

CITY OF WHITEHORSE
REGULAR Council Meeting #2023-20

DATE: Tuesday, November 14, 2023
TIME: 5:30 p.m.

Mayor Laura Cabott
Deputy Mayor Mellisa Murray
Reserve Deputy Mayor Ted Laking

AGENDA

CALL TO ORDER 5:30 p.m.

AGENDA Adoption

PROCLAMATIONS

MINUTES Regular Council meeting dated October 23, 2023

DELEGATIONS Ramesh Ferris – Snow and Ice Policy Accessible Stalls
Bria Lemoine – Snow and Ice Policy Accessible Stalls
Darryl Tait – Snow and Ice Policy Accessible Stalls
Marney Paradis – Snow and Ice Policy Accessible Stalls

PUBLIC HEARING Zoning Amendment – 68 Mascot Street

STANDING COMMITTEE REPORTS

City Budget Committee – Mayor Cabott

1. Mayor’s Budget Address – 2024 – 2027 Capital Budget

Development Services Committee – Councillors Boyd and Murray

1. Main Street Town Square Pilot Project – Engagement Summary and Debrief Report – For Information Only

City Operations Committee – Councillors Curteanu and Friesen

Community Services Committee – Councillors Cameron and Laking

Public Health and Safety Committee – Councillors Murray and Cameron

Corporate Services Committee – Councillors Laking and Curteanu

1. Festival and Special Event Grant Allocations
2. Housing and Land Development Advisory Committee Appointment
3. Inclusivity Advisory Committee Recommendation
4. Advisory Committee Bylaw Amendments

City Planning Committee – Councillors Friesen and Boyd

1. Conditional Use Application – 22 Metropolit Lane Public Input Report

/continued

AGENDA (cont'd)

NEW AND UNFINISHED BUSINESS

1. Motion – Councillor Friesen – Snow and Ice Policy Accessible Stalls

BYLAWS

- | | | |
|---------|-------------------------------------|---------------------------------------------|
| 2023-27 | 2024 – 2027 Capital Budget Bylaw | 1 st Reading |
| 2023-32 | Advisory Committee Bylaw Amendments | 1 st and 2 nd Reading |

ADJOURNMENT

MINUTES of REGULAR Meeting #2023-19 of the Council of the City of Whitehorse called for 5:30pm on Monday, October 23, 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
Director of Community Services Krista Mroz
Director of Corporate Services Valerie Braga
Director of Development Services Mike Gau
Director of People and Culture Lindsay Schneider
Director of Operations and Infrastructure Tracy Allen

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

CALL TO ORDER

AGENDA

2023-19-01

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

Carried Unanimously

MINUTES

2023-19-02

It was duly moved and seconded
THAT the Minutes of the Regular Council meeting dated
October 10, 2023 be adopted as presented.

Carried Unanimously

PUBLIC INPUT SESSION

Mayor Cabott advised that a Public Input Session was scheduled at this meeting to hear any submissions with respect to the Conditional Use Application for 22 Metropolit Lane.

Conditional Use Application –
22 Metropolit Lane

There were no members of the public present to speak on the Conditional Use Application for 22 Metropolit Lane.

Mayor Cabott declared the Public Input Session for the Conditional Use Application for 22 Metropolit Lane closed.

Public Input Closed

PUBLIC HEARING

Mayor Cabott advised that a Public Hearing was scheduled at this meeting to hear any submissions with respect to the Range Point Joint Master Plan Zoning Bylaw Amendment.

Public Hearing

Mayor Cabott called for submissions with respect to Range Point Joint Master Plan Zoning Bylaw Amendment.

Zoning Bylaw Amendment –
Range Point Joint Master
Plan

There were no members of the public present to speak on the Range Point Joint Master Plan Zoning Bylaw Amendment and no written submissions were received.

Mayor Cabott called a second and third time for submissions with respect to Range Point Joint Master Plan Zoning Bylaw Amendment.

Zoning Bylaw Amendment –
Range Point Joint Master
Plan

Hearing no additional submissions, Mayor Cabott declared the Public Hearing for Range Point Joint Master Plan Zoning Bylaw Amendment now closed.

Public Hearing Closed

COMMITTEE REPORTS

City Operations Committee

2023-19-03

It was duly moved and seconded
THAT Council approve amendments, as proposed, to
Appendix “A”, “B” and “C” of the Snow and Ice Control policy.
Carried Unanimously

Snow and Ice Control Policy
Update

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.

New Business – Waste
Removal on Hawkins

Community Services Committee

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.

New Business – Jekyll Street
Playground

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.

New Business – Escarpment
Update

Public Health and Safety Committee

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.

New Business – MMIWG2S
Accountability Forum

Corporate Services Committee

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

Upcoming Procurements
(November/December) – For
Information Only

2023-19-04

It was duly moved and seconded 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.

Mayor Travel Expense
Authorization

Carried Unanimously

2023-19-05

It was duly moved and seconded THAT Council approve the allocation of \$84,896.34 in Recreation Grants as recommended by the Recreation Grant Task Force.

Fall Recreation Grant
Allocations

Carried Unanimously

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 surface water, the City's drinking water is not contaminated at this time. Further information was given on City reserves and potential future project funding.

New Business – Selkirk
Aquifer

City Planning Committee

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.

Conditional Use Application –
22 Metropolit Lane – For
Information Only

Development Services Committee

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 B.C. 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.

New Business – Short-Term
Rental Legislation

BYLAWS

2023-19-06

It was duly moved and seconded
THAT Section 9(5) Bylaw 2023-21, a Bylaw to provide for remuneration for the Mayor and Councillors for the 2024 to 2028 Term of Office, be amended as follows:

- (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 of \$20 an hour per child; 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.

BYLAW 2023-21
Council Remuneration
Bylaw
THIRD READING

AND THAT Sections 17, 18, and 22 of Bylaw 2023-21 be amended 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 \$1,500. 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 \$1,500. 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.
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 *at a rate of \$50 per hour up to a maximum of 8 hours.*

AND 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 Third Reading.

Carried (6-1)

IN FAVOUR: Mayor Laura Cabott, Councillors Kirk Cameron, Jocelyn Curteanu, Ted Laking, Mellisa Murray, and Michelle Friesen

OPPOSED: Councillor Dan Boyd

There being no further business, the meeting adjourned at 7:39p.m. **ADJOURNMENT**

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk

CITY OF WHITEHORSE
CITY BUDGET COMMITTEE
Council Chambers, City Hall



November 14, 2023

Chair: Mayor Laura Cabott

1. 2024 to 2027 Capital Budget Speech

Presented by Mayor Laura Cabott

Mayor Cabott will present the Budget Speech for the 2024 to 2027 Capital Budget at the Regular Council meeting on November 14, 2023.

The Capital Budget Bylaw 2023-27 and the associated appendices will be made available at the meeting.



**Minutes of the meeting of the
Development Services Committee**

Date	November 6, 2023	2023-20
Location	Council Chambers, City Hall	
	Councillor Dan Boyd - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Kirk Cameron Councillor Jocelyn Curteanu *Councillor Michelle Friesen Councillor Ted Laking	
Absent	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager Krista Mroz, 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 Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Stephanie Chevalier, Development Coordinator, Development Services	

* Indicates electronic participation

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

1. Main Street Town Square Pilot Project – Engagement Summary and Debrief Report – For Information Only

A debrief report on the Main Street Town Square Pilot Project was presented along with a summary of the exit engagement survey. Administration provided additional information on retail profits and losses, stakeholder and organization consultation, timeline constrictions and potential improvements, and strategies that could be applied to make a second Town Square project more successful.



Minutes of the meeting of the City Operations Committee

Date	November 6, 2023	2023-20
Location	Council Chambers, City Hall	
	Councillor Jocelyn Curteanu - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Kirk Cameron *Councillor Michelle Friesen Councillor Ted Laking	
Absent	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager Krista Mroz, 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 Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services	

* Indicates electronic participation

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

1. Delegate – Ramesh Ferris – Snow and Ice Control Policy

Delegate Ramesh Ferris presented on the winter mobility challenges of those with physical disabilities and provided recommendations for amendments to the Snow and Ice Control Policy to increase downtown accessibility.

2. Delegate – Paul Sheridan, Yukon Spring – Importance of Water for Consumption

Paul Sheridan, owner of Yukon Spring, appeared as a delegate with concerns about the potential risk to the quality of the water supply his company uses due to the proposed increased usage of the Kulan snow storage site.

3. New Business – Monitoring Water Quality

A Committee member questioned if there were plans to monitor water quality impacts caused by City snow storage sites. Further questions were asked regarding alternative sites. It was confirmed that there are processes in place to monitor the water quality, and that alternative locations continue to be explored.

4. New Business – Canadian Rideshare Organization Outreach

A question was raised regarding the potential of Transportation Network Companies operating in Whitehorse, and what possible challenges or barriers may be hindering their operation. Administration clarified that outreach is something that could be done during phase two of the Vehicle for Hire Bylaw review.

5. New Business – Snow Clearing for Accessibility

A Committee member requested information on the feasibility of including snow clearing on accessible stalls and curb cuts as Priority 2 under the Snow and Ice Control Policy. Administration responded that many roads mentioned are located in the City's Priority 1 designated areas, so would currently get a faster response time than proposed. Also, under the Maintenance Bylaw, the responsibility for snow clearance of the para-ramps and curb cuts falls to adjacent property owners with a shorter response time than proposed. The City continues to employ fines, enforcement, and education strategies to gain further compliance.

6. New Business – Sima Para-Snowboard World Cup Event

Information was requested on plans to remove accessibility barriers during an upcoming para-snowboarding event. Administration confirmed that research on the event will be done to explore opportunities for the City to provide support.

7. New Business – Accessibility Concerns at the Inclusivity Advisory Committee

A Committee member asked if concerns for accessibility under the Snow and Ice Control Policy were considered when brought up at the Inclusivity Advisory Committee. It was confirmed that the topic was considered generally, but the Advisory Committee had not advanced to detailed work on any draft workplan topics.

8. Notice of Motion – Councillor Friesen – Snow and Ice Control Accessible Stalls

Councillor Michelle Friesen presented a Notice of Motion to bring forward at the next Regular Council meeting November 14, 2023, proposing the Snow and Ice Control Policy be amended to improve snow clearing in accessible stalls and para-ramps.



Minutes of the meeting of the Community Services Committee

Date	November 6, 2023	2023-20
Location	Council Chambers, City Hall	
	Councillor Kirk Cameron – Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Jocelyn Curteanu *Councillor Michelle Friesen Councillor Ted Laking	
Absent	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager Krista Mroz, 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 Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services	

* Indicates electronic participation

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

1. Proclamation – Indigenous Veterans Day (November 8)

Mayor Laura Cabott proclaimed November 8, 2023 to be Indigenous Veterans Day in the city of Whitehorse, a time to recognize more than 200 years of Indigenous contributions to military service.

2. Proclamation – Remembrance Day (November 11)

Mayor Laura Cabott proclaimed November 11, 2023 to be Remembrance Day in the city of Whitehorse, a time to honour all who have served our country.



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

Date	November 6, 2023	2023-20
Location	Council Chambers, City Hall	
	Councillor Kirk Cameron – Vice-Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Jocelyn Curteanu *Councillor Michelle Friesen Councillor Ted Laking	
Absent	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager Krista Mroz, 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 Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services	

* Indicates electronic participation

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

1. Delegate – David Loeks and Sue Johnson, Wildfire Awareness Society – Wildfire Risk Reduction

Daivd Loeks and Sue Johnson of the Wildfire Awareness Society presented information on the danger of fire embers and the importance of fire-smarting residential structures. The delegates responded to questions asked by Committee members on data and local efforts.

2. Delegate – Florian Boulais – Different Ways to Organize Wildland Fire Resources

Delegate Florian Boulais gave a presentation on preparing for wildfires and overall climate change, specifying a unique budget is needed for wildfire resiliency and public education campaigns, and emphasizing the importance of the City leading change.

3. New Business – Safe Drinking Water Risk

A Committee member requested clarity over potential risk to the safety of drinking water. Administration confirmed that the water quality is constantly being monitored, is currently safe, and that the risk of boil-water advisories is low at this time. It was confirmed that design work on the Selkirk Facility is being done to further reduce the small risk and to plan for the future.



Minutes of the meeting of the Corporate Services Committee

Date	November 6, 2023	2023-20
Location	Council Chambers, City Hall	
	Councillor Ted Laking - Chair Mayor Laura Cabott	
Committee Members Present	Councillor Dan Boyd Councillor Kirk Cameron Councillor Jocelyn Curteanu *Councillor Michelle Friesen	
Absent	Deputy Mayor Mellisa Murray Jeff O'Farrell, City Manager	
Staff Present	Krista Mroz, Director of Community Services Valerie Braga, Director of Corporate Services Lindsay Schneider, Director of People and Culture Mike Gau, Director of Development Services Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services Nicole Tattam, Supervisor, Parks and Community Development	

* Indicates electronic participation

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

1. Festival and Special Event Grant Allocations

Administration presented the recommended allocations of the Festival and Special Event Grants and provided further information on the application and approval processes.

The Recommendation of the Corporate Services Committee is

THAT Council approve Festival and Special Event Grant allocations in the amount of \$50,000 dollars.

2. Housing and Land Development Advisory Committee Appointment

A report to fill the existing vacancy on the Housing and Land Development Advisory Committee by appointing Michael Hale was presented.

The Recommendation of the Corporate Services Committee is

THAT Council approve the appointment of Michael Hale to the Housing and Land Development Advisory Committee.

3. Inclusivity Advisory Committee Recommendations

A recommendation from the Inclusivity Advisory Committee (IAC) to expand member eligibility was presented. Administration responded to questions from Committee members on the reasoning behind the recommendation from IAC, limitations of the current eligibility requirements, and the potential marketing campaign for recruitment. Some Committee members suggested contacting non-government organizations directly and considering providing honorarium for members.

The Recommendation of the Corporate Services Committee is

THAT Council maintain current eligibility requirements which require Advisory Committee members to be residents of the city.

4. Advisory Committee Bylaw Amendments

Administration presented proposed amendments to the Advisory Committee Bylaw to address procedural issues that have arisen in operation and gave additional information as requested.

The Recommendation of the Corporate Services Committee is

THAT Council direct that proposed Bylaw 2023-32, a Bylaw to amend the Advisory Committee Bylaw, be brought forward for consideration under the bylaw process.



Minutes of the meeting of the City Planning Committee

Date	November 6, 2023	2023-20
Location	Council Chambers, City Hall	
	Councillor Dan Boyd – Vice-Chair Mayor Laura Cabott	
Committee Members Present	Councillor Kirk Cameron Councillor Jocelyn Curteanu *Councillor Michelle Friesen Councillor Ted Laking	
Absent	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager Krista Mroz, 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 Taylor Eshpeter, A/Director of Operations and Infrastructure Wendy Donnithorne, Manager of Legislative Services	

* Indicates electronic participation

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

1. **Conditional Use Application – 22 Metropolit Lane Public Input Report**

A report on the results of the Public Input Session for 22 Metropolit Lane was presented.

The Recommendation of the City Planning Committee is

THAT Council approve the Conditional Use application for 22 Metropolit Lane to allow a 136 m² caretaker residence as a secondary use, as shown on the submitted plans.

2. **New Business – Population Growth**

A Committee member noted the accelerated population growth expected over the next six years and questioned if growth planning was on track. Administration confirmed there are discussions between different levels of government taking place for the next subdivisions already, and that policies and bylaws such as the Housing Incentive Policy and Zoning Bylaw will be reviewed and updated to accommodate a prepare for the growth. It was also noted that the 2040 Whitehorse Official Community Plan sets a focus on planning for the next 20 years and beyond.

There being no further business the meeting adjourned at 8:42 P.M.

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk

Motion

TO: Council

From: Councillor Michelle Friesen

Date: November 14, 2023 – Regular Council Meeting

Re: Motion – Snow and Ice Control Policy Accessible Stalls

I, Councillor Michelle Freisen, having given notice at the Standing Committee meeting held November 6, 2023, now move as follows:

WHEREAS The Council Strategic Priorities include Developing and implementing a plan to improve accessibility in Whitehorse, this involves improving City services to support aging in place, reviewing accessibility policies and standards and increasing accessibility for all; and

WHEREAS In our Declaration of Commitment, which is also a Council Strategic Priority, the City of Whitehorse has declared their commitment to “continue to work together to identify and assist with the removal of barriers that hinder full participation of citizens in community life” and that we “commit the resources needed to honor this declaration of commitment”; and

WHEREAS The Council Code of Conduct states that “The primary role of members of council is to represent the community as a whole through the effective translation of the community’s needs and aspirations into a future direction for the municipality.” The language in our snow and Ice Policy currently fails to meet this and reads as follows “Priorities and standards are established to provide the greatest benefit to the majority of the travelling public”;

THEREFORE, BE IT RESOLVED that Appendix A of the Snow and Ice Clearing Policy be amended to include accessible stalls and corresponding para-ramps on Priority 1 streets be included under Priority 1; and

THAT Appendix A of the Snow and Ice Clearing Policy be amended to include accessible stalls and corresponding para-ramps on Priority 1 for ice control only streets be included under Priority 1 for Ice Control Only; and

THAT Appendix A of the Snow and Ice Clearing Policy be amended to include accessible stalls and corresponding para-ramps on Priority 2 streets be included under Priority 2.

CITY OF WHITEHORSE
BYLAW 2023-27

-PLACEHOLDER-

The 2024 – 2027 Capital Budget Bylaw 2023-27 and Appendices
will be distributed at the Regular Council Meeting on
November 14, 2023

CITY OF WHITEHORSE
BYLAW 2023-32

A bylaw to amend the Advisory Committee Bylaw.

WHEREAS Section 191(1) of the *Municipal Act* provides that Council may by bylaw establish committees to consider matters referred to them by Council; and

WHEREAS Section 191(2)(c) of the *Municipal Act* provides that Council may by bylaw prescribe how the committee is to conduct meetings and the procedures for voting on any matters; and

WHEREAS in 2017 Council adopted an umbrella bylaw to prescribe the terms of reference and rules of procedure for any Committee established by Council; and

WHEREAS the Advisory Committee Bylaw provides for the establishment and operation of advisory committees and any designated administrative support for each committee;

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

1. Advisory Committee Bylaw 2017-28 is hereby amended to read:

“14. An Administrative Representative will act as a liaison between the Committee and Council and will attend all meetings. The representative will be designated by the City Manager and appointed by Resolution of Council.

The Administrative Representative will not be eligible to vote, and will only be eligible to act for the Chairperson for the purpose of facilitating a meeting to allow for the business of the Committee to continue as follows:

- a. The Chairperson or designated Acting Chairperson is not able to attend a committee meeting in person and no other member is prepared to Chair; or
- b. The regular Chairperson has vacated their seat on the Committee and a replacement Chair has not yet been appointed.

2. Advisory Committee Bylaw 2017-28 is hereby amended to remove reference to Vice-Chairperson to read:

“42. Following appointment by Council, the committee shall select a chairperson from amongst its voting members. Council members, Administrative Representatives and Designated Officers shall not be eligible for selection as the Chairperson; and

“73. The Chairperson may step down from the chair for the purpose of taking part in the debate, in which case another member may be called to take the chair.”

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3. Advisory Committee Bylaw 2017-28 is hereby amended to include a minimum requirement for quorum to read:

“53. A quorum shall consist of a majority of the voting members of the Committee, with not less than three voting members present. Vacant positions do not count towards a quorum.

4. This Bylaw shall come into force and effect upon final passage thereof.

FIRST and SECOND READING: November 14, 2023

THIRD READING and ADOPTION:

Laura Cabott, Mayor

Wendy Donnithorne, City Clerk