

**CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2020-16**

**DATE:** July 13, 2020  
**TIME:** 5:30 p.m.

**Mayor** Dan Curtis  
**Deputy Mayor** Jocelyn Curteanu  
**Reserve Deputy Mayor** Dan Boyd

## **AGENDA**

**CALL TO ORDER** 5:30 p.m.

**AGENDA** Adoption

### **PROCLAMATIONS**

**MINUTES** Regular Council Meeting #2020-15 dated June 29, 2020

### **DELEGATIONS**

### **PUBLIC HEARING**

### **STANDING COMMITTEE REPORTS**

**City Planning Committee** – *Councillors Stick and Hartland*

Public Hearing Report Follow Up – OCP Amendment – Tank Farm Phase 1  
Bring Forward Zoning Amendment – Allow Living Suite in 14<sup>th</sup> Avenue RR Zone

**City Operations Committee** – *Councillors Hartland and Cabott*

Contract Award – SCADA Stations Radio Communications Upgrade

**Community Services Committee** – *Councillors Curteanu and Boyd*

**Public Health and Safety Committee** – *Councillors Roddick and Stick*

**Development Services Committee** – *Councillors Boyd and Curteanu*

**Corporate Services Committee** – *Councillors Cabott and Roddick*

Budget Amendment and Contract Award – 6<sup>th</sup> Avenue Remediation Planning  
Budget Amendment – Whistle Bend Future Areas Planning

### **NEW AND UNFINISHED BUSINESS**

COVID-19 Response: On-Street Patios for Eating and Drinking Establishments –  
For Information Only

### **BYLAWS**

2020-22	Fees & Charges Amendment (2 <sup>nd</sup> Quarter Changes)	3 <sup>rd</sup> Reading
2020-10	OCP Amendment – Tank Farm Phase 1	Amendment
2020-25	Zoning Amendment – RR Zone on 14 <sup>th</sup> Avenue	1 <sup>st</sup> Reading

### **ADJOURNMENT**

MINUTES of **REGULAR** Meeting #2020-15 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, June 29, 2020, in Council Chambers, City Hall.

PRESENT: Mayor Dan Curtis  
Councillors Dan Boyd  
Laura Cabott  
Jocelyn Curteanu  
Samson Hartland – Electronic Participation  
Stephen Roddick  
Jan Stick

ALSO PRESENT: City Manager Linda Rapp  
Acting Director of Community and Recreation Services Doug Spencer  
Acting Director of Human Resources Lindsay Schneider  
Acting Director of Development Services Taylor Eshpeter  
Director of Infrastructure and Operations Peter O’Blenes  
Acting Manager of Legislative Services Norma Felker  
Economic Development Coordinator Greg Stone

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

**CALL TO ORDER**

**2020-15-01**

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

**AGENDA**

Carried Unanimously

**2020-15-02**

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated June 15, 2020  
be adopted as presented.

**MINUTES**

June 15, 2020

Carried Unanimously

**COMMITTEE REPORTS**

**City Planning Committee**

**2020-15-03**

It was duly moved and seconded  
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.

BRING FORWARD  
ZONING AMENDMENT  
BYLAW 2020-18  
(5<sup>th</sup> & Rogers Parcel)

Carried Unanimously

**2020-15-04**

It was duly moved and seconded  
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.

BRING FORWARD  
ZONING AMENDMENT  
BYLAW 2020-21  
(604 Black Street)

Carried Unanimously

**2020-15-05**

It was duly moved and seconded  
THAT Bylaw 2020-26, a bylaw to change the zoning of Lot 287 (REM), Group 804 and a portion of the access road to the property in the Whitehorse Copper area, from Heavy Industrial and Greenbelt to Service Industrial to allow for the development of an office building, shop and wash bay, be brought forward for consideration under the bylaw process.

BRING FORWARD  
ZONING AMENDMENT  
BYLAW 2020-26  
(Whitehorse Copper IH Lot)

Carried Unanimously

A member of council suggested that office buildings belong in the downtown core. This allows the people working in the building ready access to services and amenities, and their presence contributes to the vibrancy of the downtown area.

Discussion

**City Operations Committee**

**2020-15-06**

It was duly moved and seconded  
THAT administration be authorized to award the contract for the supply and delivery of one wheeled front end loader to Finning Canada for a net cost to the City of \$ 301,500.13, plus GST.

CONTRACT AWARD  
FRONT END LOADER

Carried Unanimously

**2020-15-07**

It was duly moved and seconded  
THAT administration be authorized to award the contract for the supply and delivery of one handy bus to Dynamic Specialty Vehicles for a net cost to the City of \$229,809.00, plus GST.

CONTRACT AWARD  
HANDY BUS

Carried Unanimously

**Community Services Committee**

A written submission was received requesting storage space and the waiver of landfill fees on behalf of the Cod Father Family Support Society. The writer explained that he provides support to vulnerable people in the City, assisting them with projects that help them get back on their feet and feel good about themselves.

SUPPORT REQUESTED  
FOR COMMUNITY  
SERVICE PROVIDER

The writer asked that landfill fees be waived for the people he assists as they cannot afford the fees. He also asked if the City could provide storage space for the supplies he needs to provide the assistance required by the vulnerable people in the community.

For Information Only

**Public Health and Safety Committee**

The City worked collaboratively with Government of Yukon partners to design a city evacuation plan that could be utilized in the event of a significant threat such as wildfire.

The public safety actions available to emergency managers encompass more options than just evacuation, and therefore the plan was developed to best support all options for protective actions, including shelter-in-place.

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. The plan also includes the logistics of executing each action.

PUBLIC SAFETY  
PROTECTION PLAN

For Information Only

This plan is intended to be a living document that will be reviewed and refreshed on an annual basis.

In response to questions raised, administration advised that in addition to distribution via social media, other distribution and communication methods are still in development to ensure residents receive the information they need in the event of an emergency.

A committee member requested that measures be put in place to ensure that the plan is brought forward annually for review.

A Committee member commented on racism issues within law enforcement and commended the Bylaw Services department for working with the Kwanlin Dün First Nation Community Safety Officer program. An update on the City's collaboration with the First Nation and a quarterly meeting with the RCMP were requested.

RACISM ISSUES

For Information Only

**Development Services Committee**

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.

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 will be required to pursue these measures.

When this report was prepared the City had not received specific recommendations or requests from the Whitehorse Chamber of Commerce.

Administration advised that community impacts must be considered before actions are taken to address specific requests. There are pressure points across all sectors, and information from the broad business community needs to be considered before recommendations are made.

In response to questions raised, administration confirmed that other measures were considered in addition to those listed in the report. A Committee member requested that a complete list of the options considered be provided to council.

Mayor Curtis advised that a new Government of Yukon committee is now in place to consider measures to mitigate the impacts of the coronavirus pandemic. He suggested that it might be wise for administration to work with this committee to avoid unnecessary duplication of efforts.

A Committee member suggested that an action plan be developed to tackle what the City can do now and look ahead to dealing with long-term impacts.

Several members of council requested that the City's response to the impacts of the pandemic be a recurring item on the Development Services Committee agenda for the foreseeable future.

The City Manager advised that, due to the Canada Day holiday and the short time frame, it is unlikely that a report could be available for the next standing committee meeting. However, an action plan could be prepared for the second meeting cycle in July.

SUPPORT FOR LOCAL  
BUSINESSES IMPACTED  
BY COVID-19

For Information Only

Discussion

In response to concerns raised about delays in getting a development permit approved, administration advised that despite the pandemic, the Land and Building department is on pace to issue as many development permits as they did in 2019, and that was a record-breaking year.

Applications for large projects are tracking on time, but single-family applications are being delayed by about two weeks due to staffing levels and responsiveness to applicants. It was confirmed that a faulty application does not automatically bump the applicant to the back of the line as staff work with each applicant to assist them in meeting the requirements.

Administration advised that most sites available for single-family dwellings are in comprehensive zones that require more oversight and review, and issues arise particularly with respect to the drainage plan requirements. There is educational material available on the City's website to assist people in preparing their applications.

DEVELOPMENT PERMIT  
PROCESS  
For Information Only

**Corporate Services Committee**

At the regular council meeting on June 15, 2020 Councillor Cabott moved a motion respecting evaluation criteria for local content on all requests for proposals with respect to procuring consulting services.

Council's decision at that time was to refer the matter to Standing Committee with a request to administration for more information.

Subsequent discussions between administration and representatives of the Whitehorse Chamber of Commerce illuminated the challenges in defining a local business and how local preference might operate.

The Chamber agreed to consider these issues and provide input.

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 requests for proposals. Although the weighting varied per project, the evaluation criteria for each required local familiarity. All eight proposals were awarded to local companies. Given that, it does not appear that the proposed changes to the policy would be of significant benefit to the local business community.

EVALUATION CRITERIA  
FOR LOCAL CONTENT  
ON REQUESTS FOR  
PROPOSALS FOR  
CONSULTING SERVICES  
For Information Only

**2020-15-08**

It was duly moved and seconded  
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;

EVALUATION CRITERIA  
FOR LOCAL CONTENT  
ON REQUESTS FOR  
PROPOSALS FOR  
CONSULTING SERVICES

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.

Councillor Cabott reiterated the concerns that caused her to bring the motion forward. She noted that the proposed motion is applicable to the current situation, and that consulting firms from outside the territory may be submitting proposals more frequently on Yukon projects due to the impacts of COVID-19. In response to suggestions from other council members, Councillor Cabott proposed an amendment to the motion.

Discussion

**2020-15-09**

It was duly moved and seconded  
THAT the motion be amended by deleting existing sections 1 and 2, substituting a new section 1, and renumbering the remaining section accordingly. The new section 1 shall read as follows:

Amendment

- “1. The weight allocation for the evaluation criteria for local content on requests for proposals under this policy shall be set by council on a case by case basis and shall range from zero to 20 points.”

Carried Unanimously

In response to questions raised about the consequences of passing this motion, administration advised that a process would be prepared and potential procurements would be brought forward to council before a request for proposals is published. This will result in a delay of about three weeks before each proposal call is issued.

Discussion

The main motion, concerning the weight allocation for the evaluation criteria for local content on all requests for proposals for consulting services, was then voted on as amended.

Vote on Main Motion

Carried Unanimously

**2020-15-10**

It was duly moved and seconded  
THAT the audited City of Whitehorse 2019 Financial Statements be approved as presented, and  
THAT the Water and Sewer Fund surplus of \$347,154 be transferred to the Water and Sewer Reserve.

2019 AUDITED  
FINANCIAL STATEMENTS

Carried Unanimously

**2020-15-11**

It was duly moved and seconded  
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.

BRING FORWARD  
FEES AND CHARGES  
AMENDMENT

Carried Unanimously

**NEW AND UNFINISHED BUSINESS**

**2020-15-12**

It was duly moved and seconded  
THAT the 2020 to 2022 operating budget be increased in the amounts of \$107,074 for 2020, \$346,221 for 2021 and \$346,221 for 2022, funded from reserves; and  
THAT Administration be authorized to award the 2020–2025 Landfill Operations Contract to Norcope Construction Group for a net cost to the City of \$4,070,074 plus GST, for the five-year term of this contract.

CONTRACT AWARD  
LANDFILL OPERATIONS

Carried Unanimously

A council member noted that tipping fees will increase as a result of this award. Administration confirmed that increased tipping fees at the Waste Management Facility will be discussed as part of the upcoming budget deliberations.

Discussion



**BYLAWS**

**2020-15-13**

It was duly moved and seconded  
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 given second reading.

Carried Unanimously

**BYLAW 2020-18**

ZONING AMENDMENT  
5<sup>th</sup> and Rogers Parcel  
SECOND READING

**2020-15-14**

It was duly moved and seconded  
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, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2020-18**

ZONING AMENDMENT  
5<sup>th</sup> and Rogers Parcel  
THIRD READING

**2020-15-15**

It was duly moved and seconded  
THAT Bylaw 2020-21, a bylaw to amend the zoning at 604 Black Street to allow for the development of a living suite above an existing garage, be given second reading.

Carried Unanimously

**BYLAW 2020-21**

ZONING AMENDMENT  
604 Black Street  
SECOND READING

**2020-15-16**

It was duly moved and seconded  
THAT Bylaw 2020-21, a bylaw to amend the zoning at 604 Black Street to allow for the development of a living suite above an existing garage, having been read a first and second time, now be given third reading.

Carried Unanimously

**BYLAW 2020-21**

ZONING AMENDMENT  
604 Black Street  
THIRD READING

**2020-15-17**

It was duly moved and seconded  
THAT Bylaw 2020-22, a bylaw to amend the Fees and Charges Bylaw in accordance with the second quarter review, be given first reading.

Carried Unanimously

**BYLAW 2020-22**

FEES AND CHARGES  
2<sup>nd</sup> Quarter Changes  
FIRST READING

**2020-15-18**

It was duly moved and seconded  
THAT Bylaw 2020-22 be given second reading.

Carried Unanimously

**BYLAW 2020-22**

SECOND READING

**2020-15-19**

It was duly moved and seconded  
THAT Bylaw 2020-26, a bylaw to change the zoning of Lot 287 (REM),  
Group 804 and a portion of the access road to the property in the  
Whitehorse Copper area from Heavy Industrial and Greenbelt to  
Service Industrial, be given first reading.

Carried Unanimously

**BYLAW 2020-26**

ZONING AMENDMENT  
Whitehorse Copper IH Lot  
FIRST READING

There being no further business, the meeting adjourned at 7:12 p.m.

**ADJOURNMENT**

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## Minutes of the meeting of the City Planning Committee

<b>Date</b>	July 6, 2020	2020-16
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jan Stick – Chair Councillor Samson Hartland – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Stephen Roddick	
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Kinden Kosick, Planner Hannah McDonald, Planner	

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

### **1. Public Hearing Report Follow Up – OCP Amendment – Tank Farm Phase 1**

Following the public hearing for the Official Community Plan (OCP) amendment for Phase 1 of the Tank Farm Site, council members had several questions that required further information from the proponent. The questions related to the length of time needed for regrading Phase 1 of the site, the type of machinery that would be used, the size of the stockpile that would be created, and issues regarding the hauling of material from the site. Administration worked with the proponent to get further information regarding these questions and is now bringing the issue back for consideration.

The proponent has stated that current estimates for the regrading process would be approximately 140 days. The work will require multiple pieces of heavy equipment and the materials will be moved to a stockpile area using an onsite haul road. The stockpile will be used for site development. The materials removed from the site earlier in the process were part of the stockpiles remaining from the remediation process.

From a planning perspective, the proposed OCP amendment is sound and is the best land use designation for the subject area. However, any future zoning amendment or development agreement created through the subdivision process should include regulations to mitigate concerns raised by the public.

Administration recommends that this OCP amendment bylaw be amended to remove two existing OCP policies that deal with remediation of the Tank Farm site, and that an additional policy be amended to reflect the completion of the remediation work on the site. Administration also recommends that a second public hearing be scheduled to allow citizens to review the changes to the bylaw and provide their input.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2020-10, a bylaw to amend the Official Community Plan land use designation of a portion of the Tank Farm site from Residential–Urban to Mixed-Use–Industrial/Commercial, be amended prior to second reading to:

1. Delete redundant Policies 8.4.4 and 8.4.5 from the Official Community Plan as these policies relate to the remediation of the Tank Farm site and this work has now been completed; and
2. Amend Policy 10.7.9 of the Official Community Plan to reflect the completion of the remediation work on the Tank Farm site; and

THAT a second public hearing be held prior to second reading of Bylaw 2020-10 as amended.

**2. Zoning Amendment – Allow Living Suite in 14<sup>th</sup> Avenue RR Zone**

The owners of the property located at 39 – 14<sup>th</sup> Avenue have applied for a zoning amendment that would allow living suites as a secondary use. The area is zoned RR- Restricted Residential Detached, which provides for single-detached housing on larger lots with a restricted range of housing forms and uses.

These lots were created through an infill process in 2011. The RR zoning was chosen due to concerns from the public about consistency with the existing low-density neighbourhood. An application for an identical amendment from a neighbouring property owner was defeated in 2014 because it was considered to contravene the planning process used when these infill lots were created. In the nine years that have passed since this decision, public opinion may have changed.

In 2018 an application to rezone two adjacent properties in the Copper Ridge neighbourhood to allow for the development of living suites in an RR zone was approved.

The Zoning Bylaw specifically limits the floor area of living suites and requires a designated off-street parking space. These regulations ensure that living suites remain secondary to the principal residence and have a low impact on the surrounding neighbourhood. Allowing a living suite on the subject property would likely have little impact to the surrounding neighbourhood from a traffic, parking, or privacy perspective.

Living suites allow for additional dwelling units in areas where there are existing municipal services, and are an important aspect of housing affordability as they provide rental housing options for tenants and assist owners through rental income.

**The recommendation of the City Planning Committee is**

THAT Bylaw 2020-25, a bylaw to amend the zoning of 39 – 14<sup>th</sup> Avenue to allow living suites as a secondary use, be brought forward for consideration under the bylaw process.

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## Minutes of the meeting of the City Operations Committee

<b>Date</b>	July 6, 2020	2020-16
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Taylor Eshpeter, Manager of Engineering Services Catherine Constable, Manager of Legislative Services	

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

**1. Contract Award – SCADA Stations Radio Communications Upgrade**

Radio communications are required on remote stations to eliminate reliance on phone lines that have delays too long for critical monitoring. This will optimize costs, provide real-time monitoring, improve the continuity and quality of data, better capture peak flows, and allow for the addition of security cameras. Flow data is required to meet conditions of the City's water licence and is essential data to optimize the operations of the water and sewer network.

One compliant bid was received in response to the tender issued. An internal review committee agreed that the bidder is familiar with the scope of work and has the knowledge and experience to complete the work successfully. The prices submitted are reasonable and within budget. The project is funded entirely from Gas Tax.

**The recommendation of the City Operations Committee is**

THAT administration be authorized to award the contract for the SCADA Stations Radio Communications Upgrades project to Total North Communications for a net cost to the City of \$103,722 plus GST.

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## Minutes of the meeting of the Community Services Committee

<b>Date</b>	July 6, 2020	2020-16
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Dan Boyd – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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



## Minutes of the meeting of the Public Health and Safety Committee

<b>Date</b>	July 6, 2020	2020-16
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Stephen Roddick – Chair Councillor Jan Stick – Vice Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland	
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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Your Worship, the Public Health and Safety Committee respectfully submits the following report:

**1. Safety Plan at the Whitehorse Emergency Shelter – For Information Only**

In response to questions raised about the recently released Community Safety Plan for the Whitehorse Emergency Shelter, the City Manager advised that the City participated in initial consultations at a high level but no follow-up meetings occurred until the document was released. The City’s only involvement with implementation was with the Safe At Home Group referenced in the document. It is anticipated that the City will hear from the Yukon government as they move the plan forward, but the City has not been asked to participate.

**2. Trolley Tracks Safety Issues – For Information Only**

A Committee member noted that a number of trolley track crossings on the waterfront trail are in disrepair and are creating hazards for trail users. Administration advised that responsibility for repairs remains with the Government of Yukon and the City has been in contact with the relevant departments urging a response to these safety issues.

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## Minutes of the meeting of the Development Services Committee

<b>Date</b>	July 6, 2020	2020-16
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Dan Boyd – Chair Councillor Jocelyn Curteanu – Vice Chair Mayor Dan Curtis Councillor Laura Cabott Councillor Samson Hartland Councillor Stephen Roddick Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O'Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services	

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

**1. City Response to COVID-19 Impacts – For Information Only**

A Committee member noted that at the last regular meeting Council requested that “City Response to COVID-19 Impacts” be a standing agenda item. An update on how this will proceed was requested. Administration advised that due to the short time frame between meetings and the complication of the Canada Day holiday in the middle of the week, staff was unable to prepare a report in time for this meeting. The issue will be on the agenda starting July 20<sup>th</sup>. The Committee requested that the issue be brought forward as an item of New and Unfinished Business at the next regular council meeting rather than waiting two weeks for the next meeting cycle.

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## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	July 6, 2020	2020-16
<b>Location</b>	Council Chambers, City Hall	
<b>Committee Members Present</b>	Councillor Laura Cabott – Chair Councillor Stephen Roddick – Vice-Chair Mayor Dan Curtis Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Jan Stick	
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Peter O’Blenes, Director of Infrastructure and Operations Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Manager of Legislative Services Kinden Kosick, Planner	

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

### **1. Budget Amendment and Contract Award – 6<sup>th</sup> Avenue Remediation Planning**

The historical use of Downtown Whitehorse included numerous industrial activities related to the military, mining, and transportation, resulting in a number of contaminated sites. The City has already done some work identifying contamination in Downtown South along 6<sup>th</sup> Avenue. A series of environmental site assessments and some contamination delineation have been completed in the 6<sup>th</sup> Avenue area adjacent to the playground. The City is now seeking a professional consultant to complete a detailed report comprising a review of all work to-date, identification of gaps in investigation, delineation of contamination, and a remediation plan.

Six compliant proposals were received in response to a request for proposals issued. The budget for this project is \$75,000, of which \$35,000 is subject to funding from the Federation of Canadian Municipalities Green Municipal Fund and the remainder funded from reserves. Until external funding is secured, administration proposes to fund the entire project from reserves and reimburse the reserve expenditure when a funding

agreement is in place. Administration feels that this project is of high importance and should proceed even in the event that external funding is not secured.

**The recommendation of the Corporate Services Committee is**

THAT the 2020 to 2023 Capital Expenditure Program be amended by funding the 2020 Appendix 'B' Project Remediation Planning for 6<sup>th</sup> Avenue in the amount of \$35,000 from the capital reserve until an approved Transfer Payment Agreement has been received; and

THAT Administration be authorized to award the contract for the Remediation Planning for 6th Avenue project to Hemmera Envirochem Inc for a net cost to the City of \$ 57,120 plus GST.

**2. Budget Amendment – Whistle Bend Future Areas Planning**

A consulting firm was hired in 2018 to undertake the planning and engineering pre-design work for future areas of Whistle Bend. This project has now been reviewed by the Yukon Environmental and Socio-Economic Assessment Board and a decision document has been issued. The consultants' work on this project is now complete and no further costs are expected. However, due to scope changes that were agreed to by all parties, this project is over-budget.

An amendment to the contribution agreement to cover the additional costs has already been finalized with the Government of Yukon, and administration is bringing forward a proposal to increase the budget. The additional costs arise from a change in how the Ta'an Kwäch'än parcel is represented in the planning work. This included significant revision of reports and engineering recalculation by the consultant, as well as staff time to review additional changes. All eligible expenses will be reimbursed by the Yukon government through quarterly invoicing, including staff time for this project.

**The recommendation of the Corporate Services Committee is**

THAT the 2020 to 2023 Capital Expenditure Program be amended by increasing the 2020 Whistle Bend Future Areas Planning project in the amount of \$8,375, funded by a transfer from the Government of Yukon to cover the additional costs.

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## ADMINISTRATIVE REPORT

**TO:** Mayor and Council  
**FROM:** Administration  
**DATE:** July 13, 2020  
**RE:** COVID 19 response: On-Street Patios for Eating and Drinking Establishments–  
For Information Only

### ISSUE

Considerations for implementing on-street patios for eating and drinking establishments as a temporary response to COVID 19 impacts

### REFERENCE

- COVID-19
- Downtown Plan (2018)
- Downtown Parking Management Plan (2019)
- Transportation Demand Management Plan (2014)

### HISTORY

On June 23<sup>rd</sup>, 2020, the Development Services Committee heard a “for information only” report from Administration regarding Support for Local Businesses Impacted by COVID 19. At the ensuing Council meeting on June 29<sup>th</sup>, 2020, Council members asked that the City’s response to the impacts of the pandemic be a recurring item on the Development Services Committee agenda for the foreseeable future. As Administration was unable to prepare a report ahead of the July 6<sup>th</sup>, 2020 Development Services Committee meeting, Committee members asked that a report come forward at the Council meeting on July 13<sup>th</sup>, 2020.

As of July 1<sup>st</sup>, eating and drinking establishments can provide dine-in services at 100% capacity as well as take-out services. Physical distancing guidelines remain in place, which will reduce the available capacity for some establishments.

This report provides details regarding the steps involved in enabling use of on-street parking spaces for measures in support of businesses in response to COVID 19 impacts, including establishment of on-street patios for eating and drinking establishments.

### ANALYSIS

On-street patios are supported in the City Downtown Plan (2018) as a downtown revitalisation measure. Big action # 2 – Core Area Arts and Cultural Programming speaks to the possibility of a parking patio pilot project. However, that initiative would need to be balanced with providing adequate parking, as addressed in the City’s Downtown Parking Management Plan. The scope of this report’s analysis addresses implementation of on-street patios as a temporary response to COVID 19 impacts, and does not consider the broader question of implementation in the context of the aforementioned plans, nor of the Transportation Demand Management Plan.

The impact on parking availability is a consideration in temporary implementation of on-street patios or other uses of parking spaces as a COVID 19 response. Dedicating on-street parking spaces for use by individual businesses removes them from availability for other businesses and the public. To enable on-street patios, the City would need to amend the Special Events Road Closure Bylaw. Bylaw amendments are a public process and impacted businesses and the public would have the ability to comment.

Once bylaw amendments are completed, applicants would be required to apply for a permit from the City. Businesses wishing to use parking spaces will be required to provide plans demonstrating that their proposal meets City requirements, which are outlined broadly in the table below but would vary for the specific circumstances of each application. Administration is advised by the Yukon Liquor Board that it would require the business in question to submit a plan before permitting the sale of liquor at an on-street patio. To Administration's knowledge, there is no precedent for on-street patios in Yukon, so the safety requirements would have to be developed and understood before the individual plans could be evaluated. The business would also have to submit an amended operating plan to the Chief Medical Officer of Health. Typically, the City does not issue its permits until a proponent provides evidence that other regulatory requirements have been satisfied.

Importantly, it is not immediately clear where the onus would land to implement the street closure set-up and how various liabilities would be assumed, such as those for ensuring adequate sightlines and access for emergency vehicles, without those details having been sorted out in permitting requirements specific to each location. While theoretically risk liabilities can be managed via insurance, until the specific arrangements for a site are established, it is not clear whether an insurer would be willing to provide coverage at a manageable cost.

The introduction of this initiative would require a temporary amendment to the Special Events Road Closure Bylaw, introducing a new section specifically for on-street patios. Administration anticipates that the amendment would include a sunset date for the end of the 2020 patio season.

The table that follows describes Bylaw amendments required to allow on-street patios in the city. The amendment process would require two Council meetings given the need for public input. Administration could bring forward amendments by July 20<sup>th</sup> to enable completion by August 10<sup>th</sup> when Council's summer recess begins if directed to set aside other priorities. Businesses would be unlikely to begin addressing the additional planning and permitting requirements until the Bylaw amendments are confirmed, so that additional time would factor into realistic planning for implementation.

### **Next Steps**

If Council wishes to proceed with bylaw amendments, the process would be for Council to provide that direction by passing a resolution to that effect at this Council meeting.

For the next Standing Committee, Administration will endeavour to bring forward a report regarding options for business support with respect to business licence fees collected by the City.

Issue	Bylaw Amendments Required	Analysis and Considerations
Location of Patio	Amendment to the Special Events Road Closure Bylaw required to re-designate road space into sidewalk space.	<p>Under the <i>Motor Vehicles Act</i>, section 206, sales are prohibited on highways, which includes roads and streets. Parking spaces are considered to be part of highways. Sales are, however, allowed on sidewalks.</p> <p>As this initiative would transfer liability from the <i>Motor Vehicles Act</i> to the City, the City would need to require the proponent's insurance to additionally cover the City.</p>
Duration of Road Closure	Amendment to the Special Events Road Closure Bylaw to allow closures of roads or portions of roads for longer than seven days.	Currently, the City can permit road closures to a maximum of seven days. A seasonal closure would be required to accommodate temporary patios.
Criteria for Patio Application	<p>Amendment to the Special Events Road Closure Bylaw to include criteria for a patio application including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Maintaining pedestrian movement;</li> <li>• Access to City utilities (i.e. fire hydrants, utility boxes, etc.);</li> <li>• Requirements for barriers separating street from patio;</li> <li>• Sightlines to lane driveway entrances;</li> <li>• Maintaining minimum vehicle drive aisle corridors;</li> <li>• Authority for approving requests;</li> <li>• Emergency response vehicle access.</li> </ul>	There are many safety and liability related elements requiring consideration for the allowance of on-street patios.
Bagged meters fee	<p>Currently, the Fees and Charges Bylaw includes a \$25 + GST/day fee for bagged meters.</p> <ul style="list-style-type: none"> <li>• An amendment to the Fees and Charges Bylaw would be required to include a suspension of bagged meter fees for 2020.</li> </ul>	Revenue loss to City is a factor and would depend on uptake by businesses.
Application fee	<p>Currently, the Fees and Charges Bylaw includes a \$275 application fee for patios.</p> <ul style="list-style-type: none"> <li>• An amendment to the Fees and Charges Bylaw would be required to include a suspension of patio application fees for 2020.</li> </ul>	<p>City has received a request to waive \$275 application fee.</p> <ul style="list-style-type: none"> <li>• Application fee is low and covers administration time to ensure requirements are met at the outset and maintained..</li> </ul>

**CITY OF WHITEHORSE**

**BYLAW 2020-22**

A bylaw to amend Fees and Charges Bylaw 2014-36

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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:** June 29, 2020

**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 as a result of the second quarter 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	Date Fee	GST Applicable		
						Fee	Effective	+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 are	50.00	1-Oct-12		each	
ATV Bylaw	Site inspection charge	Site inspection for special events permit			request to use ATV in prohibited are	110.00	1-Oct-12		each	
animal, other	pound fee	impounded			actual cost of seizure & impoundme	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. holid	5.50	23-Feb-09	5.80	each	
cat or dog	license (Lifetime) 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. holid	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	dog team within City limits			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		each +	
Business License	Door to Door Salesperson, Resident Business	Surcharge				186.00	1-Jul-13		each +	

FEE DESCRIPTION		Bylaw 2020-22		Final Fee if		UNITS
		Approved Fee	Date Fee Effective	GST Applicable	+5% GST	
Business License	Licensed premises (liquor) above 70 square meters	2.11	23-Feb-09			per sq mtr+
Business License	Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms	7.92	1-Jul-13			per room +
Business License	Mobile Home Park over 5 spaces	7.92	23-Feb-09			per space+
Business License	Minor Business Category	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	100.00	1-Jul-13			each +
Business License	Retail Cannabis Business	2,000.00	1-Jul-18			each
Business License	Seasonal Business License	100.00	1-Jul-13			each +
Business License	Transfer Fee	26.40	23-Feb-09			each
Business License	Transfer Fee	26.40	23-Feb-09			each
Business License	Re-application Fee	10%	1-Jan-14			each
Business License	Re-application Fee	50.00	1-Jan-14			each
Bagged Meters	Construction	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	10.00	1-Mar-15			day
Central Business District	Permit	25.00	1-Mar-15			week
Central Business District	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	50.00	23-Feb-09			each
Parking Permit	Commercial Accessible Parking Permit	35.00	1-Jan-14			each
Parking Permit	Temporary Accessible Parking Permit	25.00	1-Jan-14			each
Parking Permit	Replacement Accessible Parking Permit	25.00	1-Jan-14			each
Parking Permit	Permanent Accessible Parking Permit	25.00	1-Jan-12			each <sup>per day</sup>

		FEE DESCRIPTION				Bylaw 2020-22	Final Fee if	UNITS
					Approved Fee	Date Fee Effective	GST Applicable +5% GST	
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
<del>Parkade Rental</del>	<del>Second Steele Parkade</del>	<del>Monday to Friday</del>			<del>50.00</del>	<del>24-Aug-10</del>	<del>52.50</del>	<del>month</del>
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 mar	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

		Bylaw 2020-22		Final Fee if GST Applicable + 5% GST	UNITS	
		Approved Fee	Date Fee Effective			
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	1/2 day	
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	per booking	
Rec Facilities	Dry Floor (Arenas)	Regular Rate + cost of staff	plus cost of staff	165.76	1-Sep-20	174.05	hour	
Rec Facilities	Dry Floor (Arenas)	Y/S/D Non-Profit Discount	plus cost of staff	76.29	1-Sep-20	80.10	hour	
Rec Facilities	Dry Floor (Arenas)	Adult Non-Profit Discount	plus cost of staff	114.33	1-Sep-20	120.05	hour	
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	hour	
Rec Facilities	Rental, Fieldhouses	Adult Non-profit Discount	Non-Prime Time 6am-3pm Mon-Fri & all summer	85.76	1-Sep-20	90.05	hour	
Rec Facilities	Rental, Takhini Arena	Mezzanine	Summer(minimum 3 hr Rental)	66.67	1-Sep-20	70.00	hour	
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	each	
Rec Facilities	Rental, Snowball	Maximum 1.5 hours operation	With Leisure Ice rental	52.62	1-Sep-20	55.25	each 15 min	
Rec Facilities	Rental, Parking Lot	Regular Rate	valid April 1-Sept 30, outside regular season	43.05	1-Sep-20	45.20	hour	
Rec Facilities	Rental, Winter Ice	Adult Discount	Non-Prime Time 6am-3pm Mon-Fri	126.38	1-Sep-20	132.70	hour	
Rec Facilities	Rental, Winter Ice	Y/S/D Discount	Non-Prime Time 6am-3pm Mon-Fri	80.19	1-Sep-20	84.20	hour	
Rec Facilities	Rental, Winter Ice	Adult Non-Profit Discount	Sept - April	168.62	1-Sep-20	177.05	hour	
Rec Facilities	Rental, Winter Ice	Y/S/D Non-Profit Discount	Sept-April	106.90	1-Sep-20	112.25	hour	
Rec Facilities	Rental Ice	Regular rate	January 1-December 31	215.90	1-Sep-20	226.70	hour	
Rec Facilities	Rental, Ice Summer	Non-Profit Discount	May - August	163.52	1-Sep-20	171.70	hour	
Rec Facilities	Storage/Exclusive Use Space	Storage Locker	Less Than 100 Cu Ft	125.48	1-Sep-20	131.75	year	
Rec Facilities	Storage/Exclusive Use Space	Small areas	100-299 cu ft.	500.86	1-Sep-20	525.90	year	
Rec Facilities	Storage/Exclusive Use Space	Medium areas	300-699 cu ft.	750.95	1-Sep-20	788.50	year	
Rec Facilities	Storage/Exclusive Use Space	Large areas	700-1000 cu ft.	999.95	1-Sep-20	1049.95	year	
Rec Facilities	Storage/Exclusive Use Space	Other areas	Over 1000 Cu Ft. or has specialized services	1251.29	1-Sep-20	1313.85	year	
Rec Facilities	Office Space	office space rental		226.43	1-Sep-20	237.75	Monthly	
Rec Facilities	Rental	Kiosk Space	Non-Profit	29.76	1-Sep-20	31.25	Day	
Rec Facilities	Booking Amendment Fee	Request for changes to their rentals after being firmed up		5.00	1-Sep-15	No GST	Day	
Rec Facilities	Rental	Static Display Space	with written approval by Manager	11.67	1-Sep-20	12.25	Day	

		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-19	hourly rate + staff	hour
Rec Facilities	Rental, Meeting Space	Large meeting area		Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	47.62	1-Sep-20	50.00	hour
Rec Facilities	Rental, Meeting Space	Small meeting area		Meeting rooms, Kitchen and portion of Concourse	23.81	1-Sep-20	25.00	hour
Rec Facilities	Rental, Pool	Regular Rate		2 Lifeguards for up to 50 people	327.71	1-Sep-20	344.10	hour
Rec Facilities	Rental, Pool	Pool-Adult Non-Profit Discount		2 Lifeguards for up to 50 people	245.76	1-Sep-20	258.05	hour
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	hour
Rec Facilities	Rental, Pool Lane	Pool Lane		1/8 of Pool Rental Rates	0.00	1-Jan-11	0.00	hour
Rec Facilities	Daily Single Admission	Adult		19 - 59 years	7.76	1-Sep-20	8.15	each
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	each
Rec Facilities	Daily Single Admission	Youth or Disabled		2 to 18 years or permanent disability	4.05	1-Sep-20	4.25	each
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	each
Rec Facilities	Daily Single Admission	Small Child		Under 2	No Charge	15-Oct-05	No Charge	each
Rec Facilities	6 Month Membership	Adult		19 - 59 years	289.52	1-Sep-20	304.00	per 6 Months
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	per 6 Months
Rec Facilities	6 Month Membership	Youth or Disabled		2 to 18 years or permanent disability	144.76	1-Sep-20	152.00	per 6 Months
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	per 6 Months
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	per 6 Months
Rec Facilities	1 year Membership	Adult		19 - 59 years	521.90	1-Sep-20	548.00	annual
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	annual
Rec Facilities	1 year Membership	Youth or Disabled		2 to 18 years or permanent disability	266.67	1-Sep-20	280.00	annual
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	annual
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	annual
Rec Facilities	30 Day Pass	Adult		19 - 59 years	53.33	1-Sep-20	56.00	each
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	each
Rec Facilities	30 Day Pass	Youth or Disabled		2 to 18 years or permanent disability	26.67	1-Sep-20	28.00	each
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	each
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	each
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	each
Rec Facilities	Adult Programming	min. 100% recoverable		Including all partnership Programs	See Leisure Guide	1-Jan-10	See Active Living Guide	each

		FEE DESCRIPTION				Bylaw 2020-22			
					Approved Base Fee	Date Fee Effective	Final Fee 5% GST Inc	UNITS	
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	Charges at Regular Rental Rate, Non-profit discounts do not apply		2.38	1-Sep-20	2.50	each	
Rec Facilities	Rental	Outside Hours Operation			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	
Rec Facilities	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	Talkhini 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

**CITY OF WHITEHORSE**  
**BYLAW 2020-10**

A bylaw to amend the Official Community Plan

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WHEREAS section 289 of the *Municipal Act* provides that a municipality shall by bylaw adopt an official community plan in accordance with Part 7, Division 1 of the Act; and

WHEREAS section 285 of the *Municipal Act* provides for amendment of an official community plan; and

WHEREAS it is deemed desirable and expedient that the 2010 Official Community Plan be amended to allow for phase 1 of the redevelopment of the area known as the Tank Farm;

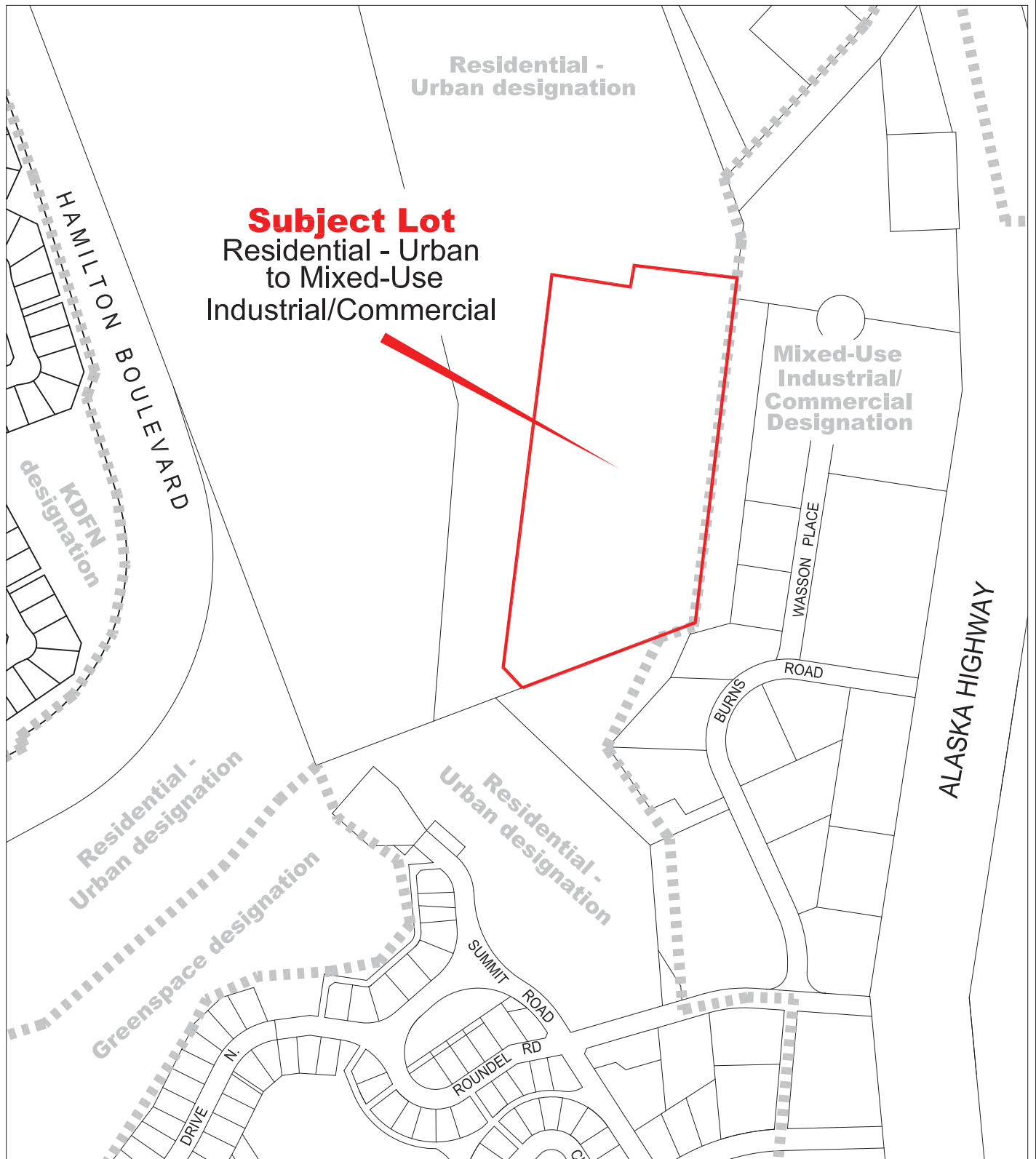
NOW THEREFORE the council of the municipality of the City of Whitehorse, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Map 2 of Official Community Plan Bylaw 2010-01 is hereby amended by changing the designation of a portion of Lot 429, Group 804, Plan 26170 LTO, known as the Tank Farm Phase 1, from Residential–Urban to Mixed-Use–Industrial/Commercial, 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:** March 30, 2020  
**PUBLIC NOTICE:** April 3 and April 10, 2020  
**PUBLIC HEARING:** April 27, 2020  
**SECOND READING:**  
**EXECUTIVE COUNCIL MEMBER APPROVAL:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor


\_\_\_\_\_  
Assistant City Clerk



**BYLAW 2020-10**

A bylaw to change the OCP designation of a portion of Lot Lot 429, Group 804, Plan 26170 LTO (Tank Farm) from Residential - Urban to Mixed-Use - Industrial/Commercial.

**LEGEND**

 SUBJECT AREA

Council Meeting Date: **July 13, 2020**

Topic: **Amending OCP Amendment Bylaw 2020-10**

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## **SUGGESTED WORDING FOR RESOLUTION**

I MOVE THAT Bylaw 2020-10, a bylaw to amend the Official Community Plan by changing the land use designation of a portion of the Tank Farm site from Residential–Urban to Mixed-use Industrial/Commercial, be amended by adding new sections 1 and 2 and renumbering the remaining sections accordingly. The new sections shall read as follows:

“1. Official Community Plan Bylaw 2010-10 is hereby amended by deleting existing policies 8.4.4 and 8.4.5.

2. Official Community Plan Bylaw 2010-10 is hereby amended by deleting existing policy 10.7.9 and substituting therefore a new policy 10.7.9 as follows:

“10.7.9 The White Pass Tank Farm near Valleyview is established as a Direct Control District, pursuant to section 291 of the *Municipal Act*. This will allow Council to directly control the use and development of the land and buildings within the area. As part of the development of this site the following development restrictions are applied to Lot 429, Group 804, Plan 26170 LTO, or any future lots subdivided from Lot 429:

- a) Granular material may be relocated from one area of the site to another, but no material may be removed from the site, unless authorized through a future amendment to the Zoning Bylaw and/or a Development Agreement;
- b) No processing of material, such as washing or crushing, shall be undertaken on-site, unless authorized through a future amendment to the Zoning Bylaw and a Development Agreement; and
- c) Detailed plans for material management and/or relocation of material within the Tank Farm property shall be authorized through a future amendment to the Zoning Bylaw and a Development Agreement.”

### **TO MAYOR AND COUNCIL**

*This suggested wording has been prepared as a guide to assist you. It may not reflect Council members' opinion on this matter.*

**CITY OF WHITEHORSE**  
**BYLAW 2020-25**

A bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to allow for the development of a living suite in a Restricted Residential zone on 14<sup>th</sup> Avenue in the Porter Creek neighbourhood;

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

1. Section 9.14.6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection b) as follows:

“9.14.6 b) Lot 1692, Plan 2011-0141 LTO, located at 39 – 14<sup>th</sup> Avenue in the Porter Creek neighbourhood, is designated RRx(b) with the special modification being that a living suite is allowed as a secondary use.”

2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 1692, Plan 2011-0141 LTO, located at 39–14<sup>th</sup> Avenue in the Porter Creek neighbourhood, from RR–Restricted Residential Detached to RRx(b)–Restricted Residential Detached modified, as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.

3. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

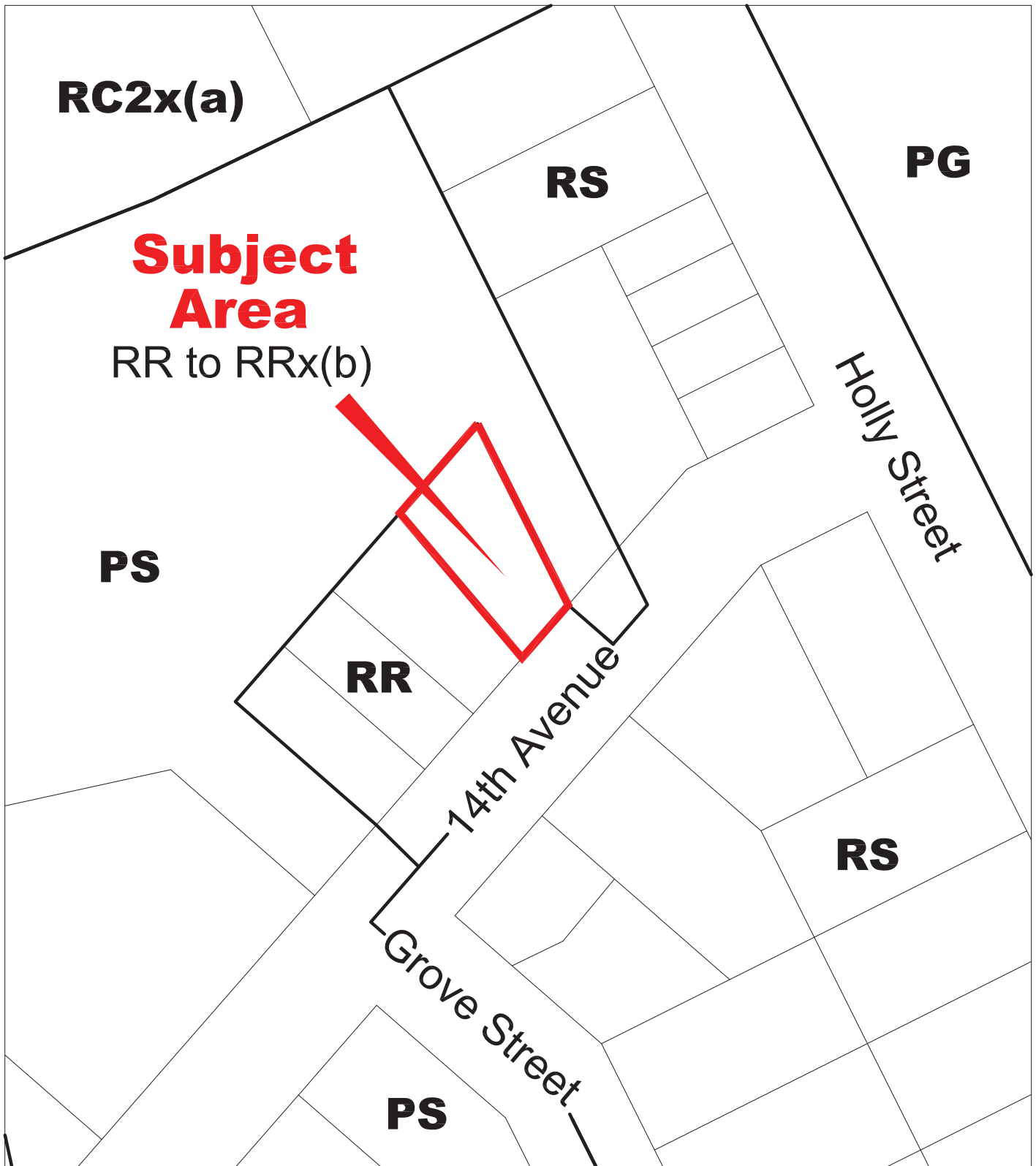
**THIRD READING and ADOPTION:**

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Mayor

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Assistant City Clerk



**Bylaw 2020-25**

A bylaw to amend the zoning of 39-14th Avenue from RR-Restricted Residential to RRx(b)-Restricted Residential (modified) to allow for living suites as a secondary use.

**LEGEND**

 SUBJECT AREA