

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, June 5, 2023 – 5:30 p.m.

Council Chambers, City Hall

---

## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**            Indigenous History Month  
  Filipino Heritage Month  
  National Pride Month  
  World Environment Day (June 5)  
  Motorcycle Ride for Dad Day (June 10)

**DELEGATIONS**            Florian Boulais, F&B Consulting – Communication with the  
  Public Informed by Complexity

## **CITY OPERATIONS COMMITTEE**

1. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. Modernized Transit Route Implementation Update – For Information Only
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Fees and Charges Bylaw Amendments 2<sup>nd</sup> Quarter
2. Community Service and Municipal Charges Grants Bylaw
3. New Business

## **CITY PLANNING COMMITTEE**

1. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. HLDAC – Recommendation on YG Agreement for Sale Requirements
2. FCM Hosting Proposal
3. New Business



## **PROCLAMATION**

### **NATIONAL INDIGENOUS HISTORY MONTH**

**June 2023**

WHEREAS the City of Whitehorse is located on the traditional territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council; and

WHEREAS the City of Whitehorse strives to be an inclusive community and encourages all residents to reflect, learn, and take action in a meaningful way towards Reconciliation; and

WHEREAS ***National Indigenous History Month*** is an opportunity to increase the visibility of Indigenous contributions, experiences, values and cultures, and to build bridges of understanding between Indigenous and non-Indigenous people;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim the month of June 2023 to be ***National Indigenous History Month*** in the City of Whitehorse.

Laura Cabott  
Mayor



## **PROCLAMATION**

### **FILIPINO HERITAGE MONTH**

**June 2023**

WHEREAS Whitehorse and Canada have a significant Filipino population; and

WHEREAS the City of Whitehorse is proud to support the diverse makeup of our community; and

WHEREAS Filipino Heritage Month is an opportunity to acknowledge the important role the Filipino community has had in our city's growth;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim the month of June 2023 to be ***Filipino Heritage Month*** in the City of Whitehorse.

Laura Cabott  
Mayor



# **PROCLAMATION**

## **NATIONAL PRIDE MONTH**

**June 2023**

WHEREAS ***National Pride Month*** supports and promotes events and activities that help to build a strong and vibrant community; and

WHEREAS the City of Whitehorse is committed to supporting and respecting our 2SLGBTQI+ community members and employees;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim the month of June 2023 to be ***National Pride Month*** in the City of Whitehorse.

Laura Cabott  
Mayor



# **PROCLAMATION**

## **WORLD ENVIRONMENT DAY**

**June 5, 2023**

WHEREAS the City of Whitehorse is known as the Wilderness City and has a long tradition of environmental sustainability and stewardship; and

WHEREAS the 2023 theme for ***World Environment Day*** is ***Solutions to Plastic Pollution***, which advocates for global action to end plastic pollution; and

WHEREAS ***World Environment Day*** invites Yukoners to celebrate and safeguard our environment, and reduce plastic waste and pollution to protect the wildlife and places we love;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim June 5, 2023 to be ***World Environment Day*** in the City of Whitehorse.

Laura Cabott  
Mayor



## **PROCLAMATION**

### **MOTORCYCLE RIDE FOR DAD DAY**

**June 10, 2023**

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

WHEREAS the ***Motorcycle Ride for Dad*** on June 10<sup>th</sup> promotes awareness and helps to raise funds to fight prostate cancer in our community;

NOW THEREFORE I, Mayor Laura Cabott, do hereby proclaim June 10<sup>th</sup>, 2023 as ***Motorcycle Ride for Dad Day*** in the City of Whitehorse.

Laura Cabott  
Mayor

**CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE**



**Council Chambers, City Hall**

**Chair:** Dan Boyd

**Vice-Chair:** Jocelyn Curteanu

June 5, 2023

Meeting #2023-11

---

1. New Business

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



**Chair:** Michelle Friesen

**Vice-Chair:** Kirk Cameron

June 5, 2023

Meeting #2023-11

- 
1. Modernized Transit Route Implementation Update – *For Information Only*  
Presented by Jason Bradshaw, Manager, Transit Services
  2. New Business



## ADMINISTRATIVE REPORT

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> June 5, 2023
<b>RE:</b> Modernized Transit Route Implementation Update – For Information Only

### ISSUE

Providing Council with an update on the Modernized Transit Route implementation.

### REFERENCE

- [Transit Master Plan \(2018\)](#)
- Modernized Transit Route Plan (2021)
- 2022-14-10 Modernized Transit Route Implementation (Direction to defer implementation)

### HISTORY

In 2018, the City commissioned a Transit Master Plan, which was adopted by Council as the City's guiding document. One of the key recommendations was to improve existing route alignment and scheduling to better match demand. In 2021, this led the City to further build upon this initiative with the Modernized Transit Route Plan (MTRP) and develop a new route system and schedule.

In 2022, Administration prepared to launch the recommended schedule and route structure. Unfortunately, there was a more negative response than expected, which led to a Council decision to delay implementation. Administration was directed to analyze the information received/collected from the public and recommend other alternatives to meet the current needs of transit ridership.

The review of public feedback revealed transit users recognised the importance of having an efficient transit system as a means to mitigate climate change. Riders value route directness from their surrounding neighbourhoods to Downtown and the existing system generally works well to support their daily commutes.

The feedback highlighted three primary areas of concern with the previous system:

- The City should be expanding services, not reducing geographic coverage or reducing services to lower-income areas in favour of focus on higher-demand areas
- Keep transferring from bus to bus to a minimum until there is a greater investment in transit infrastructure, such as more shelters
- Provide better emphasis on public awareness and education before proposed changes are implemented

Administration took this information and developed a conceptual design for a new improved transit system. The proposed changes would be planned over two years, increase service hours by 35%, improve on-time performance, and better define service areas. These improvements would require the addition of two new routes, but not an increase in bus fleet or major changes to transit stop locations or route paths.

On December 5, 2022, Council directed Administration to proceed with the proposed conceptual transit system changes and advance work to determine timing, prior to launching public engagement.

## **ANALYSIS**

The City has not made major structural changes to the transit system for over ten years and due to city growth and increases in traffic congestion, Transit Services can no longer consistently meet the existing schedule. Following an extensive review of the proposed network based on the feedback collected last year, Administration opted for a number of changes to improve service hours and reduce bus downtime.

The new routes were verified early this winter with over 60-hours of road tests and a detailed review of the most common destination commute times. After a number of adjustments, the routes were shared with users directly who had an opportunity to share how these changes impact them prior to launch.

Administration developed updates to the system based on the following considerations:

1. **Improve on-time performance** through a realignment of transit routes that focus on route efficiency and strategically avoiding bottlenecks. Transit buses will be more on time throughout the day.
2. **Establish and create minimum service standards for major service areas.** This will allow additional services such as higher frequency and peak-time service to be added in the future. This focus led to the necessary addition of two routes. The first route, planned for 2023, will give Whistle Bend residents a route Downtown 7-days a week. The second will be implemented in 2024, and will maintain service standards for Riverdale and Copper Ridge, while increasing frequency and making the routes shorter to ensure buses arrive on time.
3. **Increase operational efficiencies** through the implementation of “schedule blocking”, which assigns a single bus to an entire route, rather than multiple vehicles each taking a different route segment. This internal change decreases 2023 non-revenue time by an additional 10% and improves asset management resulting in higher standards for fleet cleanliness, advertising campaigns, preventative maintenance, and vehicle repairs.
4. **Enhance overall services throughout the City** by focusing on route directness and service frequency, consistent operating hours for all routes, and improving general services to the hospital, schools, and Downtown for services and shopping.
5. **Ensure route and schedule viability through extensive testing.** Administration reviewed a number of ‘common destination’ travel scenarios and over 60-hours of road tests were conducted throughout this winter.
6. **Implementation of a new transit system will need to have minimal impact on riders’ existing commutes.** The system will utilize familiar route paths, existing stop locations, and follow a multi-year implementation. Also, greater attention was placed on public engagement to better prepare riders of the proposed changes.

## **Rider Engagement**

Once the new system was prepared, the City focused on public engagement primarily aimed at current users. While the hope was these changes would increase the number of new users, people who rely on this service daily would be most impacted by changes, and therefore have the most current perspective.

While the proposed system was based largely on feedback received last year following initial implementation, feedback collected since has also influenced the design.

The public engagement included:

- Engage Whitehorse page;
- Public Service Announcements;
- Radio ads;
- Social media ads;
- Graphics (including rack cards, transit signage); and
- Mobile engagement booths at high traffic transit stops.

The information collected helped create a foundation to support future expansion and adding new service layers. The full implementation will span two years and feedback received during this time will inform further adjustments.

## **What we heard**

The feedback collected from this year's public engagement has had a vastly different tone from last year, the majority being generally positive and supportive of the changes.

The public feedback received did highlight three primary areas of focus:

- Schedule Changes – some expressed concerns about the changes to the schedule.
- More Service Enhancements – there was interest expressed to further enhance the system with higher levels of services frequency, longer hours of operation, better coverage within the Marwell industrial area, and adding new service streams like Rural Transit Services.
- Transit Maps & Signage – there was significant desire for improving the information contained in the City's transit maps, schedules, and wayfinding signs.

Schedule changes are necessary to better align with the rest of the changes to the routes, and support of riders getting to work and school on time. Additionally, the public engagement inspired a number of tweaks and smaller changes to the system that will be included in the next phase planned for 2024 and considered through future budget submissions as needed.

Updating the Transit route and schedule while schools are on summer break is considered the most ideal time.

## **Next Steps**

The new transit route and schedule will go live July 1, 2023. Efforts to increase public awareness will continue until August 1, 2023.

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



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Mellisa Murray

June 5, 2023

Meeting #2023-11

---

1. New Business

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



**Chair:** Kirk Cameron

**Vice-Chair:** Ted Laking

June 5, 2023

Meeting #2023-11

- 
1. Fees and Charges Bylaw Amendments 2<sup>nd</sup> Quarter  
Presented by Svetlana Erickson, Manager, Financial Services
  2. Community Service and Municipal Charges Bylaw  
Presented by Svetlana Erickson, Manager, Financial Services
  3. New Business

## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> June 5, 2023
<b>RE:</b> Fees and Charges Amendment 2nd Quarter Changes

### ISSUE

Amendments to the Fees and Charges Bylaw.

### REFERENCE

- Fees and Charges Manual – Appendix A: Schedules 4,5,6 and 10
- Bylaw 2014-36 Fees and Charges
- Proposed Bylaw 2023-18

### HISTORY

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

### ALTERNATIVES

1. Bring forward a bylaw to amend the Fees and Charges Bylaw as recommended; or
2. Refer the proposed changes back to Administration

### ANALYSIS

Bylaw 2023-18 attached contains explanatory notes detailing the proposed fees and charges amendments as summarized in Appendix A attached.

### ADMINISTRATIVE RECOMMENDATION

THAT Council direct that Bylaw 2023-18, a bylaw to amend the Fees and Charges Bylaw in accordance with the second quarter review, be brought forward for consideration under the bylaw process; and

THAT the 2023 to 2025 Operating Budget be increased upon adoption of Bylaw 2023-18 in the amount of \$18,214 for 2023, \$18,214 for 2024, and \$18,214 for 2025, offset by transfers to the General Reserve for the additional revenue.

**CITY OF WHITEHORSE**  
**BYLAW 2023-18**

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 4, 5, 6 and 10 and substituting therefore new Schedules 4, 5, 6 and 10, 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:**

---

Laura Cabott, Mayor

---

Wendy Donnithorne, City Clerk

## **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 4**

- Reinstate Equipment charge for Pneumatic Tapping Tool. The charge was removed in error but this equipment is in use and actively charged out.

### **Schedule 5**

- Add a new fee for Kiosk Space rental for For-Profit organizations, effective September 1, 2023. Currently, the non-profit rate is used for all organizations so the intent of this fee is to distinguish between those.
- Add a new fee for Static Display Rental for For-Profit organizations, effective September 1, 2023. Currently, the non-profit rate is used for all organizations so the intent of this fee is to distinguish between those.

### **Schedule 6**

- Increase the fees for Burning permits, last updated in 2009. New line has been added for FireSmart programs. Land clearing and FireSmart generally result in companies burning larger quantities of fuel. As the population of Whitehorse increases, permits for Land clearing, and FireSmart are expected to increase over the next couple of years, as well as the costs for administering such permits.
- Increase the fee for the Fireworks permit relating to non-City organized events. This is to account for increased administration costs for processing such permits.
- Increase the Load Occupancy fee. Occupancy loads can be requested by any business, and are time-consuming to calculate. Depending on several factors like the size of the space, number of exits, and dimensions of furniture, each query can take a couple of hours /days to gather all the required information. The increase is to recover the administrative costs associated with such requests.
- Increase the fee for second and third responses to a false alarm within 12 months. The increase is to improve customer compliance and enhance cost recovery while covering administrative costs.
- Increase the fee for field search/ letter to reflect the increased cost of time, resources and internal costs to search and produce the files. File searches are often requested from outside organizations and are generally produced from archived files which are time consuming to research.
- Increase inspection fees to improve cost recovery due to increases in wages, time and travel costs when executing inspections and compiling reports. The change is to better reflect the resources required, type of inspection, and time allocated to complete an inspection.



## **Schedule 10**

- Remove the fee for Utility Service Tie-ins as this service is no longer provided.
- Increase the fee for hydrant meter and backflow assembly setup. Rates have been increased to reflect the actual time, labour and material costs to do the work.
- Amend the description for Sewer and Water fees relating to shut off and turn on as well as turn on for reinstatement to increase the minimum from 2-hour to 4-hour callout. The fees will also be changing to better reflect and recover costs.
- Remove the key deposit fee for bulk water as keys are no longer used at the coin-operated dispenser.

# ***Fees & Charges Manual***

## ***Bylaw 2014-36 - Appendix "A"***

***Consolidated to Bylaw 2023-18***

Schedules included herein are an excerpt from the actual Bylaw including  
only schedules with rate changes

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 4 (Equipment)**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2023-05	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2023-18	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Fleet and Transportation Maintenance	Equipment Charge	Tandem Dump & Tractor	Charge out rate for Tandem Dump Truck & Tractor	per hour	\$ 82.00	1-Apr-23	\$ 86.10	\$ 82.00	1-Apr-23	\$ 86.10
Water & Waste Services	Equipment Charge	Eductors - Vactors	Charge out rate for Eductor - Vactors	per hour	\$ 170.00	1-May-15	\$ 178.50	\$ 170.00	1-May-15	\$ 178.50
<b>Water &amp; Waste Services</b>	<b>Equipment Charge</b>	<b>Pneumatic Tapping Tool</b>		<b>per hour</b>			<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>1-Jul-23</b>	<b>\$ 52.50</b>
Fleet and Transportation Maintenance	Equipment Charge	Road Grader	Charge out rate for Road Grader	per hour	\$ 113.00	1-Apr-23	\$ 118.65	\$ 113.00	1-Apr-23	\$ 118.65
Fleet and Transportation Maintenance	Equipment Charge	Pickups	Charge out rate for Pickups	per hour	\$ 50.00	1-Apr-23	\$ 52.50	\$ 50.00	1-Apr-23	\$ 52.50
Fleet and Transportation Maintenance	Equipment Charge	One Tons	Charge out rate for One Tons	per hour	\$ 75.00	1-Apr-23	\$ 78.75	\$ 75.00	1-Apr-23	\$ 78.75
Fleet and Transportation Maintenance	Equipment Charge	Loaders	Charge out rate for Loaders	per hour	\$ 116.00	1-Apr-23	\$ 121.80	\$ 116.00	1-Apr-23	\$ 121.80
Fleet and Transportation Maintenance	Equipment Charge	Single Axle 5 Ton	Charge out rate for Single Axle 5 Ton	per hour	\$ 82.00	1-Apr-23	\$ 86.10	\$ 82.00	1-Apr-23	\$ 86.10
Fleet and Transportation Maintenance	Equipment Charge	Track Hoe	Charge out rate for Track Hoe	per hour	\$ 130.00	1-Apr-23	\$ 136.50	\$ 130.00	1-Apr-23	\$ 136.50
Fleet and Transportation Maintenance	Equipment Charge	Street Sweepers	Charge out rate for Street Sweepers	per hour	\$ 185.00	1-Apr-23	\$ 194.25	\$ 185.00	1-Apr-23	\$ 194.25
Fleet and Transportation Maintenance	Equipment Charge	Skid Steer	Charge out rate for Skid Steer	per hour	\$ 50.00	1-Jan-11	\$ 52.50	\$ 50.00	1-Jan-11	\$ 52.50
Water & Waste Services	Equipment Charge	Steamer Truck	Charge out rate for Steamer Truck	per hour	\$ 192.00	1-Jan-11	\$ 201.60	\$ 192.00	1-Jan-11	\$ 201.60
Fleet and Transportation Maintenance	Equipment Charge	Bucket Truck	Charge out rate for Bucket Truck	per hour	\$ 150.00	1-Jan-11	\$ 157.50	\$ 150.00	1-Jan-11	\$ 157.50
Fleet and Transportation Maintenance	Equipment Charge	Vibrator Roller	Charge out rate for Vibrator Roller	per hour	\$ 50.00	1-Jan-11	\$ 52.50	\$ 50.00	1-Jan-11	\$ 52.50
Fleet and Transportation Maintenance	Equipment Charge	Paver	Charge out rate for Paver	per hour	\$ 100.00	1-Jan-11	\$ 105.00	\$ 100.00	1-Jan-11	\$ 105.00
Fleet and Transportation Maintenance	Equipment Charge	Pothole Patcher	Pothole Patcher with 2 Operators	per hour	\$ 600.00	1-Jan-11	\$ 630.00	\$ 600.00	1-Jan-11	\$ 630.00
Fleet and Transportation Maintenance	Equipment Charge	Compressor	Charge out rate for Compressor	per hour	\$ 50.00	1-Jan-11	\$ 52.50	\$ 50.00	1-Jan-11	\$ 52.50
Water & Waste Services	Equipment Charge	Camera	Charge out rate for Camera	per hour	\$ 40.00	1-Jan-11	\$ 42.00	\$ 40.00	1-Jan-11	\$ 42.00
Fleet and Transportation Maintenance	Equipment Charge	Brush Chipper		per hour	\$ 50.00	1-Jan-11	\$ 52.50	\$ 50.00	1-Jan-11	\$ 52.50
Water & Waste Services	Equipment Charge	Water Service Freeze Machine	Charge out rate for Water Service Freeze Machine	per hour	\$ 20.00	1-Jul-13	\$ 21.00	\$ 20.00	1-Jul-13	\$ 21.00
Water & Waste Services	Equipment Charge	Sewer Router	Charge out rate for Sewer Router	per hour	\$ 20.00	1-Jul-13	\$ 21.00	\$ 20.00	1-Jul-13	\$ 21.00
Water & Waste Services	Equipment Charge	Water Service Thaw Machine	Charge out rate for Water Service Thaw Machine	per hour	\$ 20.00	1-Jul-13	\$ 21.00	\$ 20.00	1-Jul-13	\$ 21.00
Water & Waste Services	Equipment Charge	Sewer Camera -Large diameter pipe		per hour	\$ 50.00	1-May-15	\$ 52.50	\$ 50.00	1-May-15	\$ 52.50
Water & Waste Services	Labor Charge	Water & Waste Personnel	Charge out rate for an operator regular weekdays from 7am to 5:30pm, Yukon Local Time, or when scheduled shifts are in place.	per person- per hour	\$ 75.00	1-Apr-23	\$ 78.75	\$ 75.00	1-Apr-23	\$ 78.75
Water & Waste Services	Labor Charge	Water & Waste Personnel	Charge out rate for an operator outside of regular shifts - minimum 4 hours, plus each additional after first 4 hours	per person- per hour	\$ 150.00	1-Apr-23	\$ 157.50	\$ 150.00	1-Apr-23	\$ 157.50
Fleet and Transportation Maintenance	Labor Charge	FTM Personnel Regular Hours	Charge out rate for a FTM personnel regular weekdays from 7am to 5:30pm, Yukon Local Time, or when scheduled shifts are in place.	per person- per hour	\$ 75.00	1-Apr-23	\$ 78.75	\$ 75.00	1-Apr-23	\$ 78.75
Fleet and Transportation Maintenance	Labor Charge	FTM Personnel Outside Regular Hours	Charge out rate for a FTM personnel outside of regular shifts - minimum 4 hours, plus each additional after first 4 hours	per person- per hour	\$ 150.00	1-Apr-23	\$ 157.50	\$ 150.00	1-Apr-23	\$ 157.50
Fleet & Transportation Maintenance	Equipment Charge	Highway Tractor & Trailer	Charge out rate for a Highway Tractor & Trailer, plus Operator	per hour	\$ 164.00	1-Apr-23	\$ 172.20	\$ 164.00	1-Apr-23	\$ 172.20
Water & Waste Services	Equipment Charge	Water/Sewer Pumps	Charge out rates for Water/Sewer Pumps, plus Operator, plus vehicle	per hour	\$ 50.00	1-Apr-23	\$ 52.50	\$ 50.00	1-Apr-23	\$ 52.50
Parks	Equipment Charge	Water Truck	1 Operator & Truck	per Hour	\$ 147.19	1-Jan-20	\$ 154.55	\$ 147.19	1-Jan-20	\$ 154.55

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 5 (Recreation)

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2023-18	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Recreation Services	Administration	Withdrawal/Change	All Programs	each	\$ 25.00	1-Jul-13	no gst	\$ 30.00	1-Sep-23	no gst
Recreation Services		***non-profit groups charging admission pay the regular rate - this will apply to all non-profit rates ***for profit groups minimum full cost recovery plus negotiated terms by the Department Manager or designate			\$ -	23-Feb-09	no gst	\$ -	23-Feb-09	no gst
Recreation Services					\$ -	1-Mar-11	no gst	\$ -	1-Mar-11	no gst
Recreation Services	Rental, Leisure Ice	Dry-Floor Leisure Ice	1/3 of Dry floor arena rates	1/2 day	\$ -	1-Jan-11	no gst	\$ -	1-Jan-11	no gst
Recreation Services	Damage Deposit	Dry floor rentals or any rentals where liquor is served or consumed-\$500 per booking		per booking	\$ 500.00	1-Jan-10	no gst	\$ 500.00	1-Jan-10	no gst
Recreation Services	Dry Floor (Arenas)	Regular Rate + cost of staff	Plus cost of staff	hour	\$ 172.48	1-Sep-22	\$ 181.10	\$ 177.65	1-Sep-23	\$ 186.55
Recreation Services	Dry Floor (Arenas)	Y/S/D Non-Profit Discount	Plus cost of staff	hour	\$ 79.38	1-Sep-22	\$ 83.35	\$ 81.76	1-Sep-23	\$ 85.85
Recreation Services	Dry Floor (Arenas)	Adult Non-Profit Discount	Plus cost of staff	hour	\$ 118.95	1-Sep-22	\$ 124.90	\$ 122.52	1-Sep-23	\$ 128.65
Recreation Services	Rental, Fieldhouses	Y/S/D Non-profit Discount	Non-Prime Time 6am-3pm Mon-Fri & all summer	hour	\$ 59.52	1-Sep-22	\$ 62.50	\$ 61.31	1-Sep-23	\$ 64.35
Recreation Services	Rental, Fieldhouses	Adult Non-profit Discount	Non-Prime Time 6am-3pm Mon-Fri & all summer	hour	\$ 89.24	1-Sep-22	\$ 93.70	\$ 91.92	1-Sep-23	\$ 96.50
Recreation Services	Rental, Takhini Arena	Mezzanine	Summer(minimum 3 hour Rental)	hour	\$ 66.67	1-Sep-20	\$ 70.00	\$ 68.67	1-Sep-23	\$ 72.10
Recreation Services	Rental, Outdoor Training Field (Takhini Arena)	April 1 - Sept 30 (based on field condition)		each	actual cost	23-Feb-09	actual cost plus GST	actual cost	23-Feb-09	actual cost plus GST
Recreation Services	Rental, Snowball	Maximum 1.5 hours operation	With Leisure Ice rental	each 15 min	\$ 47.62	1-Sep-22	\$ 50.00	\$ 49.05	1-Sep-23	\$ 51.50
Recreation Services	Rental, Parking Lot	Regular Rate	Valid April 1-Sept 30, outside regular season	hour	\$ 44.81	1-Sep-22	\$ 47.05	\$ 46.15	1-Sep-23	\$ 48.45
Recreation Services	Rental, Winter Ice	Adult Discount	Non-Prime Time 6am-3pm Mon-Fri	hour	\$ 131.48	1-Sep-22	\$ 138.05	\$ 135.42	1-Sep-23	\$ 142.20
Recreation Services	Rental, Winter Ice	Y/S/D Discount	Non-Prime Time 6am-3pm Mon-Fri	hour	\$ 83.43	1-Sep-22	\$ 87.60	\$ 85.93	1-Sep-23	\$ 90.25
Recreation Services	Rental, Winter Ice	Adult Non-Profit Discount	Sept -April	hour	\$ 175.43	1-Sep-22	\$ 184.20	\$ 180.69	1-Sep-23	\$ 189.75
Recreation Services	Rental, Winter Ice	Y/S/D Non-Profit Discount	Sept-April	hour	\$ 111.24	1-Sep-22	\$ 116.80	\$ 114.58	1-Sep-23	\$ 120.30
Recreation Services	Rental Ice	Regular rate	January 1-December 31	hour	\$ 224.62	1-Sep-22	\$ 235.85	\$ 231.36	1-Sep-23	\$ 242.95
Recreation Services	Rental, Ice Summer	Non-Profit Discount	May - August	hour	\$ 170.14	1-Sep-22	\$ 178.65	\$ 175.24	1-Sep-23	\$ 184.00
Recreation Services	Storage/Exclusive Use Space	Storage Locker	Less Than 100 Cubic Feet	year	\$ 127.99	1-Sep-21	\$ 134.40	\$ 131.83	1-Sep-23	\$ 138.40
Recreation Services	Storage/Exclusive Use Space	Small areas	100-299 cu ft.	year	\$ 510.87	1-Sep-21	\$ 536.40	\$ 526.20	1-Sep-23	\$ 552.50
Recreation Services	Storage/Exclusive Use Space	Medium areas	300-699 cu ft.	year	\$ 765.97	1-Sep-21	\$ 804.25	\$ 788.95	1-Sep-23	\$ 828.40
Recreation Services	Storage/Exclusive Use Space	Large areas	700-1000 cu ft.	year	\$ 1,019.95	1-Sep-21	\$ 1,070.95	\$ 1,050.55	1-Sep-23	\$ 1,103.10
Recreation Services	Storage/Exclusive Use Space	Other areas	Over 1000 Cubic Feet or has specialized services	year	\$ 1,276.31	1-Sep-21	\$ 1,340.15	\$ 1,314.60	1-Sep-23	\$ 1,380.35
Recreation Services	Office Space	Office space rental		monthly	\$ 230.96	1-Sep-21	\$ 242.50	\$ 237.89	1-Sep-23	\$ 249.80
Recreation Services	Rental	Kiosk Space	Non-Profit	day	\$ 30.95	1-Sep-22	\$ 32.50	\$ 31.88	1-Sep-23	\$ 33.45
<b>Recreation Services</b>	<b>Rental</b>	<b>Kiosk Space</b>	<b>For-Profit</b>	<b>day</b>				\$ <b>63.76</b>	<b>1-Sep-23</b>	\$ <b>66.95</b>
Recreation Services	Booking Amendment Fee	Request for changes to their rentals after being firmed up		day	\$ 5.00	1-Sep-15	no gst	\$ 10.00	1-Sep-23	no gst
Recreation Services	Rental	Static Display Space	Non-Profit with written approval by Manager	day	\$ 12.14	1-Sep-22	\$ 12.75	\$ 12.50	1-Sep-23	\$ 13.15
<b>Recreation Services</b>	<b>Rental</b>	<b>Static Display Space</b>	<b>For-Profit with written approval by Manager</b>	<b>day</b>				\$ <b>25.00</b>	<b>1-Sep-23</b>	\$ <b>26.25</b>
Recreation Services	Rental	Additional Staff	Extra rec staff required for rental or event support	hour	hourly rate + staff	1-Sep-15	hourly rate + staff	hourly rate + staff	1-Sep-15	hourly rate + staff
Recreation Services	Rental, Meeting Space	Large meeting area	Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	hour	\$ 47.62	1-Sep-20	\$ 50.00	\$ 49.05	1-Sep-23	\$ 51.50
Recreation Services	Rental, Meeting Space	Large meeting area-per day (10-24 hour)	Grey Mountain Room, Wellness Studio, Literacy Centre, Mezzanine	day	\$ 476.19	1-Jan-21	\$ 500.00	\$ 490.48	1-Sep-23	\$ 515.00
Recreation Services	Rental, Meeting Space	Small meeting area	Meeting rooms, Kitchen and portion of Concourse	hour	\$ 23.81	1-Sep-20	\$ 25.00	\$ 24.52	1-Sep-23	\$ 25.75
Recreation Services	Rental, Pool	Regular Rate	2 Lifeguards for up to 50 people	hour	\$ 340.95	1-Sep-22	\$ 358.00	\$ 351.18	1-Sep-23	\$ 368.75
Recreation Services	Rental, Pool	Pool-Adult Non-Profit Discount	2 Lifeguards for up to 50 people	hour	\$ 255.71	1-Sep-22	\$ 268.50	\$ 263.38	1-Sep-23	\$ 276.55
Recreation Services	Rental, Pool	Pool - Youth/Senior/Disabled Non-Profit Discount	2 Lifeguards for up to 50 people	hour	\$ 170.48	1-Sep-22	\$ 179.00	\$ 175.59	1-Sep-23	\$ 184.35
Recreation Services	Rental, Pool Lane	Pool Lane	1/8 of Pool Rental Rates	hour	\$ -	1-Jan-11	no gst	\$ -	1-Jan-11	no gst

**City of Whitehorse  
Fees and Charges Manual**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2023-18	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Recreation Services	Daily Single Admission	Adult	19 - 59 years	each	\$ 8.10	1-Sep-22	\$ 8.50	\$ 8.34	1-Sep-23	\$ 8.75
Recreation Services	Daily Single Admission	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	each	\$ 6.57	1-Sep-22	\$ 6.90	\$ 6.77	1-Sep-23	\$ 7.10
Recreation Services	Daily Single Admission	Youth or Disabled	2 to 18 years or permanent disability	each	\$ 4.19	1-Sep-22	\$ 4.40	\$ 4.32	1-Sep-23	\$ 4.55
Recreation Services	Daily Single Admission	Family	2 guardians with up to 5 dependents 18 and under, at the same address	each	\$ 18.67	1-Sep-22	\$ 19.65	\$ 19.23	1-Sep-23	\$ 20.20
Recreation Services	Daily Single Admission	Small Child	Under 2	each	no charge	15-Oct-05	no charge	no charge	15-Oct-05	no charge
Recreation Services	6 Month Membership	Adult	19 - 59 years	per 6 Months	\$ 301.24	1-Sep-22	\$ 316.30	\$ 310.28	1-Sep-23	\$ 325.80
Recreation Services	6 Month Membership	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	per 6 Months	\$ 247.71	1-Sep-22	\$ 260.10	\$ 255.14	1-Sep-23	\$ 267.90
Recreation Services	6 Month Membership	Youth or Disabled	2 to 18 years or permanent disability	per 6 Months	\$ 150.62	1-Sep-22	\$ 158.15	\$ 155.14	1-Sep-23	\$ 162.90
Recreation Services	6 Month Membership	1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	per 6 Months	\$ 386.43	1-Sep-22	\$ 405.75	\$ 398.02	1-Sep-23	\$ 417.90
Recreation Services	6 Month Membership	2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	per 6 Months	\$ 657.95	1-Sep-22	\$ 690.85	\$ 677.69	1-Sep-23	\$ 711.55
Recreation Services	1 year Membership	Adult	19 - 59 years	annual	\$ 543.00	1-Sep-22	\$ 570.15	\$ 559.29	1-Sep-23	\$ 587.25
Recreation Services	1 year Membership	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	annual	\$ 446.86	1-Sep-22	\$ 469.20	\$ 460.27	1-Sep-23	\$ 483.30
Recreation Services	1 year Membership	Youth or Disabled	2 to 18 years or permanent disability	annual	\$ 277.43	1-Sep-22	\$ 291.30	\$ 285.75	1-Sep-23	\$ 300.05
Recreation Services	1 year Membership	1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	annual	\$ 699.52	1-Sep-22	\$ 734.50	\$ 720.51	1-Sep-23	\$ 756.55
Recreation Services	1 year Membership	2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	annual	\$ 1,194.95	1-Sep-22	\$ 1,254.70	\$ 1,230.80	1-Sep-23	\$ 1,292.35
Recreation Services	30 Day Pass	Adult	19 - 59 years	each	\$ 55.48	1-Sep-22	\$ 58.25	\$ 57.14	1-Sep-23	\$ 60.00
Recreation Services	30 Day Pass	Senior/Student	60 yrs. or older, or proof of current post-secondary enrollment	each	\$ 45.57	1-Sep-22	\$ 47.85	\$ 46.94	1-Sep-23	\$ 49.30
Recreation Services	30 Day Pass	Youth or Disabled	2 to 18 years or permanent disability	each	\$ 27.76	1-Sep-22	\$ 29.15	\$ 28.59	1-Sep-23	\$ 30.00
Recreation Services	30 Day Pass	1 Adult Family	1 guardian with up to 5 dependents 18 and under, at the same address	each	\$ 71.33	1-Sep-22	\$ 74.90	\$ 73.47	1-Sep-23	\$ 77.15
Recreation Services	30 Day Pass	2 Adult Family	2 guardians with up to 5 dependents 18 and under, at the same address	each	\$ 121.86	1-Sep-22	\$ 127.95	\$ 125.52	1-Sep-23	\$ 131.80
Recreation Services	Group Membership	On 6 Month & 1 Year Memberships	10 or more people in a group will receive 10% off individual memberships		\$ -	1-Sep-20	no gst	\$ -	1-Sep-20	no gst
Recreation Services	Adult Programming	Minimum 100% recoverable	Including all partnership Programs	each	See Leisure Guide	1-Jan-10	See Active Living Guide	See Leisure Guide	1-Jan-10	See Leisure Guide
Recreation Services	Children/Youth/Senior/Disabled Programming	Minimum 50% recoverable	Not including day camp	each	See Leisure Guide	1-Jan-10	See Active Living Guide	See Leisure Guide	1-Jan-10	See Leisure Guide
Recreation Services	Day-camp Programming	Minimum 60% recoverable		each	See Leisure Guide	1-Mar-11	See Active Living Guide	See Leisure Guide	1-Mar-11	See Leisure Guide
Recreation Services	10-Day Flex Pass (max 2 year)	Adult	19 - 59 years and it expires in 2 years from the date of purchase	each	\$ 71.33	1-Sep-22	\$ 74.90	\$ 73.47	1-Sep-23	\$ 77.15
Recreation Services	10-Day Flex Pass (max 2 year)	Senior/Student	60 years or older, or proof of current post-secondary enrollment and expires in 2 years from the date of purchase	each	\$ 57.48	1-Sep-22	\$ 60.35	\$ 59.20	1-Sep-23	\$ 62.15
Recreation Services	10-Day Flex Pass (max 2 year)	Child/Youth or Disabled	2 to 18 years or permanent disability and it expires in 2 years from the date of purchase	each	\$ 36.67	1-Sep-22	\$ 38.50	\$ 37.77	1-Sep-23	\$ 39.65
Recreation Services	10-Day Flex Pass (max 2 year)	Family	2 guardians with up to 5 dependents 18 and under, at the same address and it expires in 2 years from the date of purchase	each	\$ 168.43	1-Sep-22	\$ 176.85	\$ 173.48	1-Sep-23	\$ 182.15
Recreation Services	Rental, set up	1/2 of regular rental rate		per booking	1/2 of regular rental rate	1-Jan-10	1/2 of regular rental rate	1/2 of regular rental rate	1-Jan-10	1/2 of regular rental rate
Recreation Services	Rental, Fieldhouses	Y/S/D Non-Profit Discount	Flexihall or Fieldhouse	hour	\$ 79.38	1-Sep-22	\$ 83.35	\$ 81.76	1-Sep-23	\$ 85.85
Recreation Services	Rental, Fieldhouses	Adult Non-Profit Discount	Flexihall or Fieldhouse	hour	\$ 118.95	1-Sep-22	\$ 124.90	\$ 122.52	1-Sep-23	\$ 128.65
Recreation Services	Rental, Fieldhouses	Regular Rate	Flexihall or Fieldhouse	hour	\$ 158.67	1-Sep-22	\$ 166.60	\$ 163.43	1-Sep-23	\$ 171.60
Recreation Services	Rental Sports Equipment	Skate rentals/badminton racquets		per unit	\$ 3.81	1-Sep-22	\$ 4.00	\$ 3.92	1-Sep-23	\$ 4.10

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 5 (Recreation)

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2023-18	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Recreation Services	Rental	Portable Bleachers	Staff costs	each	actual cost	1-Sep-20	actual cost	actual cost	1-Sep-20	actual cost
Recreation Services	Rental	Mobile Electric Cart	240 Volts	each	\$ 104.24	1-Sep-22	\$ 109.45	\$ 107.37	1-Sep-23	\$ 112.75
Recreation Services	Rental	Basic Equipment	Table, Podium	each	\$ 12.14	1-Sep-21	\$ 12.75	\$ 12.50	1-Sep-23	\$ 13.15
Recreation Services	Rental	Minor Equipment	AV Equipment, Projector, Activity Bag	each	\$ 24.29	1-Sep-21	\$ 25.50	\$ 25.01	1-Sep-23	\$ 26.25
Recreation Services	Rental	Major Equipment	Fitness, High Value or Set of Equipment	each	\$ 72.86	1-Sep-21	\$ 76.50	\$ 75.04	1-Sep-23	\$ 78.80
Recreation Services	Rental	Chairs		each	\$ 2.43	1-Sep-21	\$ 2.55	\$ 2.50	1-Sep-23	\$ 2.65
Recreation Services	Rental	Outside Hours Operation	Charges at Regular Rental Rate, Non-profit discounts do not apply	each	per rental type	1-Sep-20	per rental type	per rental type	1-Sep-20	per rental type
Recreation Services	Floor covering installation	Staff Costs	Full Flexi is 8 hours	actual cost	actual cost	1-Sep-20	actual cost plus GST	actual cost	1-Sep-20	actual cost
Recreation Services	Stage (4' X 8' Risers)	Staff Costs	One Section is one Hour	each	actual cost	1-Sep-20	actual cost plus GST	actual cost	1-Sep-20	actual cost
Recreation Services	Advertising	Board Advertising - CGC	Board advertising for arenas and fieldhouses	annual	\$ 864.76	1-Jan-20	\$ 908.00	\$ 890.70	1-Sep-23	\$ 935.25
Recreation Services	Advertising	Poster Ads	Poster Ads up to 11x17	monthly	\$ 26.67	1-Jan-20	\$ 28.00	\$ 27.47	1-Sep-23	\$ 28.85
Recreation Services	Advertising	4x8 Sign - CGC	4x8 Sign Advertising	annual	\$ 570.48	1-Jan-20	\$ 599.00	\$ 587.59	1-Sep-23	\$ 616.95
Recreation Services	Advertising	Takhini Arena	65% of CGC Advertising rates	annual	65% of CGC rates	1-Jan-20	65% of CGC rates	65% of CGC rates	1-Jan-20	65% of CGC rates
Recreation Services	Advertising	Resurfacer - CGC	1 Side	annual	\$ 1,100.00	1-Jan-20	\$ 1,155.00	\$ 1,133.00	1-Sep-23	\$ 1,189.65
Recreation Services	Advertising	Resurfacer - CGC	2 Sides	annual	\$ 1,650.48	1-Jan-20	\$ 1,733.00	\$ 1,699.99	1-Sep-23	\$ 1,785.00
Recreation Services	Advertising	Resurfacer - CGC	Top	annual	\$ 824.76	1-Jan-20	\$ 866.00	\$ 849.50	1-Sep-23	\$ 892.00
Recreation Services	Advertising	Resurfacer - CGC	Front	annual	\$ 550.48	1-Jan-20	\$ 578.00	\$ 566.99	1-Sep-23	\$ 595.35
Recreation Services	Advertising	Resurfacer - CGC	Rear	annual	\$ 275.24	1-Jan-20	\$ 289.00	\$ 283.50	1-Sep-23	\$ 297.65
Recreation Services	Advertising	Resurfacer - CGC	Entire Machine	annual	\$ 2,200.00	1-Jan-20	\$ 2,310.00	\$ 2,266.00	1-Sep-23	\$ 2,379.30
Recreation Services	Advertising	Ice Logo - CGC	1/2 Centre Ice	annual	\$ 1,650.48	1-Jan-20	\$ 1,733.00	\$ 1,699.99	1-Sep-23	\$ 1,785.00
Recreation Services	Advertising	Ice Logo - CGC	Full Centre Ice	annual	\$ 2,200.00	1-Jan-20	\$ 2,310.00	\$ 2,266.00	1-Sep-23	\$ 2,379.30
Recreation Services	Advertising	Ice Logo - CGC	Neutral Zone, End Zone, Blue Line	annual	\$ 1,100.00	1-Jan-20	\$ 1,155.00	\$ 1,133.00	1-Sep-23	\$ 1,189.65
Recreation Services	Advertising	Ice Logo - CGC	Face Off Dots	annual	\$ 275.24	1-Jan-20	\$ 289.00	\$ 283.50	1-Sep-23	\$ 297.65
Recreation Services	Advertising	Hallway Beams	Takhini Arena Only	annual	\$ 82.86	1-Jan-20	\$ 87.00	\$ 85.35	1-Sep-23	\$ 89.60
Recreation Services	Advertising	Active Living Guide-Non-Profit Organizations	Half Page	each	\$ 87.62	1-Sep-20	\$ 92.00	\$ 90.25	1-Sep-23	\$ 94.75
Recreation Services	Advertising	Active Living Guide-Non-Profit Organizations	Full page	each	\$ 145.71	1-Sep-20	\$ 153.00	\$ 150.08	1-Sep-23	\$ 157.60
Recreation Services	Advertising	Active Living Guide - Profit Organizations	Half Page	each	\$ 145.71	1-Sep-20	\$ 153.00	\$ 150.08	1-Sep-23	\$ 157.60
Recreation Services	Advertising	Active Living Guide - Profit Organizations	Full Page	each	\$ 259.05	1-Sep-20	\$ 272.00	\$ 266.82	1-Sep-23	\$ 280.15
Recreation Services	Advertising	Active Living Guide - Cover Pages	10% off 2 editions, 15% off 3 editions	each	\$ 1,566.24	1-Jan-14	\$ 1,644.55	\$ 1,613.23	1-Sep-23	\$ 1,693.90
Recreation Services	Keys Deposit	All facilities	All facilities	each	\$ 50.00	1-Jan-10	no gst	\$ 50.00	1-Jan-10	no gst
Recreation Services	Wellness Service	Basic Body Comp or Program Design	Individual Member	each	\$ 61.90	1-Sep-21	\$ 65.00	\$ 63.76	1-Sep-23	\$ 66.95
Recreation Services	Wellness Service	Basic Body Comp or Program Design	Individual Non-member	each	\$ 71.43	1-Sep-21	\$ 75.00	\$ 73.57	1-Sep-23	\$ 77.25
Recreation Services	Bag of Pins	Whitehorse Pins	Bag of 25	bag of 25	\$ 9.52	1-Jan-15	\$ 10.00	\$ 9.52	1-Jan-15	\$ 10.00

**City of Whitehorse  
Fees and Charges Manual**

**Bylaw 2014-36 Appendix A  
Schedule 6 (Fire)**

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2022-19	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2023-18	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Fire	Burning	<b>Open Burn for Land clearing purposes</b>	<b>Open Burning in preparation of land development</b>	daily	\$ 110.00	23-Feb-09	no gst	\$ 125.00	1-Jul-23	no gst
Fire	Burning	<b>Open Burning Weekly Permit - Residential</b>	<b>Open Burning on residential lot - 7 day permit</b>	per location	\$ 22.00	23-Feb-09	no gst	\$ 50.00	1-Jul-23	no gst
Fire	Burning	<b>Open Burning Seasonal - Residential and/or Non-Residential</b>	<b>Open Burning on residential and/or non-residential lot - Seasonal permit October 1 to March 31</b>	per location	\$ 110.00	23-Feb-09	no gst	\$ 125.00	1-Jul-23	no gst
Fire	Burning	<b>Open Burn - FireSmart</b>	<b>FireSmart Open burn permit</b>	per location				\$ 200.00	1-Jul-23	no gst
Fire	Confined Space	Confined Space Rescues	Standard 3rd (third) party billing rates for staff & equipment plus \$500.00 for materials used	each event	actual + \$500.00	27-Jan-03	no gst	actual + \$500.00	27-Jan-03	no gst
Fire	Explosives	Explosives Storage for construction purposes		each	\$ 100.00	28-Jan-02	\$ 105.00	\$ 100.00	28-Jan-02	\$ 105.00
Fire	High Hazard Fireworks Display	Fireworks Permit	For non-City organized events	each	\$ 250.00	1-Jan-12	no gst	\$ 275.00	1-Jul-23	no gst
Fire	Occupancy Load	Determine Occupancy Load	Determine the occupancy load for any space	each	\$150.00 + \$100.00/hr. after the first 2 hours	1-Apr-20	+ gst	\$250.00 + \$100.00/hr. after the first 2 hours	1-Jul-23	+ gst
Fire	Safety Plan	Review of New Fire Safety Plan	Fee includes cost recovery for applicable wages and benefits	each	actual + \$100.00	1-Jul-18	+ gst	actual + \$100.00	7-Jan-18	+ gst
Fire	Safety Plan	Update of Fire Safety Plan	Review of an updated fire safety plan		\$ 50.00	1-Jan-12	\$ 52.50	\$ 50.00	1-Jan-12	\$ 52.50
Fire	False Alarm	1st Response within 12 months	False alarms due to vandalism, defective alarm systems or equipment, or negligence of building owner, tenant or contractor	each	no charge	1-Oct-20	no gst	no charge	1-Oct-20	no gst
Fire	False Alarm	2nd Response within 12 months	False alarms due to vandalism, defective alarm systems or equipment, or negligence of building owner, tenant or contractor	each	\$ 200.00	1-Oct-20	no gst	\$ 250.00	1-Jul-23	no gst
Fire	False Alarm	3rd and Subsequent Responses within 12 months	False alarms due to vandalism, defective alarm systems or equipment, or negligence of building owner, tenant or contractor	each	\$ 500.00	1-Oct-20	no gst	\$ 550.00	1-Jul-23	no gst
Fire	File search/Letter	Administration Costs	Information request including inspection or investigation reports provided to any person, insurance company or government agency required to prepare by the Fire Department based on the approval of the Fire Chief, Deputy Fire Chief, or Prevention Officer	per request	\$5.00 per page+ \$100.00 admin+postage	1-Apr-20	+ gst	\$350.00 +postage	1-Jul-23	+ gst
Fire	Response	Per Unit responding plus actual cost of incident mitigation, disposal and lost or damage to equipment		unit/hour+	actual + 250.00	1-Jul-18	no gst	actual + \$250.00	1-Jul-18	no gst
Fire	Investigation	Fire or Incident Investigation	Investigation into fire or accident causation factors or any investigation where public safety from fire or accident needs to be determined. Fees will also be levied where ancillary agents are used for investigation purposes including towing, security, storage, specialized photographic or other evidentiary services. travel, accommodation, and other required services	each	actual + \$100.00	1-Jul-18	no gst	actual + \$100.00	1-Jul-18	no gst
Fire	Inspection Fee	Compliance Re-inspection Fee		each	\$ 200.00	1-Jan-12	no gst	\$ 200.00	1-Jan-12	no gst
Fire	Inspections	Inspection Fees for licensing and permitting	Day Home or child centre	each	\$ 50.00	1-Jul-18	no gst	\$ 60.00	1-Jul-23	no gst
Fire	Inspections	Licensing Inspection	Inspecting a premise for purpose of obtaining a liquor license	each	\$ 100.00	1-Jan-12	no gst	\$ 200.00	1-Jul-23	no gst
Fire	Inspections	Special Event Inspections	If no occupancy load calculation is required	each	\$ 100.00	1-Jan-12	no gst	\$ 200.00	1-Jul-23	no gst
Fire	Stand-By	Confined Space	On Site Stand-By. Fee includes cost recovery for applicable wages, benefits and lost or damaged equipment	each	actual + \$500.00	1-Jul-18	no gst	actual + \$500	1-Jul-18	no gst
Fire	Technical Rescue	Technical Rescue response beyond City of Whitehorse limits	Cost recovery for wages, benefits and any loss or damage to fire department equipment	each	actual cost	1-Jul-13	no gst	actual cost	1-Jul-13	no gst
Fire	Property Securement	Securing an abandoned or Vacant property against unauthorized entry	Utilization of a 3rd party contractor to secure a building which is vacant, abandoned or damaged and where normal means of securement (locking doors / windows) has proven to be inadequate to prevent unauthorized entry	each event	actual + \$250.00	1-Jul-22	no gst	actual + \$250.00	1-Jul-22	no gst

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 10 (Water and Sewer)

DEPARTMENT	FEE TYPE	DESCRIPTION	ADDITIONAL DETAILS	UNIT	BYLAW 2023-05	EFFECTIVE DATE	FEE IF GST APPLICABLE	BYLAW 2023-18	NEW EFFECTIVE DATE	NEW FEE IF GST APPLICABLE
Water and Waste Services	Private Fire Hydrant Servicing	Annual flush, mechanical check, and winterize		each	\$ 180.00	1-Apr-23	no gst	\$ 180.00	1-Apr-23	no gst
<b>Water and Waste Services</b>	<b>Utility Service Tie-Ins</b>	<b>Regular hours - fee + materials + 35% administration fee</b>		<b>per hour</b>	<b>\$ 225.00</b>	<b>1-Jan-12</b>	<b>no gst</b>		<b>REMOVE FEE</b>	
<b>Water and Waste Services</b>	<b>Utility Service Tie-Ins</b>	<b>After hours - fee + materials + 35% administration fee</b>		<b>per hour</b>	<b>\$ 450.00</b>	<b>1-Jan-12</b>	<b>no gst</b>		<b>REMOVE FEE</b>	
Water and Waste Services	Sewer	Flat rate/month	Dwelling: single, multiple, duplex or semi-detached for each unit	month	\$ 18.46	1-Apr-23	no gst	\$ 18.46	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Single family dwelling	Dwelling: single, multiple, duplex or semi-detached for each unit	month	\$ 88.73	1-Apr-23	no gst	\$ 88.73	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 1 suite		month	\$ 133.11	1-Apr-23	no gst	\$ 133.11	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 2 suites		month	\$ 177.40	1-Apr-23	no gst	\$ 177.40	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 3 suites		month	\$ 221.76	1-Apr-23	no gst	\$ 221.76	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Plus 4 suites		month	\$ 354.87	1-Apr-23	no gst	\$ 354.87	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Flat rate/month - Duplex Dwelling		month	\$ 177.40	1-Apr-23	no gst	\$ 177.40	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Metered rate - each additional 1000 gallons over minimum	Per 1,000 gallons	1000 gallons	\$ 9.94	1-Apr-23	no gst	\$ 9.94	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Metered rate - based on 8500 gallons	Minimum charge	month	\$ 88.73	1-Apr-23	no gst	\$ 88.73	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Metered rate - minimum based on 38.64 cubic meters		month	\$ 88.73	1-Apr-23	no gst	\$ 88.73	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Metered rate - each additional 1 cubic meter over minimum		cubic meter	\$ 2.35	1-Apr-23	no gst	\$ 2.35	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Installation, Inspection Fee during regular hours		each	\$ 750.00	23-Feb-09	no gst	\$ 750.00	23-Feb-09	no gst
Water and Waste Services	Sewer & Water	Installation, Inspection Fee after hours and weekends		each	\$ 1,125.00	1-Jan-12	no gst	\$ 1,125.00	1-Jan-12	no gst
Water and Waste Services	Sewer & Water	Installation, Inspection Fee - No Shows (Contractor not ready; cancellations require 24 hours notice)		each	\$ 250.00	1-Jan-12	no gst	\$ 250.00	1-Jan-12	no gst
Water and Waste Services	Sewer & Water	Freeze Protection Testing Fee		each	\$ 250.00	23-Feb-09	no gst	\$ 250.00	23-Feb-09	no gst
Water and Waste Services	Sewer & Water	Install by City; actual cost of installation as determined by the application of third party rates for labour & equipment, plus the full cost of all materials used together with a handling charge of 15%		each	varies	22-Jun-98	no gst	varies	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	Service call not specified		each	actual	1-Apr-23	no gst	actual	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Hydrant Meter & Backflow assembly set up		per hour	\$ 50.00	1-Jan-17	no gst	\$ 150.00	1-Jul-23	no gst
Water and Waste Services	Sewer & Water	Greasing or removing grease from lines		each	actual	27-Jan-03	no gst	actual	27-Jan-03	no gst
Water and Waste Services	Sewer & Water	Permanent disconnection of service at the main plus restoration		each	actual	22-Jun-98	no gst	actual	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	<b>Shut off &amp; turn on for benefit of customer (other than initial turn on) after normal business hours (minimum of 4 hour callout as per Operator Outside regular hours)</b>		each	actual	22-Jun-98	no gst	actual	22-Jun-98	no gst
Water and Waste Services	Sewer & Water	Shut off & turn on for benefit of customer (other than initial turn on) during normal business hours		each	\$ 120.00	1-Apr-23	no gst	\$ 120.00	1-Apr-23	no gst
Water and Waste Services	Sewer & Water	Thawing or clearing private service		each	actual	22-Jun-98	no gst	actual	22-Jun-98	no gst
<b>Water and Waste Services</b>	<b>Sewer &amp; Water</b>	<b>Turn on for reinstatement (other than initial torn on) after normal business hours (minimum of 4-hour callout as per Operator outside regular hours)</b>		<b>each</b>	<b>\$ 120.00</b>	<b>1-Apr-23</b>	<b>no gst</b>	<b>actual</b>	<b>1-Jul-23</b>	<b>no gst</b>
Water and Waste Services	Sewer & Water	Turn on for reinstatement after shut-off for non-payment during normal business hours		each	\$ 80.00	1-Mar-11	no gst	\$ 120.00	1-Jul-23	no gst
Water and Waste Services	Sewerage Dumping	Flat rate for each truck load dumped	Annual permit must be purchased	each load	\$ 50.00	1-Jan-12	no gst	\$ 50.00	1-Jan-12	no gst
Water and Waste Services	Sewerage Dumping	Airport Sewage Dump Station Fee-discharging sewage from aircraft	Monthly Fee	month	\$ 200.00	1-Apr-15	no gst	\$ 200.00	1-Apr-15	no gst
Water and Waste Services	Sewerage Dumping	Discharge Permit	Annual fee	per year	\$ 100.00	1-Jan-12	no gst	\$ 100.00	1-Jan-12	no gst
<b>Water and Waste Services</b>	<b>Water Bulk</b>	<b>Key Deposit</b>		<b>each</b>	<b>\$ 200.00</b>	<b>23-Feb-04</b>	<b>no gst</b>		<b>REMOVE FEE</b>	
Water and Waste Services	Water Bulk	Coin operated bulk water station	Per 1,000 litres	1000 litres	\$ 2.00	1-Jan-11	no gst	\$ 2.00	1-Jan-11	no gst
Water and Waste Services	Service Cards	Prepare and provide accurate service cards for new privately developed services			\$ 250.00	23-Feb-09	no gst	\$ 250.00	23-Feb-09	no gst
Water and Waste Services	Water meter	Water meter & remote test, repair, supply, or installation		actual	actual	22-Jun-98	no gst	actual	22-Jun-98	no gst
Water and Waste Services	Water meter reading	Special		each	\$ 100.00	1-Apr-23	no gst	\$ 100.00	1-Apr-23	no gst
Water and Waste Services	Water only	Flat rate/month - Single family dwelling, Commercial & Bulk Water-based on 17000 gallons	Dwelling, duplex or semi-detached for each unit	month	\$ 70.27	1-Apr-23	no gst	\$ 70.27	1-Apr-23	no gst
Water and Waste Services	Water only	Metered rate/bulk rate - each additional 1000 gallons over minimum	Per 1,000 gallons	1000 gallons	\$ 8.67	1-Apr-23	no gst	\$ 8.67	1-Apr-23	no gst



## ADMINISTRATIVE REPORT

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> June 5, 2023
<b>RE:</b> Municipal Charges and Community Service Grants

### ISSUE

Authorization of 2023 Municipal Charges and Community Services Grants (MC&CSG)

### REFERENCE

- 2023-25 Operating Budget Bylaw #2023-04
- City Grant-making Policy
- Municipal Charges and Community Service Grants Policy
- Proposed Bylaw 2023-19

### HISTORY

Through the annual budget process for 2023, Council has allocated funds totalling \$180,000 under the MC&CSG Policy to assist organizations in the payment of municipal property taxes and other specific municipal charges.

Recommended grants vary for each organization based on the policy's tiered criteria and range between 50% and 100% of the property taxes owed by the organization. Applicants are required to submit their latest available financial statements in order for their applications to be assessed against the criteria. The City Grant-making Policy also stipulates an annual \$50,000 cap for all grants to any organization. No applicants have attained that threshold this year.

### ALTERNATIVES

1. Approve the list of recipients and the recommended grant amounts; or
2. Do not approve.

### ANALYSIS

On June 27, 2022, Council passed a motion directing Administration to review the funding formula and caps for MC&CSG Policy and the City Grant-Making Policy. The review concluded that the policies are working as intended to equitably distribute limited grant funds to various community groups. The review resulted in enhancements to the 2023 advertising campaign to highlight eligibility to all groups providing community services and direct contact of prior program participants to encourage their application for the 2023 MC&CSG program.

Administration reached 32 past eligible community groups and followed up with a reminder. As a result, a total of 24 applications were received and reviewed. The total

amount of taxes owing for these organizations is \$279,319 (2022 - \$225,079), while the total eligible grant amount is \$204,281.05 (2022 - \$163,840).

The MC&CSG Policy requires Administration to bring forward recommendations that do not exceed the budgeted grant amount. Therefore, the recommended grants have been prorated to the total of \$180,000.

Additional details are as follows:

- All applicants who applied and received grants in 2022 applied in 2023.
- Two new organizations applied in 2023:
  - Société des Immeubles Franco Yukonnais (SIFY)
  - Yukon Artist at Work Society
- The City's lease agreement with Softball Yukon (2015 to 2025) includes a commitment to annually grant an amount equal to the taxes and water and sewer charges in consideration of the community services performed by Softball Yukon. As this lease was previously approved by Council, the associated grant is included in Appendix A of Bylaw 2023-19, and is not prorated.

The attached "Appendix A" to Bylaw 2023-19 summarizes a list of eligible applicants, eligible grant amounts, and recommended grant amounts.

### **ADMINISTRATIVE RECOMMENDATION**

The Council direct that Bylaw 2023-19, a bylaw to authorize municipal charges and community services grants in the amount of \$180,000 for the year 2023, be brought forward for consideration under the bylaw process.

# **CITY OF WHITEHORSE**

## **BYLAW 2023-19**

A bylaw to provide for community service grants and grants for property taxes and other municipal charges for the year 2023

---

WHEREAS section 245 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw make grants to any person or association of persons; and

WHEREAS council adopted a policy to provide grants with respect to municipal taxes or rent paid in lieu of taxes to charitable, non-profit, recreational and religious Whitehorse organizations that are primarily concerned with providing services to disadvantaged members of the community; and

WHEREAS the policy also provides for grants with respect to municipal taxes or rent paid in lieu of taxes to eligible Whitehorse organizations that provide general services to the community, including but not limited to animal shelter facilities, museums, and organizations that lease municipally-owned property; and

WHEREAS council has established a policy of granting other specific municipal charges to non-profit charitable and recreational organizations that lease municipally-owned property;

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

1. Grants for property taxes and other municipal charges of \$180,000 are hereby authorized as detailed in Appendix "A" attached hereto and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon the final passing thereof.

**FIRST READING:**

**SECOND READING**

**THIRD READING** and **ADOPTION:**

---

Laura Cabott, Mayor

---

Wendy Donnithorne, City Clerk

## Community Service & Municipal Charges Grants Bylaw 2023-19 Appendix "A"

---

Roll Number	Applicant	Eligible Grant	Recommended Grant
3701011150	Biathlon Yukon	\$ 4,062.50	\$ 3,509.45
3011351100	Canadian Mental Health Association, Yukon Division	3,520.25	3,041.00
3011450400	Downtown Urban Gardens Society (DUGS)	490.10	423.35
3011000300	Food Bank Society of Whitehorse	5,184.25	4,478.50
3015060202	Golden Age Society	5,235.15	4,522.45
3100169300	Guild Society	18,681.95	16,138.70
3010380800	Hospice Yukon Society	1,892.85	1,635.15
3460007600	Humane Society Yukon	6,744.30	5,826.15
3015051300	Kaushee's Place Housing Society	13,537.15	11,694.30
3460007500	Learning Disabilities Association Yukon	1,932.85	1,669.70
3010071800	MacBride Museum Society	45,098.45	38,959.10
3011230200	Maryhouse	2,702.80	2,334.85
3010461100	Royal Canadian Legion	10,154.00	8,771.70
3010301400	Société des Immeubles Franco Yukonnais	27,187.90	23,486.75
3110110800	Softball Yukon	25,165.30	25,165.30
3180523100	Softball Yukon: Ball Diamond Robert Service	751.30	751.30
3901174000	Tennis Yukon	207.55	179.25
3010421100	The Victoria Faulkner Women's Center	1,489.55	1,286.75
3900010090	Valleyview Community Association	100.00	86.90
3013050700	Whitehorse Aboriginal Women's Circle	6,145.85	5,309.20
3701011140	Whitehorse Rifle and Pistol Club	5,829.85	5,036.20
3010270700	Yukon Artist at Work Society	4,273.20	3,691.45
3114041200	Yukon Broomball Association	4,790.35	4,138.20
3908000000	Yukon Film Society	308.10	266.15
3015050600	Yukon Women's Transition Home Society	8,795.50	7,598.15
		<b>\$ 204,281.05</b>	<b>\$ 180,000.00</b>

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



**Chair:** Ted Laking

**Vice-Chair:** Michelle Friesen

June 5, 2023

Meeting #2023-11

---

1. New Business

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



**Chair:** Mellisa Murray

**Vice-Chair:** Dan Boyd

June 5, 2023

Meeting #2023-11

- 
1. HLDAC Recommendation on YG Agreement For Sale  
Presented by Mike Gau, Director of Development Services; and  
Bryony McIntyre, Chair of the Housing and Land Development Advisory  
Committee
  2. FCM Hosting Proposal  
Presented by Valerie Braga, Director of Corporate Services
  3. New Business

## ADMINISTRATIVE REPORT

**TO:** Development Services Committee  
**FROM:** Administration  
**DATE:** June 5, 2023  
**RE:** Housing and Land Development Advisory Committee Recommendation  
Yukon Government Agreement for Sale Requirements

### ISSUE

Recommendation from the Housing and Land Development Advisory Committee to Council (HLDAC) on Yukon Government requirements for Agreements for Sale and raising title process.

### REFERENCE

- Advisory Committee Bylaw 2021-12 – Schedule A - HLDAC Terms of Reference
- Building and Plumbing Bylaw 99-50
- Council Resolution 2023-07-11 – Request to HLDAC
- Attachment 1: Recommendation from HLDAC (2023-01) - June 5, 2023

### HISTORY

HLDAC was established by Council in 2022 with a mandate to provide advice and recommendations to Council regarding strategic policy issues and procedures and bylaws as they affect housing and land development under the City's jurisdiction. Under the Committee's Terms of Reference, Council may also direct the Committee to offer advice on any issue that Council refers to the Committee for consideration.

After hearing concerns from members of the building industry, Council passed a Resolution on April 11, 2023 as follows:

*THAT Council direct the Housing and Land Development Advisory Committee to review and make recommendations regarding the Yukon Government requirement to present a City occupancy permit in order to receive title to a property.*

### **Agreement for Sale Process - Background**

YG Department of Energy, Mines and Resources is responsible for administering Agreements for Sale and all associated policies for land purchased from YG. These Agreements include the requirement to provide a 20% deposit on the land with five-years to complete the sale, including a condition that a building is complete in 3 years.

Lots are typically sold through lottery by YG. Land lottery winners are often builders or individuals who have negotiated arrangements with builders. Due to financial challenges for borrowing by an individual it is common for builders to carry the cost of the deposit and the construction until the land sale is complete, when transfer can be passed to the purchaser, who at this point is able to secure a mortgage.

Until 2022, YG had used a "clad to weather" standard to indicate the building was complete enough to commence the transfer of land process. This standard has varied

over the years but overall, it represented the stage where siding, soffits, fascia and interior drywall was complete. No inspection from YG staff was physically done, and photos from the builder were used instead.

In 2022, a change in practice was made by YG that altered the standard for raising title to allow the land to be transferred to the builder or purchasers. The change was to require the trigger for the title transfer to be the issuance of a conditional occupancy approval by the City.

The occupancy approval stage in the building process was chosen by YG as it was considered to be a consistent point in time, involving qualified building experts; however, this point in the process can be much later than the previous clad to weather stage, raising concerns with some builders.

### **ALTERNATIVES**

1. Refer the HLDAC Recommendation to YG as recommended by Administration; or
2. Do not refer the HLDAC Recommendation.

### **ANALYSIS**

HLDAC has reviewed the issue as directed, including the building approval process requirements for both YG and the City. Additional details were provided by YG for the Committee to better understand the intent and purpose of conditions for Agreements for Sale, and the Committee also considered implications from an industry perspective in the context of removing barriers to development of housing.

HLDAC has developed and approved a recommendation to Council that the City request that YG consider amending the requirement for issuance of title to an earlier stage in the building process (see Attachment 1).

Administration appreciates the considered and holistic approach taken by HLDAC in reviewing this issue based on industry concerns and developing this recommendation, recognizing that the Agreement for Sale, title transfer and related policies are within YG's jurisdiction, but that there can be potential implications for the overall housing development process.

Changing the Agreement for Sale requirements is solely a decision of the YG as is the determination of requirements to advance the raising of title. Administration notes that the building stage recommended by HLDAC would be an earlier point in time for the title transfer process to begin, and would not impact any of the City's processes. All points of safety and building occupancy inspection as the responsibility of the City, would remain and continue.

### **ADMINISTRATIVE RECOMMENDATION**

THAT the City make the Yukon Government aware of the recommendation of HLDAC to address concerns raised by industry members by changing the conditions for Agreements for Sale and commencement of title transfer to an earlier stage in the building process.



## City of Whitehorse

### Housing and Land Development Advisory Committee

**DATE** June 5, 2023  
**TO** Council  
**FROM** Housing and Land Development Advisory Committee  
**RE** Recommendation 2023-01 – YG Agreement for Sale, Title Transfer Requirements

---

#### ISSUE

Council has requested the Housing and Land Development Advisory Committee (HLDAC) review and make recommendations regarding the Yukon Government (YG) requirement to present a City occupancy approval in order to receive title to a property.

#### HLDAC RECOMMENDATION 2023-01

THAT the City request the Minister of Energy, Mines and Resources of YG amend the requirement for issuance of title to an earlier stage in the building process; and

THAT the issuance of title can instead commence with approval of the electrical rough-in by Yukon Government, and approval of the third inspection by the City under Section 44(3) of the Building and Plumbing Bylaw, which will continue to ensure safety and building requirements can be met by all responsible parties.

#### BACKGROUND

Following questions and concerns raised by the development industry, Council requested HLDAC review the policy change by YG to require an occupancy approval from the City, prior to receiving property title as it relates to housing development.

HLDAC has reviewed the current YG requirements, received additional information from YG officials on the rationale, and considered potential implications for developers.

#### RATIONALE

YG Agreements for Sale contain a building commitment clause that requires the purchaser to build a residence on the lot within a specified time period. This commitment is not a requirement of the Regulations under the *Lands Act*.

The Regulations require that a developed lot sold for residential purposes is offered through a lottery, and that the successful applicant is offered a five-year “Agreement for Sale” to purchase the lot with the purpose of building a residence. Addition of a building commitment in the Agreement for Sale works to ensure a build happens within an agreed upon timeline.

From an industry perspective, there can be uncertainty for builders if they cannot acquire title as soon as the building commitment has been met. Once the title can be raised (upon confirmation of a residence built on the lot and payout of purchase price) to the original purchaser, the builder can then have the title transferred to their name (or company name) to be able to secure the property. This then allows the builder to complete a purchase/sale agreement for the land and building with either the original applicant or a new purchaser.

Until the *Lands Act* Regulations are reviewed to address the requirement for the lottery applicant to be the holder of the Agreement for Sale, builders will continue to be required to operate in the current manner.

Completion of a residence to the stage recommended by the Committee is considered substantive enough to satisfy that a home has been built on the lot. This allows title to be raised, and the required transactions completed on behalf of the builder to complete the final purchase / sale agreement for the property.

In addition, the approach recognizes that the current requirements for conditional and final occupancy approval occurs late in the process for builders, which results in them holding financial commitment on the investment in the construction, house, and the cost of the lot.

Based on review of the issue, the Committee also did not see the need for delaying timing of title for safety reasons to the point of occupancy approval, as a person cannot legally live in a residence until occupancy has been granted by the City.

## ADMINISTRATIVE REPORT

<b>TO:</b> Development Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> June 5, 2023
<b>RE:</b> Hosting a Future Federation of Canadian Municipalities Board Meeting

### ISSUE

Hosting a Federation of Canadian Municipalities (FCM) meeting in 2025 or 2026.

### REFERENCE

May 8, 2023 - Motion – Proposal to Host an FCM Meeting in Whitehorse in 2025 or 2026

### HISTORY

On May 8, 2023 Deputy Mayor Ted Laking put forward a Motion requesting analysis on the feasibility of hosting an FCM Board Meeting in 2025 or 2026, along with an identification of key elements of such a proposal. As part of the FCM's Request for Proposal process, set to close on June 30, 2023, FCM requires a supportive Resolution by Council. FCM is scheduled to announce the successful host location September 15, 2023.

### ALTERNATIVES

1. Authorize Administration to submit a proposal to host an FCM Board Meeting; or
2. Refer the matter back to Administration for further analysis.

### ANALYSIS

#### **Economic Benefit**

FCM holds four Board of Directors meetings each year, with two of them hosted by municipalities across Canada. Hosting an FCM Board Meeting can have substantial economic advantages for the host city.

Potential community benefits include a minimum of 150 hotel room bookings, conference space rentals, and sales of tourism-related products and services. These benefits contribute to the local economy, support businesses, and enhance the City's reputation as an active participant in FCM. The Yukon Convention Bureau (YCB) has confirmed that a conference this size could inject upwards of \$350,000 into the local economy.

#### **Feasibility and Timeline**

To assess the feasibility of hosting FCM Board Meeting, Administration, in collaboration with the YCB, has conducted an analysis based on the requirements outlined in the RFP. Additionally, local service providers have been consulted to determine their availability and ability to meet the demands of hosting this event. Hotels and conference centres have confirmed availability for both September 2025 and 2026.

### **Contributed Resources**

While acknowledging that there are no direct financial benefits anticipated for the corporation in hosting the meeting, it is important to consider the associated costs or redistribution of resources.

Administration estimates that maximum expenses incurred could amount to \$50,000 to cover the costs of items as required in the RFP such as:

- a welcome reception for the attendees and guests (\$20,000);
- computer systems set up and associated support services (\$10,000);
- staff and/or event coordinator time (\$10,000); and
- any necessary transportation arrangements (\$10,000).

FCM requires that the City provide computer support services and some light infrastructure for the duration of the event. Depending on staff capacity at the time of the event, the City may be able to provide these services directly or alternatively may hire a local vendor.

The City does not currently have dedicated staff to coordinate external events of this size. However, in this case, FCM will assume most of the logistical responsibilities. Depending on the availability of internal resources, there may be a requirement to hire a local event coordinator or allocate a specific number of staff hours (estimated at 100 hours) to ensure the smooth execution of the event. Efforts can also be made to secure sponsorships, aiming to offset a portion of the City's hosting costs.

Additionally, the City will be responsible for providing transportation services between the hotels and conference venues if the conference venues are located more than .7 km away from the attendees' hotels. Costs of any organized tour excursions would be expected to be recovered from the attendees or FCM.

A budget submission will be brought forward through the budget process to cover the costs, should the City be successful in its proposal.

### **Conclusion**

The estimated costs associated with hosting the event have been considered, and measures will be taken to minimize the financial impact on taxpayers. While acknowledging staff capacity constraints, Administration can commit to assisting FCM in managing the logistical aspects of the event.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize Administration to submit a Proposal to host the Federation of Canadian Municipalities September 2025 or 2026 Board of Directors meeting.