

CITY OF WHITEHORSE
REGULAR Council Meeting #2023-19

DATE: Monday, October 23, 2023
TIME: 5:30 p.m.

Mayor Laura Cabott
Deputy Mayor Dan Boyd
Reserve Deputy Mayor Michelle Friesen

AGENDA

CALL TO ORDER 5:30 p.m.

AGENDA Adoption

PROCLAMATIONS

MINUTES Regular Council meeting dated October 10, 2023

DELEGATIONS

PUBLIC INPUT SESSION Conditional Use Application – 22 Metropolit Lane

PUBLIC HEARING Zoning Bylaw Amendment – Range Point Joint Master Plan

STANDING COMMITTEE REPORTS

City Operations Committee – *Councillors Boyd and Curteanu*

1. Snow and Ice Control Policy Update

Community Services Committee – *Councillors Friesen and Cameron*

Public Health and Safety Committee – *Councillors Curteanu and Murray*

Corporate Services Committee – *Councillors Cameron and Laking*

1. Upcoming Procurement (November/December) – For Information Only
2. Mayor Travel Expense Authorization
3. Fall Recreation Grant Allocations

City Planning Committee – *Councillors Laking and Friesen*

1. Conditional Use Application – 22 Metropolit Lane – For Information Only

Development Services Committee – *Councillors Murray and Boyd*

NEW AND UNFINISHED BUSINESS

BYLAWS

2023-21 Council Remuneration Bylaw

3rd Reading

ADJOURNMENT

MINUTES of REGULAR Meeting #2023-18 of the Council of the City of Whitehorse called for 5:30pm on Tuesday, October 10, 2023, in Council Chambers, City Hall.

PRESENT: Mayor Laura Cabott
Councillors Dan Boyd
Kirk Cameron
Jocelyn Curteanu
Michelle Friesen
Ted Laking
Mellisa Murray

ALSO PRESENT: City Manager Jeff O'Farrell
A/Director of Community Services Ryan Leef
Director of Corporate Services Valerie Braga
Director of People and Culture Lindsay Schneider
A/Director of Operations and Infrastructure Gareth Earl

Mayor Cabott called the meeting to order at 5:30pm

CALL TO ORDER

AGENDA

2023-18-01

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

Carried Unanimously

MINUTES

2023-18-02

It was duly moved and seconded
THAT the Minutes of the Regular Council meeting dated
September 25, 2023, be adopted as presented.

Carried Unanimously

COMMITTEE REPORTS

City Operations Committee

Delegate Diana Rothgeb presented public concerns with the Chilkoot Greenway Bicycle Lane, and suggested alternatives that could be considered for a bike lane instead of the current location.

Delegate Diana Rothgeb –
Chilkoot Greenway Bicycle
Lane

Committee members requested additional information on the Chilkoot Bicycle Lane. Administration confirmed that there is a snow removal plan in place, jersey barriers are ordered and

New Business – Chilkoot
Greenway Bicycle Lane

Administration is working to address supplier delays, that businesses were engaged prior to the project launch, and that other design options were explored.

The Committee requested further information on the project budget, engagement process, and the options that had been considered.

Community Services Committee

2023-18-03

It was duly moved and seconded

THAT Council appoint Tracey Bilsky as the Arctic Winter Games 2026 Host Society President; and

2026 Arctic Winter Games –
Host Society Appointments

THAT Council appoint Krista Mroz, Director of Community Services, as the City of Whitehorse representative on the 2026 Arctic Winter Games Executive Committee.

Carried Unanimously

Mayor Cabott proclaimed the month of October 2023 as United Way Month in the City of Whitehorse.

Proclamation – United Way
Month (October)

Public Health and Safety Committee

A Committee member recognized the Sisters in Spirit Vigil happening on October 4th in the City of Whitehorse, and invited members of the community to participate in the event.

New Business – Sisters in
Spirit Vigil

Corporate Services Committee

2023-18-04

It was duly moved and seconded

THAT sections 17 and 18 of Bylaw 2023-21, a Bylaw to provide for remuneration for the Mayor and Councillors for the 2024 to 2028 Term of Office, be amended to read as follows:

- 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 *anticipated to be less than \$1,000. In such circumstances, prior to travel, the Mayor shall submit the expense approval required under the Council Expense Policy and provide notice to Council that they are attending those meetings.*
- 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 request for funding or reimbursement of expenses incurred that are *anticipated to be less than \$1,000. In such circumstances, prior to*

Council Remuneration Bylaw
– 2024 to 2028 Term of
Council

travel, the Councillors shall submit the expense approvals required under the Council Expense Policy and provide notice to Council that they are attending those meetings.

AND THAT Council direct that 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 as amended.

Carried Unanimously

2023-18-05

It was duly moved and seconded
THAT Council approve the 2024 Council and Standing Committee Meeting Schedule as follows;
THAT Standing Committee meetings be scheduled on the first and third Mondays of each month and Regular Council meetings be scheduled on the second and fourth Mondays of each month;
THAT when statutory holidays fall on a weekend or a Monday, the meetings be rescheduled to Tuesday;
THAT the first meeting cycle in January be rescheduled to the 8 and 15, and the second meeting cycle of January be rescheduled to the 22 and 29;
THAT the second meeting cycle in July be cancelled to accommodate a summer recess;
THAT there be no meetings scheduled in the month of October to accommodate the Formal Election period;
THAT the second meeting cycle of December be cancelled to accommodate a winter recess;
THAT Council approve Council member appointments for the period from November 1, 2023 to October 31, 2024;
THAT Deputy Mayor and Reserve Deputy Mayor appointments be approved for the period from November 1, 2023 to October 31, 2024; and
THAT Council member appointments to ad hoc committees be approved for the period of November 1, 2023 to October 31 2024 as follows:

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

2024 Council Meeting
Schedule and Committee
Appointments

Carried Unanimously

2023-18-06

It was duly moved and seconded
THAT Council authorize Administration to commence the procurement for the design of the Selkirk Water Treatment Plant Upgrade.

Commencement Report –
Selkirk Water Treatment
Plant Upgrade

Carried Unanimously

City Planning Committee

2023-18-07

It was duly moved and seconded
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.

Zoning Amendment – 68
Mascot Street

Carried Unanimously

Development Services Committee

There is no report from the Development Services Committee.

No Report

NEW AND UNFINISHED BUSINESS

2023-18-08

It was duly moved and seconded
THAT the City of Whitehorse write to the appropriate federal Minister or Ministers requesting that federal lands within the City of Whitehorse, including those on Range Road, be made available for the purposes of housing development; and
THAT the City of Whitehorse request that a plan and timeline to divest these lands be shared prior to the end of 2023.

Motion – Councillor Laking –
Federal Land for Housing
Development

Carried Unanimously

BYLAWS

2023-18-09

It was duly moved and seconded
THAT Bylaw 2023-30, a Bylaw to amend the zoning at 68 Mascot Street to allow for the development of a living suit, be given First Reading.

BYLAW 2023-30
Zoning Amendment – 68
Mascot Street
FIRST READING

Carried Unanimously

2023-18-10

It was duly moved and seconded
THAT Bylaw 2023-21, a Bylaw to provide for remuneration for the Mayor and Councillors for the 2024 to 2028 Term of Office, be given First Reading.

BYLAW 2023-21
Council Remuneration
Bylaw
FIRST READING

Carried Unanimously

2023-18-11

It was duly moved and seconded
THAT Bylaw 2023-21 be given Second Reading.
Carried Unanimously

BYLAW 2023-21
Council Remuneration
Bylaw
SECOND READING

2023-18-12

It was duly moved and seconded
THAT Bylaw 2023-24, a bylaw to amend the City Traffic bylaw,
be given Third Reading.
Carried Unanimously

BYLAW 2023-24
Traffic Bylaw Amendment
– Active Transportation
Initiatives
THIRD READING

There being no further business, the meeting adjourned at 6:37p.m. **ADJOURNMENT**

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk

MEMORANDUM

FILE #: PB-03-2023

TO: Mayor and Council
FROM: Administration
DATE: October 23, 2022
SUBJECT: Public Input Session at Regular Council Meeting October 23, 2023

Please be advised there will be a Public Input Session at the Regular Council Meeting of October 23, 2023, to hear from interested parties related to the following Conditional Use application:

Application for Conditional Use approval to allow a 136 m² Caretaker Residence at 22 Metropolit Lane off of the south end of Hamilton Boulevard.

An application has been received to develop a light equipment sales/rentals operation with a 136 m² caretaker residence. The purpose of the proposed use is to build a caretaker suite larger than 120 m in order to provide 24 hour supervision of a plant nursery for a landscaping business. A caretaker residence larger than 120 m² is a conditional use in the CIM zone, requiring a decision by Council.

A total of eight letters were sent to property owners within a 100 m radius of the site. Yukon Government Land Client Services, Kwanlin Dün First Nation and Ta'an Kwäch'än Council were notified by mail. A notice of the proposed development was placed in the local newspapers on September 29th, 2023.

Micah Olesh
Senior Development Officer

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

MEMORANDUM

FILE #: Z-08-2023

TO: Mayor and Council
FROM: Administration
DATE: October 23, 2023
SUBJECT: Public Hearing – Zoning Bylaw Amendment for the Range Point Joint Master Plan Site

Please be advised there will be a Public Hearing at the Regular Council Meeting of October 23, 2023 to hear from interested parties related to the following Zoning Bylaw amendment:

Bylaw 2023-29, a bylaw to amend the zoning of the Range Point Joint Master Plan site from FP – Future Planning, RP – Residential Mobile Home Park, and PE – Environmental Protection to various residential and public zones.

The City received an application to rezone the Range Point Joint Master Plan (RPJMP) site, consisting of KDFN Settlement Land Parcel C-15B, Yukon Government Parcel 262-6, and approximately 0.3 hectares of unsurveyed vacant Commissioner's land, to allow for a diverse mix of housing developments.

Bylaw 2023-29 received First Reading on September 25, 2023. Notices were published in the Whitehorse Star and Yukon News on September 29 and October 6, 2023. A notice sign was placed on the subject site and property owners within 100 m were notified by mail. The Government of Yukon Land Management Branch, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were notified by email.



Mathieu Marois
Senior Planner
Planning and Sustainability Services

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



Minutes of the meeting of the City Operations Committee

Date	October 16, 2023	2023-19
Location	Council Chambers, City Hall	
	Councillor Dan Boyd - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Deputy Mayor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Ryan Leef, A/Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. **Snow and Ice Control Policy Update**

A report was presented to update the City's Snow and Ice Control Policy Appendices A, B and C as part of the policy's annual review. Administration responded to questions from Committee members on the capacity and development of existing snow storage sites and potential alternative sites. Further information was also provided about snow-removal on Chilkoot Way and the new protected bicycle lane.

The Recommendation of the City Operations Committee is

THAT Council approve amendments, as proposed, to Appendix "A", "B" and "C" of the Snow and Ice Control policy.

2. **New Business – Waste Removal on Hawkins**

A Committee member questioned if waste removal pickup in the Downtown area, specifically on Hawkins Street, could occur in back alleyways as to not obstruct parking spots on the main roads. Administration advised that the City's waste collection routes

were designed primarily for efficiency, and that the City does not use alleyways downtown due to many having low-hanging overhead electrical lines which present a danger when operating collection vehicles. Further, Administration confirmed that alleyways are not a priority for snow clearing.



Minutes of the meeting of the Community Services Committee

Date	October 16, 2023	2023-19
Location	Council Chambers, City Hall	
	Councillor Michelle Friesen - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Deputy Mayor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Ryan Leef, A/Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. **New Business – Jekyll Street Playground**

A Committee member asked Administration about plans for the Jekyll Street playground and surrounding trails. It was confirmed that due to the continued geotechnical risk, the current plan is for the park and trails to remain closed and fenced off for the safety of the public. Options are being explored for new safe playground sites.

2. **New Business – Escarpment Update**

A Committee member requested an update on water seepage from the Robert Service Way escarpment. Administration provided assurances that a geotechnical assessment was completed, and that the minor seepage does not pose a significant concern.



Minutes of the meeting of the Public Health and Safety Committee

Date	October 16, 2023	2023-19
Location	Council Chambers, City Hall	
	Councillor Jocelyn Curteanu - Chair	
	Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd	
	Councillor Kirk Cameron	
	Councillor Michelle Friesen	
	Deputy Mayor Ted Laking	
	Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager	
	Ryan Leef, A/Director of Community Services	
	Valerie Braga, Director of Corporate Services	
	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. **New Business – MMIWG2S Accountability Forum**

A Committee member brought attention to the second annual Accountability Forum on Yukon's MMIWG2S Strategy and highlighted that a full community approach to the issue includes supporting actions by municipal governments. Another Committee member highlighted further initiatives the City could undertake in support of the Strategy.



Minutes of the meeting of the Corporate Services Committee

Date	October 16, 2023	2023-19
Location	Council Chambers, City Hall	
	Councillor Kirk Cameron - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Jocelyn Curteanu Councillor Michelle Friesen Deputy Mayor Ted Laking Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Ryan Leef, A/Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. Upcoming Procurements (November/December) – For Information Only

Council was informed of the upcoming procurement projects with an anticipated value greater than \$100,000 for November and December.

2. Mayor Travel Expense Authorization

A report was presented to authorize the Mayor's travel to Ottawa, Ontario to attend meetings with federal Cabinet ministers and other government officials on City business.

The Recommendation of the Corporate Services Committee is

THAT travel expenses be authorized for Mayor Cabott to attend meetings in Ottawa, Ontario with government officials in the fall or early winter of 2023.

3. Fall Recreation Grant Allocations

Administration presented a report recommending the allocation of recreation grants for Fall 2023.

The Recommendation of the Corporate Services Committee is

THAT Council approve the allocation of \$84,896.34 in Recreation Grants as recommended by the Recreation Grant Task Force.

4. New Business – Selkirk Aquifer

A Committee member sought clarification in regard to the safety of the community's water source given a letter recently received from the Minister of Community Services. Administration confirmed that despite indications that the wells are under the influence of groundwater, the City's drinking water is not contaminated at this time. Further information was given on City reserves and potential future project funding.



Minutes of the meeting of the City Planning Committee

Date	October 16, 2023	2023-19
Location	Council Chambers, City Hall	
Committee Members Present	Deputy Mayor Ted Laking - Chair Mayor Laura Cabott Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu Councillor Michelle Friesen Councillor Mellisa Murray	
Staff Present	Jeff O'Farrell, City Manager Ryan Leef, A/Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. Conditional Use Application – 22 Metropolit Lane – For Information Only

Council was presented with a report on an application for Conditional Use approval to allow a 136 m² caretaker suite on 22 Metropolit Lane. Notice was given of a public input session on this topic scheduled at the next Regular Council meeting on October 23, 2023.



Minutes of the meeting of the Development Services Committee

Date	October 16, 2023	2023-19
Location	Council Chambers, City Hall	
	Councillor Mellisa Murray - Chair	
	Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd	
	Councillor Kirk Cameron	
	Councillor Jocelyn Curteanu	
	Councillor Michelle Friesen	
	Deputy Mayor Ted Laking	
	Jeff O'Farrell, City Manager	
	Ryan Leef, A/Director of Community Services	
Staff Present	Valerie Braga, Director of Corporate Services	
	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations and Infrastructure	

* Indicates electronic participation

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

1. **New Business – Short-Term Rental Legislation**

As a result of news from British Columbia regarding new legislation on short-term rentals, a Committee member asked if the British Columbia data could be used in place of a local study. Administration answered that the results of the BC study are useful but cannot fully apply to the Whitehorse situation. However, the City's Housing and Land Development Advisory Committee intends to come forward to Council with short-term rental recommendations in the next few months.

There being no further business the meeting adjourned at 6:30 P.M.

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk

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.

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

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 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

- (3) Weekly Accident Indemnity coverage in the amount of \$300 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

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 anticipated to be less than \$1,000. In such circumstances, prior to travel, the Mayor shall submit the expense approval required under the Council Expense Policy and provide notice to Council that they are attending those meetings.
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 request for funding or reimbursement of expenses incurred that are anticipated to be less than \$1,000. In such circumstances, prior to travel, the Councillors shall submit the expense approvals required under the Council Expense Policy and provide notice to Council that they are attending those meetings.

Expenses

19. 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.
20. 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

Daily Stipend for Councillors

21. 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.
22. 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
23. 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.
24. 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.
25. 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

Remuneration for the Next Term of Council

26. 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

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

Coming into Force

28. **This Bylaw shall come into full force and effect on and from November 1, 2024.**
29. 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: October 10, 2023
THIRD READING and ADOPTION: October 23, 2023

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk