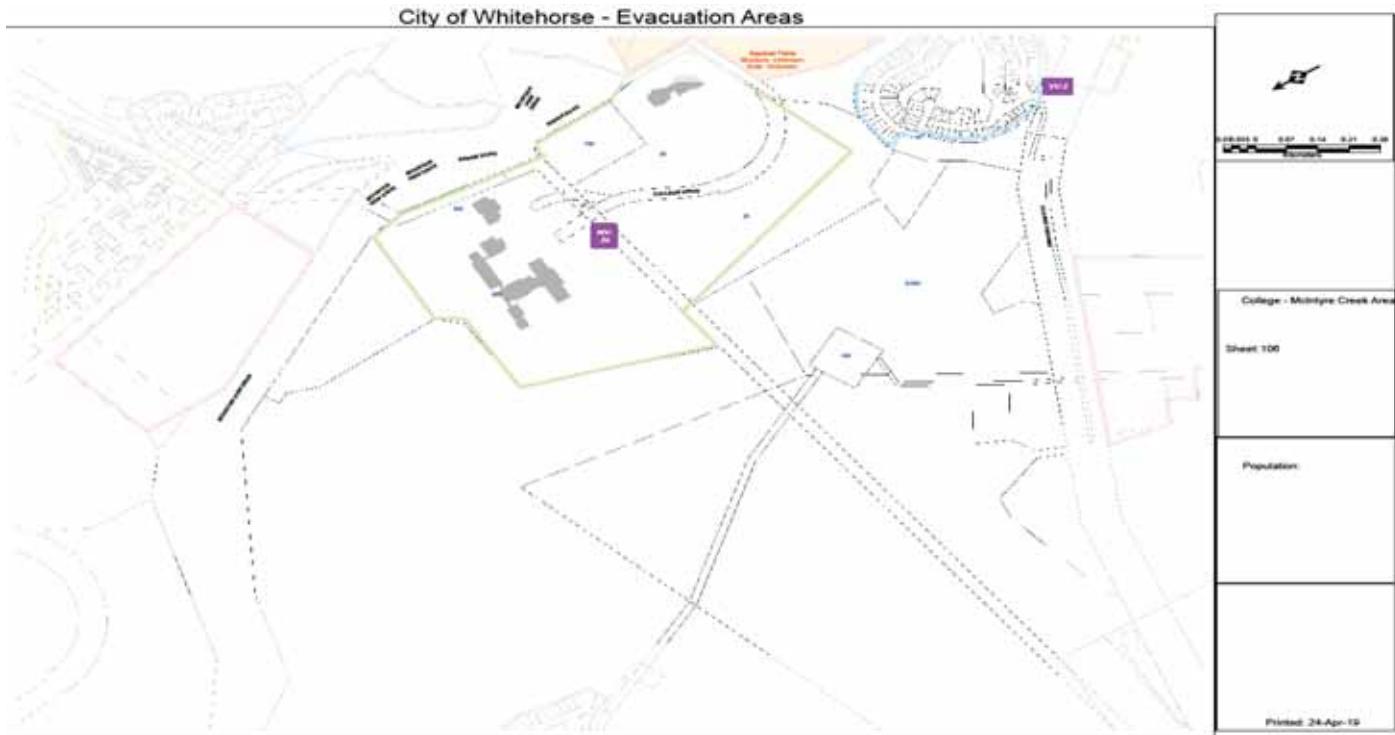


## APPENDIX\_Q TAKHINI

(POPULATION 1352)

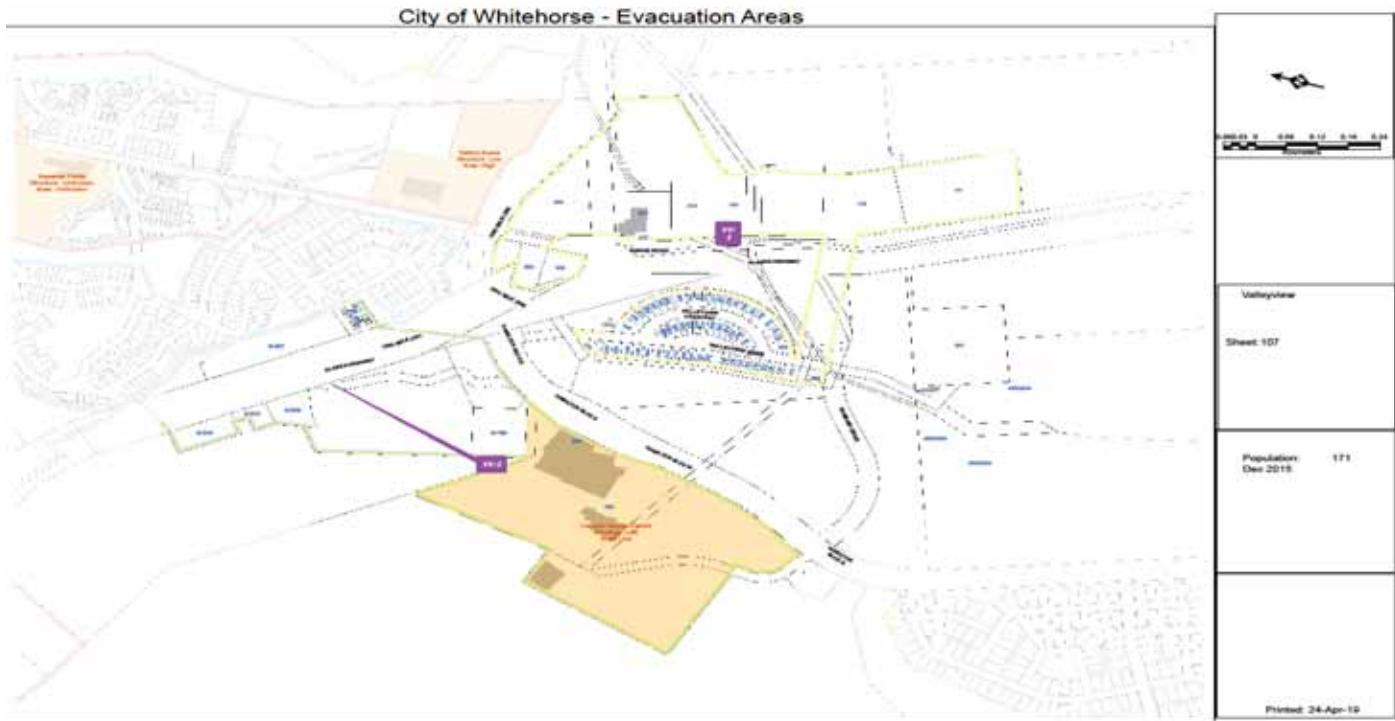


## APPENDIX\_R UNIVERSITY-MCINTYRE CREEK AREA



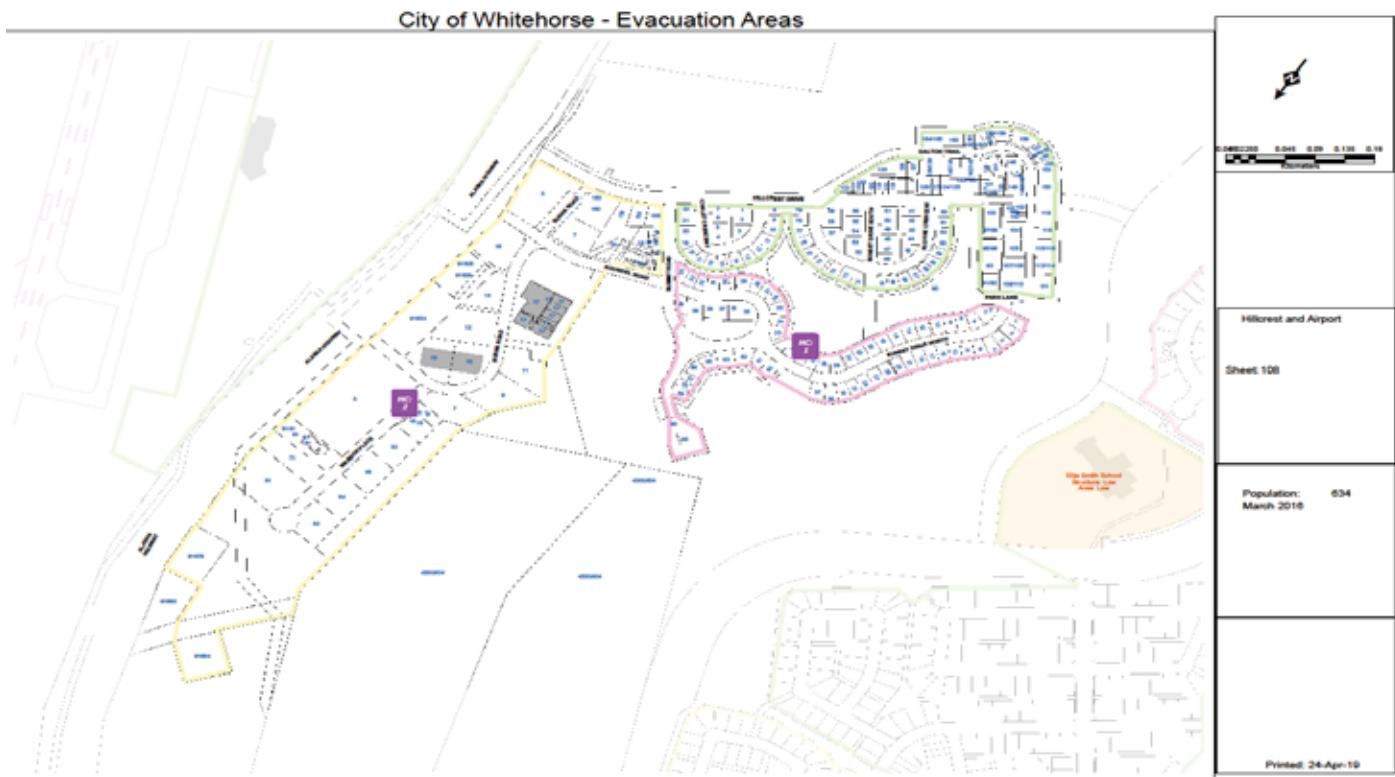
## APPENDIX\_S VALLEYVIEW

(POPULATION 171)



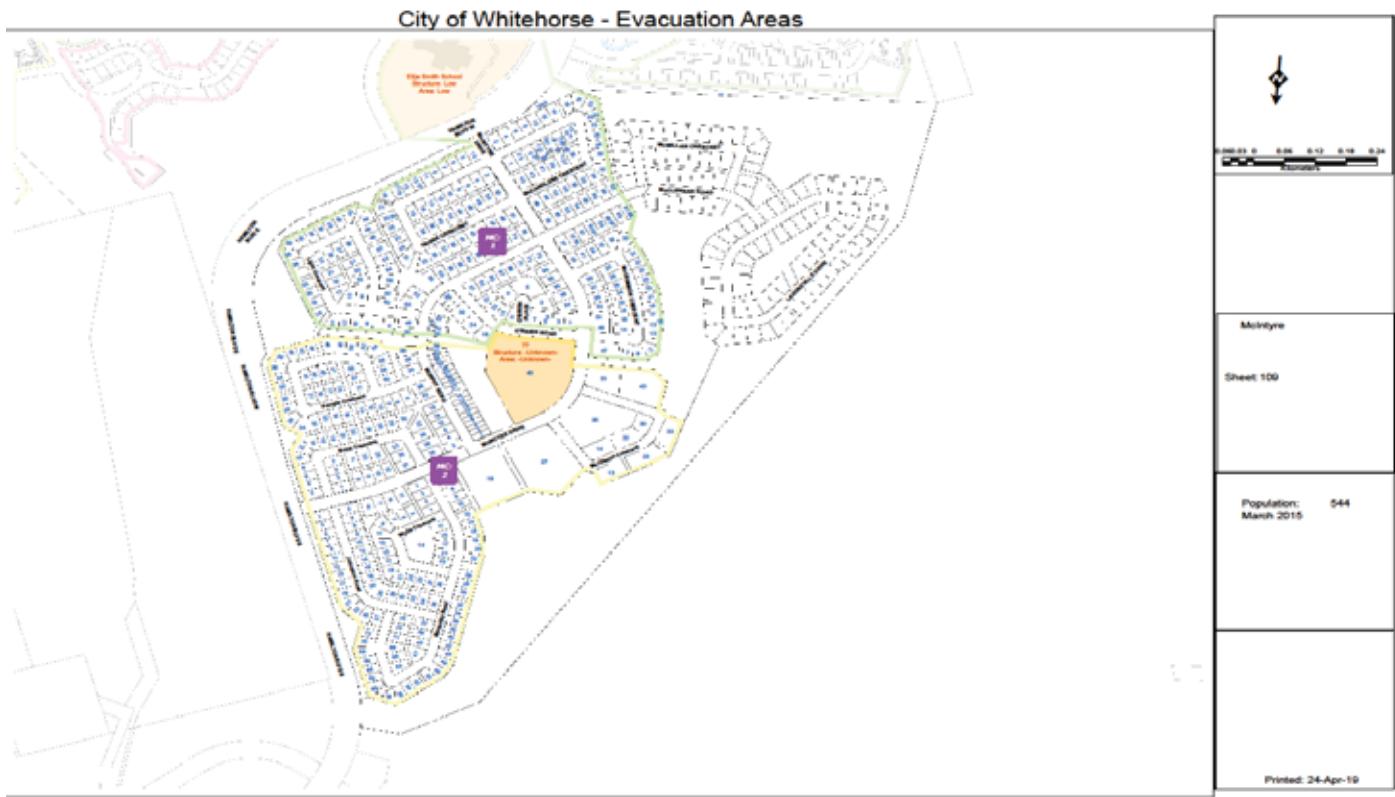
## APPENDIX\_T HILLCREST AND AIRPORT

(POPULATION 634)



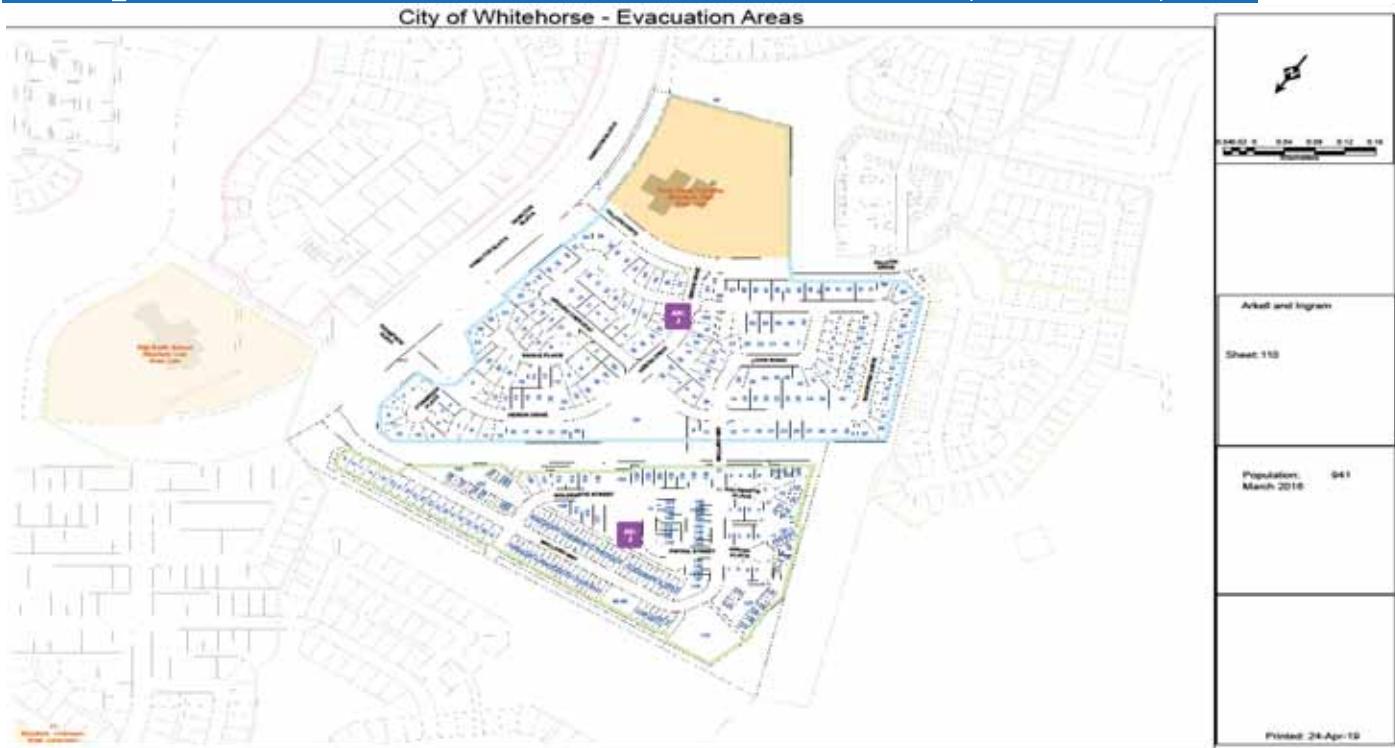
## APPENDIX\_U MCINTYRE

(POPULATION 544)



## APPENDIX\_V ARKELL AND INGRAM

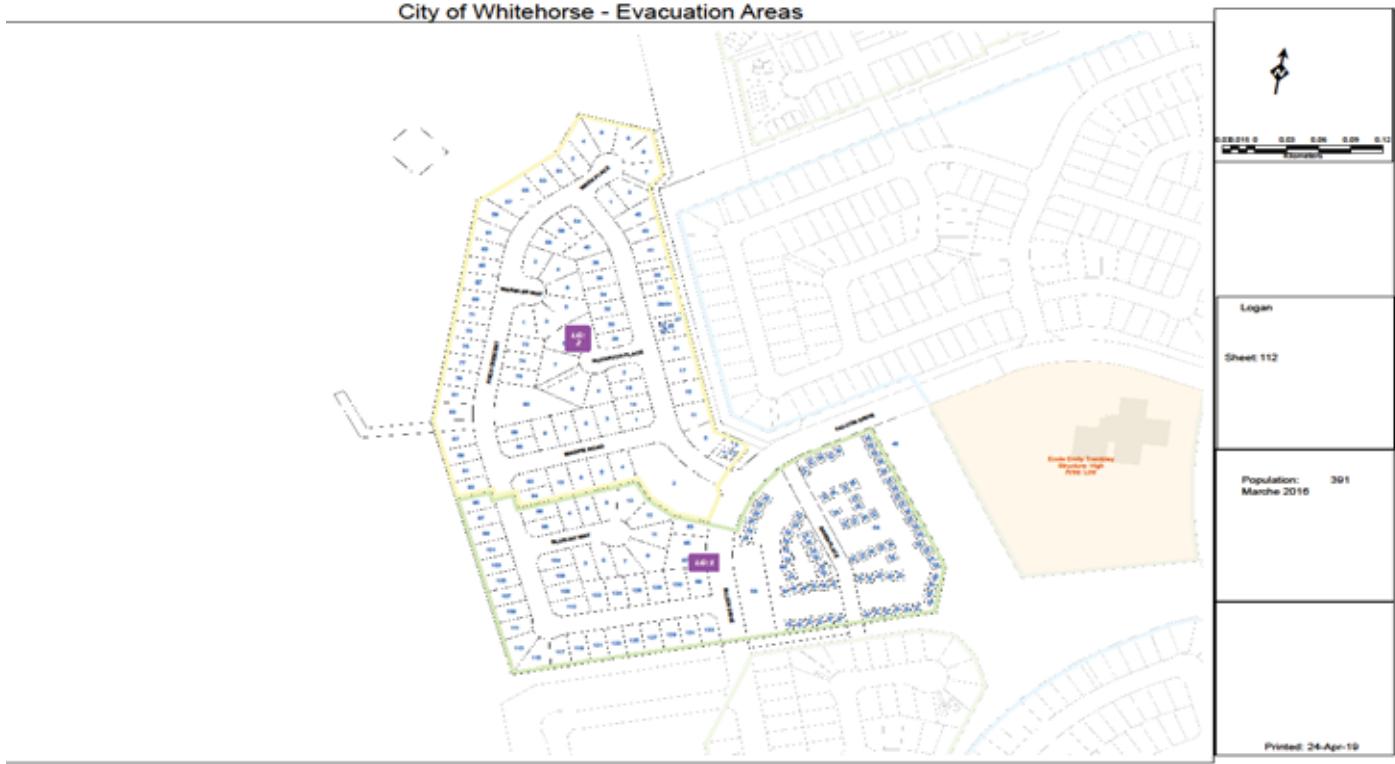
(POPULATION 941)



## APPENDIX\_W LOGAN

(POPULATION 391)

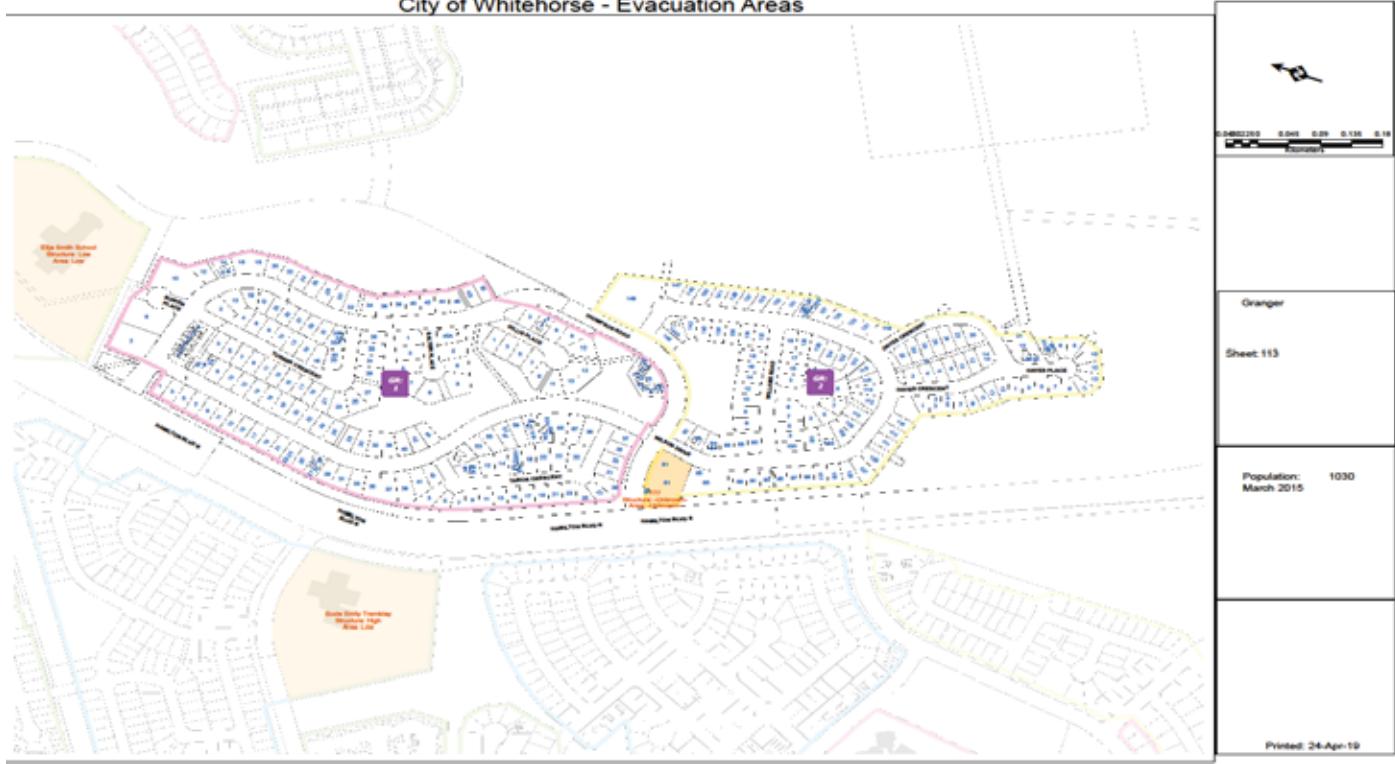
City of Whitehorse - Evacuation Areas



## APPENDIX\_X GRANGER

(POPULATION 1030)

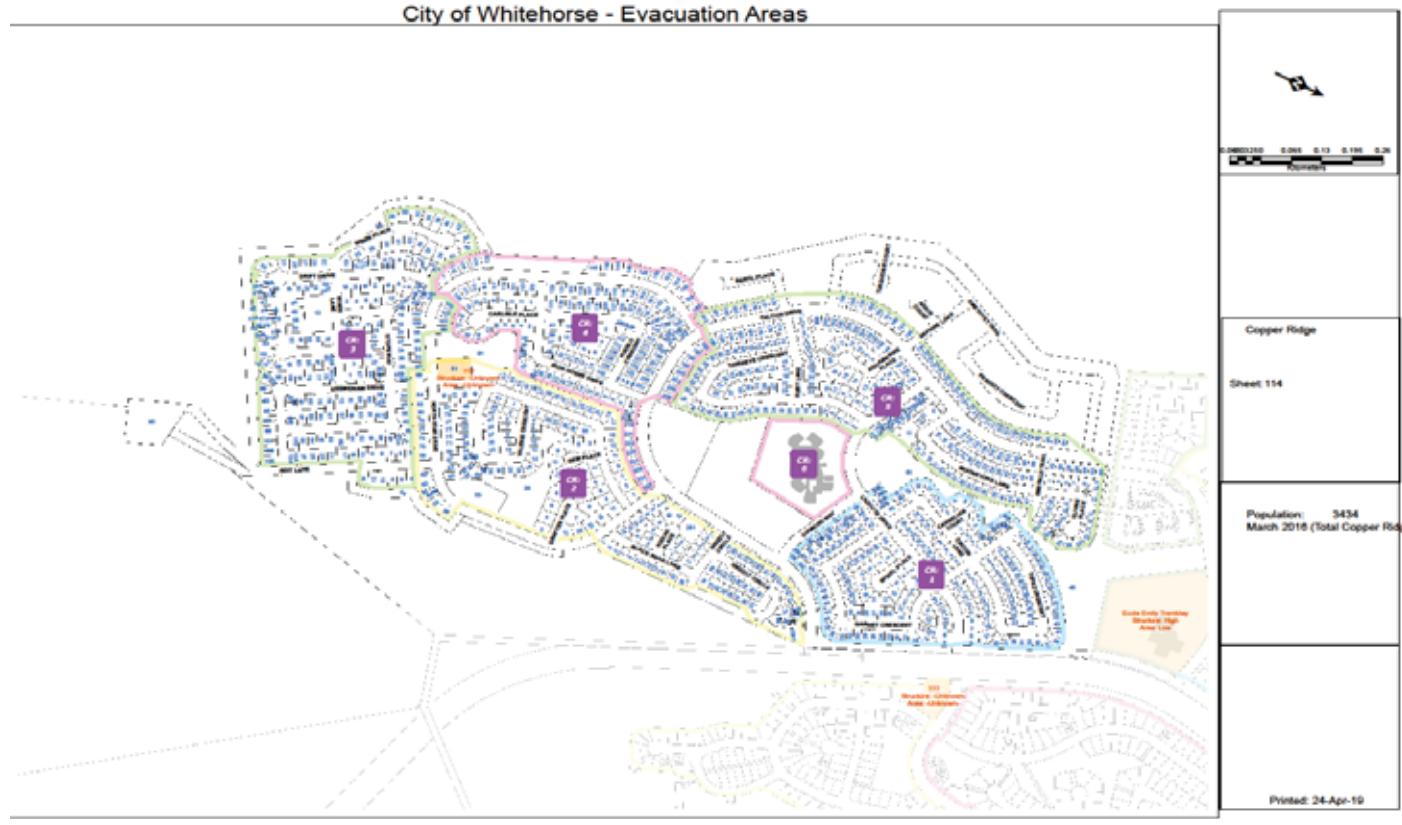
City of Whitehorse - Evacuation Areas



## APPENDIX\_Y COPPER RIDGE

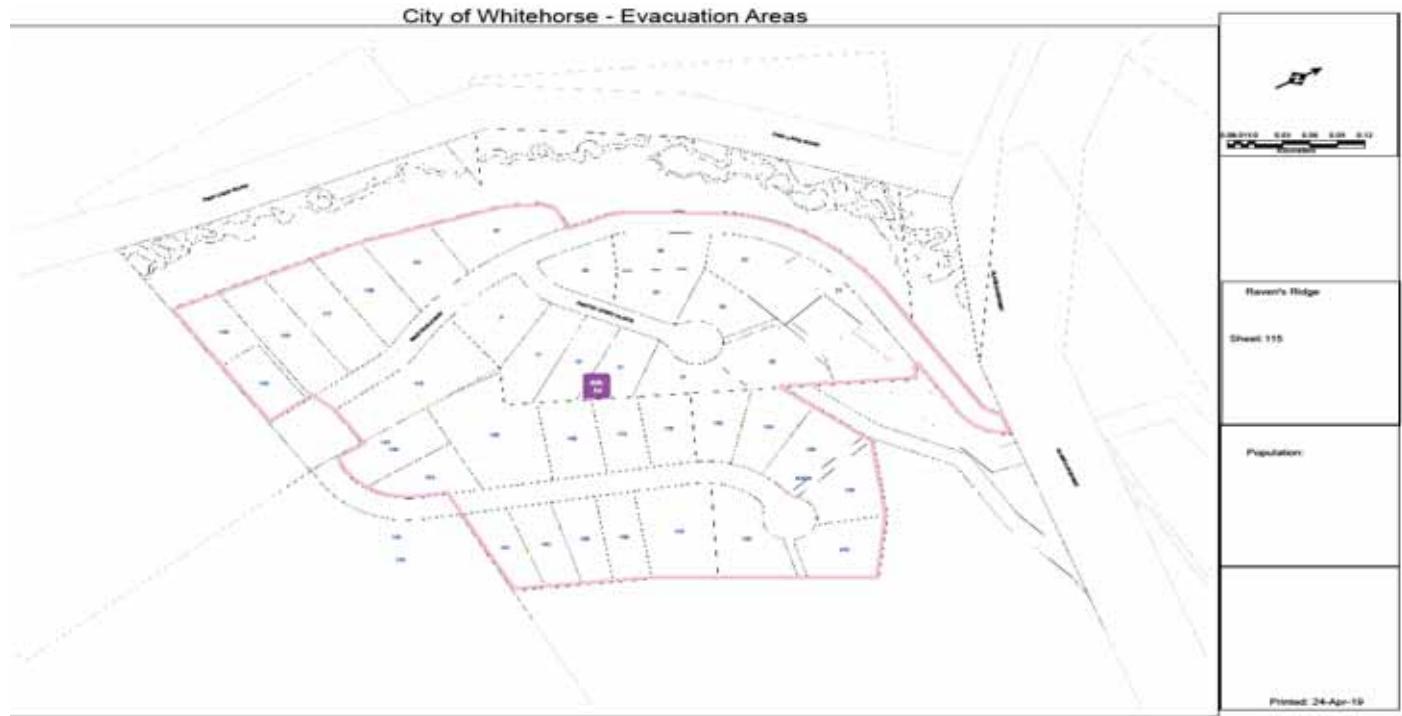
(POPULATION 3434)

City of Whitehorse - Evacuation Areas



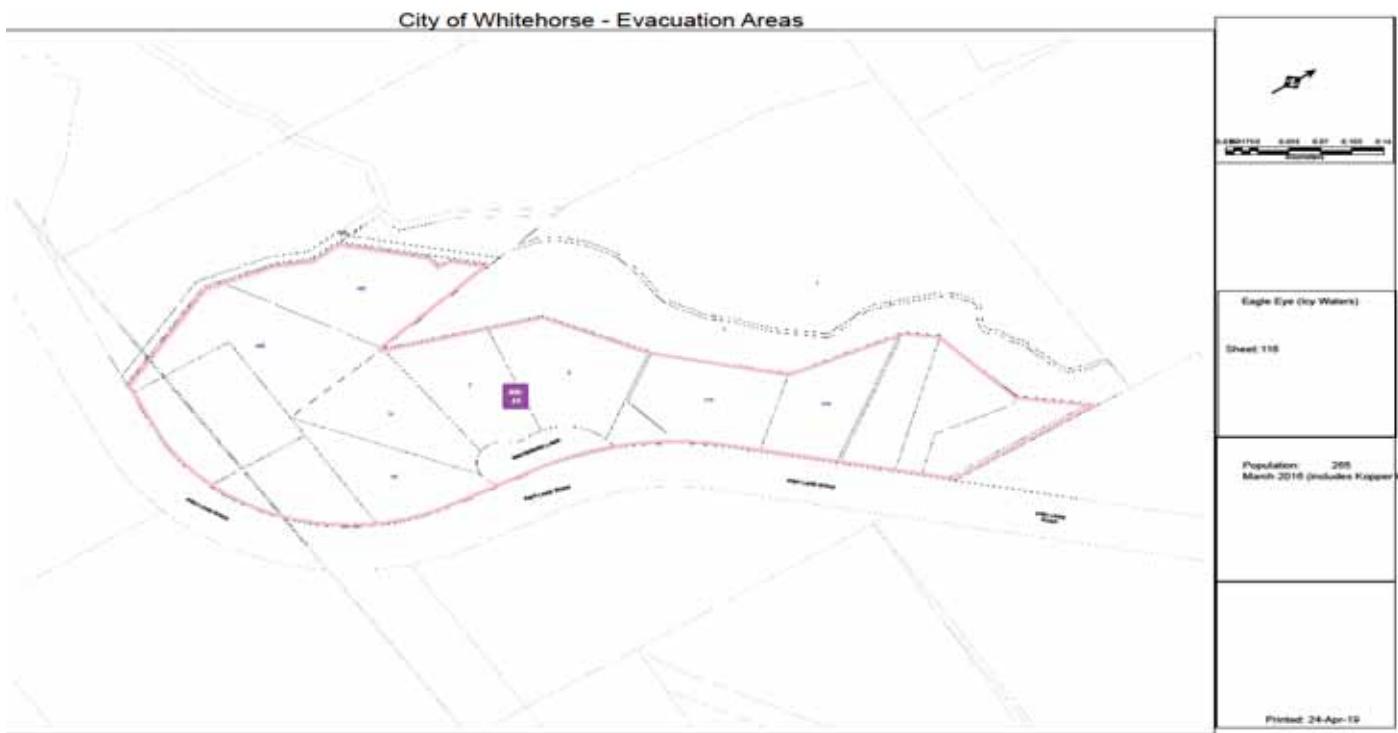
## APPENDIX\_Z RAVEN'S RIDGE

City of Whitehorse - Evacuation Areas

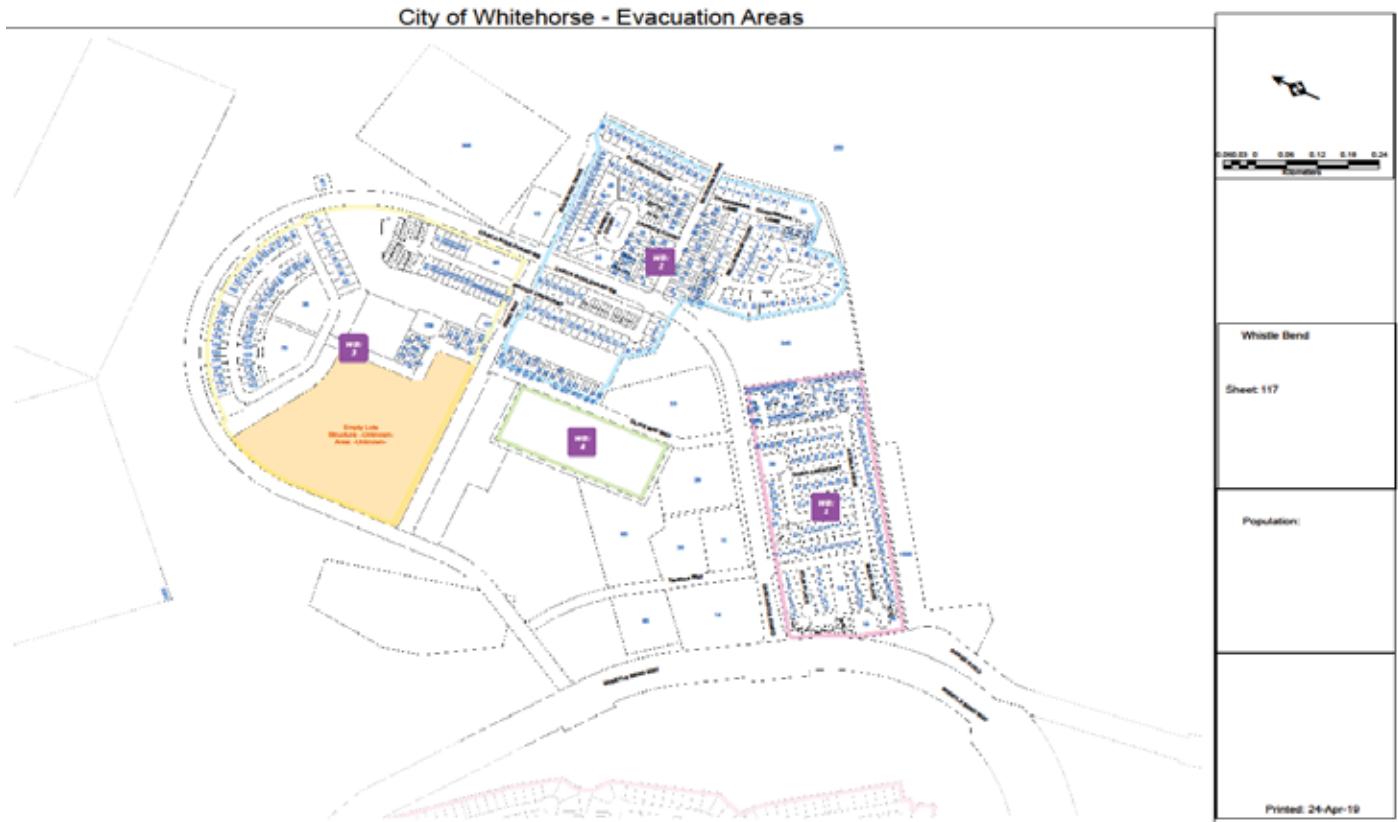


## APPENDIX\_AA EAGLE EYE/KOPPER KING

(POPULATION 265)

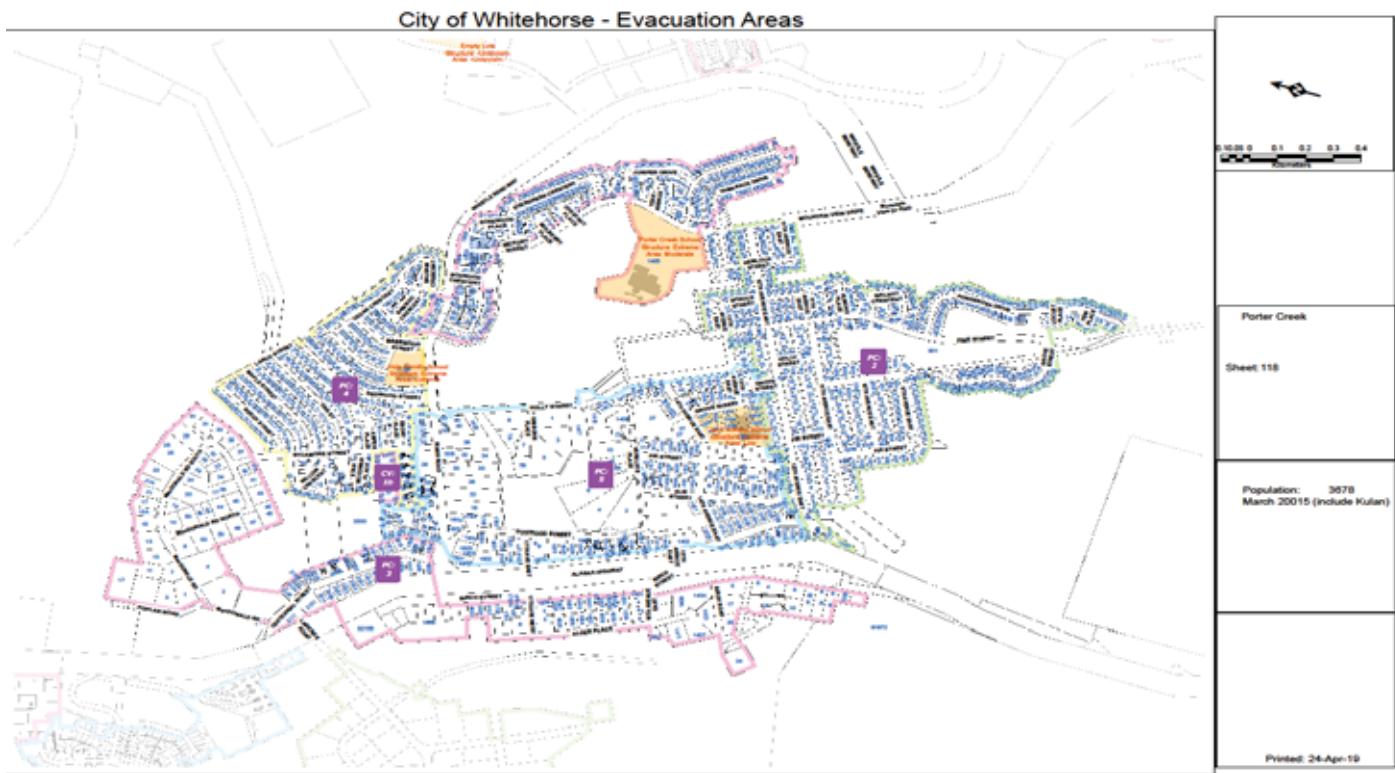


## APPENDIX\_AB WHISTLE BEND

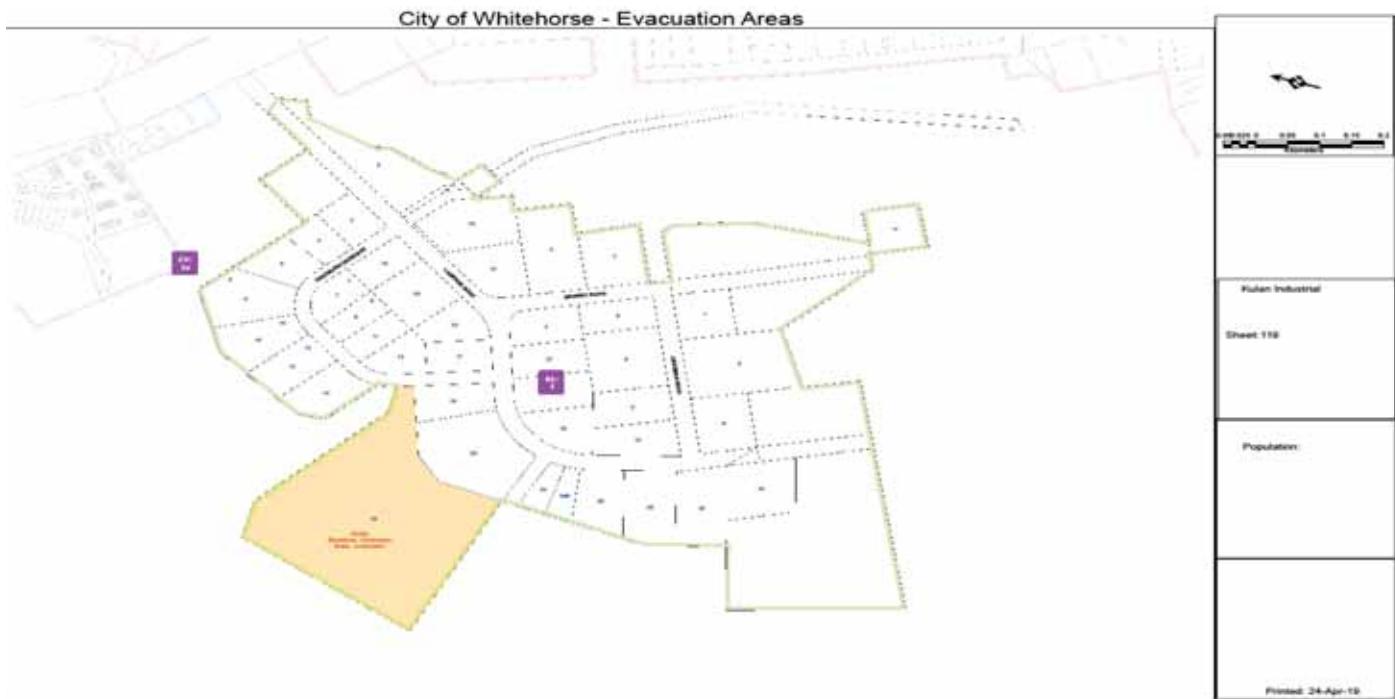


## APPENDIX\_AC PORTER CREEK

(POPULATION 3678)



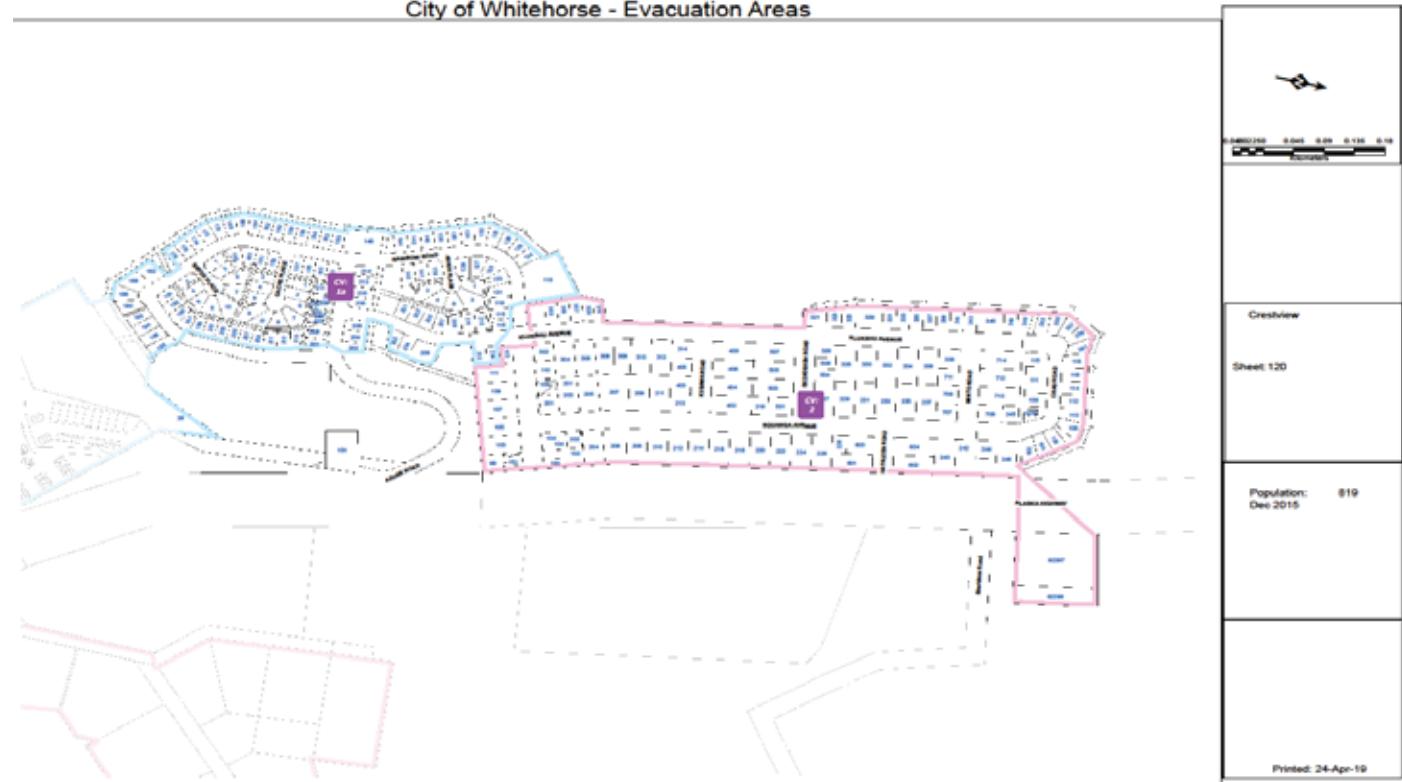
## APPENDIX\_AD KULAN INDUSTRIAL



## APPENDIX\_AE CRESTVIEW

(POPULATION 819)

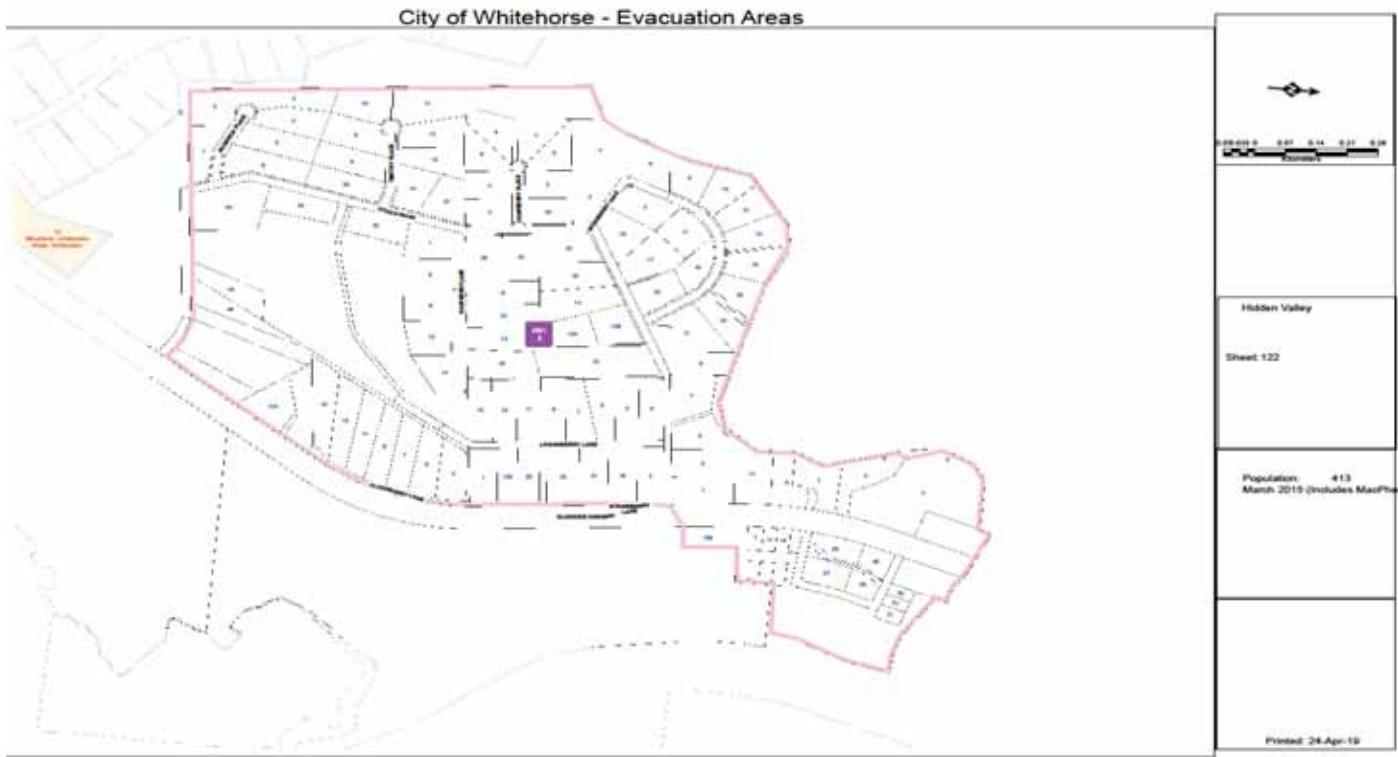
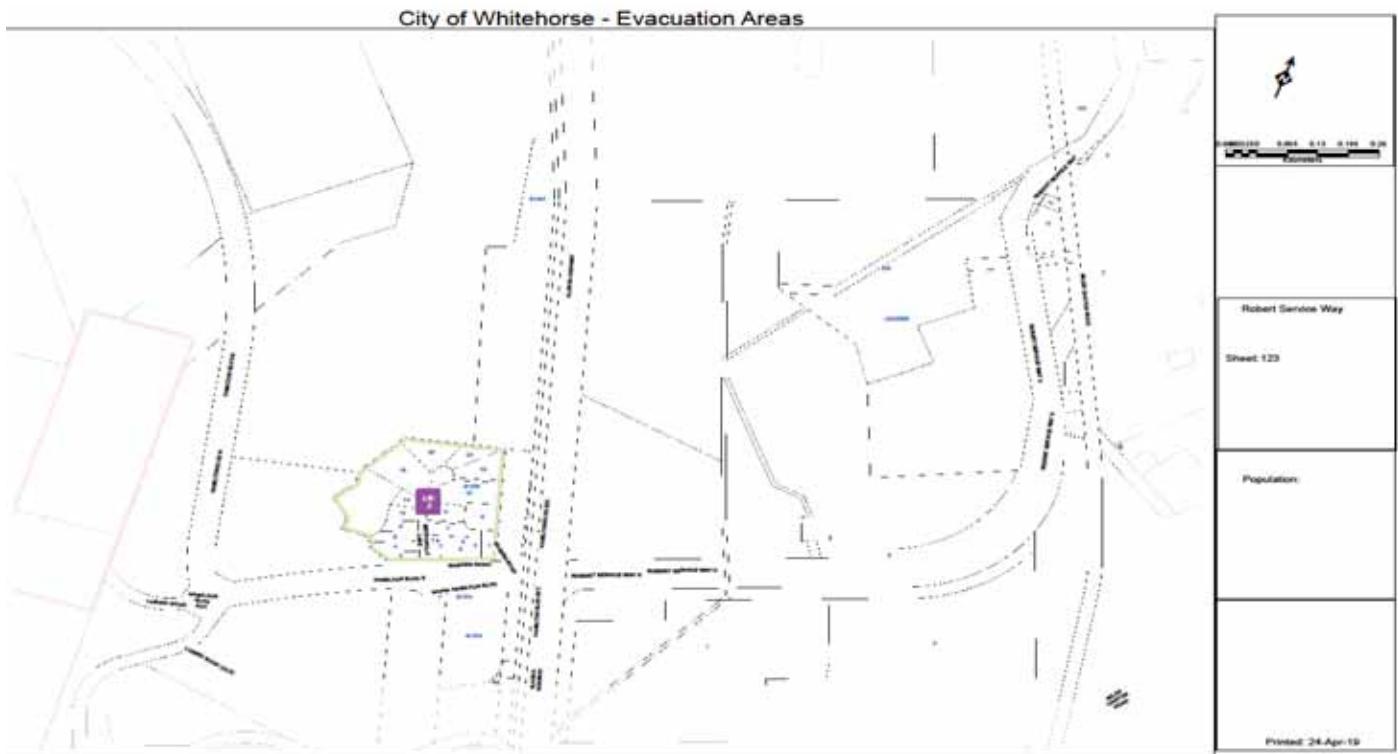
City of Whitehorse - Evacuation Areas

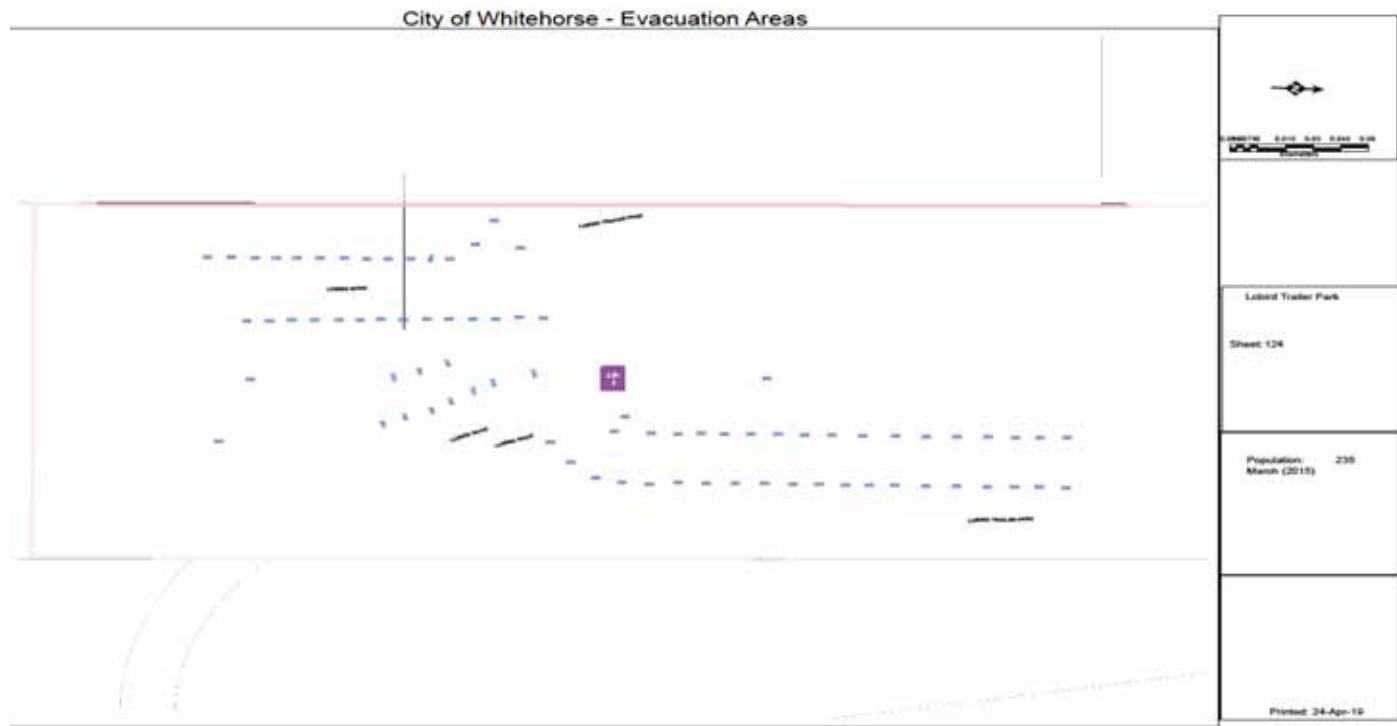
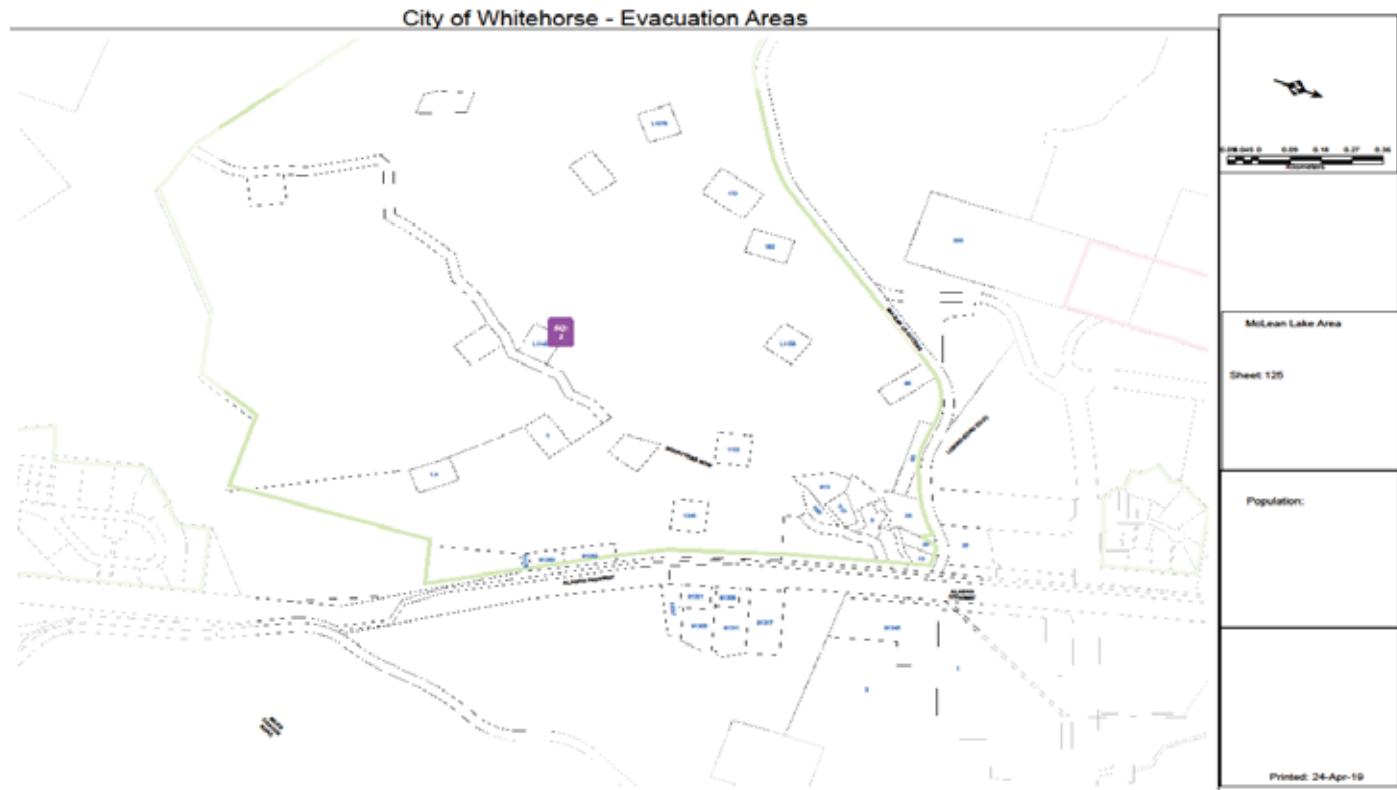


## APPENDIX\_AF MACPHERSON AND FORESTVIEW

City of Whitehorse - Evacuation Areas

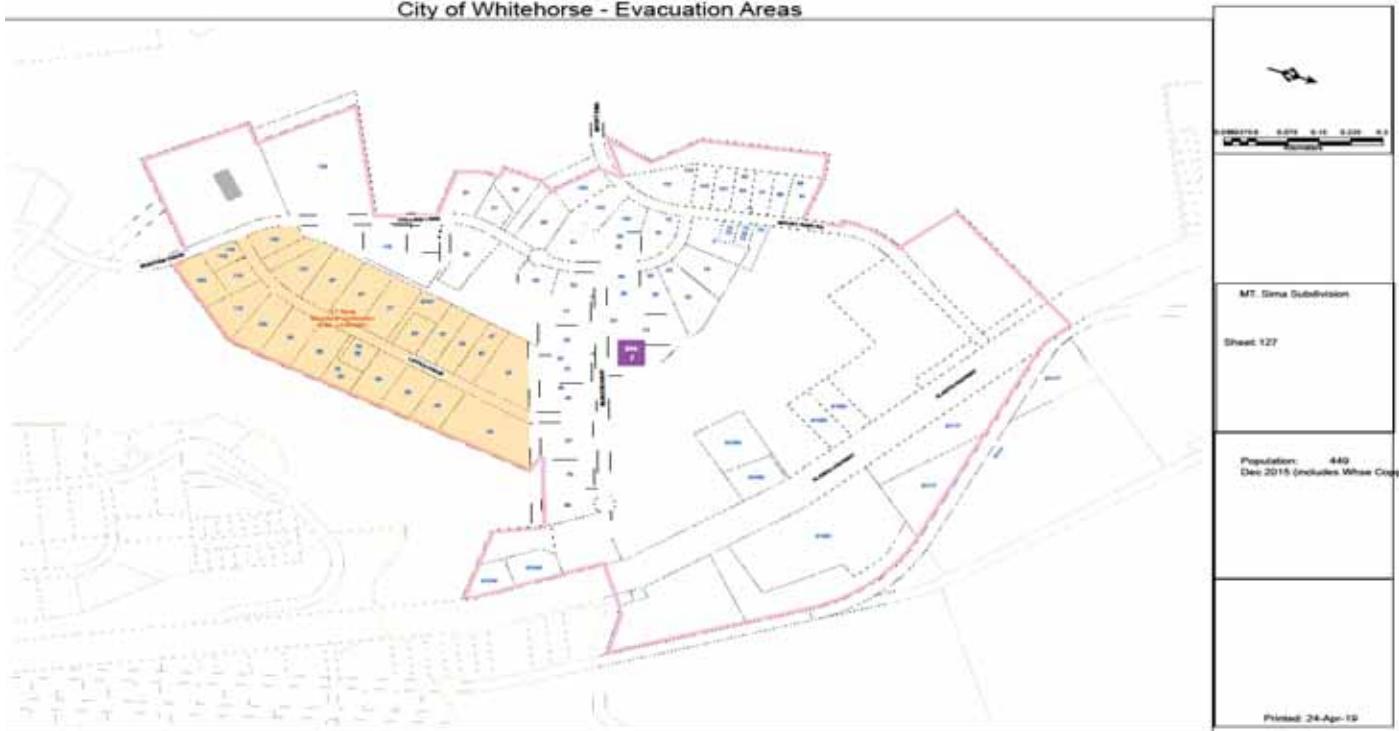


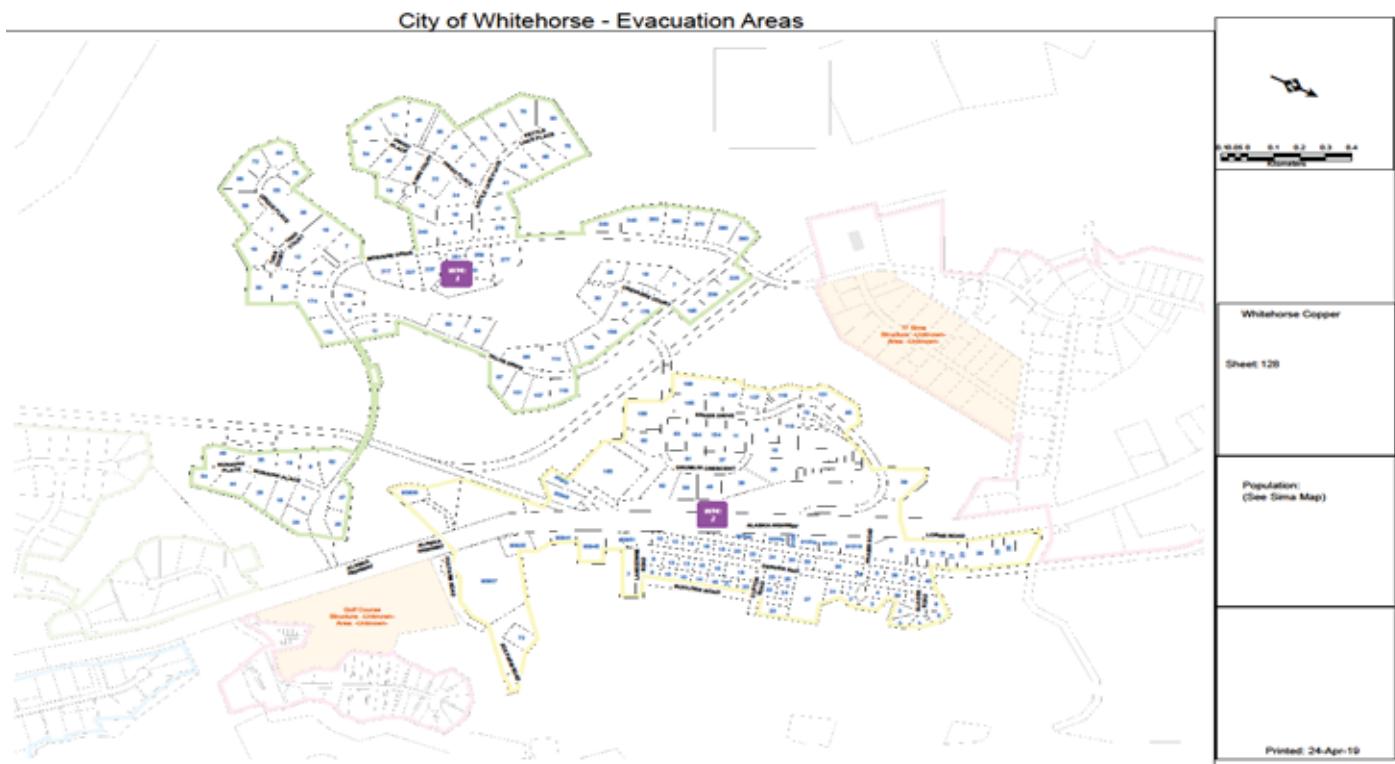
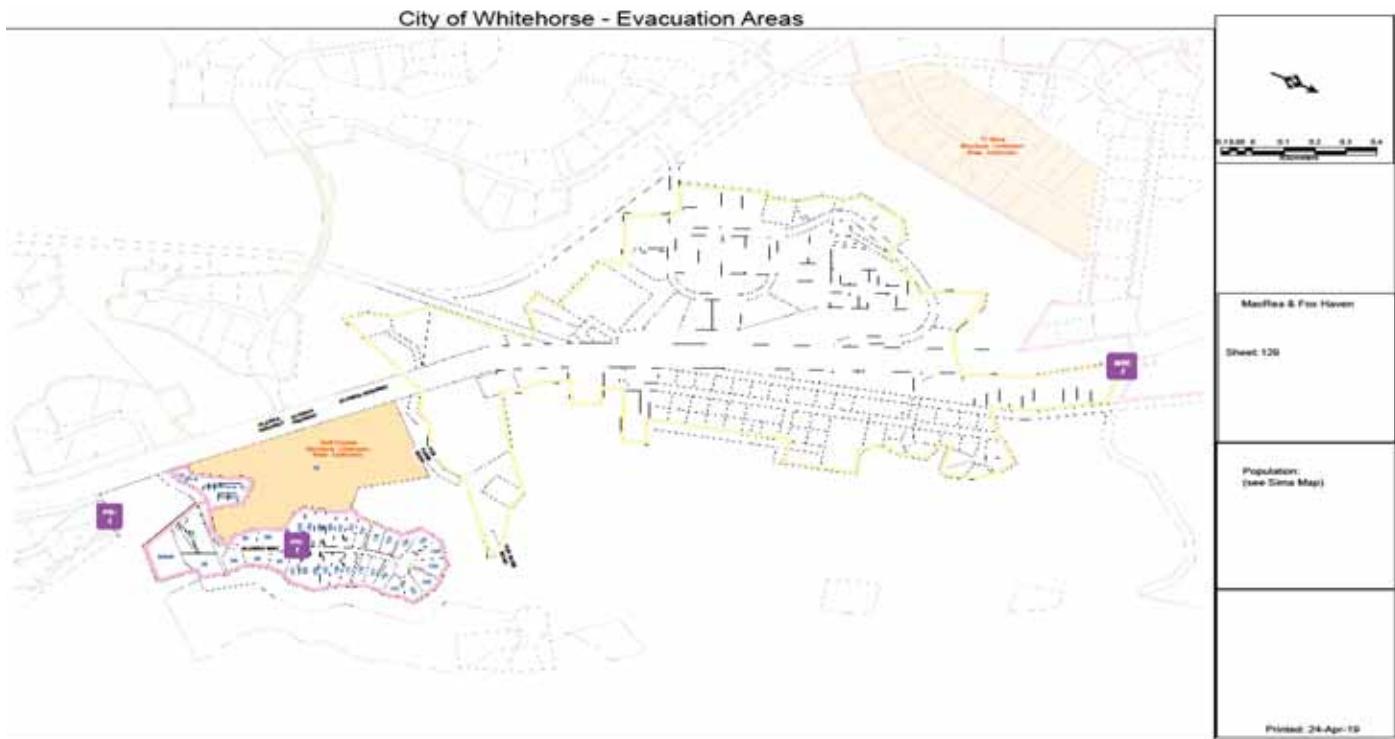
**APPENDIX\_AG HIDDEN VALLEY****(POPULATION 413)****APPENDIX\_AH ROBERT SERVICE WAY**

**APPENDIX\_AI LOBIRD TRAILER PARK****(POPULATION 235)****APPENDIX\_AJ MCLEAN LAKE ROAD**

**APPENDIX\_AK CANYON CRESCENT****City of Whitehorse - Evacuation Areas****APPENDIX\_AL MT. SIMA SUBDIVISION**

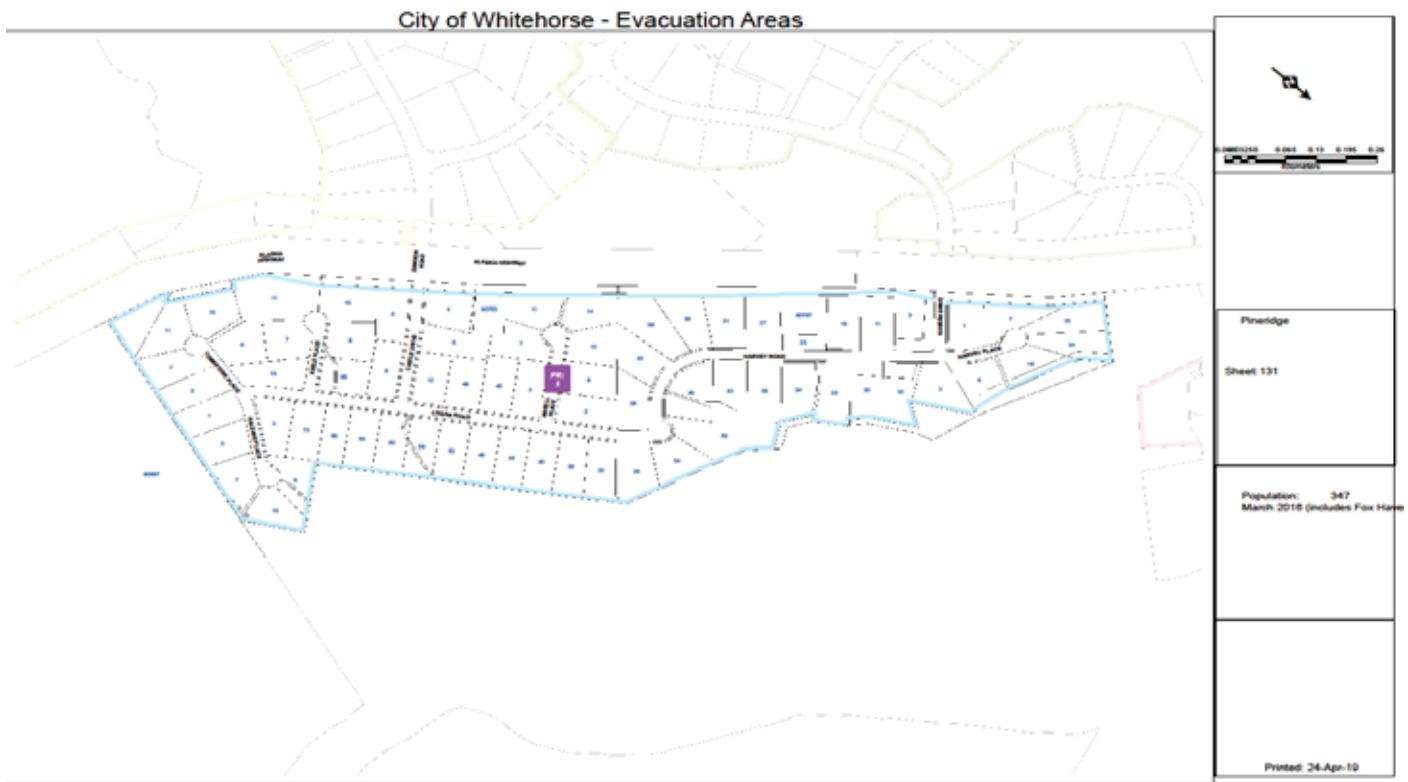
(POPULATION 449)

**City of Whitehorse - Evacuation Areas**

**APPENDIX\_AM WHITEHORSE COPPER****APPENDIX\_AN MCCRAE & FOX HAVEN**

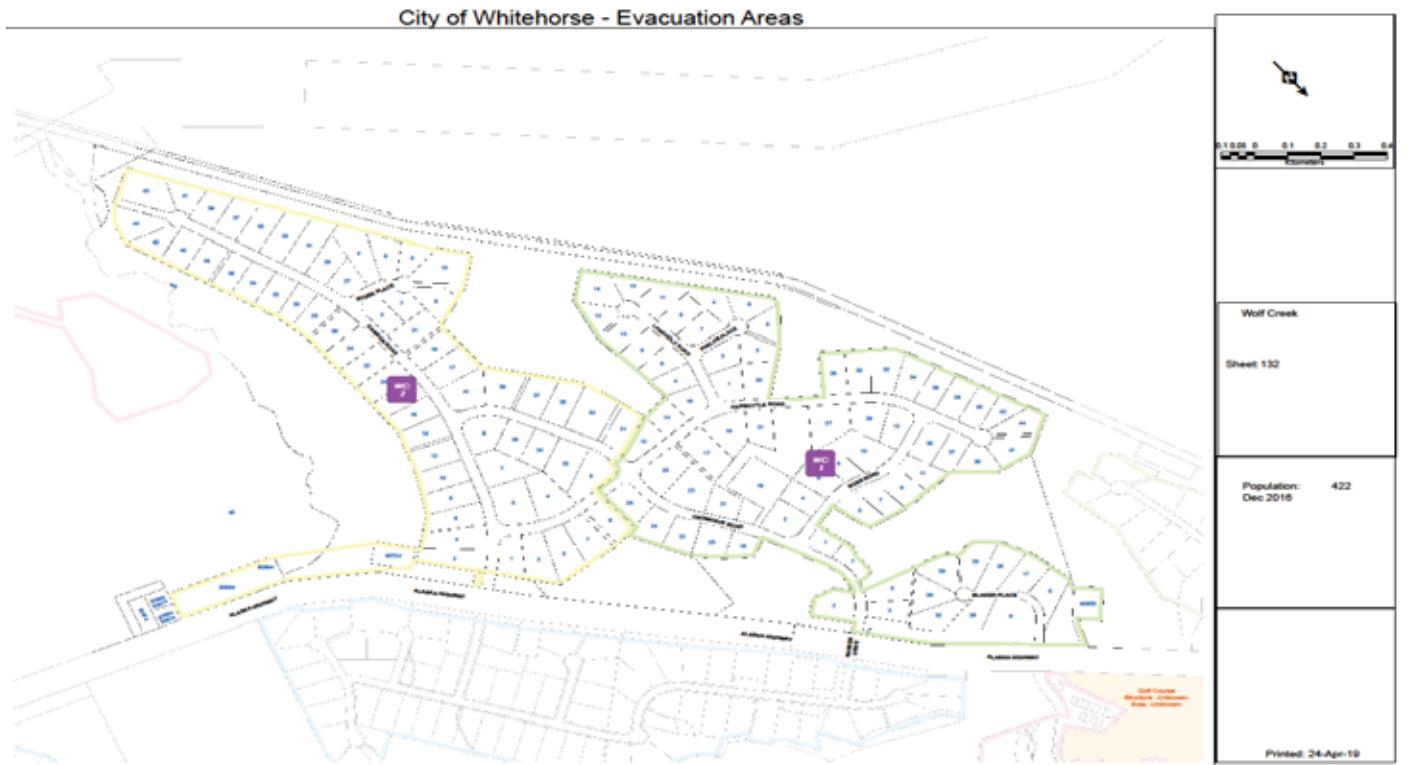
## APPENDIX\_AO PINERIDGE

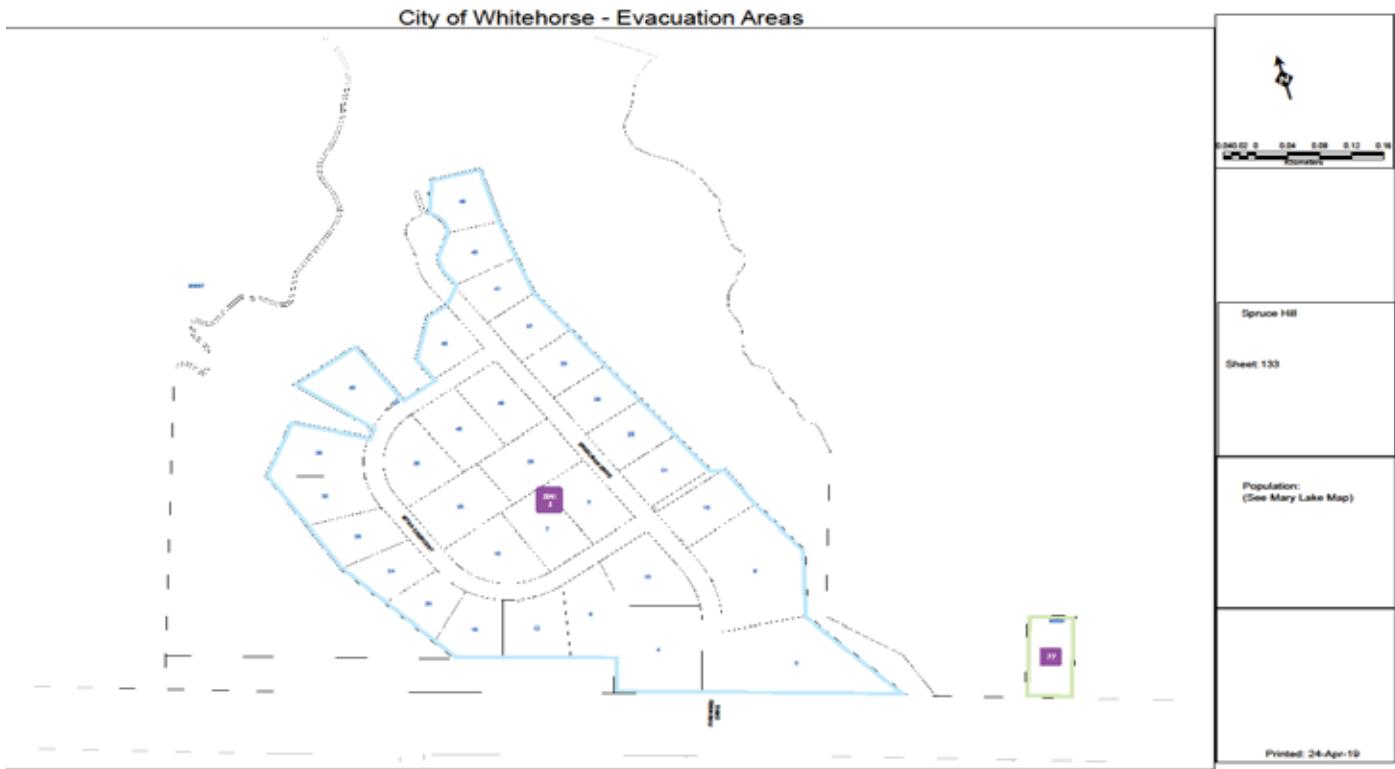
(POPULATION 346)



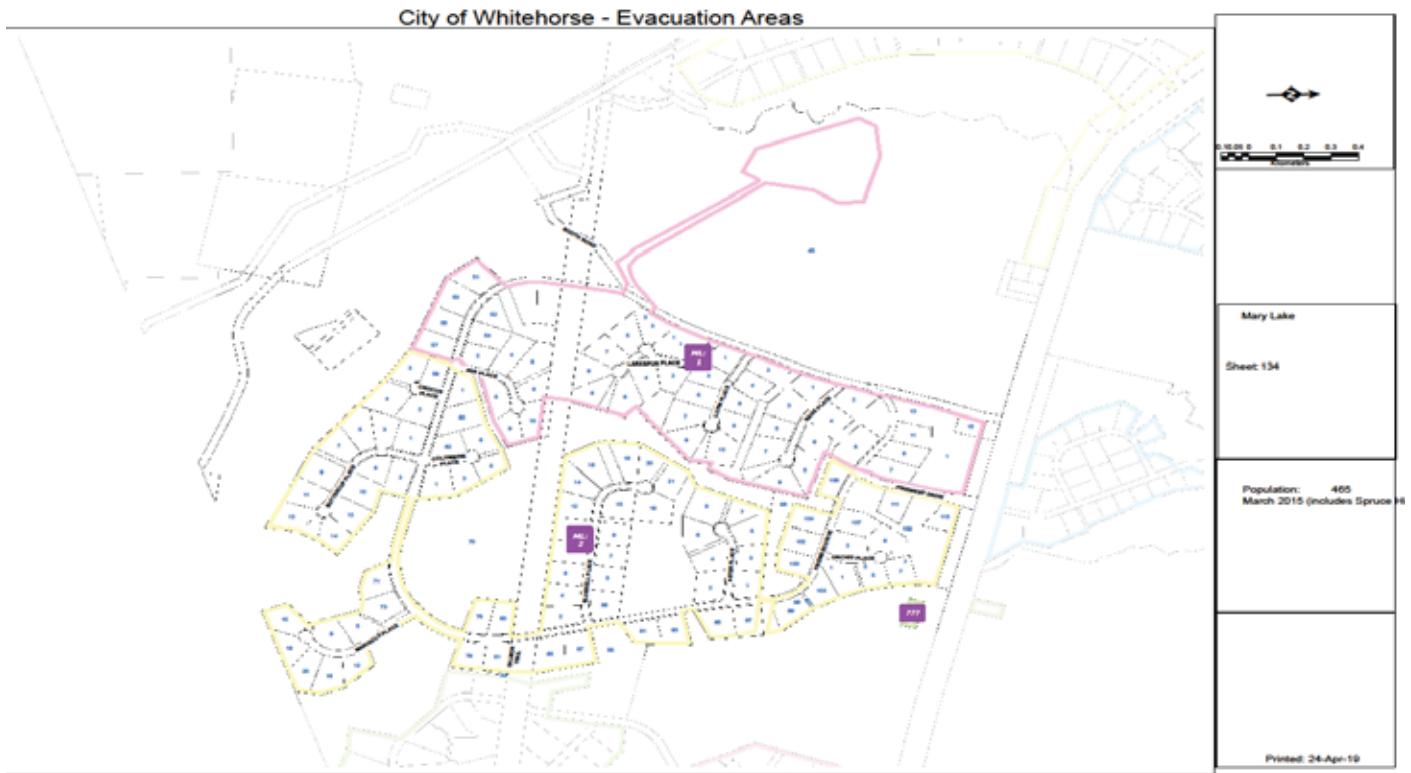
## APPENDIX\_AP WOLF CREEK

(POPULATION 422)



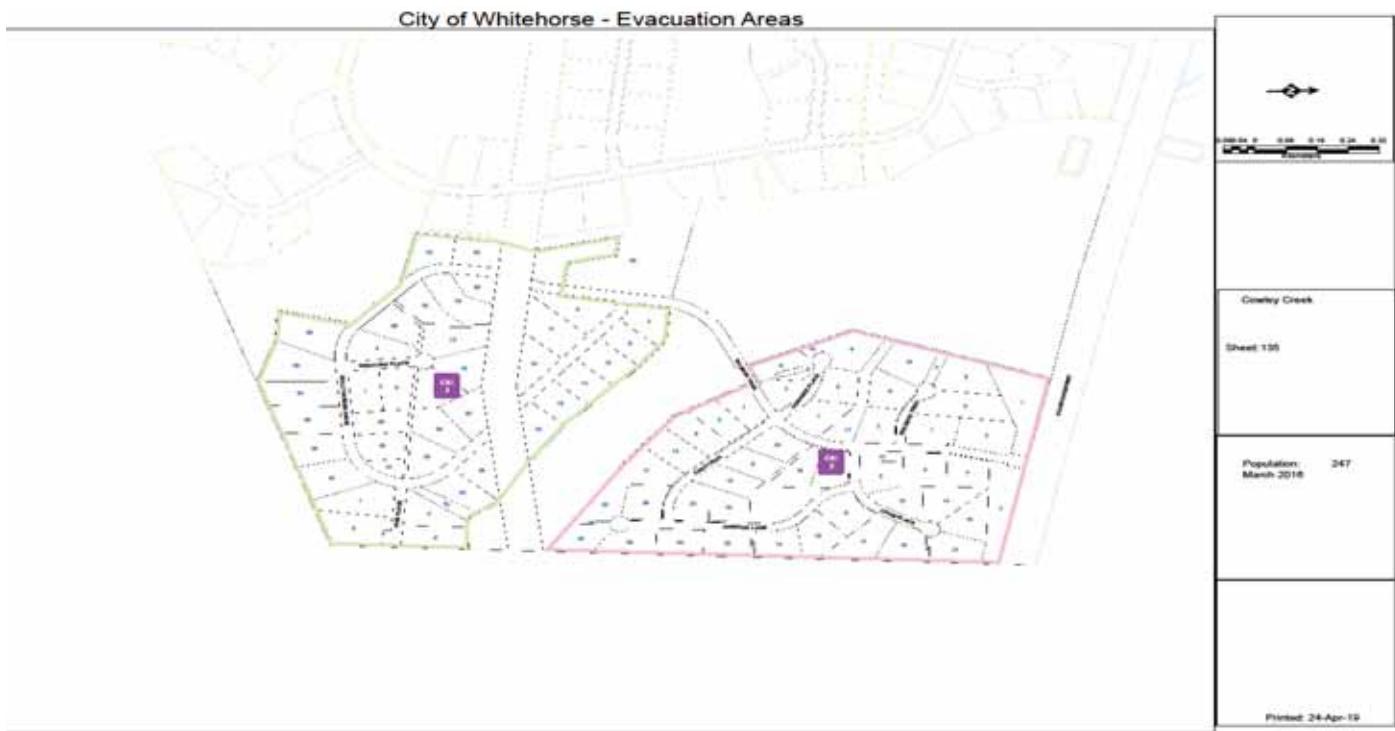
**APPENDIX\_AQ SPRUCE HILL****APPENDIX\_AR MARY LAKE**

(POPULATION 465)

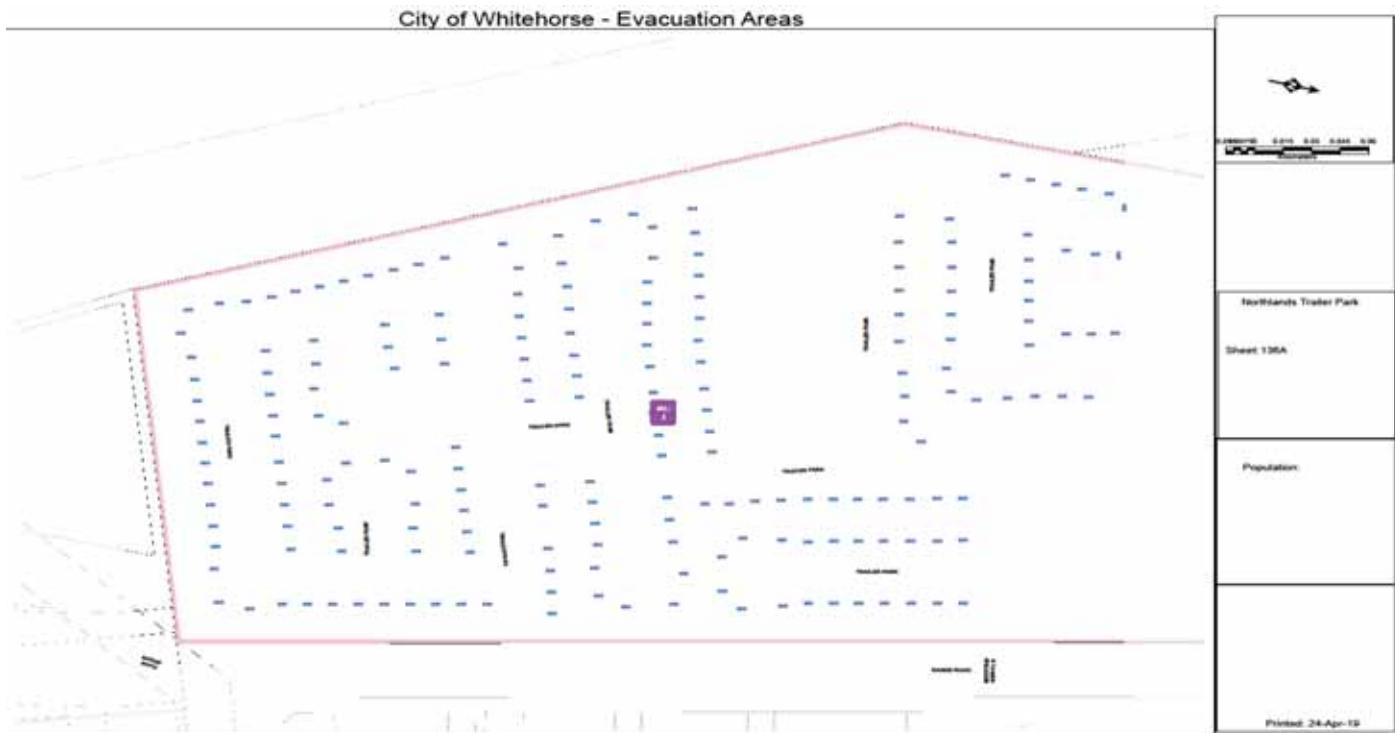


## APPENDIX\_AS COWLEY CREEK

(POPULATION 247)

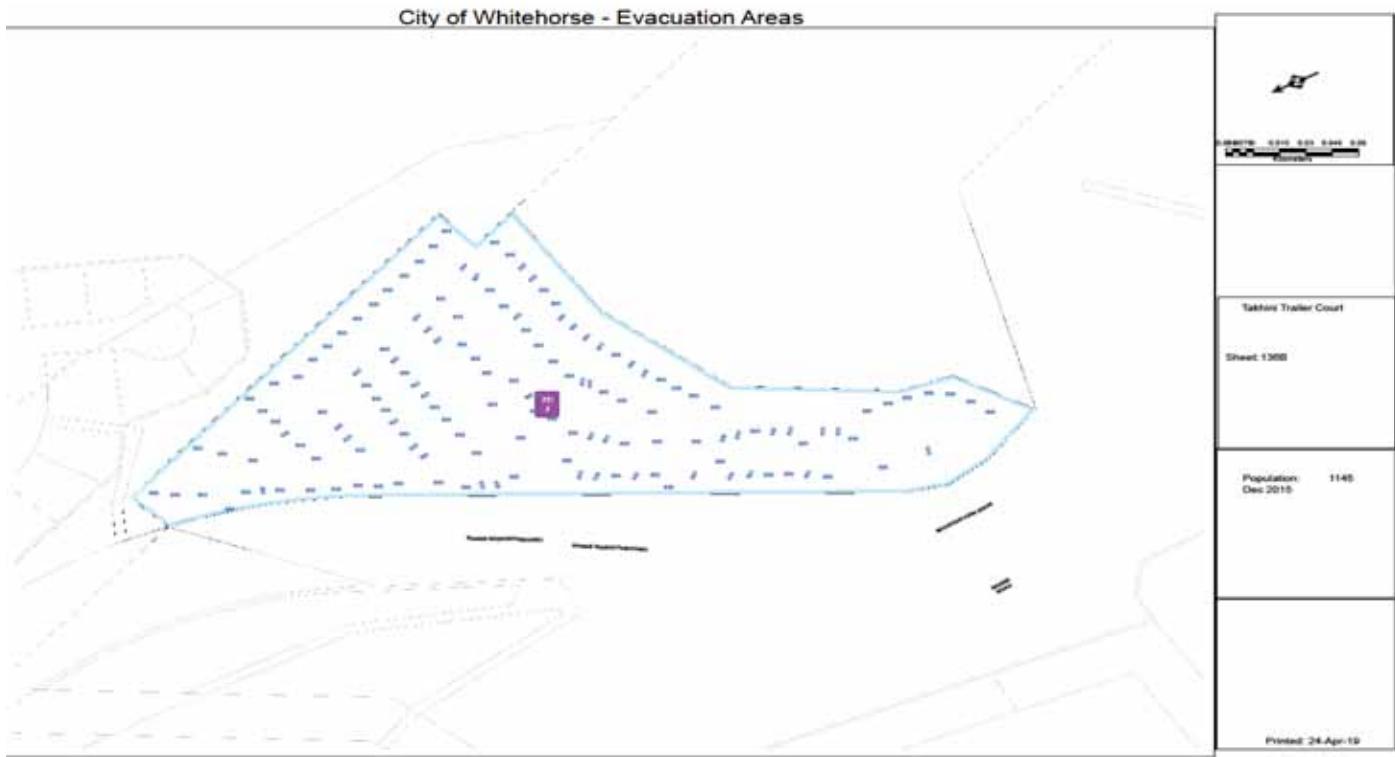


## APPENDIX\_AT NORTHLANDS TRAILER PARK



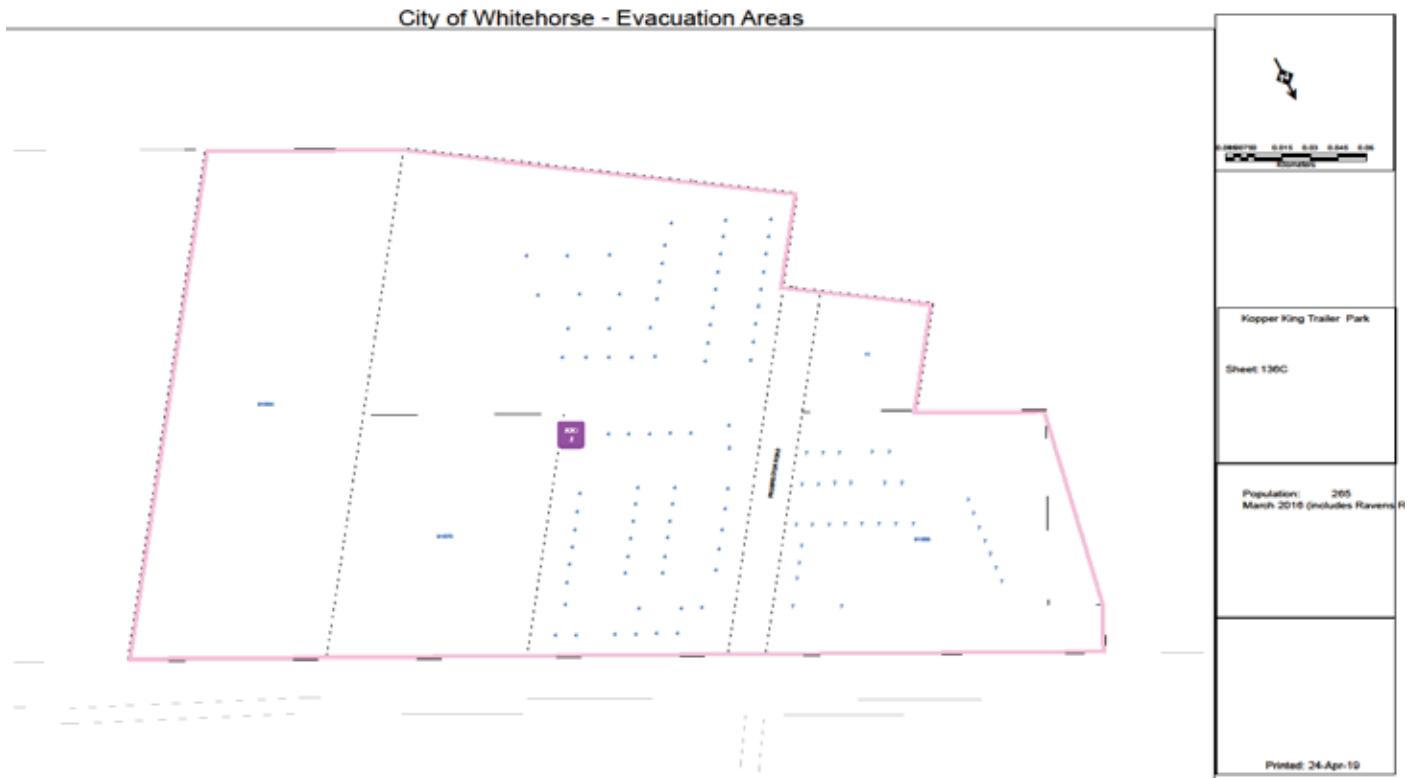
## APPENDIX\_AU TAKHINI TRAILER PARK

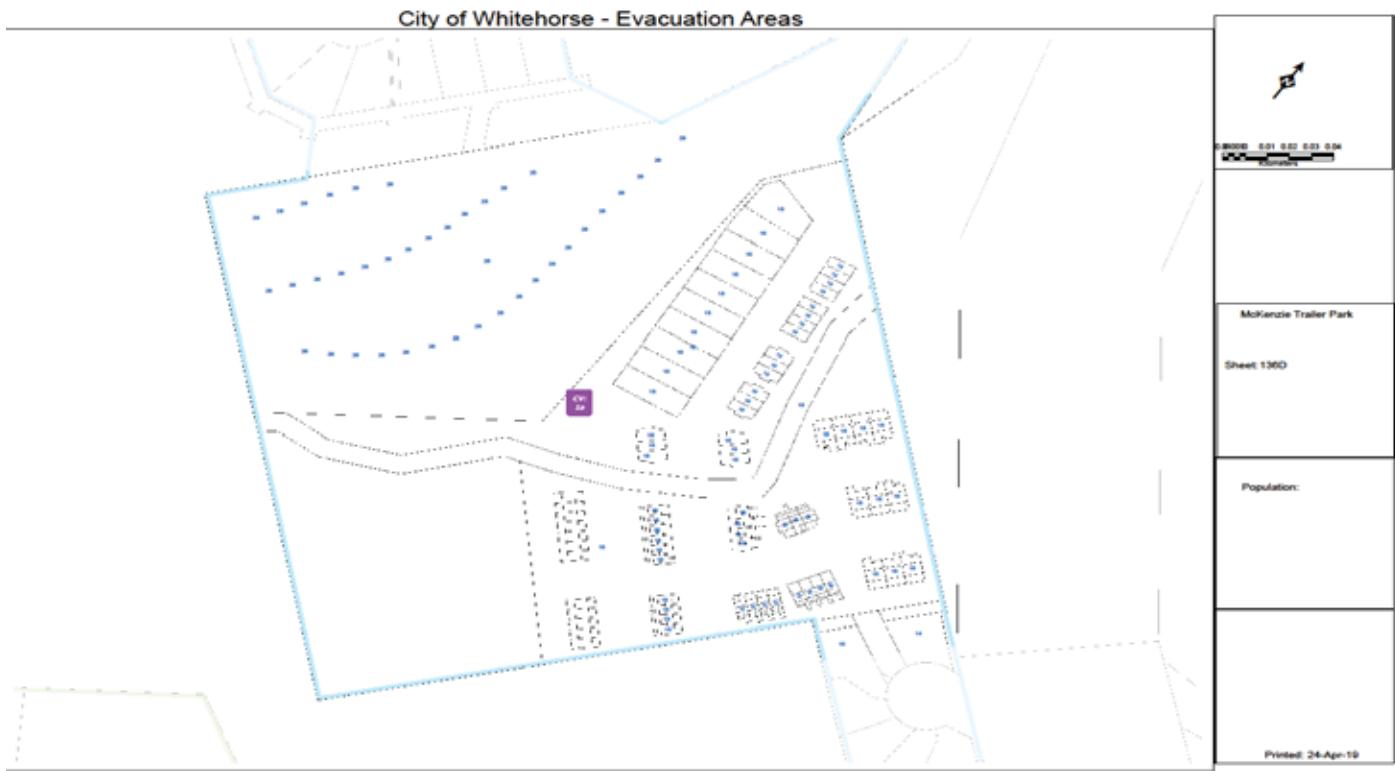
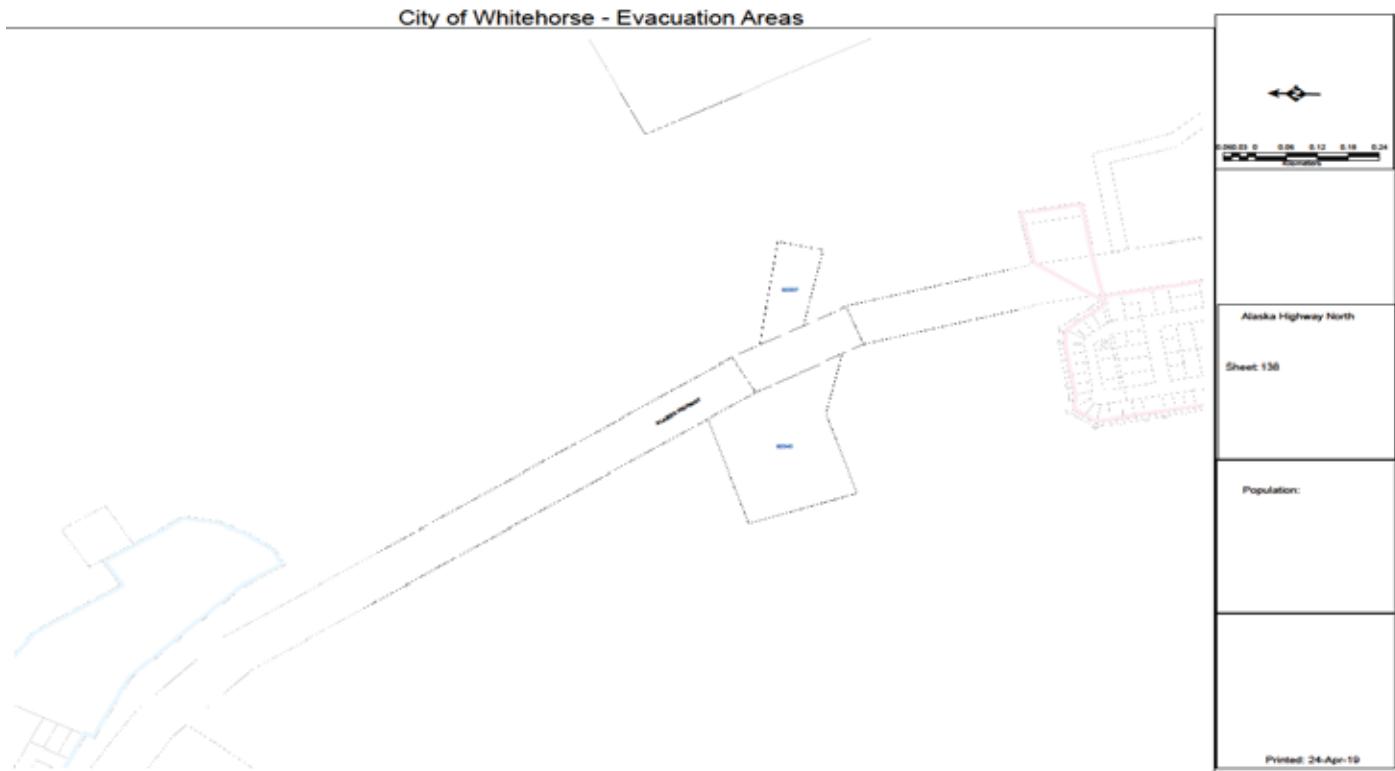
(POPULATION 1145)



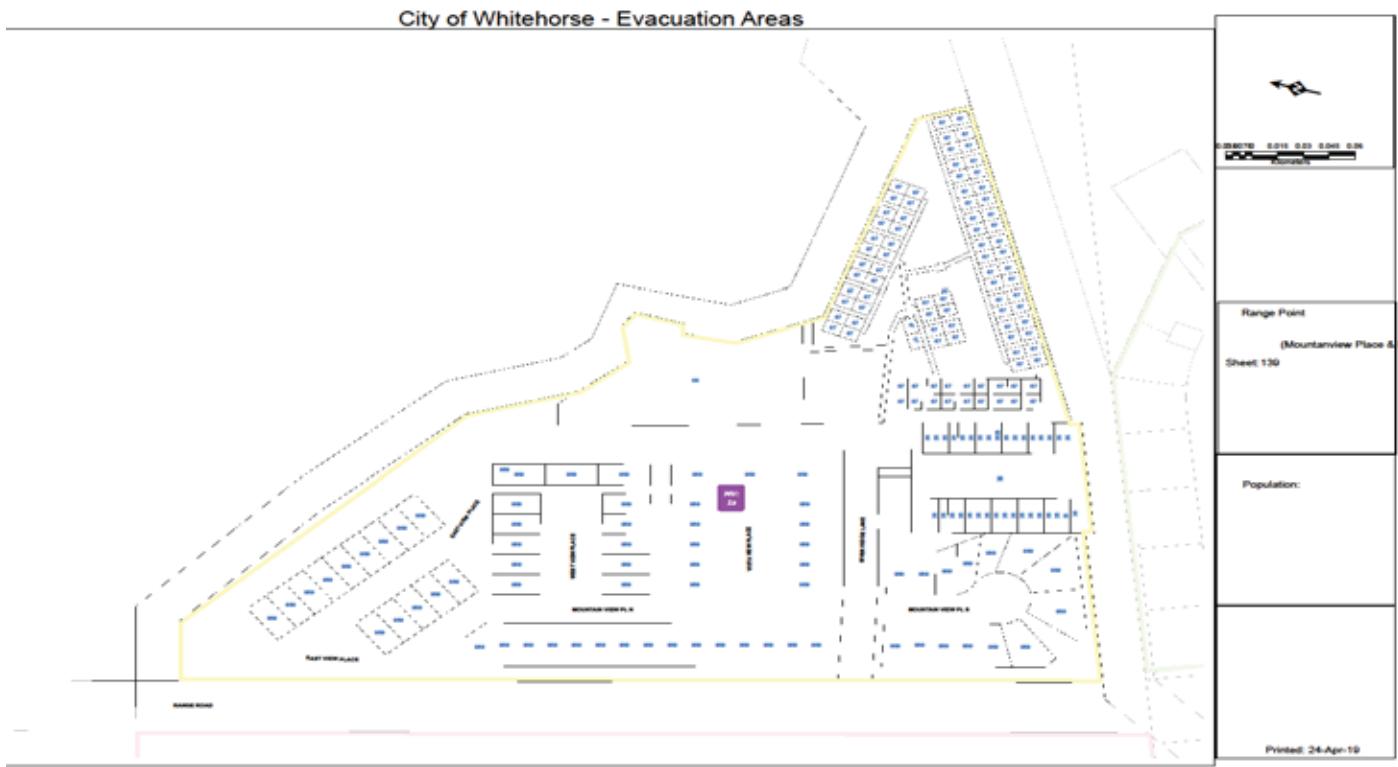
## APPENDIX\_AV KOPPER KING TRAILER PARK

(POPULATION 265)

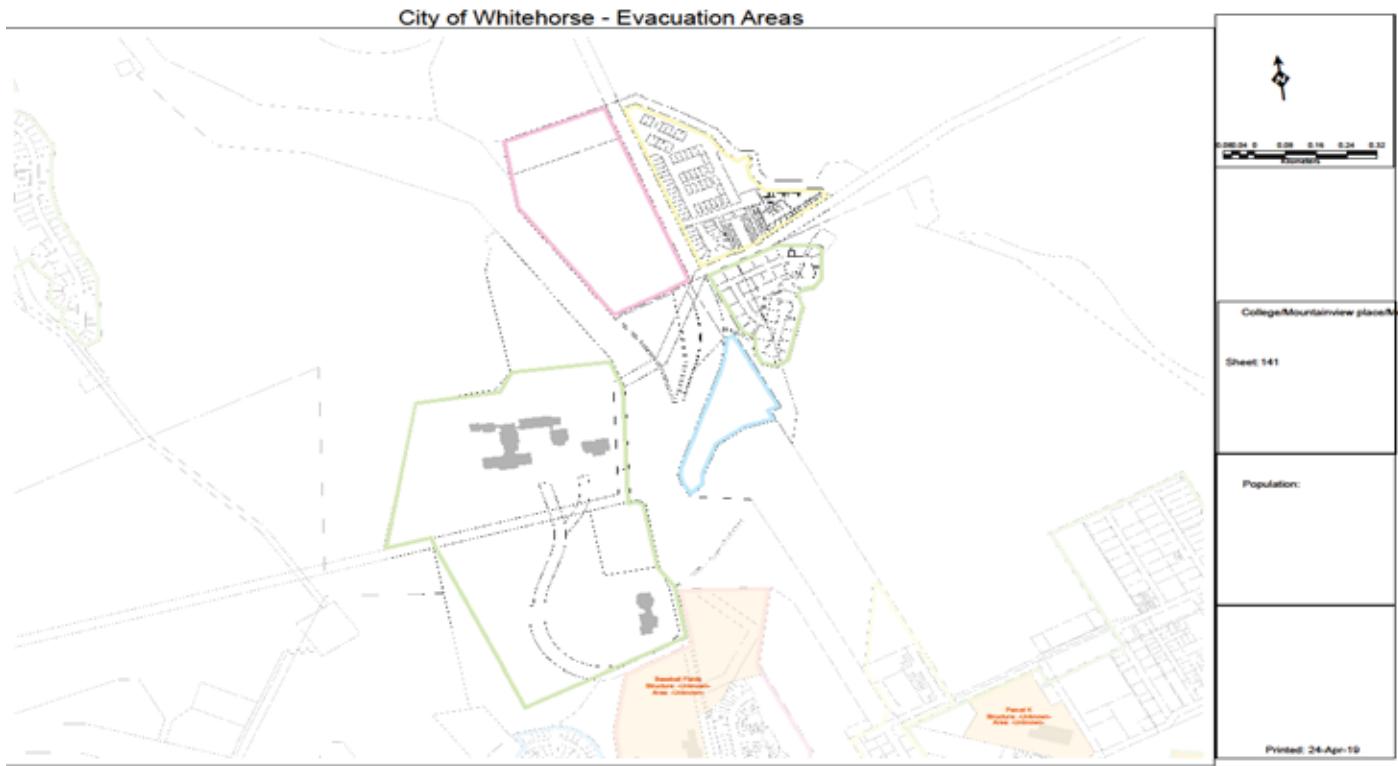


**APPENDIX\_AW MCKENZIE TRAILER PARK****APPENDIX\_AX ALASKA HIGHWAY NORTH**

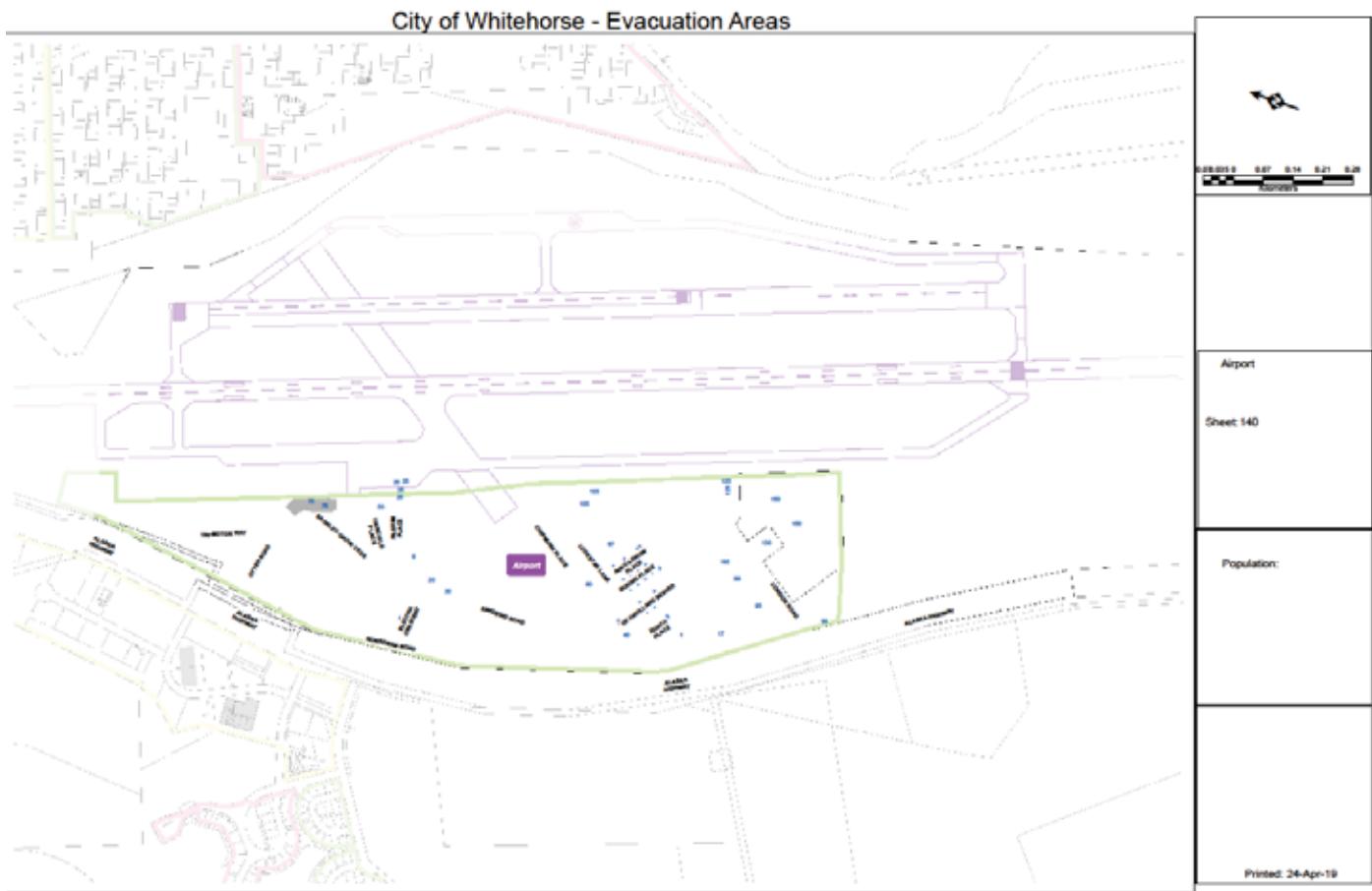
## APPENDIX\_AY RANGE POINT OR MOUNTAINVIEW PLACE



## APPENDIX\_AZ UNIVERSITY/MOUNTAINVIEW PLACE



## APPENDIX\_AAA AIRPORT



## APPENDIX\_AAB LEGISLATIVE CITATIONS

## MUNICIPAL ACT

### Emergency Measures Commission

- 192 (1) Subject to the provisions of the Civil Emergency Measures Act, council shall by bylaw establish a civil emergency measures commission and appoint its members.
- (2) Council may appoint a civil emergency co-ordinator who shall carry out the instructions of the commission.
- (3) Council may empower the commission to incur liabilities within the amounts included therefor in the annual budget. S.Y. 2002, c.154, s.192

265 A council may adopt bylaws for municipal purposes respecting the following matters

- (a) the safety, health, and welfare of 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;

### Emergency powers of council

265.02 Despite any other provision in this Act, a council may take any temporary measure necessary to respond to and deal with an emergency. S.Y. 2015, c.12, s.90

### Inspections and enforcement

- 346 (1) If this or any other Act or a bylaw authorizes or requires anything to be inspected, remedied, enforced, or done by a municipality, then officers of the municipality, after giving reasonable notice to the owner or occupier of land or the building or other structure may
- (a) enter the land or structure at any reasonable time, and carry out the inspection, enforcement, or action authorized or required by the Act or bylaw;
- (b) request that anything be produced to assist in the inspection, remedy, enforcement, or action; and
- (c) make copies of anything related to the inspection, remedy, enforcement, or action.
- (2) The officers must display or produce on request identification showing that they are authorized to make the entry.
- (3) In an emergency, or in extraordinary circumstances, the officers need not give reasonable notice or enter at a reasonable hour and may do the things referred to in paragraphs (1)(a), (b), and (c) without the consent of the owner or occupant. S.Y. 2015, c.12, s.111; S.Y. 2002, c.154, s.346

## CIVIL EMERGENCY MEASURES ACT

### Municipal bylaws

- 5 (1) The council of every municipality shall by bylaw establish a municipal civil emergency plan.
- (2) A municipal civil emergency plan shall
- (a) specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the Municipal Act; and

- (b) assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in the case of a declaration of a state of emergency in or including the municipality under this Act.
- (3) A municipal civil emergency measures plan may be co-ordinated with a civil emergency plan under paragraph 2(2)(a) or a civil emergency plan of another municipality. S.Y. 2002, c.34, s.5

Declaration and term of state of emergency

- 6 (1) The Commissioner in Executive Council may declare that a state of emergency exists in the Yukon or in any part thereof if informed that a war emergency exists or if the Commissioner in Executive Council is of the opinion that a peacetime disaster exists.
- (2) A declaration under subsection (1) shall be made those means that will reasonably bring the declaration promptly to the attention of the inhabitants of the area to which the state of emergency applies.
- (3) A state of emergency begins on the making of a declaration pursuant to subsection (2).
- (4) Unless extended by declaration of the Commissioner in Executive Council, a state of emergency declared under subsection (1) shall cease to exist 90 days from the date of the declaration.
- (5) The termination of a state of emergency shall be published in a manner similar to that required by subsection (2) for the beginning of the state of emergency. S.Y. 2002, c.34, s.6

Municipal state of emergency

- 7 (1) The mayor of a municipality may declare that a state of emergency exists in the municipality if
  - (a) the mayor has reasonable grounds to believe and does believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster; and
  - (b) the mayor is authorized to declare the state of emergency by resolution of the council passed after its consideration of the occurrence of events that reasonably may be expected to lead to the need to declare the state of emergency.
- (2) A state of emergency declared under subsection (1) shall be published by those means that will reasonably bring the declaration promptly to the attention of the inhabitants of the municipality.
- (3) A state of emergency declared under subsection (1) begins on the publication of the mayor's declaration in accordance with subsection (2), and continues for 48 hours, but the state of emergency may be replaced by a declaration of a state of emergency pursuant to section 6.
- (4) A state of emergency declared under subsection (1) may be cancelled by order of the Minister.
- (5) The cancellation of a state of emergency under subsection (4) shall be published in a manner similar to that required by subsection (2) for the beginning of the state of emergency. S.Y. 2002, c.34, s.7

Putting emergency plan into operation

- 8 (1) If the Commissioner in Executive Council declares that a state of emergency exists, the Minister may put into operation in the area in which the state of emergency is declared to exist any civil emergency plan.

- (2) A municipality is authorized to put its civil emergency plan into operation when a state of emergency is in effect in the municipality under section 6 or 7. S.Y. 2002, c.34, s.8

Government may act in state of emergency

- 9 (1) Despite any other Act, when a state of emergency has been declared to exist under section 6 or 7, the Minister may do all things considered advisable for the purpose of dealing with the emergency and, without restricting the generality of the foregoing, may
- (a) do those acts considered necessary for
    - (i) the protection of persons and property,
    - (ii) maintaining, clearing and controlling the use of roads and streets,
    - (iii) requisitioning or otherwise obtaining and distributing accommodation, food and clothing and providing other welfare services,
    - (iv) providing and maintaining water supplies, electrical power and sewage disposal,
    - (v) assisting in the enforcement of the law,
    - (vi) fighting or preventing fire, and
    - (vii) protecting the health, safety and welfare of the inhabitants of the area;
  - (b) make regulations considered proper to put into effect any civil emergency plan; and
  - (c) require any municipality to provide assistance as considered necessary during the emergency and authorize the payment of the cost of that assistance out of the revenues of the Government of the Yukon.
- (2) When a civil emergency plan referred to in section 8 is in effect in a municipality,
- (a) the council may hold its meetings at any convenient location in or outside the municipality;
  - (b) the council is empowered to do all things it considers necessary for the purpose of dealing with the emergency including, without limiting the generality of the foregoing, those acts it considers necessary for
    - (i) protecting property in the municipality,
    - (ii) maintaining, clearing and controlling the use of roads and streets in the municipality,
    - (iii) requisitioning in the municipality or otherwise obtaining and distributing accommodation, food and clothing,
    - (iv) providing other welfare services in addition to those referred to in clause (iii),
    - (v) providing and maintaining water supplies, electrical power, sewage disposal and other utility services,
    - (vi) assisting in the enforcement of the law, and
    - (vii) generally, protecting the health and safety of persons in the municipality; and
  - (c) the council may make any bylaws it considers necessary to put into effect the civil emergency plan of the municipality.
- (3) Despite any other Act, when a state of emergency has been declared to exist under section 6 or 7, every public servant and every member of the public service of the Yukon shall comply with the instructions and orders of the Minister in the exercise of any discretion or authority the

public servant or public officer may have for and on behalf of the Government of the Yukon, whether statutory, delegated or otherwise, for responding to and dealing with the emergency. S.Y. 2002, c.34, s.9

#### Limitation of liability

- 10 When a state of emergency has been declared to exist under section 6 or 7 the following persons are not liable for any damage caused by interference with the rights of others, and are not subject to proceedings by way of injunction or mandamus in respect of acts done or not done in respect of the emergency
- (a) a municipality or any person acting under the authority or direction of the Commissioner in Executive Council, the Minister or the civil emergency planning officer;
  - (b) a municipality or any person who does any act in carrying out a civil emergency plan under this Act;
  - (c) any person acting under the authority or direction of the municipality, its council, its civil emergency planning committee or its civil emergency co-ordinator;
  - (d) despite any other Act, the Crown; (e) any person acting under a regulation made under paragraph 9(1)(b) or a bylaw made under paragraph 9(2)(c). S.Y. 2002, c.34, s.10

#### **BYLAW 2013-36**

"disaster" means a calamity, however caused, which has resulted in or may result in,

- (1) the loss of life; or
- (2) serious harm or damage to the safety, health or welfare of people; or
- (3) wide-spread damage to property or the environment.

"emergency" means a present or imminent situation or condition that requires prompt action to prevent or limit,

- (1) the loss of life; or
- (2) harm or damage to the safety, health or welfare of people; or
- (3) damage to property or the environment.

#### Establishment of the Commission

3. There is hereby established a Civil Emergency Measures Commission, the membership of which shall consist of the Mayor and Council.

#### Responsibilities of the Commission

4. The Emergency Measures Commission shall be responsible for planning and co-ordinating the measures to be taken in the event of an emergency in the City of Whitehorse.
5. Subject to section 4 of this bylaw and the direction of council, the Emergency Measures Commission shall be responsible for carrying out any emergency measures or emergency activities or works in furtherance of the Yukon Territory Civil Emergency Measures Act or this bylaw. To that end, the Commission shall have delegated to it the duties and resources of council except the powers to borrow money, to pass a bylaw or enter into any contracts, provided, however, such delegation of

duties and powers of the council is expressly limited to only those powers of council necessary to carry out its rights, responsibilities, or duties under the Yukon Territory Civil Emergency Measures Act.

**Declaration of a State of Emergency**

9. The Mayor of the City of Whitehorse, in the case of an emergency or disaster, is authorised to declare a state of emergency by resolution of council passed after its consideration of the occurrence of events that reasonably may be expected to lead to a need to declare a state of emergency. Such declaration shall be published by reasonable means, bringing the declaration promptly to the attention of the citizens of Whitehorse. A state of emergency commences upon the publication of the Mayor's declaration and continues for 48 hours. Upon such declaration being made, the Emergency Measures Commission shall exercise all powers conferred upon it by the Municipal Act and powers delegated to council within the Civil Emergency Measures Act.

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



**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

June 23, 2020

Meeting #2020-15

---

1. Support for Local Businesses Impacted by COVID-19 – For Information Only  
Presented by Economic Development Coordinator Greg Stone
2. New Business

## **ADMINISTRATIVE REPORT**

**TO:** Development Services Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Support for Local Businesses Impacted by COVID-19 – For Information Only

### **ISSUE**

The City is continuing to explore opportunities and resources to support local businesses negatively impacted by the COVID-19 pandemic and subsequent measures imposed by the Government of Yukon for public safety.

### **REFERENCE**

- Business Impact Survey – Whitehorse Chamber of Commerce (June 3, 2020)

### **HISTORY**

At the onset of the COVID-19 pandemic in early 2020, some local businesses reported their fears of the devastating impacts to their business. As the pandemic continues into summer 2020, some businesses report they are experiencing significantly lower revenue than previous years, while others are reporting record sales.

On April 2, 2020, the Yukon government issued a Civil Emergency Measures Health Protection Order in response to the COVID-19 pandemic, including various measures that have impacted some local businesses.

Through April and May 2020, the Whitehorse Chamber of Commerce conducted a Business Impact Survey. Of the 211 completed surveys, 85% of respondents reported losing revenue due to COVID-19, with 50% reporting having lost roughly 50% of their revenue. Also within this time, 50% of the reporting businesses indicated laying off staff.

The City has received three letters from the business community requesting specific action of support during the COVID-19 pandemic. On May 4<sup>th</sup> 2020, the owner of a local bed and breakfast provided a written submission to Council requesting the suspension of business license fees for businesses that have lost revenue due to COVID-19. On June 1<sup>st</sup>, 2020, letters from two local eating and drinking establishments owners were read before Council. These letters requested support in the form of waived fees for sidewalk cafes, and the use of parking spaces and street space as eating and drinking establishment patios.

In response to the pandemic, different levels of government have drawn on their resources to support businesses impacted by the pandemic. Both the federal and territorial government have launched initiatives which have assisted Whitehorse businesses to varying degrees. On March 25<sup>th</sup> 2020, the Yukon government established the Business Advisory Council to inform the Yukon government Department of Economic Development and recommend mitigation strategies to address the economic impacts of COVID-19. At the time of writing, the City has not received information from the Business Advisory Council or the Yukon government regarding the Council's advice.

Neither of the Chambers of Commerce have made specific requests to the City in response to COVID. Nevertheless, in that time, the City of Whitehorse has undertaken the following initiatives to support local businesses:

- Suspended the application and collection of penalties and interest for late payments on water and waste services, garbage collection and other City services until September 30<sup>th</sup> 2020.
- Established the ‘COVID-19 Resources for Businesses’ webpage.
- Operated transit at a substantial loss to ensure people could continue to get to work and shopping.
- Stopped ticketing at parking meters to ensure people could shop downtown.
- Revised Council processes to ensure that delegates, including businesses, could still have contact with Council.
- Mobilized staff to clean-up downtown rather than have community clean-up which businesses could not participate in.
- Continued to employ all City staff to empower them to continue to support the local economy.
- Redirected resources to ensure that alternate means of doing business were available (i.e., online payments, appointments, etc.).
- Stopped charging lease payments at CGC.
- Maintained most City services.

At the time of writing, the following measures and restrictions are in place and are having impacts on local businesses:

- Restaurants and bars can provide dine-in services at 50% capacity, as well as take-out; this will increase to 100% for restaurants beginning July 1<sup>st</sup> (although it is not clear whether distancing requirements will still apply);
- Yukoners can gather in groups of 10 people or fewer, while maintaining 2m physical distancing; this will increase to up to 50 people beginning July 1<sup>st</sup>;
- Requirements for keeping staff and customers safe such as maintaining 2m physical distancing;
- Bars and personal services establishments can re-open with an approved plan;
- Yukoners must self-isolate for 14 days after returning from out of territory;
- The territorial border is closed to most other Canadian residents or citizens, with the exception of BC residents as of July 1<sup>st</sup>;
- The international border remains closed.

In the immediate wake of the COVID-19 pandemic, the City implemented several initiatives to support local businesses, listed above. While the City has not received input from either the Business Advisory Council or the Chambers of Commerce advising of their needs, further potential options to support businesses are presented in this report.

## **ANALYSIS**

The City of Whitehorse can implement various tools to support local businesses at this time. Council direction is required to further explore most of these tools. While the full impact of the pandemic is unknown at this time, it is expected that some businesses may face hardship in both the short and medium to long term. To that end, Administration has identified measures to empower both short-term adaptations (for 2020) and medium to long term adaptations (for 2021 and beyond). Council direction would be required to pursue these measures.

### **Short-term Adaptations**

#### **Waiving Fees**

To support local businesses, the City can consider waiving the following fees for businesses negatively impacted by COVID-19:

- Business License Fees (\$160 for an annual business license, \$100 for a 6-month seasonal license);
- Sidewalk Café permit fees (\$275)

Any Yukon business that has qualified for the Yukon Business Relief Program could be eligible for a waived business license fee or sidewalk café permit fee. To enroll in the Yukon Business Relief Program, applicants must demonstrate a loss of 30% gross revenue. To ensure eligibility, applicants could be required to show proof of enrollment in the Yukon Business Relief Program. The City can both refund businesses who have already purchased their 2020 business license or sidewalk café permits, and waive fees for eligible businesses who have yet to apply.

Waiving business license fees and sidewalk patio permit fees are possible initiatives for the City but it is not recommended at this time due to the relatively low cost of individual business license fees, and the cumulative revenue impacts on the City. In 2019, the City generated \$533,637.06 in revenue from business licenses. Currently, the City has just under 3000 active business licences.

#### **On-street patios**

Due to the length of a bylaw amendment process, while the City could continue to explore allowing parking space and on-street patios, these would not come into effect until late in the summer season.

#### **Flexibility for Home-Based Businesses**

The City can increase opportunities for entrepreneurs by creating flexibility for home-based businesses, which could potentially create new opportunities for employment. It could encourage new businesses to start from homes and allow for existing home-based businesses to become more viable. The City can respond by conducting a review of the Zoning Bylaw's home-based business regulations section (6.8) and explore adaptive amendments for both the 'Major' and 'Minor' home-based business categories.

The existing regulations around home-based businesses exist in order to maintain the character of a neighbourhood. While the City can explore temporary COVID-19

measures to create flexibility for home-based businesses, consideration would have to be given to the future impacts once the temporary measures end. Rather than editing the existing regulations, it is suggested that a new section be inserted into the bylaw titled 'COVID-19: Temporary Regulations'. Examples of possible amendments could include:

- Increase the maximum number of home-based businesses permitted in one dwelling unit. Currently, the Zoning Bylaw allows for a maximum of two home-based businesses in one dwelling.
- Increase the number of clients permitted on the site at any given time. Currently, major home-based businesses are not permitted more than two clients on the site at any given time, and a minor home-based business is not permitted more than one.
- Permit persons other than the residents of the dwelling to be working on-site with minor home-based businesses (i.e. employees). In the major category, businesses can currently have one employee that does not live at the residence; increase to allow for two employees.

Because of the requirements of the bylaw process, the new regulations could potentially come into effect in late September or early Fall of this year.

### **Long-term Adaptations**

#### **Long-term Economic Recovery Plan**

The scope of implications of the pandemic on local businesses are still unknown, but in some cases there may be long-term impacts. This initiative suggests participating with the Yukon Department of Economic Development should this department begin work on the development of a long-term economic recovery plan in response to the COVID-19 pandemic.

#### **Comprehensive Zoning Bylaw Review**

The Zoning Bylaw rewrite process will include engaging with local businesses to identify their concerns or issues and potential zoning solutions.

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



**Chair:** Laura Cabott

**Vice-Chair:** Stephen Roddick

June 23, 2020

Meeting #2020-15

---

1. Evaluation Criteria for Local Content on Requests for Proposals – For Information Only

Presented by Acting City Manager Valerie Braga

2. 2019 Audited Financial Statements

Presented by Manager Brittany Dixon

3. Fees and Charges Amendment – 2<sup>nd</sup> Quarter Changes

Presented by Manager Brittany Dixon

4. New Business

## **ADMINISTRATIVE REPORT**

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** Evaluation Criteria for Local Content on Requests for Proposals – For Information Only

### **ISSUE**

Consulting Services Selection Procedures Policy – Local Preference

### **REFERENCE**

Purchasing and Sales Policy  
Consulting Services Selection Procedures Policy

### **HISTORY**

On June 15th, 2020 Councillor Cabott moved a motion respecting evaluation criteria for local content on all requests for proposals (see Appendix A for the text of the motion). Council's decision at that time was to refer the matter back Standing Committee with a request to Administration for more information.

On June 10<sup>th</sup>, 2020 Administration met with representatives of the Whitehorse Chamber of Commerce to receive input on two issues related to the proposed Procurement Policy, one being local preference. This meeting was a follow-up to a Council's referral of the draft policy back to Administration in February 2020; the meeting had been delayed because of COVID-19. Discussion at the meeting illuminated the challenges in defining a "local business" and how a local preference might be operationalized.

It was agreed that the Chamber would consider those issues and provide more input. On June 15<sup>th</sup>, the Chamber sent a letter to Mayor Curtis advising that it would respond by June 22<sup>nd</sup>, 2020.

The other issue discussed with the Chamber at the meeting concerned the suggestion for a "commencement" process that would advise Council of forthcoming procurements and give Council an opportunity to provide input regarding matters such as local procurement, sustainability, best value and other principles guiding the City's procurement. Another city's approach was suggested as a model. On June 19<sup>th</sup>, 2020, Administration met with staff of that city to obtain additional information.

### **ALTERNATIVES**

1. Vote on the motion as presented
2. Amend the motion and then vote on it as amended
3. Postpone the motion to a future meeting with a specified date
4. Withdraw the motion

## **ANALYSIS**

The City's existing Purchasing and Sales Policy requires that a formal public proposal process be undertaken for all transactions with consultants anticipated to be more than \$50,000. These Requests for Proposal (RFPs) are evaluated based on the criteria in the Consulting Services Selection Procedures Policy that was approved by resolution 2011-13-14.

While local purchasing is desirable in principle, there are instances where the consulting expertise needed by the City requires a broader scope and experience than would be available locally. Prioritizing local businesses may not serve the City's needs in those cases. The Consulting Services Selection Procedures Policy is intended to weight the selection criteria according to the needs of the individual procurement.

In 2019 the City released eight RFPs. Although the weighting varied per project, the evaluation criteria required local familiarity. All eight RFPs were awarded to local companies. Given that all 2019 RFPs were awarded to local companies, it does not appear that the proposed changes to the policy would be of significant benefit to the local business community.

Current work to develop a new Procurement Policy includes examination of potential incentives for local procurement, considered within a broad procurement policy context to ensure consistency of the end product for Council approval. The definition of what constitutes a "local business" is a key component of any local preference. Administration is looking forward to receiving the Chamber's input on that question and on how a local preference could be operationalized.

Administration is actively working toward the goal of being able to present an updated draft of the Procurement Policy to Council in July 2020.

**APPENDIX A – MOTION TO BE CONSIDERED**

WHEREAS the COVID-19 global pandemic has caused health and safety measures to be put in place which have led to significant negative impacts on Whitehorse businesses; and

WHEREAS Whitehorse businesses need support to manage through this difficult and uncertain time; and

WHEREAS the Consulting Services Selection Procedures Policy adopted July 11, 2011 sets guidelines to be applied by administration on requests for proposals to retain consulting services; and

WHEREAS the said policy specifically provides that in instances where Council has expressed a desire to set the assigned weightings, the department manager will provide a written recommendation to Council regarding the assigned weights;

**BE IT RESOLVED THAT**

1. The weight allocation for the evaluation criteria for local content on all requests for proposals be set at 20 points; and
2. Where a written recommendation is provided to Council for which the local content evaluation is less than 20 points, Council shall consider and then either approve the recommendation or confirm the full 20 points; and
3. This direction shall remain in place until March 31, 2021 or until such earlier time as determined by resolution of Council.

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE:** June 23, 2020  
**RE:** 2019 Financial Statements

### ISSUE

Approval of the 2019 Financial Statements

### REFERENCE

2019 Financial Statements – Appendix A  
2019 Financial Analysis – Appendix B

### HISTORY

Council adopted an operating and capital budget for 2019 totalling \$142,307,550. This includes the initially adopted budget plus Council-approved amendments made during the course of the year. Internal reports were made available for management to measure progress against the budget throughout the year, and quarterly variance reports were presented to Council after both the second and third quarters.

Per the *Municipal Act*, at year end the final statements are audited and must be forwarded to Council and then on to the Government of Yukon prior to June 30 annually.

### ALTERNATIVES

1. Approve the 2019 Financial Statements
2. Refer the 2019 Financial Statements back to Administration

### ANALYSIS

The City's Auditors have completed their review of the attached statements, schedules, and notes (Appendix A). They confirm that these statements present fairly the financial position of the City of Whitehorse as at December 31, 2019.

At the end of 2019 the City's overall financial position has improved, with the accumulated surplus increasing by just over \$13,420,741 million to approx. \$502,097,133.

	<b>2019</b>	<b>2018</b>	<b>Net Change</b>
Financial assets	\$ 84,163,179	\$ 76,370,100	\$ 7,793,078
Liabilities	34,419,147	29,963,899	4,455,248
Net financial assets	\$ 49,744,032	\$ 46,406,201	\$ 3,337,831
Non-financial assets	452,353,101	442,270,191	10,082,910
Accumulated surplus	\$ 502,097,133	\$ 488,676,392	\$ 13,420,741

The accumulated surplus is explained in Appendix B and in Note 10 of Appendix A and in with a breakdown of reserves, tangible capital asset investment and general surplus. This clearly shows that while the City's reserves hold over \$45.8 million, the bulk of the accumulated surplus is already spent and has been invested in infrastructure known as tangible capital assets. The City's total reserve and general surplus levels are within acceptable ranges given the extent of the City's overall financial framework.

<b>Total reserves</b>	\$ 45,827,447
<b>Surplus</b>	
Invested in tangible capital assets	451,475,588
Long-term liabilities	(8,165,316)
Net investment in tangible capital assets	\$ 443,310,272
<b>General surplus</b>	\$ 12,959,414
<b>Accumulated surplus</b>	\$ 502,097,133

### **Water and Sewer Utility**

As the Water and Sewer Services of the City are operated as a separate utility, it is necessary to break out the operating costs as shown in Schedule 2 of Appendix A. The schedule shows a surplus of \$347,154 which, in order to maintain the separation between taxpayer funded activities and the operations of the utility, must be returned to rate payers. The surplus is the result of administrative expenses falling below budgeted levels. The balance in this reserve as of December 31, 2019 is \$10.14 million.

It should be noted that at this time the surplus allocated to rate payers is the surplus arising before depreciation and gain/loss on disposal which, when added in, create a utility's deficit of \$4,656,462. Depreciation is not included as part of the deficit funding calculation at this time, as the City does not currently raise revenues to fund the City's overall depreciation amount of \$17,223,750.

### **Management Letter**

As part of their engagement, the City's Auditors annually provide suggestions for improvements to the City's financial control systems. No items of concern were brought forward, however the Auditors recognized ongoing process improvements and encouraged this to continue specifically in the following areas:

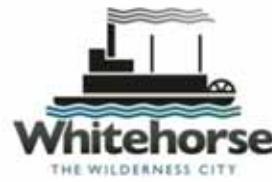
- Financial Statement Preparation (Automation)
- Closing Process for Capital Transactions
- Cash Balances (investment policy review)
- Payroll System
- Parking Ticket Processing

Attached in Appendix B is an overview of the City's benchmarks which were established by the Government Finance Officers Association. Details on these benchmarks will be included publicly in the Annual Report published later this year.

**ADMINISTRATIVE RECOMMENDATION**

THAT Council approve the audited City of Whitehorse 2019 Financial Statements as presented, and

THAT the Water and Sewer Fund surplus of \$347,154 be transferred to the Water and Sewer Reserve.



**CITY OF WHITEHORSE**  
**Statement of Financial Position**  
for the year ended December 31, 2019

	2019	2018
<b>Financial assets</b>		
Cash	\$ 62,282,267	\$ 54,504,673
Accounts receivable	4,895,067	4,353,980
Government transfers receivable		
Government of Yukon	13,256,591	16,378,638
Other due from government		
Government of Canada	49,492	8,217
Government of Yukon	3,567,294	1,020,487
First Nation Governments	37,512	74,992
Other financial assets	74,956	29,113
<b>Total financial assets</b>	<hr/> \$ 84,163,179	<hr/> \$ 76,370,100
<b>Liabilities</b>		
Accounts payable	\$ 16,354,637	\$ 13,275,190
Employee future benefits (Note 2)	3,439,700	3,200,700
Landfill closure & post closure liability (Note 3)	2,549,363	2,335,370
Deferred revenue (Note 4)	1,683,095	1,601,669
Deposits	2,227,036	1,918,252
Long term debt (Note 5)	8,165,316	7,632,718
<b>Total liabilities</b>	<hr/> \$ 34,419,147	<hr/> \$ 29,963,899
<b>Net financial assets</b>	<hr/> <hr/> \$ 49,744,032	<hr/> <hr/> \$ 46,406,201
<b>Non-financial assets</b>		
Tangible Capital Assets (Note 9)	\$ 451,475,588	\$ 441,139,236
Land for resale	10,553	201,101
Inventory	753,052	779,266
Prepaid expenses	113,908	150,588
<b>Total non-financial assets</b>	<hr/> \$ 452,353,101	<hr/> \$ 442,270,191
<b>Accumulated surplus (Note 10)</b>	<hr/> <hr/> \$ 502,097,133	<hr/> <hr/> \$ 488,676,392

The accompanying notes are an integral part of these financial statements

Approved by:

---

Valerie Braga, MPA, CPA, CGA  
Director, Corporate Services

**CITY OF WHITEHORSE**  
**Statement of Operations**  
for the year ended December 31, 2019



	2019 Budget Note 12	2019 Actual	2018 Actual
<b>Revenues</b>			
Taxes and payments in lieu of taxes	\$ 41,464,713	\$ 41,490,641	\$ 39,455,282
Government transfers	39,316,414	25,404,496	31,272,348
Sales of goods and services	19,163,482	19,166,342	18,717,446
Licenses, permits, penalties and fines	2,866,000	2,966,591	2,820,775
Developers' contributions	560,000	672,300	845,315
Investment income	525,000	1,400,516	1,125,916
Other revenues	3,554,841	3,326,498	4,613,305
Donated assets (Note 9)	-	106,655	12,873,993
Total revenue	<u>\$ 107,450,450</u>	<u>\$ 94,534,039</u>	<u>\$ 111,724,380</u>
<b>Expenses (Schedule 1)</b>			
General government services	\$ 17,865,781	\$ 15,669,736	\$ 14,268,096
Protective services	9,872,917	9,708,853	9,540,886
Transportation services	22,339,310	21,393,876	20,838,678
Environmental services	16,763,374	15,980,961	16,399,478
Public health services	257,976	225,361	445,636
Community development services	3,018,408	2,556,285	2,126,925
Recreation and cultural services	15,716,454	15,578,226	15,531,949
Total expenses	<u>\$ 85,834,220</u>	<u>\$ 81,113,298</u>	<u>\$ 79,151,648</u>
<b>Annual surplus</b>	<b>\$ 21,616,230</b>	<b>\$ 13,420,741</b>	<b>\$ 32,572,732</b>
Accumulated surplus at beginning of year	\$ 488,676,392	\$ 488,676,392	\$ 456,103,660
<b>Accumulated surplus at end of year</b>	<b>\$ 510,292,622</b>	<b>\$ 502,097,133</b>	<b>\$ 488,676,392</b>

The accompanying notes are an integral part of these financial statements

**CITY OF WHITEHORSE****Statement of Change in Net Financial Assets**  
for the year ended December 31, 2019

	2019 Budget Note 12	2019 Actual	2018 Actual
<b>Annual surplus</b>	\$ 21,616,230	\$ 13,420,741	\$ 32,572,732
Net acquisition of tangible capital assets	\$ (54,792,631)	\$ (27,667,997)	\$ (51,954,524)
Depreciation of tangible capital assets	17,223,750	17,223,750	16,556,950
Loss (gain) on disposal of tangible capital assets	-	(25,053)	10,006
Proceeds on disposal of tangible capital assets	-	132,948	214,901
	<hr/> <b>\$ (37,568,881)</b>	<hr/> <b>\$ (10,336,352)</b>	<hr/> <b>\$ (35,172,667)</b>
Acquisition of inventories of supplies	\$ -	\$ (753,052)	\$ (779,266)
Acquisition of prepaid expense	-	(113,908)	(150,588)
Reduction of land for sale inventory	-	190,548	(155,053)
Consumption of supplies inventories	-	779,266	598,779
Use of prepaid expense	-	150,588	640,035
	<hr/> <b>\$ -</b>	<hr/> <b>\$ 253,442</b>	<hr/> <b>\$ 153,907</b>
Change in net financial assets	\$ (15,952,651)	\$ 3,337,831	\$ (2,446,028)
Net financial assets at beginning of year	\$ 46,406,201	\$ 46,406,201	\$ 48,852,229
<b>Net financial assets at end of year</b>	<b>\$ 30,453,549</b>	<b>\$ 49,744,032</b>	<b>\$ 46,406,201</b>

The accompanying notes are an integral part of these financial statements

**CITY OF WHITEHORSE**  
**Statement of Cash Flows**  
for the year ended December 31, 2019



	2019 Actual	2018 Actual
<b>Operating transactions</b>		
Annual surplus	\$ 13,420,741	\$ 32,572,732
Items not utilizing cash		
Depreciation	\$ 17,223,750	\$ 16,556,950
Loss (gain) on disposal of tangible capital assets	(25,053)	10,006
Donated assets	(106,655)	(12,873,993)
Change in non-cash operating balances		
Accounts receivable	(541,087)	428,940
Government transfers and other due from government	571,445	(10,249,607)
Other assets	(45,843)	6,191
Accounts payable	3,079,447	3,525,198
Employee future benefits	239,000	227,300
Landfill closure liability	213,993	552,212
Deposits	308,784	130,490
Deferred revenue	81,426	11,636
Inventory	26,214	(180,487)
Land for resale	190,548	(155,054)
Prepaid expenses	36,680	489,446
<b>Cash provided by operating transactions</b>	<b>\$ 34,673,390</b>	<b>\$ 31,051,960</b>
<b>Capital transactions</b>		
Cash used to acquire tangible capital assets	\$ (27,561,342)	\$ (39,080,530)
Proceeds on disposal of tangible capital assets	132,948	214,901
<b>Cash applied to capital transactions</b>	<b>\$ (27,428,394)</b>	<b>\$ (38,865,629)</b>
<b>Financing transactions</b>		
Issue of long term debt	\$ 1,110,656	\$ -
Debt repayment	(578,058)	(550,181)
<b>Cash applied to financing transactions</b>	<b>\$ 532,598</b>	<b>\$ (550,181)</b>
<b>Increase (decrease) in cash</b>	<b>\$ 7,777,594</b>	<b>\$ (8,363,850)</b>
Cash at beginning of year	\$ 54,504,673	\$ 62,868,523
<b>Cash at end of year</b>	<b>\$ 62,282,267</b>	<b>\$ 54,504,673</b>

The accompanying notes are an integral part of these financial statements

CITY OF WHITEHORSE

Schedule 1 - Statement of Financial Activities - by Segment  
for the year ended December 31, 2019



	Total All Funds									
	General Gov't Services	Protective Services	Transportation Services	Environmental Services	Public Health Services	Community Development	Recreation & Cultural Services		Consolidated	
<b>Revenues</b>										segments detailed in Note 11
Taxes & Payments In Lieu of Taxes	\$ 41,032,084	\$ -	\$ 371,924	\$ 86,633	\$ -	\$ -	\$ -	\$ -	\$ 41,490,641	
Government Transfers	22,593,750	-	10,094	2,111,201	-	76,201	613,250	-	25,404,496	
Sales Of Goods And Services	71,479	164,685	1,466,018	13,344,468	74,082	59,211	3,986,399	-	19,166,342	
Licenses, Permits, Penalties & Fines	186,200	2,467,635	2,500	163,464	-	146,792	-	-	2,966,591	
Developers Contributions	-	-	-	-	-	672,300	-	-	672,300	
Investment Income	1,400,516	-	-	-	-	-	-	-	1,400,516	
Other Revenue	2,562,614	610	223,866	461,979	-	-	77,429	-	3,326,498	
Donated Assets	-	-	-	-	-	106,655	-	-	106,655	
Total:	\$ 67,846,643	\$ 2,632,930	\$ 2,074,402	\$ 16,167,745	\$ 74,082	\$ 1,061,159	\$ 4,677,078	\$ 94,534,039		
<b>Expenses</b>										
Salaries & Benefits	\$ 7,938,355	\$ 8,119,448	\$ 8,485,768	\$ 4,629,967	\$ 159,078	\$ 1,566,564	\$ 8,519,057	\$ 39,418,237		
Materials & Supplies	2,336,857	551,622	4,449,688	2,868,516	13,721	98,128	3,408,272	-	13,726,804	
Professional Services	3,953,989	85,498	193,654	1,465,234	-	672,006	684,491	-	7,054,872	
Public Relations	198,172	18,360	10,274	74,956	-	27,302	127,889	-	456,953	
Community Grants	493,752	-	-	176,811	-	192,285	277,000	-	1,139,848	
Interest	-	303,702	103,601	24,534	-	-	-	-	431,837	
Depreciation	605,986	558,223	8,270,881	5,218,352	52,562	-	2,517,746	-	17,223,750	
Other	142,625	72,000	(119,990)	1,522,591	-	-	43,771	-	1,660,997	
Total:	\$ 15,669,736	\$ 9,708,853	\$ 21,393,876	\$ 15,980,961	\$ 225,361	\$ 2,556,285	\$ 15,578,226	\$ 81,113,298		
<b>Annual Surplus / (Deficit)</b>	<b>\$ 52,176,907</b>	<b>\$ (7,075,923)</b>	<b>\$ (19,319,474)</b>	<b>\$ 186,783</b>	<b>\$ (151,279)</b>	<b>\$ (1,495,126)</b>	<b>\$ (10,901,148)</b>	<b>\$ 13,420,741</b>		

CITY OF WHITEHORSE

Schedule 1 - Statement of Financial Activities - by Segment  
for the year ended December 31, 2018



	Total All Funds								
	General Gov't Services	Protective Services	Transportation Services	Environmental Services	Public Health Services	Community Development	Recreation & Cultural Services	Consolidated	
<b>Revenues</b>	segments detailed in Note 11								
Taxes & Payments In Lieu of Taxes	\$ 39,093,638	\$ -	\$ 308,644	\$ 53,000	\$ -	\$ -	\$ -	\$ 39,455,282	
Government Transfers	28,529,711	52,800	15,166	2,003,987	-	248,854	421,830	31,272,348	
Sales Of Goods And Services	65,400	151,560	1,404,015	12,985,660	58,466	45,440	4,006,905	18,717,446	
Licenses, Permits, Penalties & Fines	144,621	2,391,466	4,300	153,194	-	127,194	-	2,820,775	
Developers Contributions	-	-	-	-	-	845,315	-	845,315	
Investment Income	1,125,916	-	-	-	-	-	-	1,125,916	
Other Revenue	3,732,283	21,116	198,005	538,428	-	15,600	107,873	4,613,305	
Donated Assets	-	-	12,873,993	-	-	-	-	12,873,993	
Total:	\$ 72,691,569	\$ 2,616,942	\$ 14,804,123	\$ 15,734,269	\$ 58,466	\$ 1,282,403	\$ 4,536,608	\$ 111,724,380	
<b>Expenses</b>									
Salaries & Benefits	\$ 7,041,891	\$ 7,848,026	\$ 8,001,136	\$ 4,521,354	\$ 211,893	\$ 1,506,798	\$ 8,298,299	\$ 37,429,397	
Materials & Supplies	2,087,315	568,988	4,537,522	3,133,208	82,611	47,414	3,443,676	13,900,734	
Professional Services	2,696,734	154,982	226,045	2,175,421	98,570	329,433	867,627	6,548,812	
Public Relations	1,141,401	19,445	11,004	28,509	-	13,346	98,299	1,312,004	
Community Grants	568,361	-	-	193,276	-	229,934	302,081	1,293,652	
Interest	-	321,083	88,874	13,271	-	-	-	423,228	
Depreciation	553,365	556,362	8,013,877	4,899,477	52,562	-	2,481,307	16,556,950	
Other	179,029	72,000	(39,780)	1,434,962	-	-	40,660	1,686,871	
Total:	\$ 14,268,096	\$ 9,540,886	\$ 20,838,678	\$ 16,399,478	\$ 445,636	\$ 2,126,925	\$ 15,531,949	\$ 79,151,648	
<b>Annual Surplus / (Deficit)</b>	\$ 58,423,473	\$ (6,923,944)	\$ (6,034,555)	\$ (665,209)	\$ (387,170)	\$ (844,522)	\$ (10,995,341)	\$ 32,572,732	

**CITY OF WHITEHORSE**

**Schedule 2 - Water & Sewer Utility**  
for the year ended December 31, 2019



	<b>2019 Budget</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
<b>Revenue</b>			
Administration			
Miscellaneous income	\$ 221,500	\$ 236,346	\$ 308,172
	<hr/>	<hr/>	<hr/>
Water and Sewer Supply			
Flat rate sales	\$ 6,389,804	\$ 6,273,785	\$ 6,036,770
Metered rate sales	<hr/>	<hr/>	<hr/>
	\$ 3,145,208	\$ 3,327,627	\$ 3,385,139
	<hr/>	<hr/>	<hr/>
Water and Sewer Other			
Frontage charges	\$ 93,338	\$ 86,633	\$ 53,000
Penalties	<hr/>	<hr/>	<hr/>
	\$ 118,000	\$ 145,585	\$ 136,605
Recoveries	<hr/>	<hr/>	<hr/>
	\$ 323,597	\$ 278,333	\$ 277,868
	<hr/>	<hr/>	<hr/>
	\$ 534,935	\$ 510,551	\$ 467,473
<b>Total revenue</b>	<b>\$ 10,291,447</b>	<b>\$ 10,348,309</b>	<b>\$ 10,197,554</b>
<b>Expenses</b>			
Administration	\$ 2,417,521	\$ 2,222,031	\$ 2,174,652
Water system operations	<hr/>	<hr/>	<hr/>
	\$ 4,013,734	\$ 4,099,517	\$ 3,640,693
Sewage collection and disposal	<hr/>	<hr/>	<hr/>
	\$ 1,745,606	\$ 1,599,602	\$ 1,633,277
Water and sewer debt charges	<hr/>	<hr/>	<hr/>
	\$ 93,337	\$ 24,534	\$ 13,271
	<hr/>	<hr/>	<hr/>
Transfers to reserves			
Current year transfer	\$ 2,021,249	\$ 2,055,471	\$ 2,027,656
	<hr/>	<hr/>	<hr/>
	\$ 2,021,249	\$ 2,055,471	\$ 2,027,656
<b>Total expenses</b>	<b>\$ 10,291,447</b>	<b>\$ 10,001,155</b>	<b>\$ 9,489,549</b>
<b>Surplus/(deficit) before depreciation &amp; gain/loss on disposal</b>	<b>\$ -</b>	<b>\$ 347,154</b>	<b>\$ 708,005</b>
Depreciation	\$ -	\$ 4,952,803	\$ 4,642,710
Gain/loss on disposal	<hr/>	<hr/>	<hr/>
	\$ -	\$ 50,813	\$ 9,127
<b>Surplus/(deficit) after depreciation &amp; gain/loss on disposal</b>	<b>\$ -</b>	<b>\$ (4,656,462)</b>	<b>\$ (3,943,832)</b>

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**1. Significant Accounting Policies**

**Basis of presentation**

The Financial Statements of the City of Whitehorse are prepared in accordance with Canadian Public Sector Accounting Standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

**Reporting entity**

The financial statements reflect the assets, liabilities, revenues, expenses and accumulated surplus of the reporting entity which comprises all the organizations that are accountable for the administration of their financial affairs and resources to the Council and are owned or controlled by the City. There are no external organizations that currently meet the criteria of forming part of the reporting entity.

All inter-fund balances and transactions are eliminated.

**Basis of accounting**

Revenues and expenses are reported on the accrual basis of accounting. Revenues are recognized as they are earned and measurable; expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

**Budget figures**

Budget figures have been provided for comparison purposes. Given differences between the funding model and generally accepted accounting principles for local governments established by Canadian Public Sector Accounting Standards, certain budgeted amounts have been reclassified to reflect the presentation adopted under Canadian Public Sector Accounting Standards (Note 12).

**Use of estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating useful life of tangible capital assets, valuation of contributed assets, collectability of accounts receivable, provisions for accrued liabilities, in performing actuarial valuations of employee future benefits, landfill closure and post closure costs and liabilities for contaminated sites.

Actual results could differ from these estimates.

**Non-financial assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**Tangible capital assets**

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of an asset. The cost, less residual value, of the tangible capital assets, excluding land are depreciated on a straight line basis over their estimated useful lives as follows:

<b>Asset</b>	<b>Useful Lives</b>
Land Improvements	10 – 99 years
Buildings	10 – 60 years
Equipment	3 – 30 years
Linear Assets	10 – 80 years

Depreciation is charged in the year of acquisition and in the year of disposal. Assets under construction are not depreciated until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

**Natural resources**

Natural resources that have not been purchased are not recognized as assets in the financial statements.

**Works of art and cultural and historic assets**

Works of art and cultural and historic assets are not recorded as assets in these financial statements. No significant works of art or cultural and historic assets are held by the City of Whitehorse.

**Land for resale**

Land for resale is carried at cost. Cost includes capitalized carrying costs other than interest. Land for resale is written down to the extent that it exceeds estimated future net realizable value. To date, no write downs have been made.

**Interest capitalization**

Interest costs associated with the acquisition or construction of a tangible capital asset are not capitalized.

**Leased tangible capital assets**

Leases which transfer substantially all the benefits and risks incidental to ownership of the property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

**Inventories of supplies**

Inventories of supplies held for consumption are recorded at cost and are written down when obsolete.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**Employee future benefits**

Future benefits are comprised of severance payments based on an employee's years of service as detailed in Note 2. The most recent actuarial valuation of the City's future benefit obligations was completed as at December 31, 2017 and extrapolated to December 31, 2019.

There is no pension liability recorded as the City contributes to a defined contribution registered retirement savings on behalf of its employees as detailed in Note 7.

**Taxation revenue**

Property taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Property taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.

Through the Yukon's appeal process, property taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes to the extent that they exceed initial estimates are recognized at the time they are awarded.

**Government transfers**

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

The most significant government transfer relates to the Comprehensive Municipal Grant received from the Yukon Government in the amount of \$7,167,099 (2018 - \$7,070,589). Other grant amounts consist of \$18,041,635 (2018 - \$23,987,664) in capital project grants primarily administered through the Yukon Government, and \$195,762 (2018 – 214,095) provided as annual operating grants.

Government transfers related to contributions from gas tax collected by the Federal Government are deferred until spent on eligible projects. The following summarizes the changes in the grant balances included in deferred revenue (Note 4):

<b>Gas Tax Deferred Contribution</b>	<b>2019</b>	<b>2018</b>
Opening balance of unspent funds	\$ 220,051	\$ 442,130
Add: amounts received during the year	-	139,483
Less: amounts allocated to projects	190,133	361,562
Closing balance of unspent funds	\$ 29,918	\$ 220,051
Other government transfers	434,995	211,044
Total deferred government transfers	\$ 464,913	\$ 431,095

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**Liability for Contaminated Sites**

Under PS3260, governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for the remediation, future economic benefits will be given up and a reasonable estimate can be made. No liability has been recognized as at December 31, 2019.

**2. Employee future benefits**

The City provides severance benefits to employees leaving the service of the City, based upon employees' years of service as detailed in the various employment agreements. Information with respect to the City's employee future benefits obligation is as follows:

	<b>2019</b>	<b>2018</b>
Accrued severance obligation, beginning of year	\$ 3,780,300	\$ 3,725,000
Service cost	329,600	320,000
Interest cost	127,200	125,100
Benefits paid	(389,800)	(389,800)
Actuarial loss	-	-
Accrued severance obligation, end of year	\$ 3,847,300	\$ 3,780,300
Unamortized actuarial gain (loss)	(407,600)	(579,600)
Accrued employee future benefits liability	<u>\$ 3,439,700</u>	<u>\$ 3,200,700</u>

The significant actuarial assumptions adopted in measuring the City's accrued severance obligations are as follows:

	<b>2019</b>	<b>2018</b>
Discount rates	3.25%	3.25%
Expected future inflation rates	2.25%	2.25%
Expected wage and salary increases	3.00%	3.00%

The actuarial loss is the predicated accrual deficit at December 31, 2019; in order to meet the severance obligation, this amount is amortized over a period equal to the employee's average remaining service lifetime of 13 years.

**3. Landfill closure and post closure liability**

The City has estimated that the remaining life of its landfill is 32 years based on present annual use and incorporating medium population growth projections. The estimate of closure costs in 2019 was \$6.35 million. Using a 2.0% annual inflation rate, closure costs were estimated at \$32.9 million in 2051. Approximately 31% (2018 – 31%) of the capacity of the landfill has been used as at December 31, 2019.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

A liability has been established to address future closure and reclamation of the City's landfill, the liability's present value is estimated to be \$2.5 million (2018 - \$2.3 million). The remaining liability amount to be recognized is calculated at \$32.7 million. Post-closure care is expected to continue for 25 years past the end of the useful life of the landfill.

**4. Deferred revenue**

Deferred revenue includes government transfers, prepaid frontage tax received from property owners, business license revenue, Parks & Recreation Facility fees and trust accounts. The current year's portion of these items is calculated on a straight-line basis and recognized as revenue.

	Balance Dec 31, 2019	Amounts Received	Revenue Recognized	Balance Dec 31, 2018
Prepaid Local Improvement Charges	\$ 268,581	\$ 9,652	\$ (34,184)	\$ 293,113
Government Transfers	464,913	293,623	(259,805)	431,095
Business Licenses	42,100	42,101	(36,096)	36,095
Prepaid Leases	-	-	-	-
Parks & Recreation Facility Fees	404,891	1,916,443	(1,909,048)	397,496
Trust Accounts	502,610	166,717	(107,977)	443,870
	<b>\$ 1,683,095</b>	<b>\$ 2,428,535</b>	<b>\$ (2,347,110)</b>	<b>\$ 1,601,669</b>

**5. Long Term Debt**

Long-term debt is issued on the credit and security of the City of Whitehorse.

	<b>2019</b>	<b>2018</b>
Balance, as at January 1	\$ 7,632,718	\$ 8,182,899
Add: Borrowing	1,110,656	-
Less: Principal repayments	(578,058)	(550,181)
Balance, as at December 31	<b>\$ 8,165,316</b>	<b>\$ 7,632,718</b>

It is composed of debentures payable to the Yukon Government and loans payable to the Royal Bank and CMHC with various interest rates from 2.720% to 6.375% as shown below.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**Long Term Debt (Continued)**

	<b>Principal debt outstanding</b>	<b>Interest Rate</b>
<b>Yukon Government</b>		
2007-10 Black St. Roads	\$ 135,755	6.375%
2010-29 Black St. Reconstruction	275,749	3.260%
2011-07 Marwell East Reconstruction	1,097,388	3.260%
2013-46 Ogilvie St. West (Phase 1)	366,661	2.720%
2016-39 Wheeler St. 4 <sup>th</sup> to Escarpment	635,099	3.570%
2017-32 Alexander St. Royal Bank	475,557	3.570%
<b>Royal Bank</b>		
2009-14 Public Safety Building	4,672,010	6.290%
2010-21 Hanson St. Reconstruction CMHC	58,835	4.000%
<b>Canada Mortgage &amp; Housing Corporation</b>		
2008-58 Takhini North	448,262	3.990%
<b>Balance, as at December 31</b>	<b>\$ 8,165,316</b>	

Current debt load is 7.55% of the statutory limit as stipulated in the Municipal Act, R.S.Y. 2002.

Retirement requirements for the next twenty years are as follows:

	<b>Principal</b>	<b>Interest</b>
2020	\$ 664,739	\$ 408,476
2021	697,835	375,380
2022	732,732	340,484
2023	769,536	303,679
2024	768,844	264,857
2025-2039	4,531,630	821,747
<b>Balance, as at December 31</b>	<b>\$ 8,165,316</b>	<b>\$ 2,514,623</b>

**6. Financial Instruments**

The City's financial instruments consist of cash, accounts receivable, government transfers receivable, other due from government, other financial assets, accounts payable, deposits and long term debt. Unless otherwise noted, it is management's opinion that the City is not exposed to significant interest, currency or credit risks arising from these financial instruments.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**7. Pension Liability**

Currently, employees contribute to a privately managed registered retirement savings plan. The plan is a defined contribution plan to which the City contributes bi-weekly, based on various employment agreements, and therefore has no liability.

**8. Contingent Liabilities**

At December 31, 2019, contingent liabilities exist related to legal actions pending against the City. The amount of the liability cannot be estimated at this time. The amount of any loss that may result from these claims will be recorded in the period that the amount becomes determinable.

The City recognizes environmental liabilities when they are known and can be reasonably estimated. At this time the City is not aware of any significant liabilities.

DRAFT

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**9. Tangible Capital Assets**

2019 Consolidated Schedule of Tangible Capital Assets – by Category

<b>Category</b>	<b>Opening Balance</b>	<b>Additions</b>	<b>Disposals</b>	<b>End Balance, Dec 31, 2019</b>
Land	\$ 18,595,772	\$ -	\$ -	\$ 18,595,772
Land improvements	12,799,182	1,049,512	(269,880)	13,578,814
Buildings	124,262,878	2,341,840	(599,005)	126,005,713
Equipment	44,836,515	3,311,620	(1,314,696)	46,833,439
Linear assets	485,614,916	4,528,289	(1,045,485)	489,097,720
Assets under construction	36,653,420	21,341,670	(4,904,934)	53,090,156
<b>Total</b>	<b>\$ 722,762,683</b>	<b>\$ 32,572,931</b>	<b>\$ (8,134,000)</b>	<b>\$ 747,201,614</b>

**Accumulated Amortization**

Land	\$ -	\$ -	\$ -	\$ -
Land improvements	4,986,957	560,017	(229,002)	5,317,972
Buildings	54,520,199	4,328,289	(571,338)	58,277,150
Equipment	26,951,711	3,217,961	(1,275,347)	28,894,325
Linear assets	195,164,580	9,117,484	(1,045,485)	203,236,579
Assets under construction	-	-	-	-
<b>Total</b>	<b>\$ 281,623,447</b>	<b>\$ 17,223,751</b>	<b>\$ (3,121,172)</b>	<b>\$ 295,726,026</b>

**Net Book Value**

Land	\$ 18,595,772	\$ -	\$ -	\$ 18,595,772
Land improvements	7,812,225	489,495	(40,878)	8,260,842
Buildings	69,742,679	(1,986,449)	(27,667)	67,728,563
Equipment	17,884,804	93,659	(39,349)	17,939,114
Linear assets	290,450,336	(4,589,195)	-	285,861,141
Assets under construction	36,653,420	21,341,670	(4,904,934)	53,090,156
<b>Total</b>	<b>\$ 441,139,236</b>	<b>\$ 15,349,180</b>	<b>\$ (5,012,828)</b>	<b>\$ 451,475,588</b>

In 2019 new park equipment from the Porter Creek Neighborhood Association was donated to the City at a value of \$106,655.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**Tangible Capital Assets (Continued)**

2018 Consolidated Schedule of Tangible Capital Assets – by Category

<b>Category</b>	<b>Opening Balance</b>	<b>Additions</b>	<b>Disposals</b>	<b>End Balance, Dec 31, 2018</b>
Land	\$ 18,745,348	\$ 15,621	\$ (165,197)	\$ 18,595,772
Land improvements	12,133,398	892,847	(227,063)	12,799,182
Buildings	120,296,455	3,966,423	-	124,262,878
Equipment	41,526,559	3,814,069	(504,113)	44,836,515
Linear assets	464,556,710	22,074,936	(1,016,730)	485,614,916
Assets under construction	15,462,792	25,287,566	(4,096,938)	36,653,420
<b>Total</b>	<b>\$ 672,721,262</b>	<b>\$ 56,051,462</b>	<b>\$ (6,010,041)</b>	<b>\$ 722,762,683</b>

**Accumulated Amortization**

Land	\$ -	\$ -	\$ -	\$ -
Land improvements	4,622,638	541,337	(177,018)	4,986,957
Buildings	50,412,438	4,107,761	-	54,520,199
Equipment	24,406,882	3,048,942	(504,113)	26,951,711
Linear assets	187,312,736	8,858,910	(1,007,066)	195,164,580
Assets under construction	-	-	-	-
<b>Total</b>	<b>\$ 266,754,694</b>	<b>\$ 16,556,950</b>	<b>\$ (1,688,197)</b>	<b>\$ 281,623,447</b>

**Net Book Value**

Land	\$ 18,745,348	\$ 15,621	\$ (165,197)	\$ 18,595,772
Land improvements	7,510,760	351,510	(50,045)	7,812,225
Buildings	69,884,017	(141,338)	-	69,742,679
Equipment	17,119,677	765,127	-	17,884,804
Linear assets	277,243,974	13,216,026	(9,664)	290,450,336
Assets under construction	15,462,792	25,287,566	(4,096,938)	36,653,420
<b>Total</b>	<b>\$ 405,966,568</b>	<b>\$ 39,494,512</b>	<b>\$ (4,321,844)</b>	<b>\$ 441,139,236</b>

In 2018 assets with a total value of \$12,873,993 were donated to the City. Of that, assets valued at \$12,608,924 were donated by the Government of Yukon and consist of linear assets in the Whistle Bend subdivision for the 3A and 3C section developments and the Porter Creek Water main. In addition to government donations, linear assets from a privately developed lot were donated to the City with a value of \$265,069.

In total, 183 parcels of land designated as buffer, park, public utility or roadway are recognized as capital assets at a nominal value of \$1 each.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

## 10. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserves as follows:

<b>Reserves</b>	<b>Appropriations</b>				<b>2018</b>
	<b>2019</b>	<b>To Reserves</b>	<b>From Reserves</b>		
Area Development Scheme Reserve	\$ 44,385	\$ -	\$ -		\$ 44,385
Building Replacement Reserve	2,931,594	339,457	-		2,592,137
Capital Reserve	12,332,821	3,583,550	(2,255,841)		11,005,112
Cash In Lieu of Municipal Reserve	761,443	-	-		761,443
Cemetery Perpetual Care Reserve	183,031	14,570	(465)		168,926
Computer Equipment Reserve	413,588	123,099	(96,061)		386,550
Contingency Reserve	1,691,680	537,574	(5,000)		1,159,106
Development Cost Charge (DCC) Reserve	5,693,882	872,620	(12,762)		4,834,024
DCC: Rec Facility Replacement	2,412,041	235,840	-		2,176,201
Environmental Protection Reserve	(87,264)	163,777	(50,320)		(200,721)
Equipment Reserve	(599,883)	2,120,862	(1,506,013)		(1,214,732)
Gas Tax Reserve	39,924	3,613	-		36,311
General Fund Reserve	4,736,621	2,461,988	(1,456,034)		3,730,667
Land Bank Reserve	(2,619,186)	572,000	(2,504,959)		(686,227)
Parking Development Reserve	3,448,568	225,974	(7,032)		3,229,626
Recreation Facilities Reserve	623,905	145,000	(52,418)		531,323
Recreation Grant Reserve	1,500	-	-		1,500
Sister Cities Reserve	3,000	-	-		3,000
Snow & Ice Control Reserve	5,301	-	-		5,301
Tire Disposal Reserve	96,097	-	-		96,097
Transit Equipment Reserve	3,573,949	502,947	(12,633)		3,083,635
Water and Sewer Replacement Reserve	10,140,450	1,911,257	(483,828)		8,713,021
<b>Total Reserves</b>	<b>\$45,827,447</b>	<b>\$ 13,814,128</b>	<b>\$ (8,443,366)</b>		<b>\$ 40,456,685</b>
<b>Surplus</b>					
Invested in tangible capital asset	\$ 451,475,588				\$ 441,139,236
Long-term liabilities	(8,165,316)				(7,632,718)
<b>Net investment in tangible capital assets</b>	<b>\$ 443,310,272</b>				<b>\$ 433,506,518</b>
<b>General Surplus</b>	<b>\$ 12,959,414</b>				<b>\$14,713,189</b>
<b>Accumulated Surplus</b>	<b>\$502,097,133</b>				<b>\$488,676,392</b>

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

## **11. Segmented Information**

The City of Whitehorse is a diversified municipal government institution that provides a range of services to its citizens such as transit, fire, water, and sewer. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government is comprised of the administrative operations of the municipality including the City Manager's office, all Directors, and the departments of Business & Technology Systems, Engineering Services, Financial Services, Human Resources, Legislative & Administrative Services, Strategic Communications and a portion of the Operations department. Business & Technology Systems maintains the City's computer infrastructure. Engineering facilitates the planning, design, and construction of the City's infrastructure. Financial Services is responsible for the financial reporting and control services of the municipality. Human Resources facilitate staff recruitments, provide staff relations advice and present staff development opportunities. Legislative & Administrative Services coordinates the flow of information to and from Council and Committee meetings. Strategic Communications works with all departments to ensure clear communication to the citizens of Whitehorse. The General Government portion of the Operations department is responsible for building maintenance functions.

Protective Services is comprised of Building Inspections function from the Land & Building Services department, Bylaw Services, and Fire plus the safety and emergency services function. Building Inspections is responsible for the enforcement of building and construction codes within the City. Bylaw Services educates and resolves infractions against City bylaws while also performing animal control responsibilities. The Fire department is responsible for providing fire suppression and rescue service, fire prevention programs, training and education as well as assistance in emergency preparedness. Safety services facilitate necessary worker safety programs and inspections.

Transportation Services is made up of the balance of the Operations department and Transit. This part of Operations is responsible for the maintenance of all roads within City limits including snow and ice control, maintaining traffic lights and signs, line painting, and insect control, as well as fleet and equipment maintenance. The Transit department provides a Handy bus service, which is a service for persons with disabilities in addition to the regular transit service.

Environmental Services is made up of the Environmental Sustainability function from the Planning & Sustainability department and the Water & Waste Services department. Environmental Sustainability focuses on integrating sustainability initiatives, providing guidance on environmental issues and managing environment-related programs and projects. Water & Waste Services encompasses the water, sewer and garbage services of the municipality.

Public Health Services consists of the operation of the two cemeteries.

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**Segmented Information (Continued)**

Community Development is made up of the Planning Services and Economic Development functions from the Planning & Sustainability department and the Land Services function from the Land & Building Services department. Planning is responsible for the long-range planning of the municipality in consultation with the community ensuring a consistent application of the City's Official Community Plan, Zoning Bylaw, and other legislation in order to protect the natural and developed areas of the City. Economic Development is intended to be the first point of contact within the municipality for those interested in doing business in Whitehorse.

Recreation and Cultural Services is made up of the departments of Parks & Trails and Facility Operations. They are responsible for the operations and maintenance of a variety of recreation facilities including the Canada Games Centre and approximately 33 neighborhood outdoor rinks, over 7,000 hectares of greenspace, numerous trails and parks, leisure programs, and special events.

**12. 2019 Budget Adjustments**

The budget amounts presented throughout these financial statements are based on the Capital Expenditure Program (Capital) approved by Council December 10, 2018 and the Operating and Maintenance (O&M) Budget approved by Council on February 11, 2019. Capital re-budgets and other projects which do not impact the property tax rate are also included in the pre-finalization adjustment column below.

	Original	Pre-finalization adjustments	Final approved budget
<b>Revenues</b>			
Capital Revenues	\$ 8,910,335	\$ 52,092,296	\$ 61,002,631
O & M Revenues	81,264,048	40,871	81,304,919
	<b>\$90,174,383</b>	<b>\$52,133,167</b>	<b>\$142,307,550</b>
<b>Expenses</b>			
Capital Expenses	\$ 8,910,335	\$ 52,092,296	\$61,002,631
O & M Expenses	81,264,048	40,871	81,304,919
	<b>\$ 90,174,383</b>	<b>\$ 52,133,167</b>	<b>\$ 142,307,550</b>
<b>Annual Surplus</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**2019 Budget Adjustments (continued)**

The table below shows the adjustments made to the 2019 budget values for the use of surpluses accumulated in previous years, debt transactions, depreciation expenses, tangible capital asset transactions and the accumulation of surpluses in the current year. The Adjusted Budget values are then comparable to the 2019 actual values, and are the budget values shown in the Statement of Operations.

	Final approved budget	Borrowing proceeds	Use of / transfer to accumulated surplus	Debt principal payments	Depreciation expense	TCA expenditures	Adjusted Budget
<b>Revenues</b>							
Capital Revenues	\$ 61,002,631	\$ (12,970,539)	\$ (15,792,891)	\$ -	\$ -	\$ -	\$ 32,239,201
O & M Revenues	81,304,919	-	(6,093,670)	-	-	-	75,211,249
	<b>\$142,307,550</b>	<b>\$ (12,970,539)</b>	<b>\$ (21,886,561)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$107,450,450</b>
<b>Expenses</b>							
Capital Expenses	\$ 61,002,631	\$ -	\$ -	\$ -	\$ -	\$ (61,002,631)	\$ -
O & M Expenses	81,304,919	-	(17,145,289)	(1,214,159)	17,223,749	5,665,000	85,834,220
	<b>\$ 142,307,550</b>	<b>\$ -</b>	<b>\$ (17,145,289)</b>	<b>\$ (1,214,159)</b>	<b>\$ 17,223,749</b>	<b>\$ (55,337,631)</b>	<b>\$ 85,834,220</b>
Annual Surplus	<b>\$ -</b>	<b>\$ (12,970,539)</b>	<b>\$ (4,741,272)</b>	<b>\$ 1,214,159</b>	<b>\$ (17,223,749)</b>	<b>\$ 55,337,631</b>	<b>\$ 21,616,230</b>

**CITY OF WHITEHORSE**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**13. Other information**

The City began work on a major project in 2015 to replace its existing building infrastructure. This project has an estimated cost of \$54 million and the total amount spent to date in 2019 is \$46.74 million (2018 - \$29.72 million) with an estimated \$7.26 million remaining to be spent. Funding will come from a variety of sources including reserves, debt financing and federal funding.

**14. Uncertainty Due to COVID-19**

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As the impacts of COVID-19 continue, there will be further impact on the City, its stakeholders, employees, suppliers and other third party business associates. These could impact the timing and amounts realized on the City's assets and its ability to deliver services and projects in the future. At this time, the full potential impact of COVID-19 on the City is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The City's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The City will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its stakeholders.

## Appendix B

### 2019 Financial Analysis

#### **Statement 1 – Statement of Financial Position**

The Public Sector Accounting Board puts a greater emphasis on the Statement of Financial Position, which shows the long-term fiscal health of the municipality, as opposed to a traditional operating statement or, in the case of public sector organizations, the Statement of Operations, which reflects a more short-term perspective.

The City's 2019 Statement of Financial Position shows the overall financial position has improved over 2018's. While financial assets have increased by \$7.79 million, liabilities have also increased by \$4.46 million, resulting in a net increase in net financial assets of approximately \$3.34 million. Non-financial assets, which are primarily composed of tangible capital assets, have also increased by \$10.08 million as capital improvements are being completed or under construction. Overall, the City's accumulated surplus has increased by \$13.42 million.

	2019	2018	Net Change
Financial assets	\$ 84,163,179	\$ 76,370,100	\$ 7,793,078
Liabilities	34,419,147	29,963,899	4,455,248
Net financial assets	\$ 49,744,032	\$ 46,406,201	\$ 3,337,831
Non-financial assets	452,353,101	442,270,190	10,082,910
Accumulated surplus	\$ 502,097,133	\$ 488,676,392	\$13,420,741

The accumulated surplus of \$502.1 million is further explained in Note 10, with the following breakdown of reserves, tangible capital asset investment and general surplus:

Total reserves	\$ 45,827,447
Surplus	
Invested in tangible capital assets	451,475,588
Long-term liabilities	(8,165,316)
Net investment in tangible capital assets	\$ 443,310,272
General surplus	12,959,414
Accumulated surplus	\$ 502,097,133

This clearly shows that while the City's reserves hold over \$45.8 million, the bulk of the City of Whitehorse's accumulated surplus is already spent and has been invested in tangible capital assets. The City's reserve and general surplus levels are within acceptable ranges given the extent of the City's overall financial framework.

One of the financial benchmarks used to evaluate the financial health is a measure of the City's liquidity or ability to pay its obligations. Using data from the Statement of Financial Position the 2019 result is 1.810 with an acceptable range of 1.00 – 2.50.

The 2019 cash balance is 14% higher than 2018's due to a combination of a reduction in self-funded capital investments as well as Council's strategy to build up City Reserves to fund the large Operations building project. Total financial liabilities have increased by 15%, offsetting the gain in the cash balances. The increase in liabilities is largely due to the holdback payable on the Operations Building and two new local improvement projects. The result over the past few years has led to a slight reduction in the ratio, as anticipated in the planning of these projects, while still remaining within the benchmark range

Cash + Investment (Current Assets) / Total Financial Liabilities	Benchmark	2019	2018	2017	2016	2015
	1.00 – 2.50	1.810	1.819	2.330	2.246	2.095

A second benchmark evaluated using data from both this statement and the Statement of Operations considers the ability of the organization to meet short-term obligations with the normal flow of revenues. The results of this test shows general liabilities as a ratio of operating revenue is outside the acceptable range, this ratio has been increasing as the holdback payable on the operations building increases. As the City begins borrowing from the Operations Building this ratio is expected to return to benchmark levels; again this was anticipated in the planning of the Operations Building project.

General (Current) Liabilities / Operations Revenue	Benchmark	2019	2018	2017	2016	2015
	0.125 - 0.250	0.348	0.302	0.256	0.240	0.215

The next benchmark utilizing the data on this statement is the per capita debt calculation. These results show that per capita debt remains well within the maximum stipulated in the City's Debt Management Policy. The Municipal Act establishes a maximum debt level for the City at approximately \$3,078 per capita (based on December 31, 2019 assessments and population) while the City's policy further restricts the amount of per capita debt unless expressly approved by Council. The 2019 result is \$249 with a maximum allowable under the policy of \$500 per capita.

Long Term Debt / Population	Benchmark	2019	2018	2017	2016	2015
	\$0 - \$500	\$249	\$240	\$326	\$352	\$362

## **Statement 2 - Statement of Operations**

This statement compares the year's actual expenses to the final approved 2019 budget and provides a summary of the sources, allocation and use of the financial resources administered during the year. The budget numbers combine both Capital and Operating approved amounts and restate them in accordance with PSAB standards as shown in Note 12 of the statements.

Total 2019 revenue was 12% below budget. The deviation from the budget is due to Government Transfers not meeting planned levels as capital projects were not completed as scheduled.

On the expense side, costs came in 5.5% below budget with all areas operating within their established budgetary limitations.

Overall, these results show that the annual surplus was planned to be \$21,616,230 compared to an actual surplus of \$13,420,741. Surplus in the sense of these statements

does not equate to profit for the year. It instead refers to the excess of revenues over expenses, not including investments in tangible capital assets.

One of the benchmarks used to evaluate the data in this statement measures operating revenue as a ratio of total revenue. Total revenue is calculated without capital grants and donated capital assets in order to better reflect day-to-day operations. Results within the benchmarked range reflect that the City is relying less on funding from senior government than in prior years and is now in a position more comparable with other jurisdictions. The 2019 result is 0.902, within an acceptable range of 0.798 – 0.972.

Own Source Revenue / Total Revenue*	Benchmark	2019	2018	2017	2016	2015
	0.795 – 0.972	0.902	0.903	0.882	0.897	0.897

Data from this statement and Note 10 of the financial statements are used to measure the City's ability to overcome a temporary shortfall of revenue. The 2019 result is 0.272 with an acceptable range being 0.101 – 0.358. Uncommitted reserves are our Capital, Contingency and General Fund reserve. The strategy approved by Council to build reserves for the Building Consolidation Project has resulted in these reserves increasing in the past several years as well as the City's increased usage of external funding sources for large capital projects.

Uncommitted Reserves / Operations Revenue	Benchmark	2019	2018	2017	2016	2015
	0.101-0.358	0.272	0.235	0.223	0.175	0.134

### **Statement 3 – Statement of Changes in Net Financial Assets**

This statement reflects the changes in physical assets which occurred via the purchase, amortization and disposition of assets throughout the year. \$27,667,997 was invested in the acquisition of new tangible capital assets in 2019 and \$17,223,750 was amortized over the same period. Included in the \$27,667,997 acquisition of assets, the City received donated assets valued at \$106,655 for new playground equipment in Porter Creek. An investment level in assets that exceed the cost of using existing assets is generally a healthy sign for a municipality.

### **Statement 4 – Statement of Cash Flows**

This statement shows how the City financed its activities and met its cash requirements during the year. These activities resulted in an increase in cash of \$7,777,594 resulting from increased use of outside funding sources and decreased use of own source funding as has been consistent with the noted strategy to fund the building consolidation project.

## **ADMINISTRATIVE REPORT**

**TO:** Corporate Services Committee  
**FROM:** Administration  
**DATE** June 23, 2020  
**RE:** Fees and Charges Amendment – 2<sup>nd</sup> Quarter Changes

## ISSUE

## Amendments to the Fees and Charges Bylaw

## REFERENCE

Fees and Charges Manual – Appendix A Bylaw 2014-36

## HISTORY

As part of the quarterly review, the Financial Services Department compiles a list of suggested changes to the City's fees and charges as submitted by the management group.

## ALTERNATIVES

1. Adopt the changes to fees and charges as recommended
  2. Do not adopt the fees and charges and refer back to administration

## ANALYSIS

Following is a list of all the requests submitted, including fee increases, deletions and wording amendments to provide clarity as detailed:

## Bylaw

- Add a new fee for Parkade Rental at 6<sup>th</sup> and Main Street to provide an option for monthly rental, limited to ten of the 40 spaces available. Driven by customer demand; the new fee will provide a more flexible payment option for long term users with minimal impact on revenue collection.
  - Delete redundant fee for Parkade Rental at 2<sup>nd</sup> and Black Street as it is not applicable and has not been applied for several years with no impact on revenue.

## Recreational Facilities

- Delete the fee for Party Package set up + 10 people in the Recreational Facilities Fees adopted in Bylaw 2019-28, which was intended to be removed at that time.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2020-22, a bylaw to amend the Fees and Charges Bylaw in accordance with second quarter changes, be brought forward for consideration under the bylaw process.

**CITY OF WHITEHORSE**  
**BYLAW 2020-22**

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 reflect changes required as a result of a quarterly review;

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

1. The fee schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Schedules 2 and 5, and substituting therefore new Schedules 2 and 5, attached hereto as Appendix "A" and forming part of this bylaw.
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

---

Assistant City Clerk

## **CITY OF WHITEHORSE BYLAW 2020-22**

### **Explanatory Notes:**

The attached bylaw amends the Fees and Charges Bylaw to reflect changes required per a quarterly operational review.

The proposed changes are highlighted and include new and amended fees.

- Add a new fee for Parkade Rental at 6<sup>th</sup> and Main Street to provide an option for monthly rental, limited to ten of the 40 spaces available. Driven by customer demand; the new fee will provide a more flexible payment option for long term users with minimal impact on revenue collection
- Delete inoperative fee for Parkade Rental at 2<sup>nd</sup> and Black Street. Analysis revealed that this fee never took effect after it was approved. Removing this fee will provide clarity to the current fees and charges schedule for the Bylaw Department with no impact on revenue
- Delete the fee for Party Package set up + 10 people in the Recreational Facilities Fees adopted in Bylaw 2019-28, which was intended to be removed at that time

Fees and Charges  
 Schedule 1 Proposed Changes  
 Bylaw 2020-22

DEPARTMENT	FEE NAME	TYPE	DESCRIPTION	PREVIOUS FEE	PROPOSED FEE	UNIT
<b>NEW FEES</b>						
BYLAW	Parkade Rental	6th & Main Parkade	Monday to Friday - Monthly Rent per Parking Stall		\$ 98.10	month
<b>DELETED FEES</b>						
BYLAW	Parkade Rental	Second Black Parkade	Monday to Friday	\$ 50.00		month
REC FACILITIES	Party Package	Party Setup + 10 people		\$ 9.54		per unit

FEE DESCRIPTION				Bylaw 2020-22	Final Fee if		
				Approved Fee	Date Fee Effective	GST Applicable + 5% GST	UNITS
ATV Bylaw	Impound Fee	Impounded		150.00	1-Oct-12		each
ATV Bylaw	special permit	Special events permit	request to use ATV in prohibited area	50.00	1-Oct-12		each
ATV Bylaw	Site inspection charge	Site Inspection for special events permit	request to use ATV in prohibited area	110.00	1-Oct-12		each
animal, other	pound fee	impounded	actual cost of seizure & impoundment	cost +	23-Feb-09		each
animal, other	pound fee	feed & care daily	in addition to actual costs of seizure	25.00	2-Jan-02	26.25	each
cat	pound fee	cat feed & care daily	daily except weekends & stat. holidays	5.50	23-Feb-09	5.80	each
cat or dog	license ( <b>Lifetime</b> ) tag	neutered cat or dog	lifetime fee	27.50	23-Feb-09		each
cat or dog	license administrative fee	to change from un-neutered to neutered classification		11.00	23-Feb-09		each
cat or dog	license tag	un-neutered cat or dog	annual fee	50.00	1-Jan-11		each
cat or dog	license tag	replacement tag		2.75	23-Feb-09		each
cat or dog	application for special permit for 3 dogs/cats			100.00	10-Jan-05		each
dog	pound fee	dog feed & care daily	daily except weekends & stat. holidays	15.00	2-Jan-02	15.75	each
dog	Dangerous Dog Fees	Licensing Fee	city limits	250.00	23-Feb-09		Yearly
cat or dog	pound fee	no tag	1st impoundment in 12 months	60.00	2-Jan-02		each
cat or dog	pound fee	no tag	2nd impoundment	150.00	2-Jan-02		each
cat or dog	pound fee	no tag	3rd + impoundment	250.00	22-Jun-98		each
cat or dog	pound fee	with current tag	1st impoundment in 12 months	40.00	2-Jan-02		each
cat or dog	pound fee	with current tag	2nd impoundment in 12 months	135.00	2-Jan-02		each
cat or dog	pound fee	with current tag	3rd + impoundment in 12 months	200.00	22-Jun-98		each
cat or dog	sale of cat or dog		pound fee + feed & care costs	varies	22-Jun-98		each
dog team	special permit	dog team within City limits	annual fee	120.00	29-Jan-07		each
cat or dog	animal trap rental	rental of animal trap for 10 days		25.00	1-Jan-12	26.25	each
Business License	each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable			160.00	1-Jan-14		each
Business License	Door to Door Salesperson, Non Resident Business			Surcharge	846.00	1-Jul-13	
Business License	Door to Door Salesperson, Resident Business			Surcharge	186.00	1-Jul-13	

		FEE DESCRIPTION	Bylaw 2020-22		Final Fee if  GST Applicable + 5% GST	UNITS
			Approved Fee	Date Fee Effective		
Business License	Licensed premises (liquor) above 70 square meters	Surcharge	2.11	23-Feb-09		per sq mtr+
Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms	Surcharge	7.92	1-Jul-13		per room +
Business License	Mobile Home Park over 5 spaces	Surcharge	7.92	23-Feb-09		per space+
Business License	Minor Business Category	Characterized by minimal operations and revenue (e.g. Special Event Artists, Party Plan Activity)	100.00	1-Jul-13		each +
Business License	Retail sales/Wholesale outlets over 220 square meters		0.66	23-Feb-09		per sq mtr +
Business License	Retail sales/Wholesale outlets over 220 square meters	Surcharge	100.00	1-Jul-13		each +
Business License	Retail Cannabis Business	maximum of 12 consecutive months per year, plus surcharge if applicable	2,000.00	1-Jul-18		each
Business License	Seasonal Business License	maximum of 6 consecutive months per year, plus surcharge if applicable	100.00	1-Jul-13		each +
Business License	Transfer Fee	to transfer the place of business to a new owner	26.40	23-Feb-09		each
Business License	Transfer Fee	to change the name of the business	26.40	23-Feb-09		each
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	10%	1-Jan-14		each
Business License	Re-application Fee	\$50 reapplication fee after the 30 day period of non-renewal	50.00	1-Jan-14		each
Bagged Meters	Construction	A maximum of 2 meter heads - after 30 consecutive days at regular rates	15.00	8-Oct-13	15.75	Meter/day
Bagged Meters	Funeral		-	8-Oct-13	0.00	First 5 meters
Bagged Meters	\$25.00 per metered parking space per day		25.00	29-Jan-07	26.25	meter/day
Central Business District	Permit	Loading Zone Day	Day Permit	10.00	1-Mar-15	day
Central Business District	Permit	Loading Zone Week	Week Permit	25.00	1-Mar-15	week
Central Business District	Permit	Loading Zone Year	Year Permit	50.00	1-Mar-15	year
Parking	Kiosk Fee		0.47	4-Jun-17	0.50	per hour
Parking Meter	Parking Meter Fee		0.24	8-Oct-13	0.25	15 Mins
Noise Variance Letters	Administration Fees	To extend hours	50.00	23-Feb-09		each
Parking Permit	Commercial Accessible Parking Permit	Commercial	35.00	1-Jan-14		each
Parking Permit	Temporary Accessible Parking Permit	Temporary	25.00	1-Jan-14		each
Parking Permit	Replacement Accessible Parking Permit	Replacement	All Accessible Parking Permits	25.00	1-Jan-14	each
Parking Permit	Permanent Accessible Parking Permit			25.00	1-Jan-12	each

FEE DESCRIPTION				Bylaw 2020-22	Final Fee if		
				Approved	Date Fee	GST Applicable	
				Fee	Effective	+ 5% GST	UNITS
Parking Permit	Fee for Service Vehicles	issued on or before June 30 in any year		350.00	1-Jan-12		each
Parking Permit	Fee for Service Vehicles	issued after June 30 in any year		175.00	1-Jan-12		each
Parkade Rental	Main Steele Parkade	Monday to Friday		173.33	1-Jan-11	182.00	month
Parkade Rental	Main Steele Parkade	Weekly (weekdays)	Weekly rental	45.00	1-Mar-15	47.25	week
Parkade Rental	Second Steele Parkade	Monday to Friday		173.33	1-Jan-11	182.00	month
Parkade Rental	Second Steele Parkade	Daily (weekdays)	Daily rental	10.00	1-Mar-15	10.50	day
Parkade Rental	Second Black Parkade	Monday to Friday		50.00	24-Aug-10	52.50	month
Parkade Rental	6th & Main Parkade	Monday to Friday	Monthly Rent per parking stall	98.10	1-Jul-20	103.00	month
Residential Parking Permit	First Permit - 1 Per Year	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business D		50.00	1-Jan-14	52.50	each
Residential Parking Permit	Second Permit - 1 Per Year	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business D		350.00	1-Jan-14	367.50	each
Residential Parking Permit	Visitor -2 Maximum per Year	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business D		25.00	1-Jan-14	26.25	each
Residential Parking Permit	Replacement - as needed	Residential Parking Permit Program for persons residing adjacent to 2 hour zones outside of the Central Business D		50.00	1-Jan-14	52.50	each
Road Closure Applications	Full Day	Up to a maximum of 2 blocks		250.00	23-Feb-09	262.50	each
Road Closure Applications	1/2 Day	Up to a maximum of 2 blocks		125.00	23-Feb-09	131.25	each
Road Closure Applications	Full Day	For each additional block		125.00	23-Feb-09	131.25	each
Street Occupancy Permit	Less than 1 week			35.00	1-Jan-14		each
Street Occupancy Permit	Up to 1 Month			50.00	1-Jan-14		each
Street Occupancy Permit	More than 1 Month			100.00	1-Jan-14		each
Road Closure Applications	1/2 Day	For each additional block		75.00	23-Feb-09	78.75	each
Road Closure Applications	Administration Costs	To process the Application		50.00	23-Feb-09		each
Parade/Road Closure	Traffic Control	For each intersection	fee for each intersection Bylaw man	25.00	1-Jan-11	26.25	each
Safe Snowmobile Card	Fee paid by there person receiving the card after passing a snowmobile safety course exam online			34.95	1-Oct-12	36.70	each
Snowmobile Bylaw	Impound Fee	Impounded		150.00	1-Oct-12		each
Snowmobile Bylaw	Special Permit	Special events permit	Request to use Snowmobile in a pro	50.00	1-Oct-12		each
Snowmobile Bylaw	Site Inspection Charge	Special events site inspection	Request to use Snowmobile in a pro	110.00	1-Oct-12		each

FEE DESCRIPTION				Bylaw 2020-22	Final Fee if	
		Approved	Date Fee	GST Applicable		
		Fee	Effective	+ 5% GST	UNITS	
Vehicle for hire	driver permit and vehicle license	new, renewal	description as per Vehicle for Hire B	75.00	1-Jan-12	each
Vehicle for hire	driver permit and vehicle license	replacement	description as per Vehicle for Hire B	25.00	1-Jan-12	each
Vehicle for hire	inspection outside of scheduled dates			100.00	1-Jan-12	each

		FEE DESCRIPTION	Bylaw 2020-22		Final Fee 5% GST Inc	UNITS
			Approved Base Fee	Date Fee Effective		
Rec Facilities	Administration	Withdrawal/Change	All Programs	25.00	1-Jul-13	Each
Rec Facilities	***non-profit groups charging admission pay the regular rate				23-Feb-09	
Rec Facilities	***for profit groups minimum full cost recovery plus				1-Mar-11	
Rec Facilities	Rental, Leisure Ice	Dry-Floor Leisure Ice	1/3 of Dry floor arena rates	0.00	1-Jan-11	0.00
Rec Facilities	Damage Deposit	Dry floor rentals or any rentals where liquor is served or consumed-\$500 per booking		500.00	1-Jan-10	no gst
Rec Facilities	Dry Floor (Arenas)	Regular Rate + cost of staff	plus cost of staff	165.76	1-Sep-20	174.05
Rec Facilities	Dry Floor (Arenas)	Y/S/D Non-Profit Discount	plus cost of staff	76.29	1-Sep-20	80.10
Rec Facilities	Dry Floor (Arenas)	Adult Non-Profit Discount	plus cost of staff	114.33	1-Sep-20	120.05
Rec Facilities	Rental, Fieldhouses	Y/S/D Non-profit Discount	Non-Prime Time 6am-3pm Mon-Fri & all summer	57.19	1-Sep-20	60.05
Rec Facilities	Rental, Fieldhouses	Adult Non-profit Discount	Non-Prime Time 6am-3pm Mon-Fri & all summer	85.76	1-Sep-20	90.05
Rec Facilities	Rental, Takhini Arena	Mezzanine	Summer(minimum 3 hr Rental)	66.67	1-Sep-20	70.00
Rec Facilities	Rental, Outdoor Training Field (Takhini Arena)	April 1 - Sept 30 (based on field condition)		Actual Cost	23-Feb-09	Actual Cost Plus GST
Rec Facilities	Rental, Snowball	Maximum 1.5 hours operation	With Leisure Ice rental	52.62	1-Sep-20	55.25
Rec Facilities	Rental, Parking Lot	Regular Rate	valid April 1-Sept 30, outside regular season	43.05	1-Sep-20	45.20
Rec Facilities	Rental, Winter Ice	Adult Discount	Non-Prime Time 6am-3pm Mon-Fri	126.38	1-Sep-20	132.70
Rec Facilities	Rental, Winter Ice	Y/S/D Discount	Non-Prime Time 6am-3pm Mon-Fri	80.19	1-Sep-20	84.20
Rec Facilities	Rental, Winter Ice	Adult Non-Profit Discount	Sept -April	168.62	1-Sep-20	177.05
Rec Facilities	Rental, Winter Ice	Y/S/D Non-Profit Discount	Sept-April	106.90	1-Sep-20	112.25
Rec Facilities	Rental Ice	Regular rate	January 1-December 31	215.90	1-Sep-20	226.70
Rec Facilities	Rental, Ice Summer	Non-Profit Discount	May - August	163.52	1-Sep-20	171.70
Rec Facilities	Storage/Exclusive Use Space	Storage Locker	Less Than 100 Cu Ft	125.48	1-Sep-20	131.75
Rec Facilities	Storage/Exclusive Use Space	Small areas	100-299 cu ft.	500.86	1-Sep-20	525.90
Rec Facilities	Storage/Exclusive Use Space	Medium areas	300-699 cu ft.	750.95	1-Sep-20	788.50
Rec Facilities	Storage/Exclusive Use Space	Large areas	700-1000 cu ft.	999.95	1-Sep-20	1049.95
Rec Facilities	Storage/Exclusive Use Space	Other areas	Over 1000 Cu Ft. or has specialized services	1251.29	1-Sep-20	1313.85
Rec Facilities	Office Space	office space rental		226.43	1-Sep-20	237.75
Rec Facilities	Rental	Kiosk Space	Non-Profit	29.76	1-Sep-20	31.25
Rec Facilities	Booking Amendment Fee	Request for changes to their rentals after being firmed up		5.00	1-Sep-15	No GST
Rec Facilities	Rental	Static Display Space	with written approval by Manager	11.67	1-Sep-20	12.25

FEE DESCRIPTION	Bylaw 2020-22		Final Fee 5% GST Inc	UNITS
	Approved Base Fee	Date Fee Effective		
Rec Facilities Rental Additional Staff	Extra rec staff required for rental or event support	hourly rate + staff	1-Sep-15	hourly rate + staff
Rec Facilities Rental, Meeting Space Large meeting area	Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	47.62	1-Sep-20	50.00
Rec Facilities Rental, Meeting Space Small meeting area	Meeting rooms, Kitchen and portion of Concourse	23.81	1-Sep-20	25.00
Rec Facilities Rental, Pool Regular Rate	2 Lifeguards for up to 50 people	327.71	1-Sep-20	344.10
Rec Facilities Rental, Pool Pool-Adult Non-Profit Discount	2 Lifeguards for up to 50 people	245.76	1-Sep-20	258.05
Rec Facilities Rental, Pool Pool - Youth/Senior/Disabled Non-Profit Discount	2 Lifeguards for up to 50 people	163.86	1-Sep-20	172.05
Rec Facilities Rental, Pool Lane Pool Lane	1/8 of Pool Rental Rates	0.00	1-Jan-11	0.00
Rec Facilities Daily Single Admission Adult	19 - 59 years	7.76	1-Sep-20	8.15
Rec Facilities Daily Single Admission Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	6.33	1-Sep-20	6.65
Rec Facilities Daily Single Admission Youth or Disabled	2 to 18 years or permanent disability	4.05	1-Sep-20	4.25
Rec Facilities Daily Single Admission Family	2 guardians with up to 5 dependents 18 and under, at the same address	17.95	1-Sep-20	18.85
Rec Facilities Daily Single Admission Small Child	Under 2	No Charge	15-Oct-05	No Charge
Rec Facilities 6 Month Membership Adult	19 - 59 years	289.52	1-Sep-20	304.00
Rec Facilities 6 Month Membership Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	238.10	1-Sep-20	250.00
Rec Facilities 6 Month Membership Youth or Disabled	2 to 18 years or permanent disability	144.76	1-Sep-20	152.00
Rec Facilities 6 Month Membership 1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	371.43	1-Sep-20	390.00
Rec Facilities 6 Month Membership 2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	632.38	1-Sep-20	664.00
Rec Facilities 1 year Membership Adult	19 - 59 years	521.90	1-Sep-20	548.00
Rec Facilities 1 year Membership Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	429.52	1-Sep-20	451.00
Rec Facilities 1 year Membership Youth or Disabled	2 to 18 years or permanent disability	266.67	1-Sep-20	280.00
Rec Facilities 1 year Membership 1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	672.38	1-Sep-20	706.00
Rec Facilities 1 year Membership 2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	1148.57	1-Sep-20	1206.00
Rec Facilities 30 Day Pass Adult	19 - 59 years	53.33	1-Sep-20	56.00
Rec Facilities 30 Day Pass Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	43.81	1-Sep-20	46.00
Rec Facilities 30 Day Pass Youth or Disabled	2 to 18 years or permanent disability	26.67	1-Sep-20	28.00
Rec Facilities 30 Day Pass 1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	68.57	1-Sep-20	72.00
Rec Facilities 30 Day Pass 2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	117.14	1-Sep-20	123.00
Rec Facilities Group Membership On 6 Month & 1 Year Memberships	10 or more people in a group will receive 10% off individual memberships	0.00	1-Sep-20	0.00
Rec Facilities Adult Programming min. 100% recoverable	Including all partnership Programs	See Leisure Guide	1-Jan-10	See Active Living Guide

	FEE DESCRIPTION			Bylaw 2020-22		Final Fee 5% GST Inc	UNITS
		Approved Base Fee	Date Fee Effective				
Rec Facilities	Children/Youth/Senior/Disabled Programming	min. 50% recoverable	not including day camp	See Leisure Guide	1-Jan-10	See Active Living Guide	each
Rec Facilities	Day-camp Programming	min. 60% recoverable		See Leisure Guide	1-Mar-11	See Active Living Guide	each
Rec Facilities	10-Day Flex Pass (max 2 year)	Adult	19 - 59 years and it expires in 2 years from the date of purchase	68.57	1-Sep-20	72.00	each
Rec Facilities	10-Day Flex Pass (max 2 year)	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment and expires in 2 years from the date of purchase	55.24	1-Sep-20	58.00	each
Rec Facilities	10-Day Flex Pass (max 2 year)	Child/Youth or Disabled	2 to 18 years or permanent disability and it expires in 2 years from the date of purchase	35.24	1-Sep-20	37.00	each
Rec Facilities	10-Day Flex Pass (max 2 year)	Family	2 guardians with up to 5 dependents 18 and under, at the same address and it expires in 2 years from the date of purchase	161.90	1-Sep-20	170.00	each
Rec Facilities	Rental, set up	1/2 of regular rental rate		1/2 of regular rental rate	1-Jan-10	1/2 of regular rental rate	per booking
Rec Facilities	Rental, Fieldhouses	Y/S/D Non-Profit Discount	Flexihall or Fieldhouse	76.29	1-Sep-20	80.10	hour
Rec Facilities	Rental, Fieldhouses	Adult Non-Profit Discount	Flexihall or Fieldhouse	114.33	1-Sep-20	120.05	hour
Rec Facilities	Rental, Fieldhouses	Regular Rate	Flexihall or Fieldhouse	152.52	1-Sep-20	160.15	hour
Rec Facilities	Rental Sports Equipment	skate rentals/badminton racquets		3.71	1-Sep-20	3.90	per unit
Rec Facilities	Rental	Portable Bleachers	Staff costs	Actual Cost	1-Sep-20	Actual Cost	each
Rec Facilities	Rental	Mobile Electric Cart	240 Volts	100.19	1-Sep-20	105.20	each
Rec Facilities	Rental	AV Equipment	TV/VCR/Overhead Projector				each
Rec Facilities	Rental	LCD Projector and screen					each
Rec Facilities	Rental	Fitness/Party Equipment	DDR/Treadmills etc				each
Rec Facilities	Rental	Activity Bag	Includes variety of equipment, activities, games and facilitation booklet				each
Rec Facilities	Rental	Podium					each
Rec Facilities	Rental	Basic Equipment	Table, Podium	11.90	1-Sep-20	12.50	each
Rec Facilities	Rental	Minor Equipment	AV Equipment, Projector, Activity Bag	23.81	1-Sep-20	25.00	each
Rec Facilities	Rental	Major Equipment	Fitness, High Value or Set of Equipment	71.43	1-Sep-20	75.00	each
Rec Facilities	Rental	Table					each
Rec Facilities	Rental	Chairs		2.38	1-Sep-20	2.50	each
Rec Facilities	Rental	Outside Hours Operation	Charges at Regular Rental Rate, Non-profit discounts do not apply	Per Rental Type	1-Sep-20	Per Rental Type	each
Rec Facilities	Floor covering installation	Staff Costs	Full Flexi is 8 hours	Actual Cost	1-Sep-20	Actual Cost Plus GST	actual cost
Rec Facilities	Stage (4' X 8' Risers)	Staff Costs	One Section is one Hour	Actual Cost	1-Sep-20	Actual Cost Plus GST	each
Party Package	Party set up + 10 people			9.54	1-Sep-17	10.00	per unit

	FEE DESCRIPTION	Bylaw 2020-22		Final Fee 5% GST Inc	UNITS		
		Approved Base Fee	Date Fee Effective				
Rec Facilities	Advertising	Board Advertising - CGC	Board advertising for arenas and fieldhouses	864.76	1-Jan-20	908.00	annual
Rec Facilities	Advertising	Poster Ads	Poster Ads up to 11x17	26.67	1-Jan-20	28.00	Monthly
Rec Facilities	Advertising	4x8 Sign - CGC	4x8 Sign Advertising	570.48	1-Jan-20	599.00	annual
Rec Facilities	Advertising	Takhini Arena	65% of CGC Advertising rates	65% of CGC rates	1-Jan-20	65% of CGC rates	annual
Rec Facilities	Advertising	Resurfacer - CGC	1 Side	1100.00	1-Jan-20	1155.00	annual
Rec Facilities	Advertising	Resurfacer - CGC	2 Sides	1650.48	1-Jan-20	1733.00	annual
Rec Facilities	Advertising	Resurfacer - CGC	Top	824.76	1-Jan-20	866.00	annual
Rec Facilities	Advertising	Resurfacer - CGC	Front	550.48	1-Jan-20	578.00	annual
Rec Facilities	Advertising	Resurfacer - CGC	Rear	275.24	1-Jan-20	289.00	annual
Rec Facilities	Advertising	Resurfacer - CGC	Entire Machine	2200.00	1-Jan-20	2310.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	1/2 Centre Ice	1650.48	1-Jan-20	1733.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Full Centre Ice	2200.00	1-Jan-20	2310.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Neutral Zone, End Zone, Blue Line	1100.00	1-Jan-20	1155.00	annual
Rec Facilities	Advertising	Ice Logo - CGC	Face Off Dots	275.24	1-Jan-20	289.00	annual
Rec Facilities	Advertising	Hallway Beams	Takhini Arena Only	82.86	1-Jan-20	87.00	annual
Rec Facilities	Advertising	Active Living Guide-Non-Profit Organizations	HALF PAGE	87.62	1-Sep-20	92.00	each
Rec Facilities	Advertising	Active Living Guide-Non-Profit Organizations	FULL PAGE	145.71	1-Sep-20	153.00	each
Rec Facilities	Advertising	Active Living Guide - Profit Organizations	HALF PAGE	145.71	1-Sep-20	153.00	each
Rec Facilities	Advertising	Active Living Guide - Profit Organizations	FULL PAGE	259.05	1-Sep-20	272.00	each
Rec Facilities	Advertising	Active Living Guide - Cover Pages	10% off 2 editions, 15% off 3 editions	1566.24	1-Jan-14	1644.55	each
Rec Facilities	Keys Deposit	all facilities	all facilities	50.00	1-Jan-10	no gst	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual Member	23.82	1-Sep-20	25.00	each
Rec Facilities	Wellness Service	Basic Body Comp or Program Design	Individual Non-member	47.62	1-Sep-20	50.00	each
Rec Facilities	Bag of Pins	Whitehorse Pins	Bag of 25	9.52	1-Jan-15	10.00	bag of 25