

CITY OF WHITEHORSE
REGULAR Council Meeting #2021-06

DATE: Monday, March 22, 2021
TIME: 5:30 p.m.

Mayor Dan Curtis
Deputy Mayor Jan Stick
Reserve Deputy Mayor Jocelyn Curteanu

AGENDA

<u>CALL TO ORDER</u>	5:30 p.m.
<u>AGENDA</u>	Adoption
<u>PROCLAMATIONS</u>	Green Shirt Day for Organ Donor Awareness & Registration – April 7
<u>MINUTES</u>	Regular Council meeting dated March 8, 2021
<u>DELEGATIONS</u>	
<u>PUBLIC HEARING</u>	Bylaw 2021-13 – Zoning Amendment – 107 Range Road Bylaw 2021-14 – Zoning Bylaw Amendment – Periodic Revisions

STANDING COMMITTEE REPORTS

Corporate Services Committee – Councillors Roddick and Curteanu

Re-budgeting 2020 Capital Expenditures
Fees and Charges Amendment (1st Quarter Changes)
Properties Subject to Tax Lien
Council Grant – Safe at Home

City Planning Committee – Councillors Hartland and Cabott

Public Hearing Report – Zoning Amendment – 410 Cook Street

City Operations Committee – Councillors Cabott and Hartland

Procurement Commencement – Rural Roads Surfacing
Procurement Commencement – Schwatka Lake West Shore Area Improvements

Community Services Committee – Councillors Boyd and Stick

Public Health and Safety Committee – Councillors Stick and Boyd

Development Services Committee – Councillors Curteanu and Roddick

NEW AND UNFINISHED BUSINESS Reschedule April 12th Council Meeting

BYLAWS

2021-16	Election 2021 Procedures Bylaw	3 rd Reading
2021-17	Repeal of Out-dated or Redundant Bylaws	3 rd Reading
2021-18	Updating References in Selected Bylaws	3 rd Reading
2021-11	Zoning Amendment – 410 Cook Street	2 nd & 3 rd Reading
2021-10	Re-budgeting 2020 Capital Expenditures	1 st & 2 nd Reading
2021-20	Fees and Charges Amendment (Quarterly Changes)	1 st & 2 nd Reading

ADJOURNMENT



PROCLAMATION

GREEN SHIRT DAY FOR ORGAN DONOR AWARENESS AND REGISTRATION

April 7, 2021

WHEREAS on April 6, 2018, the Humboldt Broncos bus crash took the lives of 16 of the 29 people on board; and

WHEREAS on April 7, 2018 Humboldt Broncos defenceman Logan Boulet succumbed to his injuries from that crash and his parents honoured his wish to donate his organs so that six lives could live on; and

WHEREAS what happened following this selfless act is nothing less than miraculous and became known across Canada as the “Logan Boulet Effect” as over 100,000 people registered to become organ donors – the largest number of people in Canadian history registering to become organ donors due to one event and one person; and

WHEREAS **Green Shirt Day** honours, remembers and recognizes all the victims and families of that fatal crash, and continues Logan’s legacy by inspiring Canadians to talk to their families about organ donation and to register as organ donors; and

WHEREAS the council of the City of Whitehorse encourages all citizens to wear green on April 7th to remember the Humboldt bus tragedy and honour the Logan Boulet Effect;

NOW THEREFORE I, Deputy Mayor Jan Stick, do hereby proclaim April 7, 2021 to be **Green Shirt Day for Organ Donor Awareness and Registration** in the City of Whitehorse

Jan Stick
Deputy Mayor

MINUTES of **REGULAR** Meeting #2021-05 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, March 8, 2021, in Council Chambers, City Hall.

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

ALSO PRESENT: City Manager Linda Rapp
Director of Community and Recreation Services Jeff O'Farrell
Director of Corporate Services Valerie Braga
Director of Development Services Mike Gau
Acting Director of Human Resources Lindsay Schneider
Director of Infrastructure and Operations Peter O'Blenes
Manager of Legislative Services Wendy Donnithorne
Outgoing Manager of Legislative Services Catherine Constable
Assistant City Clerk Norma Felker

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

CALL TO ORDER

2021-05-01

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

AGENDA

Carried Unanimously

2021-05-02

It was duly moved and seconded
THAT the minutes of the regular council meeting dated February 22,
2021 be adopted as presented.

MINUTES

February 22, 2021

Carried Unanimously

COMMITTEE REPORTS

Corporate Services Committee

In accordance with the Procurement Policy that came into effect on January 1, 2021, a list of forthcoming procurements with an anticipated value greater than \$100,000 must be provided to council on a bi-monthly basis. Department managers have provided a list of projects for which procurements are anticipated in the next two months.

FORTHCOMING
PROCUREMENTS
For Information Only

.../continued

Committee members thanked administration for the improved format and level of detail provided.

In response to questions raised regarding sustainable procurements, administration advised that commencement reports will include details on the sustainability aspects of projects valued at over \$500,000. For other procurements that do not require commencement reports, the sustainability aspects will be included in the semi-annual report.

FORTHCOMING
PROCUREMENTS
For Information Only
(Continued)

2021-05-03

It was duly moved and seconded
THAT Bylaw 2021-16, a bylaw to regulate the 2021 municipal election in the City of Whitehorse, be brought forward for consideration under the bylaw process.

BRING FORWARD
ELECTION 2021
PROCEDURES BYLAW

Carried Unanimously

A council member questioned the process for dealing with electors who do not have adequate identification, and it was suggested that the bylaw should provide further clarity regarding the options available for eligible electors without identification. Amendments in this regard may be brought forward at second or third reading.

Discussion

A council member thanked administration for responding to comments made regarding gender neutral language, and congratulated staff for bringing forward a gender neutral bylaw.

2021-05-04

It was duly moved and seconded
THAT Bylaw 2021-17, a bylaw to repeal out-dated or redundant bylaws, be brought forward for consideration under the bylaw process.

BRING FORWARD
BYLAW TO REPEAL
REDUNDANT BYLAWS

Carried Unanimously

2021-05-05

It was duly moved and seconded
THAT Bylaw 2021-18, a bylaw to update the *Municipal Act* references in various bylaws, be brought forward for consideration under the bylaw process.

BRING FORWARD
BYLAW TO UPDATE
REFERENCES IN
VARIOUS BYLAWS

Carried Unanimously

City Planning Committee

There was no report from the City Planning Committee.

No Report

City Operations Committee

2021-05-06

It was duly moved and seconded
THAT administration be authorized to commence the procurement of
custodial services for administrative buildings.

PROCUREMENT FOR
CUSTODIAL SERVICES
FOR ADMIN BUILDINGS

Carried Unanimously

Administration advised that City crews are working continuously on
snow removal in accordance with the priorities established in the Snow
and Ice Control Policy. Departments are preparing to deal with the
anticipated snow melt conditions, and communications to assist
residents in dealing with snow accumulations and potential snow-melt
issues on their properties are being prepared.

PREPARATIONS FOR
RECORD SNOW MELT
For Information Only

Community Services Committee

Mayor Curtis proclaimed the month of March, 2021 to be Kidney
Health Month in the City of Whitehorse.

PROCLAMATION

A committee member congratulated two students for being named as
top environmentalists.

COMMUNITY EVENTS
For Information Only

The Rendezvous Society was congratulated for another successful
event in spite of the difficulties imposed by COVID-19 restrictions.

Public Health and Safety Committee

A Committee member noted that, while drug abuse and addiction are
not within the mandate of municipal councils, the Federation of
Canadian Municipalities is supporting the position that all levels of
government should be working together to deal with these issues.

OPIOID CRISIS
For Information Only

Development Services Committee

There was no report from the Development Services Committee.

No Report

BYLAW READINGS

2021-05-07

It was duly moved and seconded
THAT Bylaw 2021-09, a bylaw to amend Write-off Bylaw 2021-07 by
removing an account that has been paid, having been read a first and
second time, now be given third reading.

BYLAW 2021-09
AMEND WRITE-OFF
BYLAW 2021-07
THIRD READING

Carried Unanimously

2021-05-08

It was duly moved and seconded
THAT Bylaw 2021-16, a bylaw to establish regulations and procedures
for the 2021 municipal election, be given first reading.

Carried Unanimously

BYLAW 2021-16

ELECTION 2021
PROCEDURES BYLAW
FIRST READING

2021-05-09

It was duly moved and seconded
THAT Bylaw 2021-16 be given second reading.

Carried Unanimously

SECOND READING

2021-05-10

It was duly moved and seconded
THAT Bylaw 2021-17, a bylaw to repeal out-dated or redundant
bylaws, be given first reading.

Carried Unanimously

BYLAW 2021-17

REPEAL OUT-DATED OR
REDUNDANT BYLAWS
FIRST READING

2021-05-11

It was duly moved and seconded
THAT Bylaw 2021-17 be given second reading.

Carried Unanimously

SECOND READING

2021-05-12

It was duly moved and seconded
THAT Bylaw 2021-18, a bylaw to update the *Municipal Act* references
in a number of current bylaws, be given first reading.

Carried Unanimously

BYLAW 2021-18

UPDATE REFERENCES
IN CERTAIN BYLAWS
FIRST READING

2021-05-13

It was duly moved and seconded
THAT Bylaw 2021-18 be given second reading.

Carried Unanimously

SECOND READING

There being no further business, the meeting adjourned at 6:00 p.m.

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ADJOURNMENT

MEMORANDUM

FILE #: Z-02-2021

TO: Mayor and Council
FROM: Administration
DATE: March 16, 2021
SUBJECT: Public Hearing – Zoning Bylaw Amendment (107 Range Road)

Please be advised there will be a public hearing at the regular council meeting of March 22, 2021, to hear from interested parties related to the following Zoning Bylaw amendment:

Bylaw 2021-13, a bylaw to amend the zoning at 107 Range Road to permit eating and drinking establishments including a drive-through component.

The City has received an application to amend the zoning of 107 Range Road. The developer is planning to build a restaurant with a drive-through component. The current zoning is CHx(c)–Highway Commercial (modified), which permits eating and drinking establishments, but not with a drive-through component.

This application was reviewed by the Development Review Committee on December 9, 2020. The committee recommended against the application. Administrative feedback on the proposed addition of a drive-through use was related, but not limited, to:

- previous administrative recommendations to Council in 2016 to defeat a rezoning application for a drive-through component on a Highway Commercial zoned site (91888 Alaska Highway);
- requirement for written support from Transport Canada and NavCanada indicating that the proposed site plan meets aviation regulations and mitigates operational and safety concerns; and
- the need for servicing to be extended to this site at the developer's cost. It was noted that there is a Development Agreement on title requiring the developer to provide all utility servicing to the site.

Administration has determined that servicing plans and confirmation that future development complies with aviation regulations can be provided at the development permit stage.

Bylaw 2021-13 received First Reading on February 22, 2021. Notices were published in the newspapers on February 26 and March 5, 2021. A total of two letters were sent to property owners within 100 m of the parcel as stipulated in the Zoning Bylaw. Yukon Government Land Client Services, Ta'an Kwäch'än Council and Kwanlin Dün First Nation were notified by email.

Zane Hill
Senior Planner

cc: Director of Development Services
Manager of Planning and Sustainability Services

MEMORANDUM

FILE #: Z-01-2021

TO: Mayor and Council
FROM: Administration
DATE: March 22, 2021
SUBJECT: Public Hearing – Zoning Bylaw Amendment (Periodic Revisions)

Please be advised there will be a public hearing at the regular council meeting of March 22, 2021, to hear from interested parties related to the following zoning amendment:

Bylaw 2021-14, a bylaw to make numerous text and mapping amendments to the Zoning Bylaw

Proposed Bylaw 2021-14 contains a number of amendments to the Zoning Bylaw to change or improve regulations, clarify wording, correct omissions, and implement minor changes. All of these changes have arisen from day-to-day use of the bylaw.

A comprehensive group of edits to the Zoning Bylaw are typically brought forward by Administration on a periodic basis. The last general amendments to the Zoning Bylaw were adopted in April 2019.

The last rewrite of the Zoning Bylaw was completed in 2012 and it is becoming increasingly out of date. The next Zoning Bylaw rewrite is expected to begin after the OCP review is completed, which is anticipated to be 2022.

Bylaw 2021-14 received 1st Reading on February 22, 2021. Notices were published in the newspapers on March 5 and 12, 2021. A total of 75 letters were sent to property owners within 100 m of the three subject properties (6 in Range Point/69 in Ingram).

The Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were also notified by mail of these mapping changes. No letters were sent regarding the mapping amendment at Caribou Road as there are no properties owners within 100 m of the subject area.

Signs were placed on the Range Road and Ingram subject sites. No sign was placed at Caribou Road as it is not publicly accessible.

Kinden Kosick
Subdivision & Lands Coordinator

cc: Director of Development Services
Manager of Land and Building Services



Minutes of the meeting of the Corporate Services Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Stephen Roddick – Chair Councillor Jocelyn Curteanu – Vice-Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Brittany Dixon, Acting Manager of Financial Services Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. Re-budgeting 2020 Capital Expenditures

A large number of projects included in the 2020 capital budget were not fully completed. A variety of reasons account for the lack of completion, including the fact that some are multi-year projects for which the funding is designated in the first year. However, the primary factors for 2020 relate to the COVID-19 pandemic.

If these projects are to be completed, funds that were set aside in 2020 have to be re-budgeted into 2021. The management group reviewed their outstanding capital projects and identified those that require re-budgeting.

It is anticipated that most of the projects being brought forward will be completed this year. The majority of the projects are funded from outside sources such as Gas Tax and government grants. The remainder are funded from appropriate City reserves. There are no requests for additional funds.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-10, a bylaw to amend the 2021 to 2024 capital expenditure program by re-budgeting 2020 capital expenditures in the amount of 32 million 980 thousand 778 dollars be brought forward for consideration under the bylaw process.

2. Fees and Charges Amendments – 1st Quarter Changes

As part of the annual budget process, the Financial Services Department conducts a quarterly review of the Fees and Charges Bylaw and compiles a list of suggested additions and amendments as submitted by the management group.

First quarter changes are recommended with respect to development permits that include some fee increases, the deletion of redundant fees, and amendments to fee descriptions to provide clarity. New fees have been added for cancellation and non-renewal penalties related to bus advertising contracts, and the addition of a new transit group pass for the duration of an education semester.

The recommendation of the Corporate Services Committee is

THAT Bylaw 2021-20, a bylaw to amend the Fees and Charges Bylaw in accordance with first quarter changes, be brought forward for consideration under the bylaw process.

3. Properties Subject to Tax Lien

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. The list requires the authentication of council before being published in the local papers. Each property is levied an administrative fee and will be subject to further collection procedures if the account is not paid within 60 days. The tax lien list will be published in February, and will be updated prior to publication to remove those properties whose outstanding taxes have been paid.

The recommendation of the Corporate Services Committee is

THAT the City Seal be affixed to the 2020 Tax Lien Summary List to authenticate the list.

4. Council Grant – Safe at Home

Safe at Home has asked for 250 complimentary bus tickets to be used as an incentive for people to participate in the Point in Time Count in Whitehorse. The Point in Time Count helps to determine the extent of homelessness in the community and involves trained volunteers attending at emergency shelters to count and survey those who may be experiencing homelessness. The count supports better understanding and planning, and also allows community organizations and governments to assess their progress in reducing homelessness. The City is a partner in the Safe at Home Plan, and there are sufficient funds in the Council Donations account to cover this expenditure.

The recommendation of the Corporate Services Committee is

THAT a grant in the amount of \$575 be approved to Safe at Home for bus tickets to be used in the 2021 Point in Time Count, funded from the council donation account.

5. Services Building Update – For Information Only

A committee member requested that an update on the Services Building project be provided to an upcoming Standing Committee meeting.



Minutes of the meeting of the City Planning Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Samson Hartland – Chair Councillor Laura Cabott – Vice Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Catherine Constable, Past Manager of Legislative Services Wendy Donnithorne, Manager of Legislative Services Sidharth Agarwal, Planner 2 Norma Felker, Assistant City Clerk	

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

1. Public Hearing Report – Zoning Amendment – 410 Cook Street

The owners of 410 Cook Street in the downtown area have applied for a zoning amendment to reduce the parking and loading requirements in order to allow for a micro-unit housing development. The property is located in the Mixed-use Commercial 2 zone, which requires the applicant to provide visitor parking spaces, a loading stall, and residential parking for one space per two units.

The applicant proposes a four-storey mixed use development with 16 micro-unit apartments and two commercial spaces. The proposed reduction in parking will apply only to residential units that are less than 40 square metres in size.

At the public hearing, 15 submissions were received with eight opposed, four in support, and three expressing concerns or general inquiries. Among other issues, the primary concerns raised included inadequate parking for future residents, increased on-street parking and road safety issues, and inadequate space for landscaping. While the City

doesn't have information on car-ownership in Whitehorse, studies have suggested that the availability of parking is a significantly less important criterion among renters of micro-unit apartments as compared to renters of conventional apartments. In other municipalities it is reported that parking requirements are barriers to the creation of affordable housing.

The proposed development is supported by Official Community Plan policies, the Safe at Home action plan, and Council's 2020 strategic priority to provide opportunities for affordable housing development. Through densification, it will also help to reduce sprawl and traffic, and provide more opportunities for residents to walk or bike to work.

A committee member noted that the statistics regarding vehicle ownership may not provide a complete picture, since people in Whitehorse have more need for a vehicle for uses other than commuting to work.

The recommendation of the City Planning Committee is

THAT Bylaw 2021-11, a bylaw to amend the zoning at 410 Cook Street to reduce the minimum parking requirements to allow for micro-unit housing development, be brought forward for second and third reading under the bylaw process.



Minutes of the meeting of the City Operations Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Laura Cabott – Chair Councillor Samson Hartland – Vice Chair Deputy Mayor Jan Stick Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past Manager of Legislative Services Michael Abbott, Associate Manager, Engineering Services Norma Felker, Assistant City Clerk	

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

1. Procurement Commencement – Rural Roads Surfacing Project

The 2021 capital budget includes funding for the Rural Roads Surfacing project. Gas Tax funding has been secured and a Transfer Payment Agreement is in place for the full amount of the project. The roads scheduled for Bitumen Surface Treatment resurfacing are all in the Mary Lake Subdivision, and are roads that have deteriorated below acceptable condition but do not yet require full reconstruction. Regular overlay is required to keep the City's roads in safe condition. The overlay program extends the useful life of the roads and maintains an acceptable level of service to the public. If this program is not regularly implemented, the City would be adding to the existing infrastructure deficit.

If the procurement commencement is approved, a request for tender will be publicly issued and the lowest compliant bid will be eligible for contract award. Purchase approval will be obtained in accordance with the Procurement Policy.

The recommendation of the City Operations Committee is

THAT administration be authorized to commence the procurement of the 2021 Rural Roads Surfacing project.

2. Procurement Commencement – Schwatka Lake West Shore Improvements

The 2021 capital budget includes funding for the construction of the Schwatka Lake West Shore Area Improvements project. Gas Tax funding has been secured and a Transfer Payment Agreement is in place for the full amount of the project. The project will construct two parking areas on the west shore of Schwatka Lake. The increased parking will allow for the creation of ten to 14 new float plane dock sites.

If the procurement commencement is approved, a request for tender will be publicly issued and the lowest compliant bid will be eligible for contract award. Purchase approval will be obtained in accordance with the Procurement Policy.

A committee member expressed concern regarding the minimal information included under the sustainable procurement category, and stated the opinion that sustainability criteria should be built into the City's contract specifications as a routine practice.

The recommendation of the City Operations Committee is

THAT administration be authorized to commence the procurement of construction services for the Schwatka Lake West Shore Area Improvements project.

3. Snow Removal – For Information Only

A committee member reminded businesses and residents to ensure that bike racks remain usable when clearing snow is done on their properties.



Minutes of the meeting of the Community Services Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Deputy Mayor Jan Stick Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past Manager of Legislative Services Norma Felker, Assistant City Clerk	

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



Minutes of the meeting of the Public Health and Safety Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Dan Boyd – Chair Deputy Mayor Jan Stick Councillor Laura Cabott Councillor Jocelyn Curteanu Councillor Samson Hartland Councillor Stephen Roddick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O’Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

1. Tank Farm Area Burning – For Information Only

A committee member requested an update on the anticipated duration of the brush burning currently under way in the Tank Farm area.



Minutes of the meeting of the Development Services Committee

Date	March 15, 2021	2021-06
Location	Council Chambers, City Hall	
Committee Members Present	Councillor Jocelyn Curteanu – Chair Councillor Stephen Roddick – Vice-Chair Councillor Dan Boyd Councillor Laura Cabott Councillor Samson Hartland Councillor Jan Stick	
Absent	Mayor Dan Curtis	
Staff Present	Linda Rapp, City Manager Jeff O'Farrell, Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mélodie Simard, Acting Director of Development Services Lindsay Schneider, Acting Director of Human Resources Wendy Donnithorne, Manager of Legislative Services Catherine Constable, Past Manager of Legislative Services Norma Felker, Assistant City Clerk	

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

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Council Meeting Date: **March 22, 2021**

Topic: **Re-schedule Council Meeting**

SUGGESTED WORDING FOR RESOLUTION

I MOVE THAT the regular council meeting scheduled for Monday, April 12th be rescheduled to Tuesday, April 13th to facilitate the participation of council members and staff in the Territorial election.

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 2021-16

A bylaw to establish regulations and procedures for the 2021 municipal election

WHEREAS section 53 of the *Municipal Act* provides that council may by bylaw establish polling places and mobile polls, and otherwise regulate the conduct of an election, subject to that *Act*;

AND WHEREAS section 63 of the *Municipal Act* requires that council establish a Board of Revision and prescribe the fees to be paid to the members of such Board;

AND WHEREAS section 56 of the *Municipal Act* provides that council shall by bylaw:

- (1) Establish the date, time and place for making nominations;
- (2) Establish places at which polls will be held if a poll is required;
- (3) Set hours during which special polls shall be open; and
- (4) Delegate to the Returning Officer the power to appoint Deputy Returning Officers.

AND WHEREAS section 265 of the *Municipal Act* provides that, despite any other provision in the *Act*, a council may take any temporary measure necessary to respond to and deal with an emergency;

AND WHEREAS a public health emergency declared under the *Public Health and Safety Act* continues to be in effect due to the Coronavirus pandemic, and may still be in effect at the time of the 2021 municipal election;

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

SHORT TITLE

1. This bylaw may be cited as the "**Election 2021 Procedures Bylaw**".

INTERPRETATION

2. In this bylaw,

"ALTERNATE RETURNING OFFICER" means the person appointed by bylaw to assist the Returning Officer in the administration of the election.

"BOARD OF REVISION" means the group of persons appointed by council in accordance with section 63 of the *Municipal Act* to review all applications to revise the preliminary list of electors for the municipal election.

"CANDIDATE" means a person running for office at this election;

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

"COUNCIL" means the elected council of the City of Whitehorse.

Election 2021 Procedures Bylaw 2021-16

"DEPUTY RETURNING OFFICER" means a person who has been appointed and sworn in by the Returning Officer to oversee a polling station during the municipal election and ensure that rules and procedures are followed at that polling station.

"ELECTION OFFICIALS" means the Returning Officer and Alternate Returning Officer appointed pursuant to this bylaw, and includes Senior Deputy Returning Officers, Deputy Returning Officers, Revision Officers, Poll Clerks, Poll Attendants, Tabulator Operators and Standby Election Officers appointed and sworn in by the Returning Officer to assist with the conduct of the election.

"ELECTOR" means a person qualified to vote in the 2021 municipal election pursuant to section 48 of the *Municipal Act*.

"IDENTIFICATION" means documentation that verifies that the elector is the person whose name appears on the list of electors or the person applying to be included on the list of electors. Such identification shall include the birthdate of the voter and a current residential address.

"LIST OF ELECTORS" means the list of registered electors being used at this election.

"MOBILE POLL" means a poll that has been established in order that electors may cast their votes while residing in a hospital, extended care facility, senior citizens' home or correctional institute. In addition, a mobile poll may attend at the residence of an elector incapable of attending at a poll by reason of physical incapacity.

"POLL ATTENDANT" means a person who has been appointed to provide information and support to electors at a polling place.

"POLL CLERK" means a person who has been appointed and sworn in by the Returning Officer or Deputy Returning Officer to support the administration of the voting at each polling station.

"RETURNING OFFICER" means the person appointed by bylaw to be responsible for the administration of the election.

"REVISION OFFICER" means a person who has been appointed and sworn in by the Returning Officer to support the administration of the voting at a polling place by completing registration tasks including verification of eligibility, form completion, and entry into the list of electors. Revision Officers may be employed at registration kiosks prior to normal polling dates if such kiosks are established by the Returning Officer.

"SENIOR DEPUTY RETURNING OFFICER" means a person appointed and sworn in by the Returning Officer to oversee a polling place at which more than one Deputy Returning Officer is working.

"STANDBY ELECTION OFFICER" means a person trained to provide election operations continuity in the event of no-shows, relief, or additional capacity requirements on polling days. Persons hired as standby election officers shall be sworn in by the Returning Officer and employed as required for partial or full periods when polls are open for advance polls and on polling day.

"TABULATOR" means a device that scans marked paper ballots, interprets voter marks on the paper ballot, and safely stores and tabulates each vote from each paper ballot.

Election 2021 Procedures Bylaw 2021-16

“TABULATOR OPERATOR” means a person who has been appointed and sworn in by the Returning Officer to operate the tabulator at a polling place.

3. Except as otherwise provided in this bylaw and in Automated Vote Counting System Bylaw 2018-01, the 2021 municipal election in the City of Whitehorse shall be conducted in accordance with the provisions of Part 3 of the *Municipal Act*.

ELECTION OFFICIALS

4. Norma Felker is hereby appointed Returning Officer for the 2021 municipal election in the City of Whitehorse.
5. The manager of Legislative Services is hereby appointed Alternate Returning Officer and is authorized to act in the absence of Norma Felker.
6. The Returning Officer is hereby delegated the authority to appoint election officials in sufficient numbers to assist in the conduct of the election. Election officials so appointed will include Senior Deputy Returning Officers, Deputy Returning Officers, Revision Officers, Poll Clerks, Poll Attendants, Tabulator Operators and Standby Election Officers.
7. During their employment for the election, election officials shall refrain from any active or public support for or criticism of any candidate.
8. Senior Deputy Returning Officers will be appointed at each polling place where more than one Deputy Returning Officer is working. The additional responsibilities of Senior Deputy Returning Officers will include:
 - (1) Overseeing the setup of the polling place;
 - (2) Setup and activation of the tabulator at the opening of the poll;
 - (3) Shutdown of the tabulator at the close of the poll, ensuring the security of the results card, and reporting the results of the poll to the Returning Officer;
 - (4) Supervision of the tabulator operator while the poll is open;
 - (5) Supervision of revision officers and poll attendants assigned to work at a polling place and tasked with registration duties, door-keeping, crowd control and other miscellaneous responsibilities; and
 - (6) Overseeing the closing of the polling place and the secure return of the ballot box, results card and tabulator to the Returning Officer.
9. Standby Election Officers will be hired to provide election operations continuity in the event of no-shows, relief or additional capacity requirements. Standby Officers will:
 - (1) Be trained to take over the position of a Deputy Returning Officer, Revision Officer, Poll Clerk, Tabulator Operator, or Poll Attendant as required;
 - (2) Report for duty on polling day as assigned by the Returning Officer for a minimum of three hours or until they are reassigned;
 - (3) Assist with the set-up at their assigned polling place;

Election 2021 Procedures Bylaw 2021-16

- (4) Be available for call back during all the hours the polls are open; and
 - (5) If assigned to take over the position of an Election Official, or called back after the initial work, be paid for the day at the rate of the position assigned rather than at the standby rate.
10. The following honorariums shall be paid to persons acting as election officials:
- | | |
|-------------------------------------|-----------|
| (1) Senior Deputy Returning Officer | \$ 408.00 |
| (2) Deputy Returning Officer | \$ 300.00 |
| (3) Revision Officer | \$ 300.00 |
| (4) Poll Clerk | \$ 270.00 |
| (5) Tabulator Operator | \$ 270.00 |
| (6) Poll Attendant | \$ 270.00 |
| (7) Standby Election Officials | \$ 90.00 |
11. Election officials appointed pursuant to section 6 of this bylaw may be employed on more than one day, and therefore are eligible to work at advance polls or voter registration events in addition to working at a regular poll on polling day.
12. The honorariums established under section 10 of this bylaw include two hours of training time for each position.
- (1) For election officials working on more than one polling day or at registration events prior to polling days, the honorariums for second and subsequent days shall be as follows:

(a) Senior Deputy Returning Officer	\$ 360.00
(b) Deputy Returning Officer	\$ 260.00
(c) Revision Officer	\$ 260.00
(d) Poll Clerk	\$ 234.00
(e) Tabulator Operator	\$ 234.00
(f) Poll Attendant	\$ 234.00
(g) Standby Election Officials	\$ 72.00

NOMINATION PLACE AND TIME

13. Thursday, September 23, 2021, between the hours of 10:00 a.m. and 12:00 noon, is hereby established as the designated date and time where the Returning Officer shall receive the candidates' nomination papers.
14. Council Chambers in City Hall, located at 2121 Second Avenue, is hereby designated as the place where the Returning Officer shall receive the candidates' nomination papers.
15. Notwithstanding sections 13 and 14 of this bylaw, candidates may arrange an appointment with the Returning Officer to file nomination papers between the date of the nomination notice and 10:00 a.m. on nomination day.

Election 2021 Procedures Bylaw 2021-16

POLLING DAY

16. Polling day for the 2021 municipal election shall be Thursday, October 21, 2021.

SPECIAL BALLOTS

17. Applications for special ballots shall be available from the office of the Returning Officer as of the 1st day of September, 2021.
18. Notwithstanding section 58(1) of the *Municipal Act*, due to extraordinary circumstances arising from the COVID-19 pandemic, any qualified elector may vote by special ballot.
19. A special ballot poll shall be established in City premises. This special ballot poll will be open from 8:30 a.m. to 4:30 p.m. every business day from September 28th to and including October 20th.
20. The special ballot poll established in City premises shall be open on polling day, October 21st, from 8:30 a.m. until 2:00 p.m. to serve electors who have identified themselves as being at personal risk if their name or address is disclosed.
21. Special ballots issued to qualified electors must be returned to the Returning Officer by no later than 2:00 p.m. on polling day in order to be counted.
22. An elector who applies for and receives a special ballot is deemed to have voted when the special ballot has been issued, and the list of electors shall be marked to indicate that the elector has already voted. This includes an elector to whom a special ballot has been mailed.
23. A person who applies for and receives a special ballot MUST return the ballot to the Returning Officer or deposit the ballot in a designated drop box by no later than 2:00 p.m. on polling day. Under no circumstances may an elector take a special ballot to a polling station on polling day and vote in person using that special ballot.
24. Secure drop boxes shall be put in place at City administrative premises and the Canada Games Centre for the collection of special ballots. Such drop boxes will be clearly identified as collection sites for special ballots. An additional drop box may be deployed if deemed necessary at the discretion of the Returning Officer.
25. Electors who have received a special ballot may return their ballot by depositing it in one of these special drop boxes.
26. Special ballots may be mailed to qualified electors who complete a special ballot application and indicate that they require the ballot to be mailed to them. It shall be the responsibility of the elector to ensure that such ballots are returned to the Returning Officer by no later than 2:00 p.m. on polling day.

ADVANCE POLL

27. Notwithstanding section 87(3) of the *Municipal Act*, due to extraordinary circumstances arising from the COVID-19 pandemic, any qualified elector may vote at an advance poll.
28. An advance poll shall be established in City premises on Thursday, October 14, 2021 between the hours of 8:00 a.m. and 8:00 p.m.

Election 2021 Procedures Bylaw 2021-16

29. Advance polls shall be established at the Canada Games Centre on Thursday, October 14, 2021 and Saturday, October 16, 2021 between the hours of 8:00 a.m. and 8:00 p.m.
30. Notwithstanding section 85(1)(b) of the *Municipal Act*, the Returning Officer may, at her discretion, establish a maximum of three additional advance poll dates for the purpose of enabling every eligible elector to vote.

ELECTRONIC LIST OF ELECTORS

31. The City will use an electronic list of electors for the 2021 municipal election. In accordance with a Memorandum of Understanding between the City and Elections Yukon, an electoral district based on City boundaries will be created in the VoterView software used by Elections Yukon, and this software will be updated in September 2021 for use by the City in the 2021 municipal election.
 - (1) The electronic list will be an alphabetical list for the entire City.
 - (2) When an elector is duly identified at any polling station and is subsequently provided with a ballot, said elector shall be marked on the list of electors as having voted, and the electronic list will be updated at all polling places to show that the said elector has already voted.
 - (3) To facilitate the use of an electronic list of electors, all polling places will be established in places with Wi-Fi or internet-based connectivity.
 - (4) In the event of a power failure, some polls may be temporarily closed until power is restored.
 - (5) In the event that power is unable to be restored in a timely manner, some polls may remain closed and electors will be directed to an alternate polling place. The list of electors will be manually updated to ensure that it accurately reflects the names of electors who have already voted until the power is restored or until the close of the polls.

IDENTIFICATION OF ELECTORS

32. Electors will be required to produce identification at the poll to verify that they are the voter whose name appears on the list of electors.
33. If the elector does not have photo ID such as a driver's license, general identification card or passport, two other pieces of identification showing the elector's name and address shall be deemed acceptable provided that at least one of the alternate pieces of identification:
 - (1) shows the elector's date of birth; and
 - (2) provides proof of Whitehorse residency.
34. If an elector's official identification shows only a post office address, the elector will be required to produce additional documentation to show that they have a residential address in the City of Whitehorse.

Election 2021 Procedures Bylaw 2021-16

35. For the purposes of this bylaw,
- (1) For proof of identity and/or date of birth, the following documents will be deemed acceptable:
 - (a) Canadian birth certificate;
 - (b) Canadian passport;
 - (c) Citizenship and Immigration Canada documents;
 - (d) Secure Certificate of Indian Status card;
 - (e) Yukon driver's license; or
 - (f) Yukon general identification card.
 - (2) For proof of Whitehorse residency, any one of the following **current** documents will be deemed acceptable as long as it reflects the residential address of the elector:
 - (a) A banking statement or a stamped banking profile from a local bank;
 - (b) A bill showing a service location address (for example, a City of Whitehorse utilities bill, an ATCO Electric bill or a NorthwesTel bill);
 - (c) A City of Whitehorse property tax notice;
 - (d) A credit card statement;
 - (e) Employment confirmation, signed and on company letterhead;
 - (f) An income tax return or notice of assessment (recent or current year);
 - (g) Mortgage documentation;
 - (h) A signed residential tenancy agreement; or
 - (i) Social assistance benefit confirmation.
36. If an elector's birth certificate, valid passport or other such document does not reflect the elector's name as shown on the list of electors, additional documentation will be required for proof of identity. In most instances, the proof of residency documents in conjunction with the identity documents will be sufficient for this purpose.
- (1) Minor discrepancies in spelling between documents will not invalidate an elector's documentation.
 - (2) In the event that proof of identity or residency documents are deemed invalid by election officials, electors may still be issued a ballot provided that they sign a solemn declaration that they qualify as an eligible elector.
37. Eligible electors whose names do not appear on the list of electors may be sworn in at the poll.

POLLING PLACES

38. The Returning Officer shall establish polling places in various sectors of the municipality for the convenience of electors residing therein.
- (1) The Returning Office may establish polling places in places of public assembly or other locations where electors may reasonably be presumed to gather or visit during the course of their normal activities on polling day.

Election 2021 Procedures Bylaw 2021-16

39. Polling places established in accordance with this bylaw shall be in premises of convenient access, including access for persons with disabilities.
40. A conspicuous sign identifying the polling place shall be maintained in place outside each polling place during the time that the poll is open.
41. Voting compartments shall be provided for the use of electors in marking their ballots, along with a hard smooth surface and a suitable pen.

HOURS OF THE POLLS

42. Except as otherwise provided in this bylaw, regular polls shall be open on polling day between the hours of eight o'clock in the forenoon and eight o'clock in the afternoon (8:00 a.m. to 8:00 p.m.).
 - (1) The poll at the Yukon government Main Administration Building shall be open between the hours of 8:00 a.m. and 5:30 p.m.
 - (2) If a poll is established at the Whitehorse General Hospital, it shall be open between the hours of 7:00 a.m. and 4:30 p.m.
 - (3) Polls established at institutions such as care homes and correctional facilities shall be open for limited hours in accordance with a schedule arranged in advance by the Returning Officer in consultation with staff at such institutions.
 - (4) A mobile poll shall be established to attend upon request at the residences of electors incapable of attending at a poll by reason of physical incapacity. Such mobile poll shall operate between the hours of 8:30 a.m. and 7:30 p.m. on polling day.
43. The Returning Officer is hereby delegated the authority to establish additional polls that will be open for limited hours in order to meet the needs of the community, and such polls shall operate between the hours of 8:00 a.m. and 7:30 p.m. on polling day. For example, some seniors' residences may require such a poll.
44. Election staff attending at polls established under sections 42(2), 42(3) and 42(4) of this bylaw or at additional polls established under section 43 of this bylaw will collect all ballots cast at those polls in a ballot box and deliver the sealed ballot box to the Returning Officer. Such ballot boxes will be opened following the close of the polls and the ballots will be scanned by a tabulator as the means of counting the votes. These ballots will be included in the tally of votes from mobile polls.

MOBILE POLLS

45. Mobile polls shall be established to attend at care homes such as Copper Ridge Place and Whistle Bend Place at which electors who reside in the said institutions on polling day may cast their vote.
 - (1) Eligible electors who work at or may be visiting at an institution where a mobile poll has been established may cast their votes at such mobile polls.
 - (2) In the event that institutions such as care homes are closed to the public during the election period, the Returning Officer is delegated the authority to make

Election 2021 Procedures Bylaw 2021-16

arrangements with the individual institutions that will allow residents and staff to vote by special ballot. Arrangements may include training staff within the location to assist residents with their forms and voting as required.

46. Except as provided in sections 42 and 43 of this bylaw and in relevant provisions of the *Municipal Act*, mobile polls shall be conducted in the manner provided by the *Municipal Act* for the conduct of other polls in an election.
47. Election staff attending at mobile polls will secure all ballots cast at those polls in a ballot box and deliver the sealed ballot box to the Returning Officer. Such ballot boxes will be opened following the close of the polls and the ballots will be scanned by a tabulator as the means of counting the votes cast at the mobile polls.

BOARD OF REVISION

48. Pursuant to the provisions of the *Municipal Act*, a Board of Revision consisting of five members is hereby established. The members of the said Board shall be appointed by resolution of council.
 - (1) A member of council or an employee of the municipality shall not be a member of the Board of Revision.
 - (2) The Returning Officer shall be the recording officer for the Board of Revision.
 - (3) The Returning Officer may act as an agent to make any application to the Board of Revision that a person who is eligible to vote could make.
49. The Board of Revision shall sit between the hours of 10:00 a.m. and 6:00 p.m. on Wednesday, September 22, 2021 in City premises.
 - (1) In the event that an in-person meeting of the Board of Revision is not possible due to restrictions imposed by the public health emergency, arrangements will be made for a virtual meeting.
50. Members of the Board of Revision shall be paid a flat rate of \$240.00 for sitting on the Board for the purpose of revising the preliminary list of electors.

USE OF CITY RESOURCES DURING AN ELECTION

51. For the purposes of promoting an election campaign, a limited number of spaces in City facilities are available to candidates for a fee as specified in the Fees and Charges Bylaw. Space is available on a first-come, first-served basis, and certain conditions may apply.
52. During an election, campaign ads may be displayed for a fee provided that they:
 - (1) Conform to the [Canadian Code of Advertising Standards](#);
 - (2) Comply with the laws, statutes, regulations and bylaws in force in the Yukon;
 - (3) Clearly state "This advertisement was paid for by (name of candidate or sponsor)"; and

Election 2021 Procedures Bylaw 2021-16

- (4) Include the statement that, "*The opinions expressed in this advertisement or by the sponsor of this advertisement do not in any way represent the opinions of, and are not endorsed by, the City of Whitehorse*".

ADDITIONAL CONTINGENCY PLANNING

53. In the event that the Yukon Chief Medical Officer of Health imposes new restrictions on polling day, the City Manager may close the polls and establish an alternate date for the receipt of mail-in ballots.

- (1) The alternate date established pursuant to section 53 of this bylaw shall be no later than 28 calendar days from the date on which the polls were closed.

COMING INTO FORCE

54. This bylaw shall come into full force and effect on and from the final passing thereof.

FIRST and SECOND READING: March 8, 2021

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

CITY OF WHITEHORSE

BYLAW 2021-17

A bylaw to repeal out-dated and redundant bylaws.

Explanatory Notes

The attached bylaw repeals a number of out-dated and redundant bylaws. The reasons for the repeal are detailed as follows:

Committees to Assist the Mayor Bylaw 112

Part 3 of the *Council Procedures Bylaw* regulates the creation and operation of standing committees, making this bylaw redundant.

Bylaw 112 was passed in 1958.

Lords Day Permits Bylaw 130 (as amended)

This bylaw restricted the playing of public sports, games, movies, theatrical performances, concerts and lectures on Sundays. The authority for this bylaw was based on section 3 of the Lord's Day Ordinance, which is no longer in effect. This bylaw could also be in violation of sections 2(a) and 15(1) of the *Canadian Charter of Rights and Freedoms*.

Bylaw 130 was passed in 1962.

Hotel and Rooming House Bylaw 187

Section 3 of this bylaw concerns the construction and renovation of hotels, which is currently addressed in sections 3 to 6 of the *Hotels and Tourist Establishments Act*. Sections 5 to 24 of the bylaw mandates what must be provided to guests by hotel operators, and sets out the health and safety requirements for hotel operators, all of which are regulated by the *Hotels and Tourist Establishments Act* (section 7) and the *Public Health and Safety Act* (section 2).

Bylaw 187 was passed in 1966.

Public Health Bylaw 443 (as amended)

This bylaw provided regulations for a number of areas concerning public health. Section 5 of the bylaw regulates the creation of a public health nuisance, which is covered by the Yukon *Public Health and Safety Act* (PHSA) sections 2 (d), (e), and (q). Section 6 of the bylaw addresses prohibitions for individuals, which are also addressed in the PHSA sections 2(d), (h), (i), (j), (k), (m) and (r). Section 7 of the bylaw prohibits the practice of blood or bone boiling and other extraction practices with animal parts. There is a similar clause in section 2(m) of the PHSA. Section 8 of the bylaw mandates timely removal of animal carcasses, which is also addressed in section 2(aa) of the PHSA. Section 9 of the bylaw prohibits persons from depositing things that may become a public health or safety issue, the PHSA contains similar sections in section

Explanatory Notes for Bylaw Repeal Bylaw 2021-17

2(j). In section 10 of the bylaw, it mandates that residences must be 500 yards from a waste disposal facility. Yukon *Environment Act* mandates that the waste disposal facility's boundary must be 500 m from any building used for human habitation or food storage. Sections 11, 12, 13, and 14 regulate unsanitary conditions in buildings. Similar legislation regarding unsanitary conditions exists in sections 2(d) and (e) of the PHSA, the *Building and Plumbing Bylaw* (sections 38, 53, and 73), and the *Sewer and Storm Utility Bylaw* (sections 27, 57, and 58). Section 15 of the bylaw regulates airspace in buildings used for human habitation, which is also covered in section 2(f) of the PHSA. Sections 16 to 24 of the bylaw regulate the provision of potable water and sanitary facilities. The PHSA provides extremely similar legislation in sections 2(h), (i), (k), the Yukon Drinking Water Regulation, Sewage Disposal Systems Regulation, in addition to sections 55-69 of the current *Sewer and Storm Water Bylaw*, and section 80 of the *Building and Plumbing Bylaw*.

Part 2 of the bylaw (sections 27-51) regulates food handling and marketing. Similar legislation currently exists in sections 2(l), (m), (n) and (z) of the PHSA, in addition to the Regulations Governing the Sanitation of Eating or Drinking Places in the Yukon Territory. Bylaw 443 was first passed in 1975.

Trailer Registration Bylaw 481 (as amended)

This bylaw required the registration of trailers designed for the purpose of sleeping or dwelling. Trailers in transit through the city, trailers used for recreational or tourist purposes only, trailers on individual residential mobile home lots and new unoccupied trailers being held for sale were exempt from the registration requirement. Current registration requirements for trailers are set out in sections 39, 44 and 57 of the Yukon *Motor Vehicles Act*.

Bylaw 481 was first passed in 1979.

Zoning Appeals Board Bylaw 517 (as amended)

The *Zoning Bylaw* now regulates how residents may present appeals to the Board of Variance or to Council in sections 4.14.5 and 4.15, making this bylaw redundant.

Bylaw 517 was first passed in 1976.

Neighbourhood Improvement Bylaw 789

This bylaw offered financial incentives to property owners to improve the exterior appearance of their properties through the issuance of grants. The grants through the bylaw were limited to 10% of the purchase price of materials to a maximum of \$500.

Some of the clauses in this bylaw could be used in the drafting of a future bylaw, possibly incorporating incentives for Fire Smart renovations related to the Wildfire Risk Reduction Strategy.

Bylaw 789 was first passed in 1980.

Explanatory Notes for Bylaw Repeal Bylaw 2021-17

Road Cut Bylaw 790

This bylaw regulated road cuts on highways and roads within City boundaries. This bylaw is now redundant due to current *Road Closure Construction and Storage Bylaw*.

Bylaw 790 was passed in 1981.

Parks and Recreation Fees and Charges Bylaw – 97-18

This bylaw was consolidated with Bylaw 98-12 in June, 1998 and made redundant by the passing of the *Fees and Charges Bylaw*. The Parks and Recreation Fees and Charges Bylaw was not repealed as only the fee schedule was consolidated into Bylaw 98-12, which has since been replaced by the current Fees and Charges Bylaw.

Planning Study Bylaw 2006-11

This bylaw required the preparation of a planning study and a green space map as part of the preliminary development process for any new residential development, and further required that the green space map be submitted for public input by plebiscite. Current planning practices provide greatly enhanced opportunities for public engagement, making this bylaw a barrier to timely land development.

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CITY OF WHITEHORSE
BYLAW 2021-17

A bylaw to repeal out-dated and redundant bylaws

WHEREAS section 220 of the *Municipal Act* provides that the power to adopt a bylaw or pass a resolution includes the power to amend or repeal the bylaw or resolution unless the Act or any other Act expressly provides otherwise; and

WHEREAS it is deemed desirable and expedient that a number of out-dated and redundant bylaws be repealed;

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

1. The following bylaws, including all amendments thereto, are hereby repealed:
 - (1) Bylaw 112 – Committees to Assist the Mayor Bylaw
 - (2) Bylaw 130 – Lord’s Day Permit Bylaw
 - (3) Bylaw 187 – Hotel and Rooming House Bylaw
 - (4) Bylaw 443 – Public Health Bylaw
 - (5) Bylaw 481 – Trailer Registration Bylaw
 - (6) Bylaw 517 – Zoning Appeals Board Bylaw
 - (7) Bylaw 789 – Neighbourhood Improvement Bylaw
 - (8) Bylaw 790 – Road Cut Bylaw
 - (9) Bylaw 97-18 – Parks and Recreation Fees and Charges Bylaw
 - (10) Bylaw 2006-11 – Planning Study Bylaw
2. This bylaw shall come into full force and effect upon final passage thereof.

FIRST and SECOND READING: March 8, 2021

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

CITY OF WHITEHORSE

BYLAW 2021-18

A bylaw to amend the references in a number of current bylaws

WHEREAS section 220 of the *Municipal Act* provides that the power to adopt a bylaw or pass a resolution includes the power to amend or repeal the bylaw or resolution unless the Act or any other Act expressly provides otherwise; and

WHEREAS it is deemed desirable and expedient that a number of current bylaws be updated to reflect revisions to the *Municipal Act*;

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

1. Personal Services Bylaw 95-96 is hereby amended by deleting the reference to section 271 of the *Municipal Act* and substituting therefore reference to section 265 (a) of the *Municipal Act*.
2. Inter-Municipal Business License Bylaw 98-10 is hereby amended by deleting the reference to section 276 of the *Municipal Act* and substituting therefore reference to section 265 (a) of the *Municipal Act*.
3. Dangerous Goods Bylaw 98-25 is hereby amended by deleting the references in the preamble portion of the bylaw to sections 254, 267, 271, 286, 382, 383, and 384 of the *Municipal Act* and substituting therefore reference to sections 265 (a), (i), (j), (k) and (m) and section 272 of the *Municipal Act*.
4. Fees and Charges Bylaw 2014-36 is hereby amended by deleting the reference to section 220 of the *Municipal Act* and substituting therefore reference to section 248 of the *Municipal Act*.
5. This bylaw shall come into full force and effect upon final passage thereof.

FIRST and SECOND READING: March 8, 2021

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

CITY OF WHITEHORSE

BYLAW 2021-11

A bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to reduce parking requirements in order to allow for the development of affordable micro-unit rental housing in the Downtown area;

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

1. Section 10.6.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection, 10.6.7 i), as follows:

“10.6.7 i) Lot 5, Block 113, Plan 18415 LTO YT, located at 410 Cook Street in the downtown area, is designated CM2x(i) with the special modification being that for residential dwelling units less than 40 square metres in size, the following shall apply:

- (1) Off-street visitor parking requirements: - zero;
- (2) Off-street loading space requirements: - zero;
- (3) Residential parking shall be calculated at 0.45 spaces per dwelling unit;
- (4) Notwithstanding section 7.3.7(h), no further residential parking reductions will be applicable; and
- (5) Parking spaces may not be allocated exclusively or specified as ‘exclusive use’ in subsequent subdivision or condominium applications.

Notwithstanding the above, the CM2 zone shall apply in its entirety.”

2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 5, Block 113, Plan 18415 LTO YT, located at 410 Cook Street in the Downtown area, from CM2–Mixed Use Commercial 2 to CM2x(i)–Mixed Use Commercial 2 (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: January 25, 2021

PUBLIC NOTICE: January 29 & February 5, 2021

PUBLIC HEARING: February 22, 2021

SECOND READING:

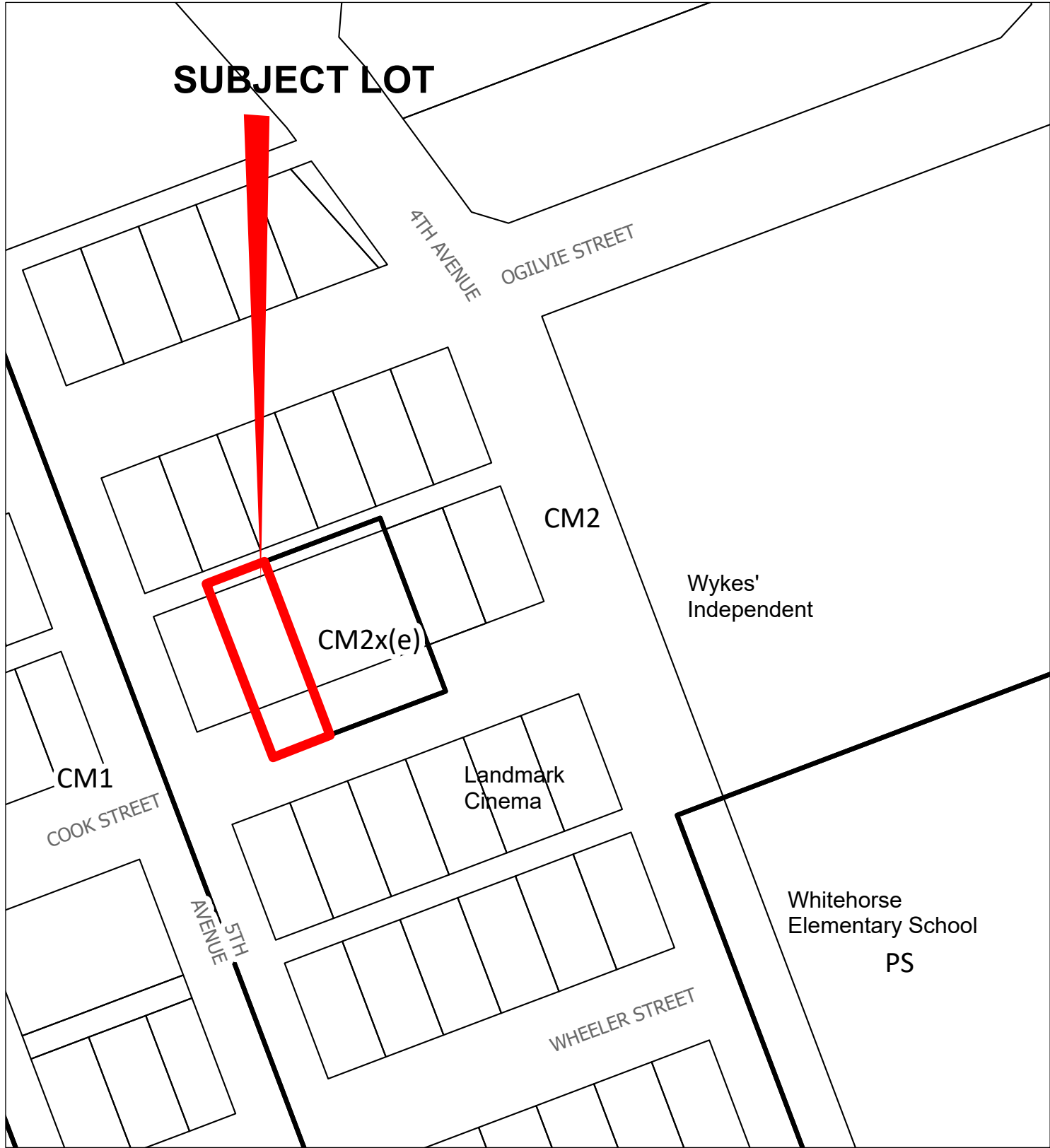
THIRD READING and ADOPTION:

Mayor

Assistant City Clerk



SUBJECT LOT



BYLAW 2021-11
A bylaw to amend the zoning at 410 Cook Street in Downtown to reduce the minimum parking requirement for micro-unit housing development

LEGEND

 Subject Area

CITY OF WHITEHORSE

BYLAW 2021-10

A bylaw to amend the 2021 to 2024 Capital Expenditure Program

WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that council shall by bylaw adopt an annual operating budget and a multi-year capital expenditure program; and

WHEREAS section 241 of the *Municipal Act* provides that no expenditure shall be made that increases total expenditures above what was approved in the annual capital budget or operating budget unless such expenditure is approved by bylaw; and

WHEREAS it is necessary to increase the 2021 to 2024 capital expenditure program to provide for the re-budgeting of 2020 capital projects;

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

1. The 2021 capital budget is hereby increased in the amount of \$32,980,778 to provide for the re-budgeting of 2020 capital projects as detailed in Appendix "A" attached hereto and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon final passing thereof.

FIRST and SECOND READING:

THIRD READING and ADOPTION:

Mayor

Assistant City Clerk

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Strategic Communications	201c00120	WEBSITE REDESIGN	Project continuing into 2021. Project expected to be completed by end of April 2021. Rebudgeted funds will be spent on website redesign	50,000	16,253	33,747	33,747
Legislative Admin	220c00116	RECORDS MANAGEMENT	The project will proceed in earnest when a staff person is hired. Recruitment efforts in 2020 did not result in a successful candidate. The job description is currently under review and reclassification, and the position is expected to be filled in 2021.	185,582	11,575	174,007	174,007
Legislative Admin	220c00220	POLICY DEVELOPMENT	SProject continues with a staff person in HR and consultants working on the project. Anticipate HR policies to be completed by end of 2021.	323,400	44,674	278,726	278,726
Engineering Services	240c00119	MARWELL LIFT SANITARY FORCEMAIN REPAIR	The tender was cancelled in 2020, since the sole bid was significantly over budget. The project will be retendered in 2021, with job to be completed Q4 2021 / Q1 2022	250,000	17,961	232,039	232,039
Engineering Services	240c00209	HILLCREST RECONSTRUCTION	Public engagement with Hillcrest delayed until the completion of the LIC Bylaw update	50,000	-	50,000	50,000
Engineering Services	240c00213	HILLCREST WATER SUPPLY	This is a Yukon Government lead project with a City contribution. The work was substantially completed in 2020 with some minor surface repair work remaining to be completed in 2021.	965,000	845,841	119,159	119,159

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Engineering Services	240c00317	DOWNTOWN RECONSTRUCTION - ALEXANDER ST EAST (2-4TH)	Contract is in place with a landscaping contractor. Contractor was not able to complete the work in 2020. Contract has been amended for a 2021 project completion date.	275,712	4,205	271,507	271,507
Engineering Services	240c00418	DOWNTOWN RECONSTRUCTION: COOK ST WEST (4TH TO ESCARPMENT)	Multi-year project. A contract is in place for construction of underground and surface works to be completed in 2021.	9,263,602	1,098,529	8,165,073	8,165,073
Engineering Services	240c00513	MARWELL EAST - TLINGIT ST	Multi-year project. Construction contract is in place for underground and surface works. Landscaping design has been initiated in early 2021.	6,667,855	3,519,359	3,148,496	3,148,496
Engineering Services	240c01020	PUCKETT GULCH STAIRS REHABILITATION	Construction was commenced in the fall of 2020, continued into the winter and was substantially completed in 2020. Some minor surface regrading and cleanup is required in 2021 to complete the contract.	650,000	417,165	232,835	232,835
Engineering Services	240c01118	LIVINGSTONE TRAIL LAGOON INFLUENT CHAMBER REPLACEMENT	Design was advanced to 95% in 2020, then put on hold until non-destructive testing was completed on the force main to validate the design. The remaining 5% of design will be completed in early 2021 by the City's engineering consultant.	87,001	66,258	20,743	20,743
Engineering Services	240c01216	TRANSPORTATION STUDY (CITY WIDE)	Multi-year project. A contract is in place with an engineering consulting firm and the anticipated completion date is March 2022.	450,000	127	449,873	449,873

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Engineering Services	240c01410	STORM SEWER UPGRADES	Most of the 2020 work was completed, however one of the 2020 locations is carrying forward to 2021, as the design was more challenging than anticipated.	233,651	108,389	125,262	125,262
Engineering Services	240c01420	SCHWATKA LAKE WEST SHORE AREA IMPROVEMENTS	Design commenced in 2020 and a contract is in place with a consultant for the design work. Design is anticipated to be completed early 2021 with construction in Summer 2021.	50,000	19,668	30,332	30,332
Engineering Services	240c01520	MAIN STREET ESCARPMENT GEOHAZARD MITIGATION	The supply of the berm material is being coordinated with the Cook Street Reconstruction project. A contract is in place for construction in 2021.	460,000	16,454	443,546	443,546
Engineering Services	240c02609	SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) PROGRAM	Multi-year program. A tender is ready to be released early 2021 for three water and waste water facilities.	501,050	309,559	191,491	191,491
Director, Corporate Services	120c00115	ASSET MANAGEMENT	COVID-19 delayed project implementation as steering committee members were not able to participate. In 2021 staff will be hired and an aggressive project plan developed. Once the program as been fully implemented, the project will move to the operating budget.	470,301	-	470,301	470,000
Financial Services	260c00120	IMPLEMENTATION OF ASSET RETIREMENT OBLIGATIONS STANDARD	The Public Standard Accounting Board (PSAB) has delayed the implementation of this reporting regulation to 2023 due to COVID-19. In 2021 these funds will be allocated to the development of the processes required to implement reporting. This project will be complete by 2022.	50,000	-	50,000	50,000

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Financial Services	260c00220	INSURANCE APPRAISAL SERVICES	This project began in 2020 though the bulk of the appraisal work will be carried out and completed in 2021.	60,000	6,651	53,349	53,349
Business & Technology Systems	300c00109	COMPUTER INFRASTRUCTURE	The project's supply chain, sourcing of equipment, and resource availability were affected by COVID-19. The remaining budget will be used for servers, Wi-Fi, and firewall replacement. This is a budget that funds ongoing needs.	799,937	371,926	428,011	428,011
Business & Technology Systems	300c00110	SOFTWARE ACQUISITION	OH&S case system is still in progress. The amount will be spent on the licenses and implementation of the system. Now that the Bylaw case system has been successfully completed, the OH&S case system will begin implementation in 2021. This is budget also funds other ongoing software needs.	136,951	74,922	62,029	62,029
Business & Technology Systems	300c00111	SOFTWARE LICENSING RENEWALS	The remaining funds will need to be rebudgeted to 2021 to cover for the upcoming Microsoft licensing term renewal at the end of 2021. It will be used to cover for Microsoft license count differential (growth in license needs). This is a budget that funds ongoing needs.	693,276	591,876	101,400	84,900
Business & Technology Systems	300c00112	SECURITY CAMERAS	Water and Waste camera replacement are still pending due to limited network connectivity options and resourcing/capacity issues. The funds will be spent on replenishment of old security camera equipment and Landfill gatehouse cameras. This is a budget that funds ongoing needs.	106,504	11,700	94,804	94,804
Business & Technology Systems	300c00113	ENTERPRISE RESOURCE PLANNING (ERP) DEVELOPMENT	Vendor delivery and performance was affected by COVID-19. There are ongoing discussions and consultations with various City Departments to collect and gather additional system requirements. The rebudgeted amount will be needed to fund the potential implementation of additional modules, upgrades, fixes and enhancements. This is a multi-year project with multi-year budgets.	173,384	16,448	156,936	156,936

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Business & Technology Systems	300c00117	LAND AND BUILDING SERVICES RECORDS DIGITIZATION	The project encountered difficulties in hiring Records Management staff within legislative department and lands & building due to COVID-19. The rebudgeted funds will be used to determine records digitization strategy and select a vendor to implement the project. This is a multi-year project with multi-year budgets.	112,929	587	112,342	112,342
Business & Technology Systems	300c00118	RADIO AND LOCATION EQUIPMENT	The project's supply chain, sourcing of equipment, and resource availability were affected by COVID-19. The rebudgeted funds will be spent on handheld and vehicle radios that various departments (non-Fire Dept.) are using. This is a budget that funds ongoing needs.	240,866	118,949	121,917	121,917
Business & Technology Systems	300c00119	TRANSIT REALTIME PASSENGER INFO AND ELECTRONIC PAYMENTS	The project's supply chain, vendor contract negotiations, and resource availability were affected by COVID-19. The rebudgeted funds will be spent to commence the project and install automated passenger counting equipment in City buses. This is a multi-year project with multi-year budgets.	131,900	-	131,900	131,900
Business & Technology Systems	300c00120	COMPUTER INFRASTRUCTURE - NETWORK AND COMM LINKS	The project's supply chain, sourcing of equipment, and resource availability were affected by COVID-19. The rebudgeted funds will be spent on replacement network equipment. This is a budget that funds ongoing needs.	393,200	143,995	249,205	249,205
Business & Technology Systems	300c00212	PAPERLESS DOCUMENT MANAGEMENT	The project is awaiting outcome of the Records Management pilot that will provide direction on how these funds will be spent going forward. If the pilot is successful, additional software license and more consulting hours will be needed in 2021. This phase of the project is targeted for completion in Dec 2021.	16,449	-	16,449	16,449
Business & Technology Systems	300c00218	BYLAW INCIDENT REPORTING SOFTWARE	The department/sponsor requested additional systems enhancements post implementation. The rebudgeted funds will be spent on systems enhancements to be implemented by the systems vendor. This phase of the project is targeted for completion in Dec 2021.	39,425	35,000	4,425	4,425

Department	Job ID	Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Business & Technology Systems	300c00220	COMPUTER INFRASTRUCTURE - SERVERS AND STORAGE The project's supply chain, sourcing of equipment, and resource availability (staff redeployment) were affected by COVID-19. The rebudgeted funds will be spent on consulting to ensure server and storage infrastructure are well maintained. This is a budget that funds ongoing needs.	112,400	90,359	22,041	10,200
Business & Technology Systems	300c00320	COMPUTER INFRASTRUCTURE - USER DEVICES AND SUPPORT The project's supply chain, sourcing of equipment, and resource availability (staff redeployment) were affected by COVID-19. The rebudgeted funds will be spent on employee computer equipment and Bylaw's license plate recognition system replacement. This is a budget that funds ongoing needs.	409,800	171,109	238,691	238,691
Business & Technology Systems	300c00420	IT STRATEGY FOR THE CITY OF WHITEHORSE The project was delayed due to COVID-19 as the consultant was unable to travel onsite. Consultations are being done remotely. The rebudgeted funds will be spent on remaining consulting hours to draft the final report and recommendations. This project is targeted for completion in Dec 2021.	40,000	20,566	19,434	19,434
Business & Technology Systems	300c00620	GROUP PORTAL CONSULTATION The project's resource availability was affected by COVID-19 - staff were redeployed. Consultation with the new Council will be done after Oct 2021. The rebudgeted funds will be used for obtaining software support and maintenance. This project is targeted for completion in Dec 2021.	30,000	-	30,000	30,000
Building & Fleet Maintenance	320c00114	PUMP HOUSE BUILDINGS REPAIRS Project was slightly delayed in 2020 due to COVID-19 with rebudgeted funds for remaining work to do at Two Mile Booster on the roof. Work is seasonal and will be completed Summer 2021.	29,989	13,888	16,101	16,101
Building & Fleet Maintenance	320c00115	MOBILE STEAMER REPLACEMENT A purchase order was issued in 2020, awaiting delivery in 2021. Rebudget will be spent on equipment purchase. Expected delivery July 2021	495,000	285	494,715	494,715

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Building & Fleet Maintenance	320c00220	ADDTL 1 TON SERVICE TRUCK- WATER SEWER SYSTEM MAINTENANCE FGE	A purchase order was issued in 2020, awaiting delivery in 2021. Rebudgeted amount was spent on equipment purchase. Already delivered February 2021	110,000	60	109,940	109,940
Building & Fleet Maintenance	320c00317	GARBAGE/COMPOST PACKER REPLACEMENT	A purchase order was issued in 2020, awaiting delivery in 2021. Rebudgeted amount will be spent on equipment purchase. Expected delivery December 2021 / January 2022 (manufacturing delays)	648,000	-	648,000	648,000
Building & Fleet Maintenance	320c00420	ROBERT SERVICE CAMPGROUND BUILDING	Design work in progress and design to be completed in 2021. Construction tender to be released in Q3 2021. Construction work not likely to be completed until 2022	250,000	25,223	224,777	224,777
Building & Fleet Maintenance	320c00910	WASTE HEAT RECOVERY - CGC	Construction in progress throughout 2020. Project proceeding as planned with expected completion date in 2021	653,128	36,404	616,724	616,724
Building & Fleet Maintenance	320c01016	REPLACEMENT TRANSIT BUSES	A purchase order was issued in 2020, awaiting delivery in 2021. Rebudgeted funds to be spent on 2 new buses. Expected delivery May 2021	2,200,000	1,099,200	1,100,800	1,100,000
Building & Fleet Maintenance	320c01114	ENERGY UPGRADES - CANADA GAMES CENTRE	Project near completion at end of 2020; re-budgeted funds were already spent on finalizing the project - project completed during Q1 2021.	70,179	60,011	10,168	10,168

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Building & Fleet Maintenance	320c01117	BUILDING CONSOLIDATION PLAN - SERVICES BUILDING	Design work progress delayed with award, COVID-19 impact. Council provided an update on March 4th 2021 - expected completion date 2024	4,104,178	357,959	3,746,219	3,700,397
Building & Fleet Maintenance	320c01217	BCP - TRANSIT/PARKS BUILDING RENOVATIONS	Delayed due to Operations Building Construction delays. Anticipate RFP for design in Q2 2021. Design work to be completed Q4 2021 with construction to be done in FY2022/2023	750,000	-	750,000	750,000
Building & Fleet Maintenance	320c01317	BCP - OFFICE ALTERNATIVE	Project delayed due to Operations Building delays. Moving, renovations and leases now underway in early 2021.	98,500	14,718	83,782	83,782
Building & Fleet Maintenance	320c01509	TRANSIT HANDY BUS REPLACEMENT	A purchase order was issued in 2020, awaiting delivery in 2021. COVID-19 Delays - vendor delayed in delivery due to global manufacturing delays. Expected delivery June 2021	240,000	24	239,976	239,976
Building & Fleet Maintenance	320c01516	KULAN SATELLITE STN UPGRADES	Other priorities delayed progress on this project. It is anticipated that detailed design and cost estimate will be completed in 2021	137,043	32,257	104,786	104,786
Building & Fleet Maintenance	320c01709	PICKUP TRUCK REPLACEMENT	A purchase order was issued in 2020, awaiting delivery in 2021. COVID-19 Delays - vendor delayed in delivery due to global manufacturing delays. Expected delivery April 2021	120,000	168	119,832	119,832

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Building & Fleet Maintenance	320c01712	ENVIRONMENTAL ASSESSMENTS - SURPLUS PROPERTIES	Delayed by Operations Building delays. Some progress made in 2021, more progress will be made as properties change use. More progress will be made as properties become vacant and the work can be completed. Hazardous material assessments cannot be completed until buildings are vacant.	75,736	35,590	40,146	40,146
Building & Fleet Maintenance	320c01716	BCP - FIRE HALL #1 BUILDING	Majority of job completed in 2020. Rebudgeted funds will go towards final completion including landscaping, signage, art work, flag poles, consultants & engineering. Expected completion Q2 2021	1,757,127	1,550,010	207,117	150,000
Building & Fleet Maintenance	320c01810	BCP - OPERATIONS BUILDING	Construction delayed due to COVID-19. Rebudget funds to go towards job completion including fit out, access road, consultant, management. Expected completion Q3 2021	7,872,206	3,262,137	4,610,069	3,980,629
Building & Fleet Maintenance	320c02016	HERITAGE BLDG ROOF REPLACEMENT	Design complete in 2020. Rebudgeted funds to be tendered 2021 for construction - expected Q2 2021	52,761	24,288	28,473	28,473
Bylaw Services	400c00220	PARKING TECHNOLOGIES OPTIONS ANALYSIS AND RECOMMENDATION	Project commenced in Fall 2020 due to slight delays due to COVID-19. Rebudget amounts will be spent on consulting. Invoicing has now begun with expected project completion in May 2021	50,000	-	50,000	50,000
Fire	440c00209	SELF-CONTAINED BREATHING APPARATUS (SCBA) AIR MANAGEMENT REPLACEMENT/UPGRADE	Additional units and replacement components have been ordered to ensure that a full transition has occurred. A full replacement was not considered in the initial scope of the project as confidence in pricing was low and a desire to remain within budget was preferable. This re-budgeted amount will ensure a full transition within budget parameters. These funds are committed, but as a result of a delayed delivery schedule, the units have not been received or paid for.	503,991	411,111	92,880	92,880

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Fire	440c00309	TURNOUT GEAR REPLACEMENT	Ongoing annual commitment to the recycling of turnout gear along with additional gear requirements for new casual or volunteer members. Budget variances are largely due to pricing fluctuations in this product. The project is an annual obligation, with no defined end date.	49,122	46,376	2,746	2,746
Fire	440c00320	FIRE SERVICE REVIEW	This project was delayed due to COVID-19. The project has commenced and these funds are required for 2021 to satisfy the contractual obligations with the consultant.	80,000	50	79,950	79,950
Operations	500c00110	SMALL EQUIPMENT REPLACEMENT	A PO was issued in 2020 and the units were delivered in February 2021.	89,244	29,296	59,948	50,000
Operations	500c00116	MAJOR SIDEWALK REPAIRS	Ongoing major sidewalk repairs across the City. Project was delayed due to weather and limited resources (staff) in 2020. Job expected to be complete Summer 2021	118,107	40,573	77,534	77,534
Operations	500c00409	PARA RAMP INFILLS	Ongoing Para ramp infills across the City. Project was delayed due to weather and limited resources (staff) in 2020. Job expected to be complete Summer 2021	41,390	18,563	22,827	22,827
Transit Services	580c00119	TRANSIT - ALTER EXISTING ROUTE NETWORK AND SCHEDULES	Project was not completed in 2020 due to delays however implementation will commence in 2021.	50,000	12,958	37,042	37,042

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Water and Waste Services	500c00209	LANDFILL UPGRADES	Project not performed in 2020 due to increased work load due to the COVID-19 pandemic at the Waste Management Facility, and personnel shortage. Planned expenditures include upgrades to the electric fence, signage and road improvements. Planned completion date: Dec 31, 2021.	95,753	836	94,917	94,917
Water and Waste Services	650c00119	RESERVOIR CLEANING	Project was not completed in 2020 due to travel restrictions caused by the COVID-19 pandemic. The contractor (Advanced Diving) is from Alberta. Planned expenditures: Cleaning of three drinking water reservoirs by specialized diving company. Planned completion: Dec 31, 2021.	88,445	88	88,357	88,357
Water and Waste Services	650c00120	GROUND PENETRATING RADAR	A ground penetrating radar was acquired in 2020. The remaining funds will be used to purchase ancillary devices and parts, for the optimum operation of the radar. Planned expenditures in 2021 include the purchase of ancillary parts and equipment for the radar. Planned completion: Dec 31, 2021.	50,000	34,036	15,964	15,964
Water and Waste Services	650c00319	LTECF DISCHARGE LINE UPGRADE	The project was not completed in 2020 as the contractors market was saturated during the COVID-19 pandemic. Planned expenditures in 2021 include upgrades to the LTECF discharge line. Planned completion: Dec 31, 2021.	70,853	32	70,821	70,821
Water and Waste Services	650c00320	EMERGING POLLUTANTS: WASTEWATER TREATMENT	This is a multi-year project, spanning from 2020 to 2023. Planned expenditures in 2021 include emerging contaminants testing, engineering assessment and implementation of a pilot system. Planned completion: Dec 31, 2023.	70,000	8,471	61,529	61,529
Water and Waste Services	650c00410	SMALL LIFT STATION UPGRADES	Upgrades and retrofits were partially completed in 2020, due to work load and personnel vacancies. Planned expenditures include the acquisition of parts for upgrades. Planned completion: Dec 31, 2021.	30,844	21,252	9,592	9,592
Water and Waste Services	650c00420	SMALL LIFT STATIONS BACKUP GENERATOR	The procurement of the generator was delayed in 2020 due to negotiations with the selected vendor. The generator has been ordered and the invoice will be paid in 2021. Planned expenditures include paying the invoice to the selected vendor for the generator. The planned completion date is Dec 31, 2021.	93,500	-	93,500	93,500

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Water and Waste Services	650c00618	POT HOLE LAKE SERVICE UPGRADE	The project was not completed in 2020 due to market saturation of both contractors and consultants, COVID-19 pandemic. Planned expenditures include an exfiltration test, detailed design and rehabilitation work of the Pot Hole Lake will be completed in 2021. Planned completion: Dec 31, 2021.	81,201	-	81,201	81,201
Water and Waste Services	650c00620	MARWELL LIFT STATION PUMP REPLACEMENT	One new pump was purchased and another one retrofitted in 2020. Also consultant services (Marwell Sand Traps Assessment) were retained in 2020 for this project. Planned expenditures in 2021 include purchasing one more pump. A Gas Tax amendment was submitted for additional \$200,000 to cover the payment of the pump in 2021. Planned completion: Dec 31, 2021.	330,000	181,269	148,731	51,269
Water and Waste Services	650c00819	TRANSFER STATION UPGRADES	A consultant prepared an assessment and preliminary design in 2020 and detailed design will continue in 2021; to upgrade the transfer station at the Waste Management Facility. Planned expenditures in 2021 include a detailed design to be created by a consultant. Planned completion: Dec 31, 2021.	234,388	137,195	97,193	97,193
Water and Waste Services	650c01019	METAL PILE - ONE YEAR	The project procurement started in 2020 and the completion of the procurement process and award will continue in 2021. Planned expenditures in 2021 include an award contract for the collection of metals from the Waste Management Facility. Planned completion: Dec 31, 2021.	348,884	10,540	338,344	338,344
Water and Waste Services	650c01217	COMMERCIAL WATER METER REPLACEMENTS	This is a multi-year project. The 2020 work did not proceed at the anticipated level due to high work load in other areas, due to the COVID-19 pandemic.. Planned expenditures in 2021 include procurement and installation of water meters for commercial buildings. Planned completion: multi-year.	74,152	-	74,152	74,152
Water and Waste Services	650c01409	HYDRANT INFILL	This is a multi-year project. There was no work performed in 2020 due to high work load in other areas, a result of the COVID-19 pandemic. Planned expenditures in 2021 include continuing with the hydrant infill program. Planned completion: Multi-year project.	5,000	-	5,000	5,000

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Water and Waste Services	650c01818	SWAP IMPLEMENTATION	The project will continue with ancillary expenses related to the implementation of the Solid Waste Action Plan. Planned expenditures in 2021 include materials related to the SWAP implementation. Planned completion: Dec 31, 2021.	1,915	1,346	569	569
Water and Waste Services	650c02118	COMPOST FACILITY EXPANSION	The project was substantially completed in 2020. Some seasonal deficiencies will be completed and inspections will be performed in the spring of 2021, after the snow disappear from the ground. Planned expenditures: Additional materials, equipment, inspection, deficiencies, and invoices will be purchased / paid in 2021. Planned completion: Dec 31, 2021.	3,843,667	2,570,351	1,273,316	1,273,316
Planning Services	720c00120	WHISTLE BEND TOWN SQUARE DETAILED DESIGN	This project was delayed due to staff capacity during COVID-19 as is now led by Engineering. The project is expected to be completed in 2021. Budget will be used for design.	140,000	-	140,000	140,000
Planning Services	720c00216	6TH AVE CONTAMINATION REMEDIATION	Project was not completed due to delays with review of the funding application by FCM. Rebudgeted funds will be spent on consultant services to do remediation planning. It is expected that funding will be secured by end of March and project will be completed by mid-summer.	75,000	7,238	67,762	67,762
Planning Services	720c00220	TANK FARM MASTER PLAN	This project was delayed due to ongoing discussions with primary landowner. Project is expected to be completed in 2022. Funds will primarily be used for consultants, project management and engagement.	150,000	339	149,661	149,661
Planning Services	720c00318	ZONING BYLAW REWRITE	This project is tied to the OCP review, which was delayed because of COVID-19 and staff turnover. This project is now expected to be completed late 2023. Funding will be used for consultants, project management and engagement.	100,000	-	100,000	100,000

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Planning Services	720c00319	INDIGENOUS LANGUAGES PLACE-NAME INCORPORATION	This is an intergovernmental project, which was delayed due to staff capacity in our and partner governments during COVID-19. This project is on hold until capacity is confirmed and therefore timelines for completion cannot be confirmed.	49,825	-	49,825	49,825
Planning Services	720c00614	NEIGHBOURHOOD SIGN CREATION & REFURBISHMENT	Project delayed due to vendor & staff capacity issues (COVID-19). Minimal amount rebudgeted to be spent summer 2021	12,350	6,315	6,035	6,035
Planning Services	720c00618	CHADBURN LAKE PARK IDENTITY/BRANDING	This is an intergovernmental project, which was delayed due to staff capacity in our and partner governments during COVID-19. This project is on hold until capacity is confirmed and therefore timelines for completion cannot be confirmed.	29,823	-	29,823	29,823
Planning Services	720c00815	OFFICIAL COMMUNITY PLAN REVIEW - 2018	The project experienced delays due to COVID-19 and staff turnover and is now expected to be completed under the next Council (2022). Funds will be used towards staffing, consultants, and public engagement.	103,339	32,539	70,800	70,800
Parks and Trails	740c00119	SHIPYARDS PARK SKATING LOOP DRAINAGE	This project is linked to Jumpstart Playground site preparation which was delayed due to COVID-19. The Jumpstart team could not travel. Landscape alterations will address water pooling in the area. Project will be completed in 2021	40,000	-	40,000	40,000
Parks and Trails	740c00220	WHISTLE BEND TREE REPLACEMENT	Staff planted as many trees as possible in 2020. The re-budgeted amount will be spent on more trees that currently require replacement and their planting. This project will be completed in 2021.	45,000	8,305	36,695	36,695

Department	Job ID		Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Parks and Trails	740c00320	LONG LAKE IMPROVEMENTS	The concept design was completed in 2020. Re-budgets will be spent on amenities such as a dock. Project will be completed in 2021.	110,000	5,006	104,994	107,974
Parks and Trails	740c00417	SHIPYARDS PARK ELECTRICAL POSTS AND OUTLET REPLACEMENT.	Electrical posts were purchased in 2020. Installation will coincide with the Jumpstart Playground site preparation which was delayed due to COVID-19. Project to be completed in 2021.	20,000	9,341	10,659	10,659
Parks and Trails	740c00420	JUMPSTART PLAYGROUND AT SHIPYARDS PARK	Jumpstart Playground installation was delayed due to COVID-19. The Jumpstart installers were unable to travel. Re-budget amount will be spent on site preparations for the new playground. Project to be completed in 2021.	120,000	-	120,000	120,000
Parks and Trails	740c00609	GREY MOUNTAIN CEMETERY EXPANSION	Project began in 2020. Purchase order has been issued for the design. Project to be completed in 2021.	30,000	-	30,000	30,000
Parks and Trails	740c01115	REPLACE IRRIGATION SYSTEM AT ROTARY PARK	The project was not completed due to project lead capacity. Funds will be spent on design, supply and install of irrigation. Project will commence in 2021.	198,000	-	198,000	198,000
Parks and Trails	740c01315	WHISTLE BEND PLAYGROUNDS	Coordination with Whistle Bend community association has delayed finishing. The playground equipment has now been purchased and the funds will be used to install. Project will be completed in 2021	34,927	2,973	31,954	31,954

Department	Job ID	Reason for Re-Budget Request	2020 Total Revised Budget	2020 YTD Actuals	Funds Available for Re-budget	Re-Budget Amount Requested
Parks and Trails	740c05310	DOWNTOWN STREET UPGRADES - PARKS Concrete and brick work design was not ready in time for 2020 implementation. Funds will be spent on main street upgrades including brickwork, clock tower, and tree well power infrastructure. Project will be complete in 2021	26,505	5,380	21,125	21,125
Recreation & Facility Services	750c00118	AQUATIC ACOUSTICS REPLACEMENT Agreement is in place to conduct the assessment. Unable to start the contract because of COVID-19 restrictions regarding outside workers. All funds will be used if restrictions are removed. Completion is expected by September.	15,000	-	15,000	15,000
Recreation & Facility Services	750c00418	ACCESSIBLE PLAYGROUND CANADA GAMES CENTRE Unable to complete in 2020 because of COVID-19 restrictions however the procurement process was completed in 2020 and the contract is in place. Expected completion date is July 2021.	200,000	-	200,000	200,000
Recreation & Facility Services	750c00419	CGC CHANGEROOM LOCKER UPGRADES Lockers were delayed as a result of COVID-19 restrictions. Lockers were purchased and shipped in 2020, and arrived in 2021. Expected to be installed by March 30, 2021.	60,000	20,770	39,230	60,000
Recreation & Facility Services	750c00811	WELLNESS CENTRE EQUIPMENT Some equipment was unavailable for purchase due to COVID-19. Expect to complete this project by October 2021.	42,334	35,446	6,888	6,888
TOTAL ALL JOBS			\$ 52,146,581	\$ 18,320,322	\$ 33,826,259	\$ 32,980,778

CITY OF WHITEHORSE
BYLAW 2021-20

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 9 and 11, and substituting therefore new Schedules 9 and 11, 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 2021-20

Explanatory Notes:

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

The changes include new fees, fee increases, deletion of redundant fees, and amendments to fee descriptions to provide clarity.

The changes are highlighted and are detailed as follows:

Schedule 9

- Amend the Development Permit Refund deduction from 20% to 50% to match the existing Zoning Bylaw and extend the deductions to applications in progress
- Revise the fee description of new development to allow for minor changes during the review process and to save administrative time processing small refunds
- Delete the “Development Permit – Relocation of a Structure” fee and combine with “Development Permit – Demolition of a Structure” fee with a minimum impact on revenue
- Delete, consolidate and clarify some Development Permit fees and their descriptions related to Change of Use and New Development

Schedule 11

- Add new transit advertising penalty fees related to vinyl application bus wrap to recover costs associated with cancellations and non-renewal bus advertising contracts.
- Add new transit Group Pass fees for the duration of the entire education semester (5-months) to give more options for students and to reduce administration time and costs of issuing monthly passes

FEE DESCRIPTION				Bylaw 2020-06		Bylaw 2021-20		Units
				Approved	Date Fee	Approved	Date Fee	
				Fee	Effective	Fee	Effective	
Address Changes	changing a municipal address	no relocation		200.00	22-Jun-98	200.00	22-Jun-98	each
Development Cost Charge	residential, single family	unserviced Country Residential secondary Suite		1,040.00	1-Jul-14	1,040.00	1-Jul-14	per dwelling
Development Cost Charge	residential, single family	urban serviced lot		3,641.00	1-Jul-14	3,641.00	1-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential serviced lot		3,641.00	1-Jul-14	3,641.00	1-Jul-14	per dwelling
Development Cost Charge	residential, single family	country residential non serviced lot		1,769.00	1-Jul-14	1,769.00	1-Jul-14	per dwelling
Development Cost Charge	residential, duplex	duplex housing		5,826.00	1-Jul-14	5,826.00	1-Jul-14	per 2 dwellings
Development Cost Charge	residential, multiple housing	townhouse		2,913.00	1-Jul-14	2,913.00	1-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	apartment		2,185.00	1-Jul-14	2,185.00	1-Jul-14	per dwelling
Development Cost Charge	residential, multiple housing	multiple detached dwellings		2,913.00	1-Jul-14	2,913.00	1-Jul-14	per dwelling
Development Cost Charge	Approved Development Incentive	Suite Development Incentive		-	24-Feb-20	-	24-Feb-20	per dwelling
Development Cost Charge	Approved Development Incentive	Neighbourhood Density Development Incentive	To a maximum of \$50,000 in regular DCCs	-	24-Feb-20	-	24-Feb-20	per dwelling
Development Cost Charge	Approved Development Incentive	RCM2 Development Incentive		-	24-Feb-20	-	24-Feb-20	per dwelling
Development Cost Charge	Approved Development Incentive	Rental and Supportive Housing Development Incentive		-	24-Feb-20	-	24-Feb-20	per dwelling
Development Agreement	Approved Development Incentive	Rental and Supportive Housing Development Incentive		200.00	24-Feb-20	200.00	24-Feb-20	each
Development Permit	Conditional Use - \$500 plus applicable Permitted Use fee.			500.00	1-Jan-15	500.00	1-Jan-15	each +
Development Permit	Designated municipal historic resource			-	27-Jan-03	-	27-Jan-03	each
Development Permit	Permitted Use: Non-residential Zone- (No new construction) Change of Use	Change of Use with new zoning requirements: All zones		275.00	29-Jan-07	275.00	1-Apr-21	each
Development Permit	Permitted Use: All Zones Change of Use	Change of Use: no zoning requirements without new zoning requirements: All zones		75.00	1-Jun-17	75.00	1-Apr-21	each
Development Permit	Permitted Use: Residential Zone New Development	single, duplex, triplex & townhouse New Use: Single detached & duplex housing; triplex & townhouse housing where each unit is on a separate fee-simple lot, living suite or garden suite		75.00	1-Jan-19	75.00	1-Apr-21	each unit
Development Permit	Permitted Use: Non-residential Zone(New Construction) \$275.00 + 1.10/sq.metre New Development	New Use and/or new Gross Floor Area (GFA): All other uses: \$275.00 + \$1.10/m2 GFA; Minor change to plans for application in progress resulting in revised GFA being <10% more or less than original GFA - no fee change (i.e. no refund if less, no additional charge if more)		275.00+	29-Jan-07	275.00+	1-Apr-21	each +
Development Permit	Permitted Use: Residential Zone	Multiple Housing & Commercial use	\$275 - base plus \$1.10/sq. meter (new Con)	275.00+	22-Jun-98			each
Development Permit	Permitted Use: Residential Zone	Multiple Housing & Commercial use	\$275 - (Change of use)	275.00	1-Feb-09			each
Development Permit	Secondary Use of a Residence	Home-based Business, Bed and Breakfast Lodging, Family Day		30.00	1-Jan-19	30.00	1-Jan-19	each

FEE DESCRIPTION				Bylaw 2020-06		Bylaw 2021-20		Units
				Approved	Date Fee	Approved	Date Fee	
				Fee	Effective	Fee	Effective	
Development Permit	Permitted Use: Residential Zone	Secondary Living Suite or Garden Suite		75.00	1-Jan-19			each
Development Permit	Placement of Sign			25.00	1-Feb-09	25.00	1-Feb-09	each
Development Permit	Schwatka Lake Waterfront Policy Dock	Annual permit		300.00	1-May-16	300.00	1-May-16	each
Development Permit	Schwatka Lake Waterfront Policy Dock	Refundable deposit		1,500.00	1-May-16	1,500.00	1-May-16	each
Development Permit	Demolition/Relocation of a Structure	Demolition Structure (<75 m2)		75.00	1-Jun-17	75.00	1-Apr-21	each
Development Permit	Demolition/Relocation of a Structure	Commercial		275.00	1-Feb-09	275.00	1-Apr-21	each
Development Permit	Demolition/Relocation of a Structure	Residential		200.00	1-Feb-09	200.00	1-Apr-21	each
Development Permit	Relocation of a Structure			25.00	1-Feb-09			each
Development Permit	Temporary Use Permit	Community Event		25.00	1-Feb-09	25.00	1-Feb-09	each
Development Permit	Temporary Use Permit	Commercial Event/Development		275.00	1-Feb-09	275.00	1-Feb-09	each
Development Permit	Temporary Use Permit	Temporary Use Permit<7 days		25.00	1-Feb-09	25.00	1-Feb-09	each
Development Permit	Mobile food Vendor on public site	Annual permit		275.00	1-May-15	275.00	1-May-15	each
Development Permit	Mobile food Vendor on public site: ele	Monthly permit fee for electricity		50.00	1-May-15	50.00	1-Apr-21	each monthly
Development Permit Refund	written request from applicant within 6 months of original date of issue no permit related work on site has begun deduction of \$55. or 20% of fee whichever is MORE- Development Permit Refund	Denied or withdrawn applications, or written request from applicant within 6 months of original approval date (provided no permit-related work on site has occurred) - deduction of the greater of \$55.00 or 50% of fee. The conditional use application fee is not refundable.		Varies	1-Feb-09	Varies	1-Apr-21	each
Land Management	Development agreement			200.00	29-Jan-07	200.00	29-Jan-07	each
Land Management	Road Closure Bylaw			500.00	29-Jan-07	500.00	29-Jan-07	each
Land Management	Subdivision Approval Extension			250.00	29-Jan-07	250.00	29-Jan-07	each
Official Community Plan (OCP)	OCP Amendment Fee	Text or mapping changes to the OCP		2,000.00	1-Jan-20	2,000.00	1-Jan-20	each
Parking	Payment in lieu of providing parking space	Space in the CC, CPG and CMW Zones		18,706.00	13-Nov-01	18,706.00	13-Nov-01	each space
Parking	Payment in lieu of providing parking space	space in the CM1 and CM2 zones		7,967.00	13-Nov-01	7,967.00	13-Nov-01	each space
Subdivision Application	Condominium (non refundable fee)	\$50.00 per unit being created to a maximum of \$500.00		50.00	8-Jan-01	50.00	8-Jan-01	each
Subdivision Application	Consolidation (non refundable fee)			50.00	22-Jun-98	50.00	22-Jun-98	each
Subdivision Application	Subdivision (non refundable fee)	min. charge \$250. max. charge \$1000.	ea. lot \$100	100.00	22-Jun-98	100.00	22-Jun-98	each

FEE DESCRIPTION				Bylaw 2020-06		Bylaw 2021-20		Units
				Approved	Date Fee	Approved	Date Fee	
				Fee	Effective	Fee	Effective	
Subdivision Application	Property line adjustment or realignment (non refundable fee)	ea. adjustment/realignment \$50		50.00	8-Jan-01	50.00	8-Jan-01	each
Variance, Board of-Appeal	non refundable fee each appeal			500.00	1-Feb-05	500.00	1-Feb-05	each
Zoning Amendment	Zoning Bylaw Amendment	Text or mapping changes to the Zoning Bylaw		2,000.00	1-Jan-20	2,000.00	1-Jan-20	each
Zoning Amendment	Designated municipal historic resource			-	27-Jan-03	-	27-Jan-03	each
OCP / Zoning Amendment	Combination OCP / Zoning Amendmer	Similar text/mapping amendments to the OCP & Zoning Bylaw		3,000.00	1-Jan-20	3,000.00	1-Jan-20	each

FEE DESCRIPTION				Bylaw 2019-12		Bylaw 2021-20		Final Fee 5% GST Inc	Unit
				Approved	Date Fee	Approved	Date Fee		
				Fee	Effective	Fee	Effective		
Bus Fares	Adult Monthly Pass	Age 19-59		62.00	1-Jan-08	62.00	1-Jan-08	no gst	each
Bus Fares	Adult Single-cash	Age 19-59		2.50	1-Jan-08	2.50	1-Jan-08	no gst	each
Bus Fares	Adult Ticket (sold in strips of 10)	Age 19-59		23.00	1-Jan-08	23.00	1-Jan-08	no gst	each strip
Bus Fares	Day Pass	Age 5 and over		5.00	1-Apr-15	5.00	1-Apr-15	no gst	each
Bus Fares	Disabled Handy Bus-Cash	Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service		2.50	1-Jan-08	2.50	1-Jan-08	no gst	each
Bus Fares	Disabled Handy Bus-Monthly Pass	Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service		26.00	1-Jan-08	26.00	1-Jan-08	no gst	each
Bus Fares	Disabled Handy Bus-Ticket (strip of 10)	Handy Bus disabled customers that meet the eligibility requirements of Handy Bus Service		10.00	1-Jan-08	10.00	1-Jan-08	no gst	each strip
Bus Fares	Disabled Conventional Bus	Conventional Bus disabled customers that meet the eligibility requirements of Handy Bus Service		free	1-Jul-03	free	1-Jul-03	-	each
Bus Fares	Pre-schooler:4 and under accompanied by an adult (2 per adult)		proof of age may be required	free	22-Jun-98	free	22-Jun-98	-	each
Bus Fares	Senior Monthly Pass	Age 60 and over		26.00	1-Jan-08	26.00	1-Jan-08	no gst	each
Consolidated	Senior Single-cash	Age 60 and over		2.50	1-Jan-08	2.50	1-Jan-08	no gst	each
Bus Fares	Senior Ticket (strips of 10)	Age 60 and over		10.00	1-Jan-08	10.00	1-Jan-08	no gst	each strip
Bus Fares	Youth Monthly Pass	Age 5-18		40.00	1-Jan-08	40.00	1-Jan-08	no gst	each
Bus Fares	Youth Single-cash	Age 5-18		2.50	1-Jan-08	2.50	1-Jan-08	no gst	each
Bus Fares	Youth Ticket (sold in strips of 10)	Age 5-18		15.00	1-Jan-08	15.00	1-Jan-08	no gst	each strip
Bus Fares	Superpass Monthly	Superpass -ADULT		54.25	1-Jul-18	54.25	1-Jul-18	no gst	each
Bus Fares	Superpass Monthly	Superpass -YOUTH		35.00	1-Jan-15	35.00	1-Jan-15	no gst	each
Bus Fares	Superpass Monthly	Superpass -SENIOR		22.75	1-Jan-15	22.75	1-Jan-15	no gst	each
Bus Fares	Superpass Monthly	Superpass -DISABILITY		22.75	1-Jan-15	22.75	1-Jan-15	no gst	each
Group Pass	College	0%-10% (0-55) of students participating		248.00	1-Jan-13	248.00	1-Jan-13	no gst	each
Group Pass	College	10%-20% (56-110) of students participating	0% Transit Discount	248.00	1-Jan-13	248.00	1-Jan-13	no gst	each
Group Pass	College	20%-30% (111-165) of students participating	20% Transit Discount	198.40	1-Jan-13	198.40	1-Jan-13	no gst	each
Group Pass	College	30%-40% (166-220) of students participating	20% Transit Discount	198.40	1-Jan-13	198.40	1-Jan-13	no gst	each
Group Pass	College	40%-50% (221-275) of students participating	35% Transit Discount	161.20	1-Jan-13	161.20	1-Jan-13	no gst	each
Group Pass	College	50%-60% (276-330) of students participating	35% Transit Discount	161.20	1-Jan-13	161.20	1-Jan-13	no gst	each
Group Pass	College	60%-70% (331-385) of students participating	50% Transit Discount	124.00	1-Jan-13	124.00	1-Jan-13	no gst	each
Group Pass	College	70%-80% (386-440) of students participating	50% Transit Discount	124.00	1-Jan-13	124.00	1-Jan-13	no gst	each
Group Pass	College	80%-90% (441-495) of students participating	75% Transit Discount	62.00	1-Jan-13	62.00	1-Jan-13	no gst	each
Group Pass	College	90%-100% (496-550) of students participating	75% Transit Discount	62.00	1-Jan-13	62.00	1-Jan-13	no gst	each

FEE DESCRIPTION				Bylaw 2019-12		Bylaw 2021-20		Final Fee 5% GST Inc	Unit
				Approved	Date Fee	Approved	Date Fee		
				Fee	Effective	Fee	Effective		
Group Pass	Education	0% of eligible students or employees participating	0% Transit Discount	40.00	1-May-12	40.00	1-May-12	no gst	each
Group Pass	Education	25% of eligible students or employees participating	10% Transit Discount	36.00	1-May-12	36.00	1-May-12	no gst	each
Group Pass	Education	50% of eligible students or employees participating	15% Transit Discount	34.00	1-May-12	34.00	1-May-12	no gst	each
Group Pass	Education	75% of eligible students or employees participating	20% Transit Discount	32.00	1-May-12	32.00	1-May-12	no gst	each
Group Pass	Education	100% of eligible students or employees participating	25% Transit Discount	30.00	1-May-12	30.00	1-May-12	no gst	each
Group Pass	Education - Semester	0% of eligible students or employees participating	0% Transit Discount			200.00	1-Apr-21	210.00	each
Group Pass	Education - Semester	25% of eligible students or employees participating	10% Transit Discount			180.00	1-Apr-21	189.00	each
Group Pass	Education - Semester	50% of eligible students or employees participating	15% Transit Discount			170.00	1-Apr-21	178.50	each
Group Pass	Education - Semester	75% of eligible students or employees participating	20% Transit Discount			160.00	1-Apr-21	168.00	each
Group Pass	Education - Semester	100% of eligible students or employees participating	25% Transit Discount			150.00	1-Apr-21	157.50	each
Group Pass	Employers 5-25 Participants	0% of employees participating	0% Transit Discount	62.00	1-Jun-12	62.00	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	25% of employees participating	3.75% Transit Discount	59.68	1-Jun-12	59.68	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	50% of employees participating	7.50% Transit Discount	57.35	1-Jun-12	57.35	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	75% of employees participating	11.25% Transit Discount	55.03	1-Jun-12	55.03	1-Jun-12	no gst	each
Group Pass	Employers 5-25 Participants	100% of employees participating	15.0% Transit Discount	52.70	1-Jun-12	52.70	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	0% of employees participating	0% Transit Discount	62.00	1-Jun-12	62.00	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	25% of employees participating	5% Transit Discount	58.90	1-Jun-12	58.90	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	50% of employees participating	10% Transit Discount	55.80	1-Jun-12	55.80	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	75% of employees participating	15% Transit Discount	52.70	1-Jun-12	52.70	1-Jun-12	no gst	each
Group Pass	Employers 26-50 Participants	100% of employees participating	20% Transit Discount	49.60	1-Jun-12	49.60	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	0% of employees participating	0% Transit Discount	62.00	1-Jun-12	62.00	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	25% of employees participating	6.25% Transit Discount	58.13	1-Jun-12	58.13	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	50% of employees participating	12.50% Transit Discount	54.25	1-Jun-12	54.25	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	75% of employees participating	18.75% Transit Discount	50.38	1-Jun-12	50.38	1-Jun-12	no gst	each
Group Pass	Employers over 50 Participants	100% of employees participating	25% Transit Discount	46.50	1-Jun-12	46.50	1-Jun-12	no gst	each
Group Pass	Youth - Employers 5-25 Participants	0% of employees participating	0% Transit Discount	40.00	1-Jul-13	40.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	25% of employees participating	3.75% Transit Discount	38.50	1-Jul-13	38.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	50% of employees participating	7.50% Transit Discount	37.00	1-Jul-13	37.00	1-Jul-13	no gst	each

FEE DESCRIPTION				Bylaw 2019-12		Bylaw 2021-20		Final Fee 5% GST Inc	Unit
				Approved	Date Fee	Approved	Date Fee		
				Fee	Effective	Fee	Effective		
Group Pass	Youth - Employers 5-25 Participants	75% of employees participating	11.25% Transit Discount	35.50	1-Jul-13	35.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers 5-25 Participants	100% of employees participating	15.0% Transit Discount	34.00	1-Jul-13	34.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	0% of employees participating	0% Transit Discount	40.00	1-Jul-13	40.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	25% of employees participating	5% Transit Discount	38.00	1-Jul-13	38.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	50% of employees participating	10% Transit Discount	37.00	1-Jul-13	37.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	75% of employees participating	15% Transit Discount	34.00	1-Jul-13	34.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers 26-50 Participants	100% of employees participating	20% Transit Discount	32.00	1-Jul-13	32.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	0% of employees participating	0% Transit Discount	40.00	1-Jul-13	40.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	25% of employees participating	6.25% Transit Discount	37.50	1-Jul-13	37.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	50% of employees participating	12.50% Transit Discount	35.00	1-Jul-13	35.00	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	75% of employees participating	18.75% Transit Discount	32.50	1-Jul-13	32.50	1-Jul-13	no gst	each
Group Pass	Youth - Employers over 50 Participants	100% of employees participating	25% Transit Discount	30.00	1-Jul-13	30.00	1-Jul-13	no gst	each
Advertising	Bench Back	monthly	21"x69" ad panel	82.50	1-Jan-13	82.50	1-Jan-13	86.60	each
Advertising	Bench Back	yearly	21"x69" ad panel	825.00	1-Jan-13	825.00	1-Jan-13	866.30	each
Advertising	Exterior King panels, side of bus	monthly	139"x30" ad panel	275.00	1-Jan-13	275.00	1-Jan-13	288.80	each
Advertising	Exterior King panels, side of bus	yearly	139"x30" ad panel	2,750.00	1-Jan-13	2,750.00	1-Jan-13	2,887.50	each
Advertising	Interior panel	monthly	11"x21" ad panel	33.00	1-Jan-13	33.00	1-Jan-13	34.70	each
Advertising	Interior panel	yearly	11"x21" ad panel	352.00	1-Jan-13	352.00	1-Jan-13	369.60	each
Advertising	Shelters	monthly	47 1/4" x 68 1/2"	385.00	1-Jul-13	385.00	1-Jul-13	404.30	each
Advertising	Shelters	yearly	47 1/4" x 68 1/2"	3,850.00	1-Jul-13	3,850.00	1-Jul-13	4,042.50	each
Advertising	Vinyl application bus wrap	Side of the bus: 12 Months	Top Runner, One Panel or Lower portion	1,650.00	31-Mar-19	1,650.00	31-Mar-19	1,732.50	each
Advertising	Vinyl application bus wrap	Full 1 side of the Bus: 12 Months	1 side of the bus less areas required clear for safety	3,850.00	31-Mar-19	3,850.00	31-Mar-19	4,042.50	each
Advertising	Vinyl application bus wrap	Full Bus Wrap 1st Year: 12 Months	Full Bus Wrap, less areas required clear for safety	7,700.00	31-Mar-19	7,700.00	31-Mar-19	8,085.00	each
Advertising	Vinyl application bus wrap	Full Bus Wrap Renewal: each 12 month interval after the 1st Year	Full Bus Wrap, less areas required clear for safety	5,133.33	31-Mar-19	5,133.33	31-Mar-19	5,390.00	each
Advertising	Vinyl application bus wrap	Side of the bus: Late cancellation, non-renewal, monthly fee (10%)	Top Runner, One Panel or Lower Portion			165.00	1-Apr-21	173.30	each
Advertising	Vinyl application bus wrap	Full 1 side of the Bus: Late cancellation, non-renewal, monthly fee (10%)	1 side of the bus less areas required clear for safety			385.00	1-Apr-21	404.30	each
Advertising	Vinyl application bus wrap	Full Bus Wrap: Late cancellation, non-renewal, monthly fee (10%)	Full Bus Wrap, less areas required clear for safety			770.00	1-Apr-21	808.50	each
Advertising	Back face of bus passes	yearly	Includes Adult 300, Youth 400, Seniors 100	1,980.00	1-Jan-13	1,980.00	1-Jan-13	2,079.00	each