

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Tuesday, October 3, 2023 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

**PROCLAMATIONS**            United Way Month (October)

**DELEGATIONS**            Michelle Stimson – Shelter and Whitehorse Elementary School Area  
Diana Rothgeb – Chilkoot Greenway Bicycle Lane

## **CITY OPERATIONS COMMITTEE**

1. New Business

## **COMMUNITY SERVICES COMMITTEE**

1. 2026 Arctic Winter Games – Host Society Appointments
2. New Business

## **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

## **CORPORATE SERVICES COMMITTEE**

1. Council Renumeration Bylaw – 2024 to 2028 Term of Council
2. 2024 Council Meeting Schedule and Committee Appointments
3. Commencement Report – Selkirk Water Treatment Plant Upgrade
4. New Business

## **CITY PLANNING COMMITTEE**

1. Zoning Amendment – 68 Mascot Street
2. New Business

## **DEVELOPMENT SERVICES COMMITTEE**

1. New Business



# **PROCLAMATION**

## **UNITED WAY MONTH**

**October 2023**

**WHEREAS** it takes every part of the community – individuals, businesses, governments and organizations – to supply the passion, expertise and resources needed to create lasting change that improves lives and builds stronger communities; and

**WHEREAS** the United Way advances the common good by creating opportunities for a better life for everyone, providing leadership and promoting volunteerism in all segments of the community, and providing funding for local programs that help improve our quality of life; and

**WHEREAS** the United Way kicks off its annual campaign every October in order to support these efforts,

**NOW THEREFORE** I, Mayor Laura Cabott, do hereby proclaim October 2023 to be ***United Way Month*** 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

October 3, 2023

Meeting #2023-18

- 
1. New Business

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



**Chair:** Michelle Friesen

**Vice-Chair:** Kirk Cameron

October 3, 2023

Meeting #2023-18

- 
1. 2026 Arctic Winter Games – Host Society Appointments  
Presented by Ryan Leef, A/Director of Community Services
  2. New Business

## **ADMINISTRATIVE REPORT**

|              |  |
|--------------|--|
| <b>TO:</b>   | Community Services Committee                         |
| <b>FROM:</b> | Administration                                       |
| <b>DATE:</b> | October 3, 2023                                      |
| <b>RE:</b>   | 2026 Arctic Winter Games - Host Society Appointments |

### **ISSUE**

Appointment of the 2026 Arctic Winter Games Host Society President and the City's Executive Committee representative.

### **HISTORY**

In July 2023, Administration began working with the Arctic Winter Games International Committee (AWGIC) on a Hosting Agreement for the 2026 Arctic Winter Games (AWG).

While working on the agreement, Administration also began exploring who in the community would be qualified and could be considered for the role of Host Society President and who would represent the City of Whitehorse on the AWG Executive Committee.

Tracey Bilsky has agreed to be considered as the Host Society President. The Director of Community Services Krista Mroz is proposed as the City of Whitehorse representative on the 2026 AWG Executive Committee, as the role is part of their duties and responsibilities with the City, overseeing all City recreational and sport programs.

### **ALTERNATIVES**

1. Appoint Tracey Bilsky as the Arctic Winter Games 2026 Host Society President and Krista Mroz as the City representative on the Executive Committee; or
2. Refer the matter back to Administration for further consideration.

### **ANALYSIS**

The role of the President of the Arctic Winter Games Host Society requires a unique set of skills, experience, and a significant volunteer time commitment. The position requires a deep understanding of the host community, strong leadership and administrative experience and a passion for sport, culture, and recreation.

Tracey Bilsky has over 16<sup>th</sup> years as the Executive Director of Sport Yukon, is a long time Yukoner who grew up in the Yukon community of Faro and has spent much of a strong professional career forging relationships with the local sport community.

Tracey Bilsky is passionate about the benefits that hosting an AWG can bring to a community. As a proud Yukoner, Tracey Bilsky has participated in more than twenty different games as an athlete, Chef de Mission, VP of Sport, and multiple other related board and committee roles. As required for the role, Tracey Bilsky has an intimate understanding of the games from experiencing them at every angle, has considerable hosting experience, and has been an administrator and advocate for sport development in the territory for many years working with Sport Yukon.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council appoint Tracey Bilsky as the Arctic Winter Games 2026 Host Society President and appoint Krista Mroz as the City of Whitehorse representative on the 2026 Arctic Winter Games Executive Committee.

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



**Chair:** Jocelyn Curteanu

**Vice-Chair:** Mellisa Murray

October 3, 2023

Meeting #2023-18

- 
1. New Business

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



**Chair:** Kirk Cameron

**Vice-Chair:** Ted Laking

October 3, 2023

Meeting #2023-18

- 
1. Council Renumeration Bylaw – 2024 to 2028 Term of Council  
Presented by Wendy Donnithorne, Manager, Legislative Services
  2. 2024 Council Meeting Schedule and Committee Appointments  
Presented by Wendy Donnithorne, Manager, Legislative Services
  3. Commencement Report – Selkirk Water Treatment Plant Upgrade  
Presented by Tracy Allen, Director of Infrastructure and Operations
  4. New Business

## **ADMINISTRATIVE REPORT**

|  |
|--|
| <b>TO:</b> Corporate Services Committee                              |
| <b>FROM:</b> Administration  |
| <b>DATE:</b> October 3, 2023   |
| <b>RE:</b> Council Remuneration Bylaw - 2024 to 2028 Term of Council |

### **ISSUE**

Remuneration for Mayor and Council for the 2024-2028 Term of Office.

### **REFERENCE**

- *Municipal Act* (RSY 2002), s. 173
- [Council Remuneration Bylaw 2020-27](#)
- Proposed Council Remuneration Bylaw 2023-21

### **HISTORY**

In 2020, the previous Council approved Bylaw 2020-27, which established the remuneration rate for Mayor and Council's 2021 - 2024 Term of Office.

The Bylaw requires that after 18 months in office, Council shall review the Bylaw and establish the "*types, rates and conditions of payments for the next term of Council*", and that this review is to be completed in time for the next Council term and before the current Council begins the final 12 months of their term (by November 1, 2023).

### **ALTERNATIVES**

1. Bring forward proposed Bylaw 2023-21 as presented; or
2. Refer the proposed Bylaw back to Administration for further consideration.

### **ANALYSIS**

The proposed Bylaw 2023-21 will set the salaries, expenses framework and benefits for the Mayor and Councillors that will be elected in the municipal election in October 2024 for a four-year term.

The proposed Bylaw slightly changes the formula used to determine Mayor and Councillor salary increases, increases Councillor's travel budgets, streamlines the approval process for travel expenses, and increases Councillor's daily stipends.

Because the new Bylaw is required to be in place by November 1, 2023, should Council wish to refer the proposed Bylaw back to Administration, Special Council meetings will be needed to have a new Bylaw in place in time to meet the deadline.

#### *Annual Adjustments*

Proposed Bylaw 2023-21 makes a change from the current Remuneration Bylaw to the method used for annual adjustments to the base salaries of Mayor and Council. The arrangement in the existing bylaw is for base salaries to be adjusted by the average Consumer Price Index for Whitehorse (CPI) for the previous year, unless the CPI is a negative amount, in which case the rate of adjustment would be zero.



Proposed Bylaw 2023-21 will use the average CPI for Whitehorse from the previous two calendar years, like the calculation used for salary increases for Yukon Members of the Legislative Assembly (MLA). The objective is to provide a more stable and predictable formula, while potentially avoiding overly large annual spikes in the CPI.

Salary increase rates and specific amounts based on the proposed CPI method will be known at a future date when CPI data is released by the Yukon Bureau of Statistics.

### *Stipends*

Councillor stipends were last increased in 2012. Councillors will see a modest increase in daily stipends from \$100 to 150 for periods of between one and four hours, and from \$150 to \$200 for periods of four hours or more.

Based on recent historical averages, the cost for this proposed increase to the daily stipends is estimated at approximately \$1,785 per Councillor per year, which would be an increase of approximately \$564 a year per Councillor over the average previous stipend amounts.

### *Travel budget and Approvals*

In addition, several other updates are proposed to the Council Remuneration Bylaw to reflect increases in the costs of travel and to streamline approval processes. Increases in the costs of travelling for City business have resulted in Councillors using their entire travel budget, or not having sufficient annual funds.

To reflect these increases, proposed Bylaw 2023-21 provides for an increase to the total amount allocated for Councillor's travel expenses by \$1,000 from \$3,750 to \$4,750 per Councillor per year.

The proposed Bylaw will also streamline expense approvals by establishing a threshold for the requirement to have travel expenses approved by Council Resolution. The following will no longer require approval by Council Resolution:

- Where the Mayor travels outside of Whitehorse and the expenses amount to less than \$1,000; and
- For Councillors attending the Annual General Meeting of the Association of Yukon Communities (AYC) with travel expenses amounting to less than \$1,000.

All travel expenses will continue to be publicly reported in Council's required Annual Reports prepared and published each year to ensure transparency and accountability.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that proposed Bylaw 2023-21, a Bylaw to provide for remuneration for the Mayor and Councillors for the 2024 to 2028 Term of Office, be brought forward for consideration under the bylaw process.

## **CITY OF WHITEHORSE**

### **BYLAW 2023-21**

A Bylaw to provide for the types, rates and conditions of payments for the Mayor and Councillors for the 2024 to 2028 Term of Office.

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WHEREAS Section 173 of the *Municipal Act* (2002) provides that Council may by Bylaw establish the types, rates and conditions of payments to be made to members of Council; and

WHEREAS compensation provided to Council members should be:

- Sufficient to encourage competent and community-minded persons to seek the roles; and
- Reflective of the size of our community and with other comparable Canadian communities;

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 “***Council Remuneration Bylaw***”.

#### **Annual Remuneration**

2. The basic annual remuneration for the Mayor for the 2024 to 2028 Term of Office shall be \$115,569.69 adjusted by the average Consumer Price Index (CPI) for Whitehorse for the previous two calendar years, effective from November 1, 2024 to December 31, 2028 inclusive, unless that CPI is a negative amount, in which case the rate of adjustment will be zero.
3. The basic annual remuneration for each Councillor during the 2024 to 2028 Term of Office shall be \$41,605.42 adjusted by the average CPI for the previous two calendar years, effective from November 1, 2024 to December 31, 2028 inclusive, unless that CPI is a negative amount, in which case the rate of adjustment will be zero.
4. The annual remuneration shall be paid bi-weekly and, where a member of Council fails for any reason to serve in the respective office for a full twelve months, the remuneration shall be pro-rated on a bi-weekly basis for the period served.

#### **Remuneration Increases**

5. Effective November 1, 2024, the base annual salary for all members of Council shall be adjusted by the average change in the CPI for Whitehorse over the previous two calendar years, applied as required annually on November 1, unless that CPI is a negative amount, in which case the rate of adjustment will be zero.

## **Mayor and Council Remuneration Bylaw 2023-21**

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### **Additional Benefits for the Mayor**

6. The Mayor is entitled to benefits including Extended Health Care, Dental Care, Short-term Disability, Long-term Disability, Group Life Insurance, Accidental Death and Dismemberment Insurance, and the Employee Assistance Program as detailed herein:
  - (1) Premiums for Extended Health Care, Dental Care, and Group Life Insurance will be paid 90% by the employer and 10% by the Mayor.
  - (2) Dental coverage includes 100% basic unlimited, 50% major restorative to a yearly maximum of \$2,500 per person, and 50% orthodontic to a lifetime maximum of \$1,500 per person.
  - (3) Group Life/Accidental Death and Dismemberment is two times the annual salary rounded up to the next highest thousand.
  - (4) Short Term Disability (Weekly Indemnity) coverage is 100% employer paid. The Mayor qualifies after the third day of illness and a physician's statement is required.
  - (5) The Mayor will pay 100% of the premium for Long Term Disability coverage. Payments will be based upon 65% of the first \$3,500.00 monthly earnings and 55% of the remaining monthly earnings to a maximum benefit of \$4,000 per month.
  - (6) The Mayor is entitled to time off with pay for periods of absence of three working days or less for bona fide non-occupational illness or accident, for medical, dental and optical appointments, or an illness of a member of the Mayor's immediate family.
7. The Mayor is entitled to the above-noted benefits as per the Management and Confidential Exclusion Bylaw, but is not entitled to any of the other benefits outlined in the Bylaw.
8. With respect to vacation time, the Mayor is permitted to take paid personal leave as they see fit and therefore, at the end of the Mayor's Term of Office, there will not be any entitlement to a vacation pay-out.

### **Additional Benefits for Councillors**

9. Councillors are entitled to benefits including Extended Health Care, Dental Care, Weekly Accident Indemnity, Accidental Death and Dismemberment Insurance, a Childcare Allowance, and the Employee Assistance Program as detailed herein:
  - (1) Premiums for Extended Health Care and Dental Care will be paid 90% by the employer and 10% by the Councillor.
  - (2) Dental coverage includes 100% basic unlimited and 50% major restorative to a yearly maximum of \$2,500 per person.

## **Mayor and Council Remuneration Bylaw 2023-21**

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- (3) Weekly Accident Indemnity coverage in the amount of \$300.00 per week is available to Councillors injured in an accident who are gainfully employed on a full-time basis immediately before the date of injury.
- (4) Accidental Death and Dismemberment (\$100,000 Policy) includes 24-hour coverage.
- (5) Councillors with dependents living in their home who are younger than 13 years of age will be eligible to claim a childcare allowance for all official meetings of Council. For the purposes of this Bylaw:
  - (a) The childcare allowance will be set at an hourly rate equal to the established Yukon hourly minimum wage at the time the claim is made; and
  - (b) Official meetings include Standing Committee and Regular Council meetings, Council and Senior Management meetings, training related to City business, and all local meetings, events, or business functions where Council or the Mayor and City Manager requires the attendance of Council members.

### Deputy Mayor

- 10. At the beginning of Council's Term of Office and annually thereafter, Council shall appoint Councillors to perform the duties of Deputy Mayor and Reserve Deputy Mayor. A Resolution of Council is required for such appointments.

### Funding for Reimbursement of Expenses

- 11. Each year in the annual Operating Budget Council will identify budget dollars to fund or reimburse members of Council for expenses incurred in performing their duties as members of Council. The current allocation of funding is:
  - (1) Mayor's expenses      \$10,500
  - (2) Councillor expenses    \$34,500
- 12. Eligible expenditures for each Councillor may be funded to a maximum of \$4,750 annually. Councillors are allowed to use up to \$300 of this annual allocation for expenses eligible under this Bylaw, without requiring the approval of the Mayor and City Manager or a Resolution of Council.
- 13. For an expense to be funded it must be incurred to assist members of Council in performing their duties as Council members.
- 14. All costs incurred by a Councillor over their annual allocation will be the personal responsibility of the Councillor unless approval is received authorizing the use of another Councillor's unexpended allocation.
- 15. The \$6,000 balance of the Council expense budget shall be used to reimburse Councillors for expenses incurred when an invitation or obligation of the entire Council is delegated to one or more of its members. Unless agreed otherwise by the Mayor and City Manager or by Council Resolution, where all members of

## **Mayor and Council Remuneration Bylaw 2023-21**

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Council have an invitation or obligation to attend a scheduled local meeting or function and no specific Council member is delegated to attend on Council's behalf, no expenses shall be funded.

16. Prior approval of Council is required for funding or reimbursement of expenses incurred in conjunction with travel by members of Council outside of the City of Whitehorse.
17. Notwithstanding the provisions of Section 16 of this Bylaw, the Mayor will not be required to obtain the prior approval of Council for expenses related to travel outside of Whitehorse provided the total amount is less than \$1000.
18. Notwithstanding the provisions of Section 16 of this Bylaw, when Councillors are attending the Association of Yukon Communities (AYC) scheduled meetings that may require travel to other Yukon communities, the Mayor and City Manager may approve requests for funding or reimbursement of expenses incurred that are less than \$1,000. In such circumstances, the Councillors shall give advance notice to Council that they will be attending those meetings.
19. Funding or reimbursement of travel expenses for all members of Council will be provided in accordance with the City's Travel Expenses Administrative Directive.

### **Expenses**

20. Eligible expenses include but are not limited to mileage, air fare, registration fees, meals, and lodging. Daily stipends for Councillors in accordance with Section 21 of this Bylaw are also considered eligible expenses.
21. Eligible expenditures normally include costs incurred for training, travel, events, functions, promotion, and other direct out-of-pocket expenses. Eligible criteria include training related to City business and expenses related to events or functions that:
  - (1) maintain Council's profile in the community;
  - (2) demonstrate Council's interest in community issues;
  - (3) maintain and/or enhance Council's ability to make informed decisions on community issues;
  - (4) maintain and/or enhance the skills required by individual Council members to effectively serve the community;
  - (5) involve liaising with other elected officials;
  - (6) involve representing the City on City business; and
  - (7) are approved by the Mayor and City Manager or by Council Resolution.

## **Mayor and Council Remuneration Bylaw 2023-21**

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### Daily Stipend for Councillors

22. In addition to the annual remuneration provided for in Section 3 of this Bylaw, Councillors are eligible for a daily stipend in accordance with the provisions of this Bylaw.
23. The daily stipend may be claimed for periods when Councillors are engaged in representing the City at a business function or event, attending non-regular meetings related to City business, or participating in training related to City business. The stipend shall be paid as follows:
  - (1) For periods of between one and four hours: \$150
  - (2) For periods of four hours or more \$200
24. No stipend shall be paid to Councillors when they are:
  - (1) Representing the City at a function or event, or attending a meeting or participating in training for periods of less than one hour; or
  - (2) Attending noon hour meetings of Council and/or Senior Management; or
  - (3) Attending regularly scheduled Standing Committee and Council Meetings; or Special Council Meetings; or
  - (4) Attending regularly scheduled meetings of committees to which they are appointed as a representative of Council.
25. The daily stipend provided for in Section 22 of this Bylaw shall be paid only with respect to periods when a Councillor:
  - (1) Represents the City at a business function or event that is authorized or approved in advance by the Mayor and City Manager or by Council Resolution; or
  - (2) Attends a scheduled but non-regular evening or weekend meeting of Council and Senior Management, a strategic planning workshop, a legislative workshop, or a Council training session; or
  - (3) Is required to be absent from the City for six or more hours to represent the City at a business function or event that has been authorized or approved by the Mayor and City Manager or by Council Resolution as required; or
  - (4) Acts as Deputy Mayor when the Mayor is absent.
26. Approval by the Mayor and City Manager for the payment of a daily stipend applies only to Councillors attending local business functions or events as a representative of the City, attending non-regular local meetings related to City business, participating in local training related to City business, or as part of travel expenses under \$1,000. All other approvals require a Resolution of Council.

# **Mayor and Council Remuneration Bylaw 2023-21**

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## Remuneration for the Next Term of Council

27. Following the completion of 18 months in office, Council shall review the Council Remuneration Bylaw and establish the types, rates and conditions of payments for the Mayor and Councillors for the next term of Council. Review of the Bylaw shall be completed in time for the remuneration for the next term of Council to be established by Bylaw before the current Council begins the final 12 months of their Term of Office.

## Bylaw Repeal

28. Bylaw 2020-27, including all amendments thereto, is hereby repealed.

## Coming into Force

29. This Bylaw shall come into full force and effect on and from November 1, 2024.
30. Notwithstanding Section 29 of this Bylaw, the Mayor and Councillors elected for the 2024 to 2028 Term of Office will be required to attend training and orientation sessions prior to being sworn in as Council members. The daily stipend provisions of Section 21 of this Bylaw shall apply to Councillors-Elect attending such training or orientation sessions.
- (1) In the event that the Mayor-Elect is not the incumbent, the daily stipend provisions of Section 21 of this Bylaw shall also apply to the Mayor-Elect attending such required training or orientation sessions.

**FIRST and SECOND READING:**  
**THIRD READING and ADOPTION:**

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Laura Cabott, Mayor

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Wendy Donnithorne, City Clerk

## **ADMINISTRATIVE REPORT**

|              |  |
|--------------|--|
| <b>TO:</b>   | Corporate Services Committee                             |
| <b>FROM:</b> | Administration   |
| <b>DATE:</b> | October 3, 2023  |
| <b>RE:</b>   | 2024 Council Meeting Schedule and Committee Appointments |

### **ISSUE**

Adoption of the 2024 Council Meeting Schedule and Council appointments to Standing Committee Chair and Vice-Chair positions, Deputy Mayor, Reserve Deputy Mayor positions, and to other committees.

### **REFERENCE**

- [Council Procedures Bylaw 2021-12](#)
- Appendix A – Proposed 2024 Council and Standing Committee Meeting Schedule
- Appendix B – Proposed Resolutions for 2024 Council Member Appointments

### **HISTORY**

The Council Procedures Bylaw provides that, unless otherwise confirmed by Council, it shall hold Standing Committee meetings on the first and third Mondays of each month and Regular Council meetings on the second and fourth Mondays of each month.

To facilitate the scheduling of Council business and planned recesses, each fall Council approves the schedule for Standing Committee and Regular Council meetings for the following year. The current schedule is approved up to the end of December 2023.

Adoption of a meeting schedule provides certainty for Council and Administration and allows Administration to schedule certain requirements such as public hearings and public input sessions and include a winter and summer break. It also assists Council members in scheduling time for holidays and other events. Adopting the schedule does not preclude changes required during the year due to special circumstances or events. Council may by Resolution reschedule meetings at any time to accommodate such events.

Additionally, Council annually approves the appointment of members to Standing Committee Chair and Vice-Chair positions, Deputy Mayor, and Reserve Deputy Mayor at this time.

Councillors are also appointed to serve on outside committees as representatives of the City. For the committees that Council currently sits on in the community, two Councillors are appointed to represent Whitehorse on the Association of Yukon Communities, one Councillor to serve on the Crime Stoppers Committee, one on the Whitehorse Chamber of Commerce, and one on the Coalition of Capital Cities.



### **ANALYSIS**

The 2024 Council and Standing Committee Meeting Schedule is proposed as Appendix A and includes the following:

- One summer recess in July, and one winter recess over the December holiday season;
- When Statutory holidays fall on a weekend or a Monday, the Council or Standing Committee meeting has been rescheduled for the Tuesday;
- In the case of months with a 5<sup>th</sup> Monday, no meeting is scheduled;
- The formal election period is from the close of Nominations (September 26, 2024) to the day of election (Thursday, October 17, 2024). There are no meetings therefore scheduled during the month of October.

For the annual Council and Committee appointments, the required Resolutions with all proposed 2024 appointments are attached as Appendix B.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council approve the 2024 Council and Standing Committee Meeting Schedule as presented; and

THAT Council approve Council member appointments as presented.

## **APPENDIX A – Council 2024 Meeting Schedule – Proposed**

| Date              | Meeting Type |  | Date   | Meeting Type |
|-------------------|--------------|--|--|--------------|
| January 8         | Committee    |  | July 2 (Tuesday)   | Committee    |
| January 15        | Regular      |  | July 8   | Regular      |
| January 22        | Committee    |  | <b>Meetings Cancelled for Summer Recess</b>  |              |
| January 29        | Regular      |  |  |              |
|                   |              |  |  |              |
| February 5        | Committee    |  | August 5   | Committee    |
| February 12       | Regular      |  | August 12  | Regular      |
| February 19       | Committee    |  | August 19  | Committee    |
| February 26       | Regular      |  | August 26  | Regular      |
|                   |              |  |  |              |
| March 4           | Committee    |  | September 3 (Tuesday)  | Committee    |
| March 11          | Regular      |  | September 9  | Regular      |
| March 18          | Committee    |  | September 16   | Committee    |
| March 25          | Regular      |  | September 23   | Regular      |
|                   |              |  |  |              |
| April 2 (Tuesday) | Committee    |  | <b>NO MEETINGS</b><br><b>Formal Election Period</b><br>Election Day - Thursday, October 17, 2024<br><b>Special Meeting and Swearing in Council</b><br>Friday, November 1, 2023 |              |
| April 8           | Regular      |  |  |              |
| April 15          | Committee    |  |  |              |
| April 22          | Regular      |  |  |              |
|                   |              |  | <b>New Council</b>   |              |
| May 6             | Committee    |  | November 4   | Committee    |
| May 13            | Regular      |  | November 12 (Tuesday)  | Regular      |
| May 21 (Tuesday)  | Committee    |  | November 18  | Committee    |
| May 27            | Regular      |  | November 25  | Regular      |
|                   |              |  |  |              |
| June 3            | Committee    |  | December 2   | Committee    |
| June 10           | Regular      |  | December 9   | Regular      |
| June 17           | Committee    |  | <b>Meetings Cancelled for a Christmas Recess</b>   |              |
| June 24           | Regular      |  |  |              |

## **APPENDIX B – Resolutions for Proposed 2024 Council Member Appointments**

THAT Standing Committee appointments be approved as follows for the period from November 1, 2023 to October 31, 2024:

| <b>Standing Committee</b> | <b>Chair</b>        | <b>Vice-Chair</b>   |
|---------------------------|---------------------|---------------------|
| Corporate Services        | Councillor Laking   | Councillor Curteanu |
| City Planning             | Councillor Friesen  | Councillor Boyd     |
| Development Services      | Councillor Boyd     | Councillor Murray   |
| City Operations           | Councillor Curteanu | Councillor Friesen  |
| Community Services        | Councillor Cameron  | Councillor Laking   |
| Public Health and Safety  | Councillor Murray   | Councillor Cameron  |

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THAT Deputy Mayor and Reserve Deputy Mayor appointments be approved as follows for the period from November 1, 2023 to October 31, 2024:

### **Deputy Mayor**

|                     |                                       |
|---------------------|---------------------------------------|
| Councillor Murray   | November 1, 2023 to December 31, 2023 |
| Councillor Curteanu | January 1, 2024 to February 28, 2024  |
| Councillor Friesen  | March 1, 2024 to April 30, 2024       |
| Councillor Laking   | May 1, 2024 to June 30, 2024          |
| Councillor Cameron  | July 1, 2024 to August 31, 2024       |
| Councillor Boyd     | September 1, 2024 to October 31, 2024 |

### **Reserve Deputy Mayor**

|                   |                                    |
|-------------------|------------------------------------|
| Councillor Laking | November 1, 2023 to April 30, 2024 |
| Councillor Murray | May 1, 2024 to October 31, 2024    |

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THAT Council member appointments to serve on other committees be approved as follows for the period from November 1, 2023 to October 31, 2024:

|                                  |   |
|----------------------------------|---|
| Association of Yukon Communities | Councillor Murray<br>Councillor Friesen |
| Crime Stoppers                   | Councillor Curteanu                     |
| Whitehorse Chamber of Commerce   | Councillor Cameron                      |
| Coalition of Capital Cities      | Mayor Cabott                            |

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## **ADMINISTRATIVE REPORT**

|              |   |
|--------------|---|
| <b>TO:</b>   | Corporate Services Committee                                |
| <b>FROM:</b> | Administration  |
| <b>DATE:</b> | October 3, 2023   |
| <b>RE:</b>   | Commencement Report - Selkirk Water Treatment Plant Upgrade |

### **ISSUE**

Council approval is required to commence the procurement for the design of the Selkirk Water Treatment Plant Upgrade.

### **REFERENCE**

- [Procurement Policy](#)
- 2023-2026 Capital Expenditure Plan – Project 650c00421 Selkirk PH Second Barrier Treatment Project.

### **HISTORY**

Drinking water in the Yukon is regulated under the *Public Health and Safety Act* by the Yukon Government (YG). The City currently withdraws 100% of its drinking water from the Selkirk Aquifer through seven production wells. Current treatment consists of using chlorine for disinfection before distributing it throughout the City.

When the City began exclusively using the wells in 2010 for drinking water, the data indicated the wells were not “Groundwater wells Under the Direct Influence of surface water” (non-GUDI).

However, over the past few years the City has detected changes in the chemistry of the ground water sourced from the wells. These changes include higher pH levels, higher concentrations of iron and manganese, higher micro-particulates and variations in groundwater level, temperature, and conductivity. There have also been three detections of Giardia “husks” (non-live organisms) at one of the main producing wells.

This project is included in the approved 2023-2026 Capital Expenditure Program, and a Canada Community-Building Fund TPA is in place for \$2,000,000 to begin design.

### **ALTERNATIVES**

1. Authorize Administration to commence procurement for the design of Selkirk Water Treatment Plant Upgrades; or
2. Refer the matter back to Administration for further consideration.

### **ANALYSIS**

The chemical changes observed indicate that the groundwater from the Selkirk Aquifer is likely under the influence of surface water. Based on the regulations under the Yukon’s *Public Health and Safety Act*, if a drinking water source is considered under the influence of surface water (GUDI) then additional treatment barriers (processes) beyond disinfection are required.

In addition to the changes in water chemistry that have been recorded, there has also been increased demand on the volume of water being drawn daily from the aquifer. The City is currently permitted to pull 20,000 m<sup>3</sup>/day from the aquifer. Increased urban development within the City's municipal boundary (for example, Whistle Bend) will place additional stress on the current groundwater supply and the City's ability to stay within permitted withdrawal limits.

The planned upgrades will provide both a reliable second source of drinking water supply and the ability to relieve volume stress on the aquifer.

Additionally, the upgrades to the treatment plant will provide a tangible alternative of water supply backup during emergency response scenarios. Emergency situations may occur when the groundwater production wells get damaged (either mechanical or electrical) or are rendered inoperable due to inadequate water quality, such as from chemical contamination by fuel spills, or biological contamination by coliform bacteria and Giardia.

Current construction cost estimates based on the pre-design report to build a facility that provides for additional treatment barriers and source redundancy, and meets projected drinking water demands range from \$40M to \$55M.

The higher cost estimate of \$55M includes heaters and a sedimentation basin that would allow the City to pull water from Schwatka Lake, the aquifer, or use a blend at any time of the year.

The \$40M cost estimate would still allow the City to pull water from Schwatka Lake but it would be at a blended rate of 60/40 surface water/ground water with no ability for surface water withdrawal in the winter months.

For current purposes, Administration will be recommending to budget for the higher capital cost of \$55M until the design is far enough along to confirm the option that will provide the treatment and volumes required to support growth until 2040.

Based on the data gathered to date, Administration strongly recommends commencing basic and detailed design to ensure the integrity of the drinking water system can be maintained, provide the volume of water required to service the growing population and have redundancy in the water supply. It is recommended that the facility be planned and constructed to ensure sufficient supply to 2040 in alignment with the Official Community Plan (OCP).

The risk of not proceeding with the project could adversely impact the ability of the City to provide safe and quality drinking water to residents, and trying to implement a rushed solution would be costlier and significantly more challenging than implementing a proactive solution.

### Purchasing

A Request for Proposal (RFP) will be issued within the City's public procurement platform and the proponent with the best overall score (proponent team, experience, methodology, and price) will be eligible for contract award.

### Procurement Policy Principles

**Compliance:** The RFP will follow City policy and procedures for procurements.

**Supplier Access, Transparency, and Fairness:** The RFP will be publicly available on the City's e-procurement platform, [www.whitehorse.bonfirehob.ca](http://www.whitehorse.bonfirehob.ca).

**Best Value:** The RFP will be publicly advertised and awarded to the lowest compliant bidder that can meet the specifications set by the City.

**Efficient and Effective Procurement:** The procurement of construction services for infrastructure projects has been successfully completed numerous times in the past by the City.

**Local Procurement:** It is unknown if local contracting expertise exists at this time for this type of work.

**Sustainable Procurement:** The RFP document will be available electronically, and only electronic submission will be accepted.

| <u>Tentative Project Schedule</u> |                  |
|-----------------------------------|------------------|
| Item                              | Proposed date(s) |
| Issue solicitation document       | October 2023     |
| Issue Purchase Order/Contract     | December 2023    |
| Start of Design                   | January 2024     |
| Completion of Design              | December 2024    |

### ADMINISTRATIVE RECOMMENDATION

THAT Council authorize Administration to commence the procurement for the design of the Selkirk Water Treatment Plant Upgrade.

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



**Chair:** Ted Laking

**Vice-Chair:** Michelle Friesen

October 3, 2023

Meeting #2023-18

- 
1. Zoning Amendment – 68 Mascot Street  
Presented by Peter Duke, Manager, Planning Services
  2. New Business

## **ADMINISTRATIVE REPORT**

|              |                                     |
|--------------|-------------------------------------|
| <b>TO:</b>   | Planning Committee                  |
| <b>FROM:</b> | Administration                      |
| <b>DATE:</b> | October 3, 2023                     |
| <b>RE:</b>   | Zoning Amendment – 68 Mascot Street |

### **ISSUE**

An application to amend the zoning at 68 Mascot Street, from RCS – Comprehensive Residential Single Family to RCSx – Comprehensive Residential Single Family (modified), to allow for the development of a living suite.

### **REFERENCE**

- [2040 Official Community Plan](#)
- [Zoning Bylaw 2012-20](#)
- [2022-2024 Strategic Priorities](#)
- Location Map (Attachment 1)
- Proposed Zoning Amendment Bylaw 2023-30 (Attachment 2)

### **HISTORY**

The owner of 68 Mascot Street has applied to rezone their property from RCS – Comprehensive Residential Single Family to RCSx – Comprehensive Residential Single Family (modified) to allow a living suite as a secondary use. A living suite is a separate, self-contained dwelling unit within a detached house.

Per section 6.13.3 of the Zoning Bylaw, the RCS zone allows living suites on lots that are at least 462 m<sup>2</sup> in area or on lots that have lane access. The subject lot does not have lane access and is approximately 436 m<sup>2</sup> in area. The subject lot area is about six per cent smaller than the minimum lot size for living suites in the RCS zone. A living suite is therefore currently not allowed on the subject lot. The special modification is to allow a living suite on a lot with an area of 436 m<sup>2</sup>.

On August 30, 2023, the rezoning application was reviewed by the Development Review Committee and there were no concerns raised.

The proposed schedule for the Zoning Bylaw amendment is:

|                           |                                 |
|---------------------------|---------------------------------|
| Planning Committee:       | October 3, 2023                 |
| First Reading:            | October 10, 2023                |
| Newspaper Ads:            | October 13 and October 20, 2023 |
| Public Hearing:           | November 14, 2023               |
| Report to Committee:      | December 4, 2023                |
| Second and Third Reading: | December 11, 2023               |

### **ALTERNATIVES**

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



## **ANALYSIS**

### **Site Context**

The subject site is located on the corner of Mascot Street and Evelyn Avenue in the Whistle Bend neighbourhood. The area surrounding the subject lot consists of single detached dwellings, duplexes, townhouses and two- and three-storey apartment buildings to the east along Gleaner Avenue, and a park to the north. The surrounding lots are mostly all developed. The subject lot is still vacant.

With the exception of the subject lot and the adjacent lot, all other single family lots along Evelyn Avenue and Mascot Street have lane access and therefore permit living suites. Although the subject lot does not have lane access, it is located on a corner which provides street access along two property lines, providing a similar level of access to the lot as a lane.

### **2040 Official Community Plan and 2022-2024 Strategic Priorities**

The subject lot is designated as Residential – Urban in the OCP. The Residential – Urban designation accommodates a wide range of residential housing forms and compatible uses primarily within the Urban Containment Boundary. Policy 9.1 says that the City will encourage the construction of a variety of housing types and policy 9.8 specifically supports the development of secondary suites.

Policy 9.4 states that opportunities for affordable housing should be integrated into all neighbourhoods with preference given to locations within walking distance of Urban Centres. Secondary suites often provide affordable housing options and the subject lot is less than 0.5 km from the Whistle Bend Urban Centre.

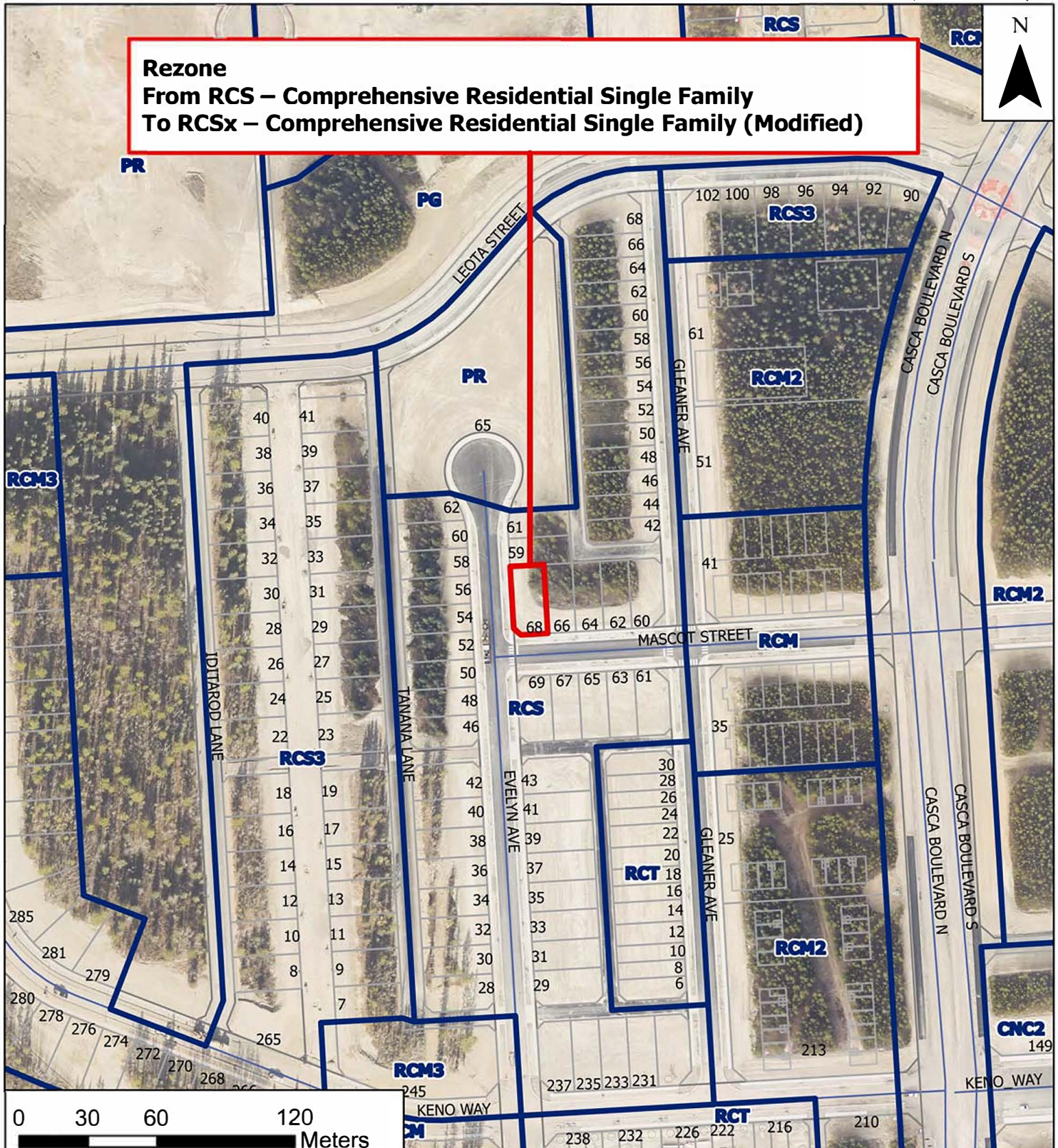
The special modification also aligns with Council's 2022-2024 Strategic Priority to improve housing supply and to ensure a variety of housing within the city.

### **Housing and Land Development Advisory Committee (HLDAC)**

On August 7, 2023, The City's HLDAC presented recommendations to the City Planning Committee on Zoning Bylaw amendments that could be implemented in the short term. These recommendations are being considered as part of an initial round of housing-related amendments through the Zoning Bylaw Rewrite project. Among these, the HLDAC recommends that single family lots be permitted to have up to four units and that all residential zones allow secondary suites. The proposed amendment aligns with the HLDAC recommendations.

## **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2023-30, a Bylaw to amend the zoning at 68 Mascot Street to allow for the development of a living suite, be brought forward for consideration under the bylaw process.



DATE:

October 3, 2023

FILE NO:

Z-07-2023

 Subject Site

## CITY OF WHITEHORSE - PLANNING AND SUSTAINABILITY SERVICES

**Bylaw 2023-30**

A Bylaw to amend the zoning of 68 Mascot Street from RCS - Comprehensive Residential Single Family to RCSx - Comprehensive Residential Single Family (Modified).





**CITY OF WHITEHORSE**  
**BYLAW 2023-30**

A Bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for the development of a living suite at Lot 590, Plan 108387 CLSR YT, Whistle Bend Subdivision, municipally known as 68 Mascot Street;

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

1. Section 9.6 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 9.6.7 Special Modifications a) as follows:

“a) Notwithstanding Section 6.13.3 a) of this bylaw, Lot 590, Plan 108387 CLSR YT, located at 68 Mascot Street in the Whistle Bend Subdivision, is designated RCSx(a) with the special modification being that a living suite is permitted as a secondary use on a lot that is at least 436 m<sup>2</sup> in area.”
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 68 Mascot Street from RCS – Comprehensive Residential Single Family to RCSx(a) – Comprehensive Residential Single Family (modified), as indicated on Appendix A and forming part of this bylaw.
3. This Bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

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Laura Cabott, Mayor

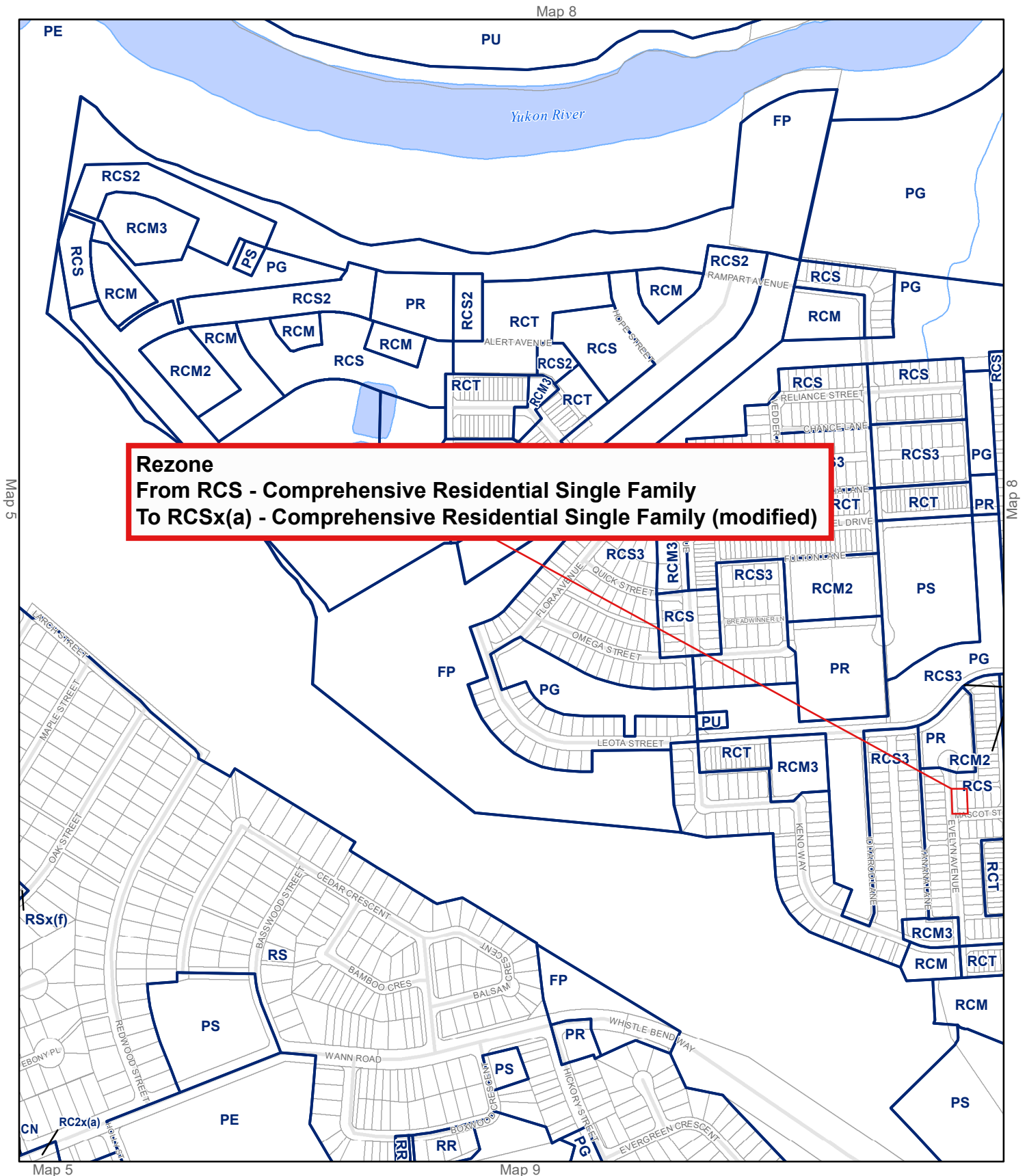
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Wendy Donnithorne, City Clerk

# MAP 6

Bylaw 2023-30  
Appendix A, Bylaw Map

WHISTLE BEND (WEST)



Where a letter appears in brackets following a zoning designation, e.g. RSx(a), the letter corresponds to the 'special restrictions' subsection for that zone.

0 320  
Meters  
Projection: NAD 1983 UTM Zone 8

Consolidation date:  
June 15, 2023

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



**Chair:** Mellisa Murray

**Vice-Chair:** Dan Boyd

October 3, 2023

Meeting #2023-18

- 
1. New Business