

CITY OF WHITEHORSE
REGULAR Council Meeting #2023-22

DATE: Monday, December 11, 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 November 27, 2023

DELEGATIONS Allison Camenzuli, Chair of Board of Directors, Whitehorse Chamber of Commerce – 2024 to 2027 Capital Expenditure Plan
Ramesh Ferris – Motion – Snow and Ice Removal Accessible Stalls

PUBLIC INPUT SESSION

PUBLIC HEARING

STANDING COMMITTEE REPORTS

Development Services Committee – *Councillors Boyd and Murray*

City Operations Committee – *Councillors Curteanu and Friesen*

1. Snow and Ice Control – On-Road Accessible Parking Spaces – For Information Only

Community Services Committee – *Councillors Cameron and Laking*

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

Corporate Services Committee – *Councillors Laking and Curteanu*

1. Housing and Land Development Advisory Committee Work Plan and Update

2. Public Input Report – 2024 – 2027 Capital Expenditure Plan

3. Upcoming Procurements (January/February) – For Information Only

4. Budget Amendment – Building Safer Communities Fund

City Planning Committee – *Councillors Friesen and Boyd*

1. Public Hearing Report – Zoning Amendment – 68 Mascot Street

2. Zoning Amendment – 1302 Centennial Street

NEW AND UNFINISHED BUSINESS

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

2. Motion – Councillor Laking – Federal Funding for Major Infrastructure

BYLAWS

2023-33	Zoning Amendment – 1302 Centennial Street	1 st Reading
2023-27	2024 – 2027 Capital Expenditure Plan	2 nd and 3 rd Reading
2023-30	Zoning Amendment – 68 Mascot Street	2 nd and 3 rd Reading
2023-35	Management and Confidential Exclusion Employment Bylaw	3 rd Reading

ADJOURNMENT

MINUTES of REGULAR Meeting #2023-21 of the Council of the City of Whitehorse
called for 5:30pm on Monday, November 27, 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

*Indicates electronic participation

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

CALL TO ORDER

AGENDA

2023-21-01

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

Carried Unanimously

PROCLAMATIONS

Mayor Cabott announced November 30 to be the start of the
2023 Salvation Army Christmas Kettle Campaign in the city of
Whitehorse.

Salvation Army Christmas
Kettle Campaign (November
30)

Mayor Cabott proclaimed December 1 to be World AIDs Day,
in the city of Whitehorse.

World AIDs Day (December
1)

Mayor Cabott proclaimed December 3 to be Day of Persons
with a Disability in the city of Whitehorse.

Day of Persons with a
Disability (December 3)

MINUTES

2023-21-02

It was duly moved and seconded
THAT the Minutes of the Regular Council meeting dated
November 14, 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 2024 – 2027 Capital Budget Bylaw.

2024 – 2027 Capital Budget
Bylaw

Ramesh Ferris thanked Council for including pararamp infills in the proposed 2024 – 2027 Capital Budget and asked that they also consider including funding for stalls and bus stops that meet accessibility codes. He provided recommendations for an ideal stall.

Ramesh Ferris

Zak Endress appeared before Council in support of including funding in the budget for parking stalls, para-ramps, and bus stops are free of ice and snow.

Zak Endress

Nathan Miller thanked the City for changes to the budget process which allowed for early input on the 2024 – 2027 Capital Budget. He highlighted on recommendations from the Downtown Residents Association for the downtown core area. The recommendations included putting focus on densification, rebuilding the 2nd and 4th Avenue intersection, investing in a downtown playground, repurposing the site of the Municipal Services Building, and finally, improvements to the public space along the riverfront.

Nathan Miller, Downtown
Residents Association

Keith Lay asked a number of questions on items included in the 2024 – 2027 Capital Budget as detailed in his written submission. He asked for further information on the McIntyre Creek Management Plan, the Fleet and Transportation electric vehicles, the 2020 Trail Plan, the Wayfinding Plan, and the Running Track Perimeter Flooring at the Canada Games Center. Keith Lay also questioned about the lack of funding listed for the implementation of the Chadburn Park plan and park entrance signs.

Keith Lay

Mayor Cabott declared the Public Input Session for the 2024 – 2027 Capital Budget Bylaw closed.

Public Input Closed

COMMITTEE REPORTS

Development Services Committee

A Committee member asked for information on the status of the Climate Mitigation Strategy, to which Administration responded that it is underway and anticipated to be brought forward to Council in summer 2024.

New Business – Climate
Mitigation Strategy

An update on the Underutilized Site Project was requested. Administration provided that discussions are in progress and that a Council and Administration Roundtable is planned for January to discuss. Policy changes are expected to begin as early as spring 2024.

New Business – Underutilized
Site Project

City Operations Committee

On behalf of residents, delegate Brenda Morrison presented traffic concerns on Eugene Avenue.

Delegate Brenda Morrison –
Traffic in New Whistlebend
Areas

A Committee member requested an update on the para-ramp infill project, focusing on how many were completed and their locations. Administration provided this information and gave further details about the 2022 and future years' plans. A follow-up will also be done to confirm information on the project budgets from years before 2022.

New Business – Para-ramp
Infill Project

As requested by a Committee member, details were given on eligibility for the neighbourhood traffic-calming project.

New Business –
Neighbourhood Traffic
Calming

Community Services Committee

2023-21-03

It was duly moved and seconded
THAT Council authorize the Mayor to sign the Arctic Winter Games Hosting Agreement with the AWGIC and the 2026 Arctic Winter Games Host Society.

2026 Arctic Winter Games
Hosting Agreement

Carried Unanimously

Mayor Laura Cabott proclaimed November 20, 2023, to be Transgender Day of Remembrance in the city of Whitehorse, a day to honour the memory of lives lost to transphobic violence.

Proclamation – Transgender
Day of Remembrance

Mayor Laura Cabott proclaimed November 25 to December 10, 2023, to be the 16 Days of Activism against Gender-Based Violence Campaign in the city of Whitehorse, a time to promote action to end violence against women and girls.

Proclamation - 16 Days of
Activism Against Gender-
based Violence

Information was requested on the status of the playground planned for the Phase 6 area of Whistlebend. Administration confirmed that the City is waiting for the land transfer from the Yukon Government. This is expected in the fall of 2024 and construction can then begin in 2025. Further details were

New Business – Whistlebend
Phase 6 Playground

provided on how amenities and features will be planned in the park.

Public Health and Safety Committee

2023-21-04

It was duly moved and seconded
THAT the 2023 Food for Fines program be approved; and
THAT a grant not exceeding \$12,000 for parking meter ticket
or two-hour zone fines issued between November 29th and
December 13th, 2023, be approved to the Food Bank,
Kaushee's Place, and Skookum Jim Friendship Centre as part
of the Food for Fines program.

Food for Fines Program

Carried Unanimously

Representing Yukoners Concerned, delegate Angela Sabo
made an informational presentation on the dangers of radon,
its points of entry into human spaces, and how exposure risk
can be lessened.

Delegate Angela Sabo,
Yukoners Concerned –
Dangers of Radon

Corporate Services Committee

2023-21-05

It was duly moved and seconded
THAT Council authorizes amendments totaling \$108,456 to
decrease the 2023 to 2026 Capital Expenditure Program
bringing the revised total to \$105,255,646.

Capital Budget Variance
Reporting (3rd Quarter)

Carried Unanimously

A review of operating expenditure projections and a forecast of
operating results to the end of the 2023 fiscal year were
provided. Overall department spending is controlled; the
projected third quarter variance is under 1% of the City's total
operating budget. Clarification was given for the excess in
government transfers and on miscellaneous expense details.

Operating Budget Variance
Reporting (3rd Quarter) – For
Information Only

2023-21-06

It was duly moved and seconded
THAT Council approve Environmental Grant allocations in the
amount of \$24,669.94.

Environmental Grant
Allocations

Carried Unanimously

2023-21-07

It was duly moved and seconded
THAT Council direct that Bylaw 2023-35, a bylaw to provide for
the terms and conditions of employment for Management and
Confidential Exclusion employees for the period January 1,

Management and
Confidential Exclusion
Employment Bylaw

2023, to December 31, 2025, be brought forward for consideration under the bylaw process.

Carried Unanimously

City Planning Committee

2023-21-08

It was duly moved and seconded
THAT Council direct that Bylaw 2023-29, a bylaw to amend the zoning of the Range Point Joint Master Plan site to allow for a diverse mix of housing developments, be brought forward for second and third reading under the bylaw process.

Carried Unanimously

Public Hearing Report –
Zoning Amendment – Range
Point Joint Master Plan

Delegate John McLeod, on behalf of Yukoners Concerned, addressed Council to bring their attention to land-use conflicts and health and safety concerns arising because of the conflict between the Quartz Mining Act and Gladiator Metals' recent exploration activities. He urged Council to work with the Yukon Government to resolve the land-use issues.

Delegate John McLeod,
Yukoners Concerned –
Gladiator Metals' Drilling
Program in Cowley Creek

A Council member emphasized that the delegate's presentation expanded on environmental and socio-economic interests and also brought attention to the challenge of educating the public on what current regulations allow.

Concerned with population growth preparedness, a Committee member requested an update on the Valleyview South Master Plan. Administration confirmed that discussions with Council will begin in February, and that the adoption of a master plan should happen shortly after.

New Business – Population
Growth and Valleyview South

NEW AND UNFINISHED BUSINESS

2023-21-09

Following considerable discussion, it was duly moved and seconded
THAT the Mayor be directed to write a letter to the Minister and the NDP Caucus formally requesting that this \$1.5 million per year be made immediately available as part of a three-year commitment, including 2023, 2024 and 2025, in the form of transit passes distributed by the Yukon Government, in part to meet the commitment of the MMIWG2S+ Strategy, by providing free transit passes to non-government organizations and vulnerable groups and others; and
THAT the Minister be asked to provide a formal response by December 12th, 2023.

Carried Unanimously

Motion – Councillor Murray –
Free Transit & MMIWG2S+
Strategy

2023-21-10

It was duly moved and seconded
THAT the mandate of IAC be re-evaluated including its
framework and Terms of Reference; and
THAT as part of the re-evaluation, Council directs
administration to undertake community outreach, engagement
and collaboration in establishing a new framework and Terms
of Reference for the Committee.

Motion – Mayor Cabott –
Inclusivity Advisory
Committee Mandate Re-
evaluation

Carried (6-1)

(cont'd)

IN SUPPORT: Mayor Laura Cabott, Councillors Boyd,
Cameron, Curteanu, Friesen and Murray

OPPOSED: Councillor Laking

2023-21-11

It was duly moved and seconded
THAT Administration be directed to review the feasibility,
including budgetary considerations, of developing an
honorary policy for Council Advisory Committees.

Motion – Councillor Friesen –
Honorary Policy for Council
Advisory Committees

Carried (4-3)

IN SUPPORT: Councillors Cameron, Curteanu, Friesen and
Murray

OPPOSED: Mayor Laura Cabott, Councillors Boyd and
Laking

BYLAWS

2023-21-12

It was duly moved and seconded
THAT Bylaw 2023-35, a bylaw to provide for the terms and
conditions of employment for Management and Confidential
Exclusion employees for the period January 1, 2023 to
December 31, 2025, be given First Reading.

BYLAW 2023-35
Management and
Confidential Exclusion
Employment Bylaw
FIRST READING

Carried Unanimously

2023-21-13

It was duly moved and seconded
THAT Bylaw 2023-35 be given Second Reading.

Carried Unanimously

BYLAW 2023-35
Management and
Confidential Exclusion
Employment Bylaw
SECOND READING

2023-21-14

It was duly moved and seconded
THAT Bylaw 2023-21, a bylaw to amend the zoning of the
Range Point Joint Master Plan site to allow for a diverse mix of
housing developments, be given Second Reading.

Carried Unanimously

BYLAW 2023-29
Zoning Amendment –
Range Point Joint Master
Plan
SECOND READING

2023-21-15

It was duly moved and seconded
THAT Bylaw 2023-29 be given Third Reading.

Carried Unanimously

BYLAW 2023-29

Zoning Amendment –
Range Point Joint Master
Plan

THIRD READING

2023-21-16

It was duly moved and seconded
THAT Bylaw 2023-21, a bylaw to amend the Advisory
Committee Bylaw, be given Third Reading.

Carried Unanimously

BYLAW 2023-32

Advisory Committee Bylaw
Amendment

THIRD READING

There being no further business, the meeting adjourned at 8:39p.m. **ADJOURNMENT**

Laura Cabott, Mayor

Corporate Services

Adopted by Resolution at Meeting #2023-22



Minutes of the meeting of the Development Services Committee

Date	December 4, 2023	2023-22
Location	Council Chambers, City Hall	
	Councillor Dan Boyd - Chair	
	*Mayor Laura Cabott	
Committee	Councillor Kirk Cameron	
Members	Councillor Jocelyn Curteanu	
Present	Councillor Michelle Friesen	
	Councillor Ted Laking	
	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Valerie Braga, Director of Corporate Services	
Present	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. **Notice of Motion – Councillor Laking – Federal Funding for Major Infrastructure**

Councillor Ted Laking presented a Notice of Motion to bring forward at the next Regular Council meeting December 11, 2023, proposing the City write to appropriate Ministers requesting clarity on how many homes Whitehorse is expected for help Canada meet its immigration targets and to express the urgency of federal infrastructure funding.



Minutes of the meeting of the City Operations Committee

Date	December 4, 2023	2023-22
Location	Council Chambers, City Hall	
	Councillor Jocelyn Curteanu - Chair	
	Mayor Laura Cabott	
Committee	Councillor Dan Boyd	
Members	Councillor Kirk Cameron	
Present	Councillor Michelle Friesen	
	Councillor Ted Laking	
	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Valerie Braga, Director of Corporate Services	
Present	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations and Infrastructure	
	Richard Graham, Manager, Fleet and Transportation	
	Kyle Morrison, Supervisor, Bylaw Services	

* Indicates electronic participation

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

1. **Snow and Ice Control – On-Road Accessible Parking Spaces – For Information Only**

In response to Councillor Friesen's Motion on including accessible parking spaces in the Snow and Ice Control Policy, analysis was completed and provided to Council for consideration. Administration responded to questions from Committee members and provided additional information on current operational standards and procedures, enforcement details and data, the plausibility of resizing accessible stalls, and the potential of further research. Answers were also shared on financial items, such as the proposed local area tax and the 2022 snow clearing budget.

2. **Delegate Ramesh Ferris – Snow and Ice Removal Policy**

Ramesh Ferris stated that City policies as well as the Operating and Capital Budgets need to ensure everyone has equitable access to services. The delegate suggested the solution is not creating another committee but taking action so that everyone is treated with dignity and respect.

3. Delegate Eva Von Flotow – Snow and Ice Removal Policy

Delegate Eva Von Flotow spoke on personal experiences as someone in a wheelchair and those of senior family members. The delegate explained that changes to the Snow and Ice Control policy and ensuring adequate funding is in place will greatly improve the quality of life for many individuals.

4. Delegate Marney Paradis, Porter Creek Community Association – Snow and Ice Removal Policy

Marney Paradis, representing the Porter Creek Community Association, presented statistics from the Canadian Survey on Disability 2022 with Council, and recommended implementing a policy to ensure the 31.4% of Yukoners who reported a disability can move through the City with the same freedom as everyone else.

5. Delegate Sharon Shorty – Snow and Ice Removal Policy

Delegate Sharon Shorty shared a personal story of a time when a short walk downtown was unnecessarily dangerous for someone with a mobility disability, pointing out that while bicycle lanes and paths are made safe for cyclists, walkways are often left unsafe. The delegate urged Council to look at the policy and consider everyone coming forward to speak on this issue.

6. Delegate Zak Endress – Snow and Ice Removal Policy

Zak Endress spoke to Council about the state of barrier-free accessible parking stalls and bus stops during the winter, stating most do not meeting proper accessibility codes and are unsafe for people with mobility issues.

7. Delegate Bria Lemoine – Snow and Ice Removal Policy

Bria Lemoine expressed that Whitehorse is a city of snow, cold temperatures, and ice, and that it isn't fair to those with disabilities to have to work harder than others just to navigate their city.

8. Delegate Chris Derham – Prioritizing Accessibility

Delegate Chris Derham expressed that change in policy and the City's approach to accessibility is needed. The delegate suggested the City could and should be doing more to prioritize equal access in the city.



Minutes of the meeting of the Community Services Committee

Date	December 4, 2023	2023-22
Location	Council Chambers, City Hall	
	Councillor Kirk Cameron – Chair	
	Mayor Laura Cabott	
Committee	Councillor Dan Boyd	
Members	Councillor Jocelyn Curteanu	
Present	Councillor Michelle Friesen	
	Councillor Ted Laking	
	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Valerie Braga, Director of Corporate Services	
Present	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. **Delegate Julie Frisch, Yukon Anti-Poverty Coalition – Free Public Transit**

Julie Frisch, representing the Yukon Anti-Poverty Coalition, shared concerns about the motion put forward by Councillor Murray on November 27, 2023. The Yukon Anti-Poverty Coalition supports equitable access to free transit for all community members but believes non-government organizations should have been consulted as part of the free transit discussion before placing the burden to distribute the passes on non-government organizations.

2. **New Business – Free Transit Passes Distribution**

A Committee member requested clarification on Councillor Murray's Motion on Free Transit passes and the MMIWG2S+ Strategy passed on November 27, 2023. It was confirmed that the Motion does not call for any means-testing and that eligibility was left open.

3. New Business – Accessible Playgrounds

Committee members posed questions on the accessibility of Shipyards Park playground and washrooms. Administration confirmed that the playground equipment is not maintained during the winter, but that if access to the playground equipment was desired, a carpet could be laid across the ice for safer crossing. It was also noted that facility hours will be provided and access to the washrooms are available via after-hour event bookings.

4. New Business – Jekyll Playground Replacement

An update on the Jekyll Playground Replacement was requested; Administration responded that the project was still under assessment.

5. Proclamation – Human Rights Day (December 10)

Deputy Mayor Mellisa Murray proclaimed December 10 to be Human Rights Day in the city of Whitehorse.

6. Proclamation – National Day of Action Against Violence Against Women (December 6)

Deputy Mayor Mellisa Murray proclaimed December 6 to be National Day of Action Against Violence Against Women in the city of Whitehorse.



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

Date	December 4, 2023	2023-22
Location	Council Chambers, City Hall	
	Deputy Mayor Mellisa Murray - Chair	
	Mayor Laura Cabott	
Committee	Councillor Dan Boyd	
Members	Councillor Kirk Cameron	
Present	Councillor Jocelyn Curteanu	
	Councillor Michelle Friesen	
	Councillor Ted Laking	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Valerie Braga, Director of Corporate Services	
Present	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, there is no report from the Public Health and Safety Committee.



Minutes of the meeting of the Corporate Services Committee

Date	December 4, 2023	2023-22
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	
	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	
	Tracy Allen, Director of Operations and Infrastructure	
	Svetlana Erickson, Manager, Financial Services	
	Landon Kulych, Manager, Recreation Services	

* Indicates electronic participation

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

1. **Housing and Land Development Advisory Committee Work Plan and Update**

An update report and workplan from the Housing and Land Development Advisory Committee were presented. Bryony McIntyre, the chair of the Advisory Committee, responded to questions from Committee members, providing further information on land-trust options, land availability, the Land Development Protocol, and the cost of development in comparison to the market price. Administration will provide information to Council about the process of extending the term of this Advisory Committee.

The Recommendation of the Corporate Services Committee is

THAT Council approve the proposed Work Plan from the Housing and Land Development Advisory Committee.

2. Public Input Report – 2024 – 2027 Capital Budget Bylaw

The Committee was provided with an overview of the public input received in regards to the 2024 to 2027 Capital Budget Bylaw.

The Recommendation of the Corporate Services Committee is

THAT Council direct that Bylaw 2023-27, a bylaw to adopt the 2024 to 2027 Capital Expenditure Program, be brought forward for 2nd and 3rd reading under the bylaw process.

3. Upcoming Procurements (January/February) – For Information Only

Administration presented a bi-monthly update on forthcoming procurements with an anticipated value greater than \$100,000 for January and February of 2024. Further information was provided on specific projects. It was also confirmed upcoming procurement information is available to the public via the City website.

4. Budget Amendment – Building Safer Communities Fund

A budget amendment to enable the Boys and Girls Club of Yukon to access 2023 funding available to them through the Building Safer Communities Fund agreement with the Federal Government was proposed. Further clarification was given on the funding, and on how the amendment of \$82,967 ties into the full Building Safer Communities Funding Agreement.

The Recommendation of the Corporate Services Committee is

THAT Council direct the 2023 operating budget for youth programming grants be increased in the amount of \$82,967 and federal grant revenue be increased in the amount of \$82,967 to allow for funding redistribution to the Boys and Girls Club of Yukon provided by the Building Safer Communities Fund Contribution Agreement.



Minutes of the meeting of the City Planning Committee

Date	December 4, 2023	2023-22
Location	Council Chambers, City Hall	
	Councillor Michelle Friesen - Chair	
	Mayor Laura Cabott	
Committee	Councillor Dan Boyd	
Members	Councillor Kirk Cameron	
Present	Councillor Jocelyn Curteanu	
	Councillor Ted Laking	
	Deputy Mayor Mellisa Murray	
	Jeff O'Farrell, City Manager	
	Krista Mroz, Director of Community Services	
Staff	Valerie Braga, Director of Corporate Services	
Present	Lindsay Schneider, Director of People and Culture	
	Mike Gau, Director of Development Services	
	Tracy Allen, Director of Operations and Infrastructure	
	Peter Duke, Manager, Planning Services	

* Indicates electronic participation

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

1. Public Hearing Report – Zoning Amendment – 68 Mascot Street

Administration presented a report on the results of the Public Hearing for the proposed Zoning Amendment for 68 Mascot Street. Administration provided further information on parking permits and on the Residential Parking Permits Policy.

The Recommendation of the City Planning Committee is

THAT Council direct that 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) to allow for the development of a living suite, be brought forward at second and third reading under the bylaw process.

2. Zoning Amendment – 1302 Centennial Street

An application to amend the zoning at 1302 Centennial Street to enable the development of up to 10 dwelling units was presented. Several questions were raised

about the specifics of the proposed zoning; Administration committed to provide responses.

The Recommendation of the City Planning Committee is

THAT Council direct that Bylaw 2023-33, a bylaw to amend the zoning of the 1302 Centennial Road to allow for the development of up to 10 dwelling units, be brought forward for consideration under the bylaw process.

There being no further business the meeting adjourned at 9:32 P.M.

Laura Cabott, Mayor

Corporate Services

Motion

TO: Council

From: Councillor Michelle Friesen

Date: December 11, 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.

Motion

TO: Council

From: Councillor Ted Laking

Date: December 11, 2023 – Standing Committee Meeting

Re: Motion – Federal Funding for Major Infrastructure

I, Councillor Ted Laking, having given notice at the Standing Committee meeting held December 4, 2023, now move as follows:

WHEREAS the City of Whitehorse is experiencing significant growth that is expected to continue; and

WHEREAS the Government of Canada has announced the increase of immigration targets to 500,000 new residents each year starting in 2025; and

WHEREAS Whitehorse benefits from immigration both culturally and economically and has an interest in welcoming new Canadians to the community; and

WHEREAS current housing development in Whitehorse is not keeping pace with the rate of growth; and

WHEREAS in order to properly support growth and make housing development possible the City of Whitehorse will be required to make significant investments in services and infrastructure; and

WHEREAS the City of Whitehorse does not have the fiscal capacity to pay for all of these requirements on its own; and

WHEREAS the Government of Canada has not announced details for the country's next generation of infrastructure municipal funding; and

WHEREAS planning and investments must start now in order to ensure that the community of Whitehorse is ready to respond to the expected continued growth;

THEREFORE, BE IT RESOLVED that the City of Whitehorse write to all appropriate federal Ministers requesting that it be provided clarity on how many homes the community of Whitehorse is expected to develop to help Canada meet its immigration targets; and

BE IT FURTHER RESOLVED that the City of Whitehorse express the urgency to the federal Ministers to be provided with further federal infrastructure funding so that investments in major infrastructure and services necessary for housing development can begin immediately.

CITY OF WHITEHORSE

BYLAW 2023-33

A bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the Whitehorse Zoning Bylaw be amended to allow for the development of up to 10 dwelling units on Lot 85, Plan 25142 LTO YT, Porter Creek Subdivision, municipally known as 1302 Centennial Street;

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

1. Section 9.12.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new subsection 9.12.7 Special Modifications g) as follows:

“g), Lot 85, Plan 25142 LTO YT at 1302 Centennial Street in the Porter Creek Subdivision, is designated RMx(g) with the special modifications being:

- (1) the maximum height is 13.0 m;
 - (2) the maximum density is 10 units; and,
 - (3) A vegetative buffer between the RMx(g) and adjacent residential zones is not required on the side yards.
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of 1302 Centennial Street from RS – Residential Single Family to RMx(g) – Residential Multiple Housing (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:

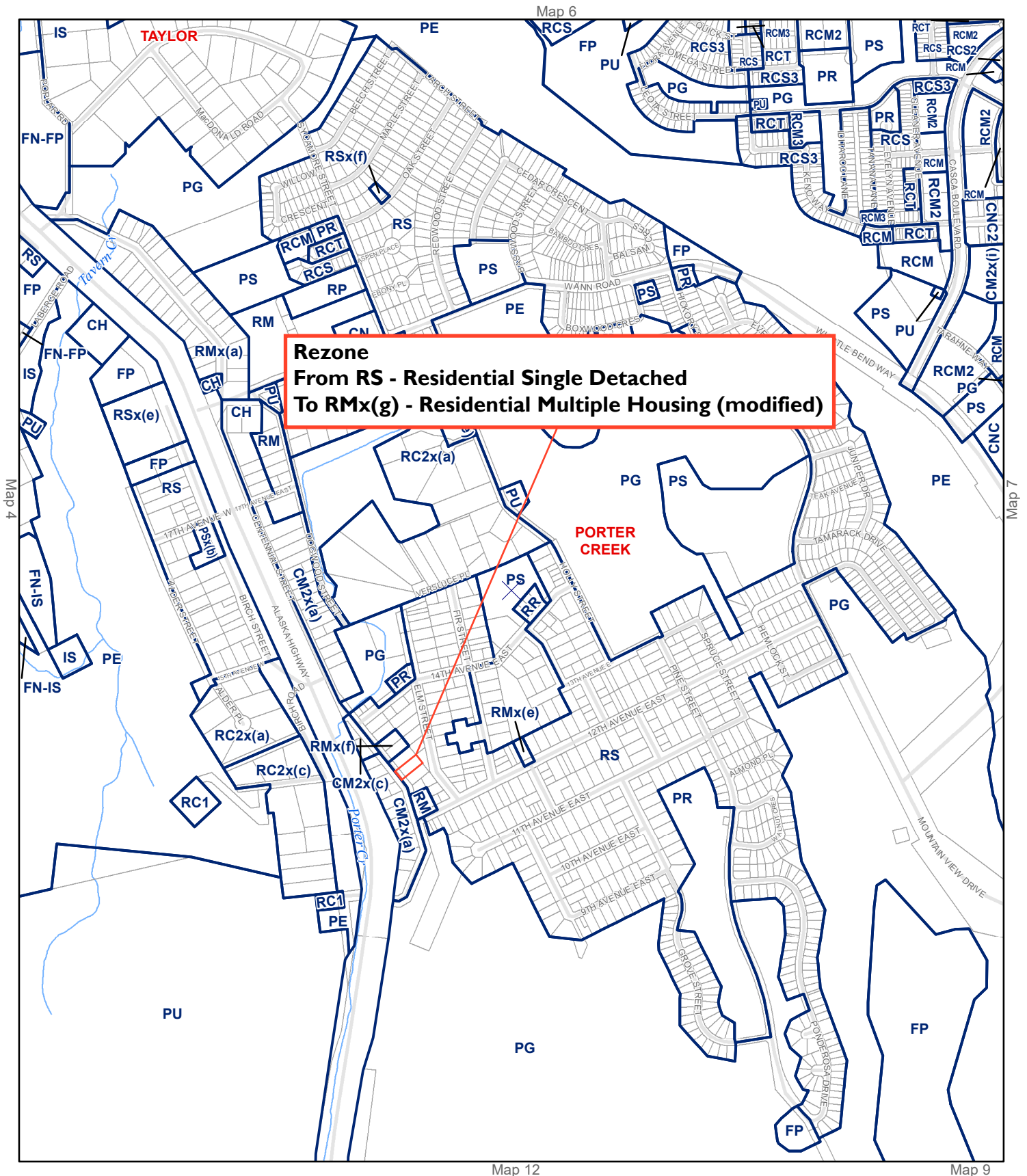
Laura Cabott, Mayor

Corporate Services

MAP 5

Appendix A, Bylaw Map
Bylaw 2023-33

PORTER CREEK



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.



0 590
Meters
Projection: NAD 1983 UTM Zone 8

Consolidation date:
June 15, 2023

CITY OF WHITEHORSE

BYLAW 2023-27

A bylaw to adopt a Capital Expenditure Program for the years 2024 to 2027

WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw cause a multi-year Capital Expenditure Program to be prepared and adopted; and;

WHEREAS section 239 of the *Municipal Act* provides that council may by bylaw establish a procedure to authorize and verify expenditures that vary from the Capital Expenditure Program;

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

1. The 2024 to 2027 Capital Expenditure Program attached hereto as Appendix “A” and forming part of this bylaw is hereby adopted.
2. No expenditure may be made that is not provided for in the 2024 to 2027 Capital Expenditure Program unless such expenditure is approved as follows:
 - (1) By resolution of council to a maximum expenditure of \$500,000; or
 - (2) By bylaw for expenditures in excess of \$500,000.
3. Expenditures authorized in accordance with sections 2(1) and 2(2) of this bylaw that result in an increase in total expenditures above what was approved in the Capital Expenditure Program may be subsequently approved through an umbrella bylaw at year end.
4. The Director of Corporate Services is hereby authorized to re-allocate funds between approved capital projects to a maximum expenditure of \$100,000.
5. A list of potential capital projects subject to confirmation of funding is attached hereto as Appendix “B” and forms part of this bylaw.
 - (1) Capital projects listed in Appendix “B” of this bylaw may be added to the approved Capital Expenditure Program upon approval of the specific external funding agreement for such projects, whether such agreements are approved by resolution of council or by the City Manager.

Capital Expenditure Program Bylaw 2023-27

6. Capital projects added to the approved Capital Expenditure Program in accordance with section 5(1) of this bylaw may be subsequently approved through an umbrella bylaw at year end.
7. This bylaw shall be deemed to have been in full force and effect on January 1, 2024.

FIRST READING:	November 14, 2023
PUBLIC NOTICE:	November 26, 2023
PUBLIC INPUT SESSION:	November 27, 2023
SECOND READING:	December 11, 2023
THIRD READING and ADOPTION:	December 11, 2023

Laura Cabott, Mayor

Corporate Services

CITY OF WHITEHORSE
2024 - 2027 CAPITAL EXPENDITURE PROGRAM
APPENDIX A: APPROVED

	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	TOTAL BUDGET
Legislative Services					
220c00124 2024 Municipal Election	155,000	-	-	-	155,000
Total Legislative Services	155,000	-	-	-	155,000
Engineering Services					
240c00323 Kulan Snow Storage Facility Expansion	-	200,000	2,300,000	-	2,500,000
240c00623 Neighborhood Traffic Calming	150,000	150,000	150,000	150,000	600,000
240c01724 Asset Management Planning and Implementation	300,000	300,000	300,000	300,000	1,200,000
240c02124 Whistle Bend Snow Dump Reclamation	50,000	-	-	-	50,000
240c02524 Watermain & Wastewater Improvements - Assessment & Design	250,000	-	-	-	250,000
Total Engineering Services	750,000	650,000	2,750,000	450,000	4,600,000
Financial Services					
260c00109 Office Furniture	85,000	50,000	50,000	50,000	235,000
Total Financial Services	85,000	50,000	50,000	50,000	235,000
Human Resources					
280c00122 Job Evaluation System Review	300,000	-	-	-	300,000
Total Human Resources	300,000	-	-	-	300,000
Business & Technology Systems					
300c00110 Software Acquisition	142,000	48,100	34,700	32,960	257,760
300c00111 Software Licensing Renewals	935,098	1,087,190	1,122,360	1,158,743	4,303,391
300c00112 Security Cameras	47,900	45,100	52,600	55,230	200,830
300c00113 Enterprise Resource Planning (ERP) Development	-	45,000	40,000	30,000	115,000
300c00118 Radio and Location Equipment	41,100	42,400	63,700	68,000	215,200
300c00120 Computer Infrastructure - Network and Communication Links	477,300	450,500	440,500	298,200	1,666,500
300c00121 Fire Department Radio Upgrades	265,000	-	-	-	265,000
300c00123 Cyber Security Systems	457,200	457,200	345,256	355,613	1,615,269
300c00124 Health and Safety Software	42,000	-	-	-	42,000
300c00220 Computer Infrastructure - Servers and Storage	405,000	386,300	213,372	267,718	1,272,390
300c00223 Meeting Room Upgrades	36,400	24,000	-	-	60,400
300c00224 Telecommunications Study	114,000	-	-	-	114,000
300c00320 Computer Infrastructure - User Devices and Support	282,500	496,600	216,900	219,700	1,215,700
300c00323 Fleet Management Telemetry and Tracking	168,680	160,440	108,000	111,000	548,120
300c00324 Aerial Imaging and Lidar Capture	95,300	-	95,300	-	190,600
300c00422 Council Chambers IT Renewal	26,000	26,000	26,000	-	78,000
300c00524 City Work - Pavement Management	25,000	-	-	-	25,000
300c00724 Fire Department - Computer Aided Dispatch System	-	350,000	52,500	52,500	455,000
Total Business & Technology Systems	3,560,478	3,618,830	2,811,188	2,649,664	12,640,160
Fire					
440c00209 SCBA Air Management Replacement/Upgrade	55,000	57,000	59,000	61,000	232,000
440c00210 Technical Rescue	27,000	29,000	30,000	31,000	117,000
440c00309 Turnout Gear Replacement	82,185	82,185	92,185	92,185	348,740
440c00414 Urban Interface Structural Protection Equipment	10,000	-	-	-	10,000
440c00419 Hazmat Equipment Purchase	10,000	10,000	10,000	10,000	40,000
Total Fire	184,185	178,185	191,185	194,185	747,740
Fleet & Transportation Maintenance					
320c00110 One Ton Truck Replacement	150,000	156,000	169,000	172,500	647,500
320c00111 Major Bus Repairs	60,000	60,000	65,000	65,000	250,000
320c00610 Major Equipment Repairs	140,000	145,000	145,000	150,000	580,000
320c00613 Five Ton Truck Replacement	-	230,000	-	-	230,000
320c00922 Additional Street Sweeper - Transportation	565,000	-	-	-	565,000
320c01122 Additional Single Axle Water Truck - Transportation	-	395,500	-	-	395,500
320c01209 Mobile Sweeper Replacement	565,000	-	-	-	565,000
320c01709 Pickup Truck Replacement	405,000	410,000	290,000	317,000	1,422,000
320c02109 Van Replacement	204,500	197,000	205,000	270,000	876,500
320c02809 Heavy Truck Replacement	-	377,000	396,000	415,000	1,188,000
500c00109 Traffic Signals/Controls Minor Upgrades	205,000	60,000	60,000	75,000	400,000
500c00110 Small Equipment Replacement	82,000	80,000	80,000	80,000	322,000
500c00116 Major Sidewalk Repairs	200,000	-	150,000	-	350,000
500c00123 Replacement Aerial Apparatus - Fire Department	3,500,000	-	-	-	3,500,000
500c00124 Robert Service Way Street Light Replacement - Second to Fourth Avenue	-	311,220	-	-	311,220
500c00224 Replacement Tracked Excavator	-	497,550	-	-	497,550
500c00324 Replacement Street Flusher Truck	-	485,000	-	-	485,000
500c00424 Replacement Sewer Eductor Truck	-	-	649,500	-	649,500

CITY OF WHITEHORSE
2024 - 2027 CAPITAL EXPENDITURE PROGRAM
APPENDIX A: APPROVED

	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	TOTAL BUDGET
500c00709 Unpaved Road Maintenance	200,000	-	200,000	-	400,000
500c00724 Additional Electric Vehicles - Business & Technology	65,000	65,000	-	-	130,000
500c00824 Additional Electric Vehicle - Bylaw	65,000	-	-	-	65,000
500c00923 Longitudinal Line Survey	-	60,000	60,000	-	120,000
500c00924 Two Mile Hill - Sidewalk and Curb Erosion Repairs	140,000	-	-	-	140,000
500c01123 Additional Skid Steer & Trailer Water Waste Services	-	187,000	-	-	187,000
500c01124 Airport Paved Trail/Fence Improvements	70,000	-	-	-	70,000
500c01224 Additional Electric Vehicle - Water & Waste Utility Systems Lead hand	65,000	-	-	-	65,000
Total Fleet & Transportation Maintenance	6,681,500	3,716,270	2,469,500	1,544,500	14,411,770
Water and Waste Services					
650c00124 Scrap Metal Removal	-	800,000	600,000	600,000	2,000,000
650c00324 Replacement of UPS power banks	120,000	-	-	-	120,000
650c00423 Nisutlin Drive Cured In Place Pipe	100,000	750,000	-	-	850,000
650c00424 Utility Stations Special Tools and Equipment	75,000	-	-	-	75,000
650c00524 Chlorine Dosage Pumps	45,000	-	-	-	45,000
650c00623 Utility Stations Mechanical Critical Spares	295,000	-	-	-	295,000
Total Water and Waste Services	635,000	1,550,000	600,000	600,000	3,385,000
Planning & Sustainability Services					
720c00124 Development Funding Strategy	150,000	-	-	-	150,000
720c00424 Neighbourhood Road Parcel Surveys	50,000	50,000	50,000	50,000	200,000
Total Planning & Sustainability Services	200,000	50,000	50,000	50,000	350,000
Land & Building Services					
721c00124 Quarry Remediation	50,000	50,000	50,000	-	150,000
Total Land & Building Services	50,000	50,000	50,000	-	150,000
Parks					
740c00309 Playground Equipment Replacement	20,000	150,000	25,000	165,000	360,000
740c00409 Trail Plan Implementation	100,000	100,000	100,000	100,000	400,000
740c00624 City Property Beautification Project	12,000	-	-	-	12,000
Total Parks	132,000	250,000	125,000	265,000	772,000
Property Management					
320c01311 Aquatic Centre Maintenance	90,000	90,000	90,000	90,000	360,000
320c01317 Building Consolidation Plan - Office Alternative	197,000	197,000	197,000	-	591,000
360c00123 Whitehorse Operation Building Expansion (Equipment)	-	900,000	5,400,000	-	6,300,000
360c00424 Kulan Satellite Storage Building	-	-	294,000	1,666,000	1,960,000
360c00524 City Hall Elevator - Council Chambers Access	-	-	525,000	-	525,000
360c00822 CGC Pool Slide Wall / Ventilation Upgrade	4,655,000	2,350,000	-	-	7,005,000
750c01411 Flooring Repairs - Facilities	-	90,000	-	90,000	180,000
Total Property Management	4,942,000	3,627,000	6,506,000	1,846,000	16,921,000
Total Approved	17,675,163	13,740,285	15,602,873	7,649,349	54,667,670

CITY OF WHITEHORSE
2024 - 2027 CAPITAL EXPENDITURE PROGRAM
APPENDIX B: APPROVED SUBJECT TO EXTERNAL FUNDING APPROVAL

	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	TOTAL BUDGET
Engineering Services					
240c00121 Galena Water Main Improvements	-	2,200,000	-	-	2,200,000
240c00122 Fire Hall #1 Access Improvements	250,000	-	-	-	250,000
240c00123 Pavement Management System	-	-	100,000	-	100,000
240c00124 Sanitary Sewer Utility Stations - Upgrades	431,250	604,375	268,750	46,875	1,351,250
240c00209 Hillcrest Reconstruction - Phase 2	-	-	9,000,000	9,000,000	18,000,000
240c00221 Active Transportation Pathways Rehabilitation	-	100,000	-	100,000	200,000
240c00222 Crestview Water Improvements	3,500,000	3,000,000	-	-	6,500,000
240c00224 Water Stations - Upgrades	143,750	54,375	256,250	65,000	519,375
240c00309 Rural Roads Surfacing	-	1,000,000	-	600,000	1,600,000
240c00312 Bridge Inspections	-	-	-	100,000	100,000
240c00321 Downtown Reconstruction: Wood & Jarvis Street	-	-	7,187,460	-	7,187,460
240c00322 Bridge Surface Rehabilitation	-	200,000	3,300,000	-	3,500,000
240c00324 Water Flow Meter Chambers - Upgrades	321,875	6,250	-	38,750	366,875
240c00410 Asphalt Surface Overlay Program	-	1,200,000	4,000,000	3,500,000	8,700,000
240c00424 Water Reservoirs - Upgrades	18,750	-	-	24,375	43,125
240c00524 Storm Sewer Utility Stations - Upgrades	-	6,250	-	12,500	18,750
240c00618 Downtown Reconstruction: Strickland Street (Third-Escarpment)	-	-	600,000	10,000,000	10,600,000
240c00619 Main Street Traffic Signals Replacement	-	-	120,000	1,200,000	1,320,000
240c00621 McIntyre Drive Traffic Calming	4,200,000	-	-	-	4,200,000
240c00622 Copper Haul Road Improvements	-	800,000	-	-	800,000
240c00721 Second & Fourth Avenue Intersection Improvements	-	-	250,000	1,400,000	1,650,000
240c00724 Active Transportation & Regulatory Signage - Spot Improvements	50,000	50,000	50,000	50,000	200,000
240c00814 Hidden Valley Storm Pond Outfall	-	-	2,000,000	-	2,000,000
240c00824 Escarpment Risk Assessment	400,000	-	-	-	400,000
240c00924 RSW Permanent Solution - Detailed Design & Construction Inspection	1,300,000	1,400,000	500,000	500,000	3,700,000
240c01016 Downtown Reconstruction Alexander Street (Fourth-Escarpment)	-	-	500,000	7,500,000	8,000,000
240c01021 Holly Street Culvert Rehabilitation	-	50,000	200,000	-	250,000
240c01024 Robert Service Way (RSW) Permanent Solution - Construction	-	-	30,150,000	27,300,000	57,450,000
240c01111 Range Road North Design and Reconstruction	-	-	200,000	-	200,000
240c01118 Livingstone Trail Lagoon Influent Chamber Replacement	-	-	3,000,000	-	3,000,000
240c01124 Two Mile Hill & Industrial Intersection Improvements	-	900,000	-	-	900,000
240c01324 Fish Lake Road Culvert Rehabilitation - Engineering Design and Permit	-	60,000	-	-	60,000
240c01424 Neighborhood Speed Limit Reductions - Engineering and Engagement	50,000	-	-	-	50,000
240c01521 Whistle Bend Town Square Construction	-	-	-	2,000,000	2,000,000
240c01824 Whistle Bend Third Vehicle Entrance - Planning	50,000	-	-	-	50,000
240c01924 Left Turn at Second Avenue & Ogilvie Street	50,000	-	-	-	50,000
240c02024 Downtown Sanitary Trunk Main Rehabilitation - Assessment and Design	300,000	3,000,000	-	-	3,300,000
240c02224 Range Road Pedestrian Crossings	45,000	-	-	-	45,000
240c02424 Selkirk Street Active Transportation Improvements	350,000	-	-	-	350,000
240c02609 Supervisory Control And Data Acquisition (SCADA) Program	-	443,000	-	-	443,000
Total Engineering Services	11,460,625	15,074,250	61,682,460	63,437,500	151,654,835
Business & Technology Systems					
300c00720 City Fiber Optic Network Expansion	285,000	375,000	120,000	120,000	900,000
Total Business & Technology Systems	285,000	375,000	120,000	120,000	900,000
Fleet & Transportation Maintenance					
320c00215 Ice Resurfacer Replacement	450,000	-	-	-	450,000
320c00722 Additional Transit Buses	2,100,000	1,500,000	-	-	3,600,000
320c00919 Fleet Management Study	-	125,000	-	-	125,000
320c01016 Replacement Transit Buses	1,400,000	-	-	1,550,000	2,950,000
320c03110 Loader Replacement	-	609,500	640,000	-	1,249,500
500c00409 Para Ramp Infills	100,000	100,000	100,000	100,000	400,000
500c00423 Additional Electric Transit Driver Shuttles	130,000	-	-	-	130,000
500c00524 Additional Pumper Truck - Station 3	2,200,000	-	-	-	2,200,000
500c00624 Additional Fire Pickup with Skid Unit - Station 3	-	126,995	-	-	126,995
Total Fleet & Transportation Maintenance	6,380,000	2,461,495	740,000	1,650,000	11,231,495
Transit Services					
580c00115 Transit Shelters & Benches	250,000	250,000	250,000	250,000	1,000,000
Total Transit Services	250,000	250,000	250,000	250,000	1,000,000
Water and Waste Services					
650c00224 Storm Water Management Plan	250,000	-	-	-	250,000
650c00421 Selkirk Pump House Second Barrier Treatment	-	55,000,000	-	-	55,000,000
650c00624 Landfill Gas Assessment	175,000	-	-	-	175,000
650c00724 Crestview Lagoon Outfall	200,000	1,000,000	-	-	1,200,000
650c01118 Residential/Commercial Organics & Waste Carts	170,000	-	100,000	-	270,000
Total Water and Waste Services	795,000	56,000,000	100,000	-	56,895,000
Planning & Sustainability Services					
600c00124 Community Emissions Inventory	55,000	15,000	15,000	15,000	100,000
720c00224 Town Square 2024	180,000	-	-	-	180,000
720c00323 McIntyre Creek Park Management Plan	315,000	-	-	-	315,000
720c00324 Wayfinding Plan	37,500	-	-	-	37,500
720c00724 Ice Lake Road North Master Plan	210,000	-	-	-	210,000
720c00824 Housing Accelerator Plan	1,175,000	-	-	-	1,175,000
Total Planning & Sustainability Services	1,972,500	15,000	15,000	15,000	2,017,500

CITY OF WHITEHORSE
2024 - 2027 CAPITAL EXPENDITURE PROGRAM
APPENDIX B: APPROVED SUBJECT TO EXTERNAL FUNDING APPROVAL

	2024 BUDGET	2025 BUDGET	2026 BUDGET	2027 BUDGET	TOTAL BUDGET
Parks					
740c00124 Outdoor Rink Equipment Replacement	-	-	105,000	-	105,000
740c00224 Bike Rack Program	20,400	20,400	20,400	20,400	81,600
740c00424 Long Lake Trail and Parking Lot Accessibility	-	510,000	440,000	550,000	1,500,000
740c00524 Mural Pump Station Riverdale	48,500	-	-	-	48,500
740c00623 Whistle Bend Phase 6 Playground	1,008,966	-	-	-	1,008,966
740c01115 Replace Irrigation System at Rotary Park	230,000	-	-	-	230,000
Total Parks	1,307,866	530,400	565,400	570,400	2,974,066
Recreation					
750c00124 Ozone System Replacement	250,000	-	-	-	250,000
750c00224 Takhini Arena Floor Replacement	200,000	-	-	-	200,000
750c00323 Tee Cup Replacement	75,000	-	-	-	75,000
750c00324 Arena Stanchion Replacement - NWTEL & ATCO Ice	300,000	-	-	-	300,000
750c00422 Sound System Replacement - Takhini Arena	50,000	-	-	-	50,000
750c00424 CGC Flooring Replacement - Main Concourse	350,000	-	-	-	350,000
750c00522 Score Clock - Takhini Arena	50,000	-	-	-	50,000
750c00624 Chlorine Scrubber - CGC	300,000	-	-	-	300,000
750c00724 CGC Bar Seating	-	56,000	-	-	56,000
750c00811 Wellness Centre Equipment	25,000	40,000	25,000	40,000	130,000
750c00822 Running Track Perimeter Flooring Replacement - CGC	350,000	-	-	-	350,000
Total Recreation	1,950,000	96,000	25,000	40,000	2,111,000
Property Management					
320c00318 Building Consolidation Plan - Municipal Services Building Demolition	2,475,000	-	-	-	2,475,000
320c01219 Takhini Arena Upgrade	-	4,750,000	-	-	4,750,000
320c01713 Takhini Arena Furnaces	-	385,000	-	-	385,000
360c00223 Electric Vehicle (EV) Charging Stations	135,000	90,000	60,000	75,000	360,000
360c00224 CGC - Aquatic Centre Domestic Water Line Upgrade	1,625,000	-	-	-	1,625,000
360c00322 Fire Hall #1 Backup Generator	90,000	-	-	-	90,000
360c00323 Whitehorse Operations Building - Biomass Heating	200,000	1,100,000	-	-	1,300,000
360c00324 CGC Roof Upgrade	290,000	1,850,000	-	-	2,140,000
360c00523 Pump House Facility Repairs	150,000	225,000	175,000	200,000	750,000
360c01022 Fire Hall - Whitehorse North	-	960,000	6,585,000	-	7,545,000
Total Property Management	4,965,000	9,360,000	6,820,000	275,000	21,420,000
Total Approved Subject to External Funding Approval	29,365,991	84,162,145	70,317,860	66,357,900	250,203,896

CITY OF WHITEHORSE

BYLAW 2023-30

A Bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the 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 m² 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:

October 10, 2023

PUBLIC NOTICE:

October 20, 2023 and October 27, 2023

PUBLIC HEARING:

November 14, 2023

SECOND READING:

THIRD READING and ADOPTION:

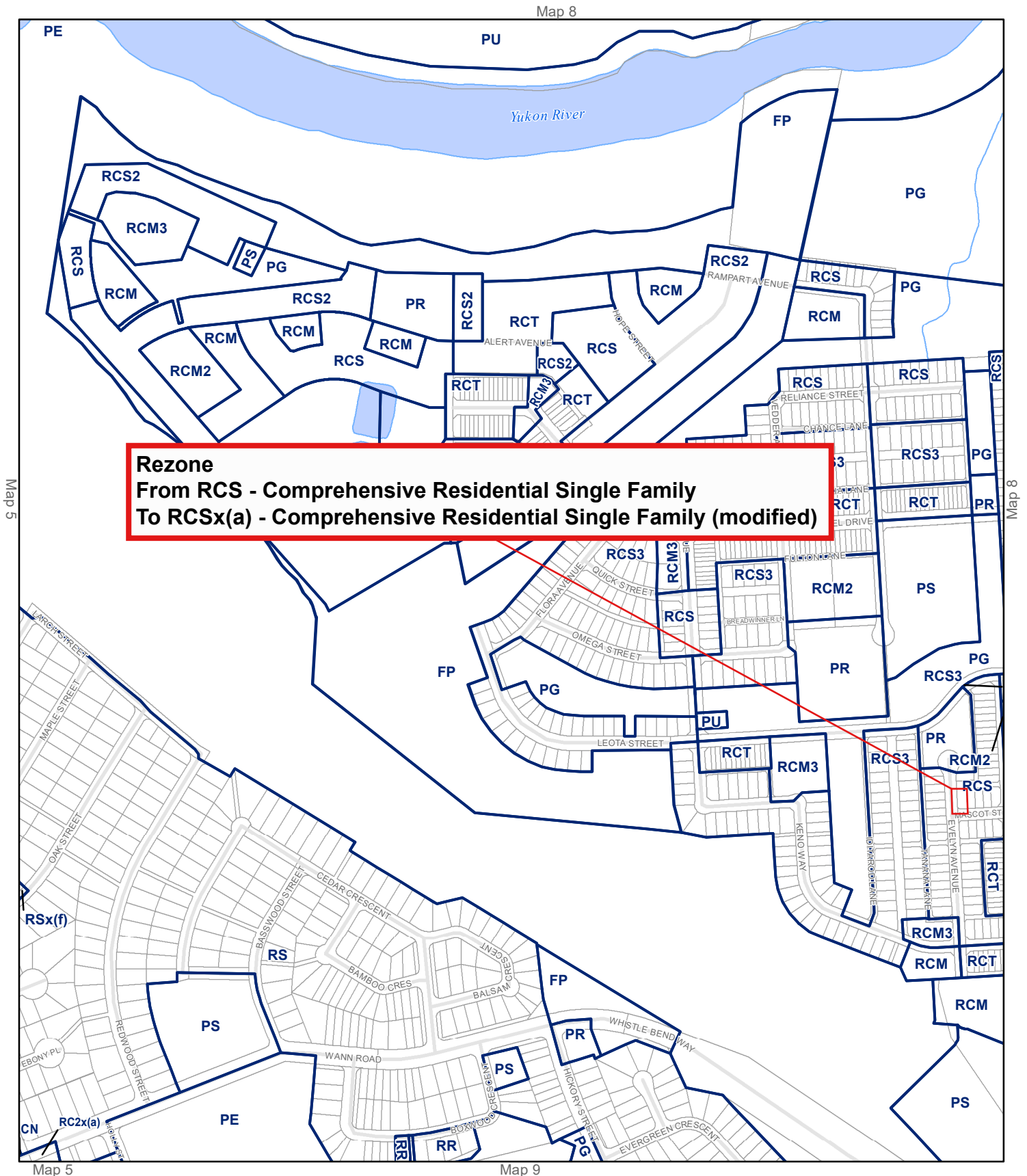
Laura Cabott, Mayor

Corporate Services

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



BYLAW 2023-35
MANAGEMENT AND CONFIDENTIAL EXCLUSION
EMPLOYMENT BYLAW
2023 to 2025 Inclusive

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CITY OF WHITEHORSE

BYLAW 2023-35

A bylaw to provide for the terms and conditions of employment for Management and Confidential Exclusion employees of the City of Whitehorse

WHEREAS section 188 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw establish the terms and conditions of employment of the chief administrative officer, designated municipal officers, and other officers and employees, including remuneration, benefits, expenses, hours of work, and manner of appointment, promotion, discipline, dismissal and rules of conflict of interest; and

WHEREAS the employees covered in this bylaw are excluded from bargaining collectively under the *Canada Labour Code* due to the nature of their positions; and

WHEREAS the council of the City of Whitehorse deems it proper and expedient to set out the terms and conditions of employment for this excluded group of employees;

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

TITLE

1. This bylaw may be cited as the “**Management and Confidential Exclusion Bylaw**”.

APPLICATION

2. This bylaw applies to Employees who occupy positions specified in Section One Schedule A and Section Two Schedule B attached hereto and forming part of this bylaw. Such Employees are appointed pursuant to this bylaw and shall hold office in accordance with the terms and conditions of employment stated in this bylaw and as may be contractually agreed to between the City and the Employees.

DEFINITIONS

3. In this bylaw,
“CASUAL EMPLOYEE” means an Employee hired on an irregular and/or unscheduled basis with no guarantee of hours or duration of work.
When available work can be projected for a period longer than three months the work assignment will be awarded as a Temporary position and the benefits of Temporary Employees shall apply, as described in Attachment “A” attached hereto and forming part of this bylaw;
“CITY” means the City of Whitehorse and may also be referred to as the Employer;

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"CITY MANAGER" means the person appointed as Chief Administrative Officer of the municipality pursuant to section 183 of the *Municipal Act* and who exercises the authority to manage Employees identified in this bylaw;

"CONFIDENTIAL EXCLUSION EMPLOYEE" means an Employee holding a position identified in Section Two, Schedule "B" of this Bylaw;

"CONTINUOUS SERVICE" means uninterrupted employment with the City;

"CONTINUOUS SERVICE DATE" means the date an individual is hired as a permanent Employee of the city OR where an Employee has prior service in either a term, casual or temporary capacity, the date that reflects continuous work with no break in employment greater than four consecutive work weeks immediately prior to becoming a permanent Employee;

"COUNCIL" means the Council of the City of Whitehorse;

"EMPLOYEE" means a person employed by the City as specified by Schedules "A" and "B" of this bylaw;

"EMPLOYER" means the City of Whitehorse;

"FULL TIME EMPLOYEE" means an Employee scheduled to work the standard hours of any position included in Schedule "A" or "B";

"IMMEDIATE FAMILY" defined in applicable sections;

"INCREMENT DATE" means the anniversary date of the commencement of Continuous Service except that, where an Employee has been promoted or reclassified with a resulting salary increase, the increment date shall become the anniversary of the promotion;

"MANAGEMENT EMPLOYEE" means an Employee holding a position identified in Section One, Schedule "A";

"PART TIME EMPLOYEE" means a permanent Employee who works less than the standard daily or weekly hours of work on a continuing, scheduled basis;

"PERMANENT EMPLOYEE" means an Employee other than a temporary or casual Employee;

"STANDARD WORK WEEK:" for Management means 37.5 or 40 hours per week as of passing of this Bylaw; for Confidential Exclusion means 37.5 hours per week

"TASKS" are those work activities which, when combined, comprise the duties to be performed by an Employee as described in a position description.

"TEMPORARY EMPLOYEE" means an Employee hired for a specific task or a period not exceeding one calendar year. The term of employment will terminate at the end of the temporary period or task unless terminated earlier as stated in this bylaw or the contract of employment with the Employee.

"TERM EMPLOYEE" means an employee who is hired for a specific task, project or position (to backfill due to a leave of absence or term or acting appointment of a permanent employee or to occupy a non-recurring term-specific position) for a term not to exceed two years or 24 months. At the end of the term the employment

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relationship is terminated unless the Parties agree otherwise. Term employees receive the same terms and conditions as permanent employees.

INTERPRETATIONS

4. In this bylaw,
 - (1) “may” will be regarded as permissive.
 - (2) “shall” will be regarded as imperative.
5. Whenever the singular, masculine or feminine is used in this bylaw it shall be interpreted as if the plural, feminine or masculine has been used where the context of the parties hereto so requires.

SECTION ONE MANAGEMENT

ATTENDANCE AND HOURS OF WORK

6. Salary ranges for Employee’s covered by Section One of this bylaw are set out in Schedule “A”.
7. Each standard work day will include a one-hour unpaid meal break (scheduled as close to the mid-point of the work day as possible) and two 15-minute rest breaks (scheduled approximately mid-way through each half day).
8. When determined to be an operational necessity, the City Manager may require Employees to work non-standard days and hours. It is a condition of employment that all Employees covered under this bylaw will be available for unscheduled work duties.
9. Management Employees and the Employer by mutual agreement may introduce a 37.5 or 40 hour work week whatever is operationally feasible for the position.
10. The salary and other remuneration and benefits for management Employees, including the management leave entitlement, compensates management Employees for all hours worked. Management Employees will be required to work in excess of 37.5 or 40 hours per week as needed to fulfil the duties of their positions. Management Employees will not be entitled to additional or overtime pay of any kind for any hours in excess of 37.5 or 40 hours per week that are necessary to fulfil the requirements of their position.
11. Employees and the Employer by mutual agreement may introduce daily flexible work hours so long as such arrangements do not result in additional costs/premiums, and without impacting the delivery of City services or otherwise reducing the resources necessary to meet operational requirements.
12. Employees who have the approval of their direct manager and who are required to attend conferences or any training/ professional development courses required to maintain the certifications specified in the Position Description during non-standard work hours will be paid at straight time for the actual time spent at the conference or attending training/professional development courses.

SALARIES, CLASSIFICATIONS

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13. Employees covered by this bylaw will be paid in accordance with the classifications and salary ranges set out in Section One Schedule "A" which form part of this bylaw. No qualified Employee shall receive less than the minimum rate specified for the position.
14. Where an existing classification or position is modified or a new classification or position is created by the City to address operational needs, budgetary constraints or to fulfil human resources objectives, the classification for the position will be determined through the City's job evaluation committee, salary range is determined by market. New positions may be added to Schedule "A" during the life of the bylaw with the agreement of the City Manager.
15. If market realities demonstrate a significant deviation from the City's pay rates as detailed in this bylaw then a temporary market adjustment can be established for the position that will be reviewed and amended each time this bylaw is renewed.
16. In extraordinary circumstances and for bone fide emergencies, Employees may be paid in excess of the established pay rate at the discretion of the City Manager.
17. Prior to receiving any pay, all Employees covered under this bylaw will take and subscribe the oath or affirmation set out in Attachment "B".
18. Pay for Employees covered under this bylaw will be direct deposited every second Wednesday. Employees will receive a statement (pay advice) indicating total pay and deductions for each pay period.

Overtime

19. Management Employees are not entitled to overtime pay.

Performance Evaluation

20. A performance review and evaluation of each Employee will be conducted annually.

Performance Award

21. The Employer may grant Employees a performance award as defined in the relevant administrative directive.

Acting Pay

22. Employees who are temporarily assigned to a higher paying position/ classification shall receive an additional 5% of their salary or the minimum salary range for the new classification (whichever is higher), for all hours worked in the position. Acting pay will continue for all days worked during the full period of the assignment (including statutory holidays). Employees on an approved absence during an acting assignment will be paid at their regular rate of pay as defined in the Acting Assignment Administrative Directive.
23. Employees requested to assume the duties of a director or City Manager, or whose job descriptions outline this responsibility, will be paid at the appropriate salary range for all hours worked in the position. The Employee will receive either an increase of 10% or Step 1 of the salary range for the higher classification, whichever is greater.

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Under no circumstances will the Employee receive more than the maximum for the range.

Increment Date

24. Managers not at the top of the pay range will have their annual salary reviewed at the end of each calendar year. Merit increases will be applied on January 1st of the following year.

Promotion

25. Upon promotion to a higher classified position, an Employee will either receive the minimum salary rate of the applicable range for the new position or a salary increase of 10%.

Reclassification

26. When an Employee's position is reclassified to a higher salary range, a market analysis may be completed to determine a new salary range for that position.
27. Employees will not have a salary reduction if their position is reclassified downward. However, the Employee will not be eligible for further wage increases until such time as their salary is less than the maximum of the reclassified range.
28. When an Employee's position is reclassified but remains in the existing salary range, the Employee's salary will remain unchanged.

Retroactive Pay

29. Employees who die or retire during a period covered by a retroactive pay adjustment will receive, or their estate shall receive, any salary benefit accruing.

ILLNESS

Wage Indemnity

30. Employees claiming non-occupational illness or accident for more than six consecutive days must apply for Wage Indemnity. The City's benefit carrier will determine whether the Wage Indemnity Policy entitlement conditions are met. Questions as to whether an Employee has met the Wage Indemnity Policy entitlement conditions shall be a matter between the Employee and the claims adjudicator.
31. If the Wage Indemnity claim is approved, Employees are entitled to time off with pay for a maximum of 17 weeks from the first day of hospitalization, accident or approved illness in accordance with the following schedule:

Wage Indemnity Entitlements for Approved Claims	
Completed Continuous Employment	Maximum Benefits
First 90 days	No provision
90 days to 1 year less 1 day	4 weeks at full pay, 13 weeks at 2/3 pay
1 year to 2 years less 1 day	7 weeks at full pay, 10 weeks at 2/3 pay
2 years to 3 years less 1 day	10 weeks at full pay, 7 weeks at 2/3 pay
3 years to 4 years less 1 day	13 weeks at full pay, 4 weeks at 2/3 pay

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Over 4 years	17 weeks at full pay
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32. Successive periods of disability separated by less than 30 days of continuous employment will be considered one period of disability at the discretion of the claims adjudicator.

Long Term Disability

33. Employees who are continuously disabled due to a non-occupational illness or accident for a period in excess of 17 weeks may be eligible to receive Long Term Disability payments. The claims adjudicator will determine whether an Employee is eligible to receive long-term disability payments under the provisions of the long-term disability plan. Any questions regarding an Employee's eligibility for long-term disability benefits shall be a matter between the Employee and the claims adjudicator. Such matters must be pursued under the terms of the long-term disability plan.
34. Long Term Disability payments shall continue until the Employee is able to return to full time employment, reaches age 65, or ceases to meet the entitlement conditions of the insurer, whichever is earlier.
35. 100% of the Long Term Disability premium will be paid by the Employee.
36. Effective January 1, 2024 for Schedule "A" Employees, payments will be based upon 65% of the first \$4,500.00 monthly earnings and 55% of the remaining monthly earnings to a maximum benefit of \$20,000.00 per month. Amounts over \$11,000.00 would require evidence of insurability.

MEDICAL AND GROUP INSURANCE

Basic Medical Insurance

37. All Employees, whether full time, part time, temporary or casual, shall participate in the Yukon Health Care Insurance Plan unless otherwise exempted.

Extended Health, Life and AD&D:

38. On the first of the month following 60 days of continuous employment, permanent Employees eligible for Group Benefit Coverage will be enrolled in the following benefits:
- Extended Health Care Plan
 - Group Life Insurance \$25,000 or one times the employee's annual salary, whichever is greater.
 - Accidental Death and Dismemberment Insurance \$100,000.00.

The premiums shall be cost shared on the basis of 90% by the Employer and 10% by the employee.

Dental Plan

39. On the first of the month following 60 days of continuous employment, eligible permanent Employees shall be enrolled in a dental plan which shall include orthodontic procedures coverage.

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The premiums shall be cost shared on the basis of 90% by the Employer and 10% by the employee.

REGISTERED RETIREMENT SAVINGS PLAN/CAAT Pension Plan

40. Upon the commencement date of hire, Permanent Employees shall enrol in the Employer's Group Registered Retirement Savings Plan.
- (1) All moneys remitted on behalf of the Employee shall be immediately vested with the Employee.
 - (2) Employees cannot withdraw from the Group Registered Retirement Savings Plan until termination or retirement from their employment with the City of Whitehorse, with the exception of withdrawals for home ownership, Lifetime Learning Plan, and/or settlement from marriage break-ups.

Schedule "A" Employees

41. All permanent employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 14% of which the employer contributes 9% over salary and the employee contributes 5%.
42. The Employer is committed to working toward implementing the CAAT DB Plus Pension Plan for all eligible Permanent Employees within the term of this Agreement provided there is no additional cost to the Employer. Permanent Employees hired after implementation of the Pension Plan shall enroll in the Pension Plan.
43. The Pension Plan contributions shall total a minimum of 14% of which the Employer shall contribute 9% and the employee shall contribute a minimum of 5%.
44. After implementation of the Pension Plan, the Plan will replace the current Registered Retirement Savings Plan in the Agreement.

LEAVES

45. Employees have access to a number of paid leaves within this bylaw. If the Employee exhausts the number of paid days available in this bylaw to cover a leave for a purpose that is substantially similar to a leave identified within the *Yukon Employment Standards Act*, time off without pay shall be provided up to the amount of days contained in such Act.

General Holidays

46. Employees will receive 14 designated general holidays with pay annually. For each such holiday, Employees will be paid their regular earnings. Employees will receive holiday pay even if the holiday falls on a Saturday, Sunday, or on an Employee's day of rest, the next working day shall serve as the general holiday. The designated general holidays shall be:

New Year's Day
Heritage Day

Discovery Day
Labour Day

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Good Friday

National Day for Truth and Reconciliation

Easter Monday

Thanksgiving Day

Victoria Day

Remembrance Day

National Indigenous Peoples Day

Christmas Day

Canada Day

Boxing Day

And any other day declared or proclaimed a holiday by the Canadian or Yukon governments or the City of Whitehorse.

47. General Holiday pay provisions will prevail where an Employee, employed for a period of six months, is off work due to any circumstances for which compensation under the *Worker's Compensation Act* is receivable.
48. When a general holiday falls within an Employee's scheduled vacation, the Employee will receive one additional day of vacation leave in lieu of each such general holiday.

Vacation Leave

49. Employees who receive pay for at least ten days in a calendar month are entitled to vacation leave in accordance with the following schedule:

Years of Service	37.5hr Monthly Accrual	40hr Monthly Accrual
1 year and less than 2 years	12.50 hours	13.33 hours
2 years and less than 5 years	15.62 hours	16.66 hours
5 years and less than 10 years	18.75 hours	20.00 hours
10 years and less than 20 years	21.87 hours	23.33 hours
20 years and over	25.00 hours	26.66 hours

50. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits.
51. Employees may carry vacation leave credits forward for a maximum of two years. In the second pay in January of each year the Employer will pay Employees all unused accumulated vacation leave credits in excess of the number of days that were accumulated during the two-year period.
52. Vacation leave may not be taken until it has been earned, with the exception that an Employee who has completed at least one year of continuous service may be granted up to one week of vacation leave in advance.
53. The Employer shall make a reasonable effort to grant an Employee the period of vacation leave requested.
54. Upon termination, permanent and probationary Employees shall be paid for all unused accumulated vacation leave, such payment to be calculated by multiplying the daily rate (based on the Employee's current salary) by the number of hours leave outstanding.

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Non-Occupational Illness or Accident Leave

55. Upon completion of 90 days of continuous service all permanent employees shall be granted sick leave when the employee must be absent from work by reason of bona fide non-occupational illness or accident, medical, dental or health professional appointment.
56. On January 1 each year, Employees will be granted 10 Illness or Accident Leave days to be used for non-occupational illnesses less than six consecutive business days. The wage indemnity provisions of this bylaw shall govern absences in excess of six consecutive working shifts for all Employees when qualified.
57. In order to qualify for paid time off due to illness, Employees unable to report for scheduled shifts shall notify their immediate supervisor prior to the starting time of the working day or as soon after the beginning of the working day as possible.
58. Employees are required to use other accrued leaves pending a decision of qualification for Wage Indemnity. If the claim is approved, accrued leaves for the approved period will be reversed back to the Employee.
59. The Employer may require an Employee to undergo an independent medical examination or produce additional medical evidence (acceptable to the Employer) to substantiate any period of absence claimed to be illness.
60. Unused illness or accident leave at the end of the calendar year will not be carried over or paid out.

Special Leave

61. The City of Whitehorse recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions.
62. Any special leave granted is always on the provision that it is subject to the operational needs of the work area of the particular employee and requires prior permission.
63. The aim of the special leave provisions of this bylaw is to provide a framework that enables employees to request a reasonable period of paid leave when personal circumstances **or community commitments** occur.
64. It is recognised that it is not possible to cover all circumstances where special leave may be appropriate. For specific examples please refer to the Special Leave Administrative Directive or for exceptional circumstances, please contact the HR department.
65. Employees are expected to use special leave with a view toward responsibly balancing their work and personal requirements.
66. **Upon hiring, Permanent Employees will be advanced three (3) days Special Leave. Should the Employee leave the Employer prior to 90 days the Special Leave shall be prorated and any amount owing will be recovered from the Employee.**

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67. **After 90 days, Permanent** Employees will be credited with 0.75 additional special leave days for each completed calendar month in which the Employee has received pay for at least an equivalent of two standard workweeks in the calendar month.
68. Special leave use is subject to the approval of the Employee's supervisor/ manager who may ask the nature of the leave and the length of the leave required. The supervisor/manager may also ask for proof of the need for the leave.

Restrictions

69. An Employee is not entitled to take special leave while the Employee is on:
- (1) Pre-retirement vacation leave (this is the period of vacation leave often taken prior to retirement);
 - (2) Leave of absence without pay;
 - (3) Suspension; or
 - (4) Long-term disability benefits.
70. Special leave cannot be used to supplement/increase weekly indemnity, vacation, maternity, paternity, adoption, or parental leave.
71. Special leave days have no accrued value other than for authorized paid time off. There is no entitlement to have unused special leave days paid out at any time, including upon termination of employment for any reason. The maximum number of days within the Employee's special leave reserve is limited to 25 days at any given time, and special leave days will not accrue above 25 days at any given time.
72. Definition of family for special leave purposes:
- spouse or common-law partner residing with the employee;
 - children (including foster children or children of spouse or common-law partner), stepchildren, son-in-law, daughter-in-law and grandchildren,
 - parents (including step-parents and foster-parents), father-in-law, mother-in-law, step-in-laws and grandparents;
 - brothers and sisters, brothers-in-law and sisters-in-law;
 - **aunts, uncles, nieces and nephews;**
 - any relative residing in the employee's household or with whom the employee permanently resides.

Injury on Duty Leave

73. Permanent Employees who are injured on the job and have their claim approved by the Workers' Safety Compensation Board (WSCB) shall be granted Injury on Duty Leave with pay for such reasonable period as may be determined by the WSCB.
74. Where such leave is granted, permanent Employees shall assign to the Employer all payment received from the Workers' Safety Compensation Board covering the period

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of Injury on Duty Leave. Non-permanent Employees on leave due to an approved WSCB claim will receive compensation directly from WSCB.

Maternity Leave

75. An Employee qualifying under the *Yukon Employment Standards Act* shall be entitled to request maternity leave in accordance with the provisions of the *Yukon Employment Standards Act*. The following provisions shall apply only to permanent employees:
- (1) After completion of one year of continuous employment, an employee who:
 - (a) Agrees to return to work for a period of at least six months after the expiry of maternity leave, and
 - (b) Provides the Employer with proof that they have applied for, is entitled to and in receipt of unemployment insurance benefits pursuant to the *Employment Insurance Act*, shall be paid a maternity leave allowance in accordance with the Supplementary Employment Insurance Benefit (SEIB) Plan.
 - (2) An employee under paragraph (1)(a) above shall sign an agreement with the Employer, providing that:
 - (a) They will return to work after the expiry of her maternity leave, unless this date is modified with the Employer's consent; and
 - (b) They will work for a period of at least six months after her return to work; and
 - (c) should the employee fail to return to work as per the provisions of subparagraphs (2)(a) and (b) above for reasons other than death, lay-off or disability, the employee agrees that they will be indebted to the Employer for the full amount received as maternity leave allowance.
 - (3) In respect of the period of maternity leave, maternity leave allowance payments made according to the Supplementary Employment Insurance Benefit plan will consist of the following:
 - (a) Where the employee is subject to a waiting period of one week before receiving employment insurance maternity benefits, an allowance of 93 percent of her weekly rate of pay for each week of the waiting period, less any other monies earned during this period; and
 - (b) For up to a maximum of 15 weeks, payments equivalent to the difference between the Employment Insurance benefits that the employee received at the actual time of the maternity leave and 93 percent of her weekly rate of pay, less any other monies earned during this period.
 - (c) The duration of the allowance will be reduced by any time spent on short-term disability.
 - (d) Where an employee has received the full 15 weeks of maternity benefit under Employment Insurance and thereafter remains on maternity leave

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without pay, they are eligible to receive a further maternity allowance for a period of one week, equivalent to 93 percent of her weekly rate of pay, less any other monies earned during this period.

- (4) The weekly rate of pay referred to in paragraph (3)(d) above shall be:
 - (a) for a full-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which they are entitled on the day immediately preceding the commencement of her maternity leave;
 - (b) for a part-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which they are entitled on the day immediately preceding the commencement of her maternity leave, multiplied by the fraction obtained by dividing the part-time employee's assigned regular weekly hours of work averaged over the preceding six-month period of continuous employment by the regularly scheduled full-time weekly hours of work for the employee's classification;
 - (c) where an employee becomes eligible for a pay increase or an economic adjustment during the SEIB Plan period set out in paragraph (3)(c) above, the employee's weekly rate of pay in sub-paragraphs (a) and (b) above shall be adjusted accordingly.
 - (5) A regular employee who is on lay-off status shall not be entitled to receive any allowance payment under the SEIB Plan pursuant to paragraph (3)(c) above.
 - (6) For the purpose of payments received under the Supplemental Employment Benefit Plan, the Plan shall provide that the employees have no vested right to payment under the plan except to payments during a period of unemployment specified in the plan.
 - (7) An employee's continuous service date will not be advanced by the amount of the maternity leave taken.
76. There shall be no duplication or overlap with the parental leave provisions of this bylaw.

Parental Leave

- 77. An Employee qualifying under the *Yukon Employment Standards Act* shall be entitled to request parental leave without pay in accordance with the provisions of the *Yukon Employment Standards Act*. There shall be no duplication or overlap with the maternity and adoption leave allowance provisions of this bylaw.
- 78. In respect of the period of parental leave, parental leave allowance payments made according to the Supplementary Employment Insurance Benefit plan will consist of the following:
 - (1) where the employee is subject to a waiting period of one week before receiving employment insurance parental benefits, an allowance of 93

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percent of the employee's weekly rate of pay for the waiting period, less any other monies earned during this period. (An employee's continuous service date will not be advanced by the amount of the parental leave taken.

Compassionate Care Leave

79. An employee requesting a leave of absence for compassionate reasons in accordance with the *Employment Insurance Act* will be given special consideration, and may be required to substantiate the reason before beginning the leave, and where not possible, before returning to work.
80. Where the employee is subject to a waiting period of one week before receiving Employment Insurance compassionate care leave benefits, the Employer will provide an allowance according to the Supplementary Employment Insurance Benefit Plan of 93 percent of his/her weekly rate of pay for the waiting period, less any other monies earned during this period.
81. No employee shall lose seniority, nor will an employee's continuous service date be advanced.

Family Caregiver Leave

82. An employee requesting a leave of absence for critical illness reasons of family in accordance with the *Employment Insurance Act* will be given special consideration, and may be required to substantiate the reason before beginning the leave, and where not possible, before returning to work.
83. Definition of 'family member' as defined in the Employment Insurance Regulations (Canada) – includes immediate family and other relatives, as well as other individuals considered to be like family, regardless of marriage, common-law partnership, or legal parent-child relationships.
84. Where the employee is subject to a waiting period of one week before receiving Employment Insurance Critical Illness leave benefits, the Employer will provide an allowance according to the Supplementary Employment Insurance Benefit Plan of 93 percent of his/her weekly rate of pay for the waiting period, less any other monies earned during this period.
85. No employee shall lose seniority, nor will an employee's continuous service date be advanced

Court Leave

86. Employees summoned to jury duty, subpoenaed as a witness, or attending court proceedings and providing proof shall be granted leave with pay. It is understood that any compensation received in connection with these activities shall be remitted to the Employer.

Leave Without Pay

87. Following guidelines in the relevant administrative directive and under special circumstances where operational efficiency will not be adversely affected, leave without pay may be granted to an Employee. All applications for leave without pay in excess of ten working days are subject to the City Manager's approval.

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88. Except where provided otherwise by statute, an Employee who has been granted leave without pay which results in that Employee receiving less than the equivalent of two standard work weeks of pay in any calendar month may be required to prepay the full cost of medical and group insurance plan premiums in order to maintain benefit coverage for the period of leave as outlined in the administrative directive.
89. Except where provided otherwise by statute, Employees who have for any reason been granted leave without pay in excess of 30 calendar days will have their increment date and Continuous Service date to be advanced by the total amount of leave taken.
90. Applications for leave without pay should be submitted at least 31 calendar days in advance of the intended commencement date of the leave if at all possible. The Employee shall receive written notification of the decision within 14 calendar days of the date of application.

Management Leave

91. In lieu of overtime, managers will receive two additional standard work weeks of management leave each year, credited on the first day of January in each year. Any Manager hired after January 1 will receive a pro-rated number of hours of management leave, based on the number of months remaining in the fiscal year. Any manager who leaves the employ of the City will have this time pro-rated for the remaining months in the year that will not be served and any used leave in advance will be repaid to the City.
92. Unused management leave credits will be converted to vacation credits as of December 31.

ALLOWANCES

Health and Wellness Spending Allowance

93. As of January 1, 2023 all permanent Employees will be eligible to receive a health and wellness spending allowance each year to a maximum of \$2,500.00. Any permanent Employee hired after January 1 will receive a pro-rated amount of health and wellness spending allowance, based on the number of months remaining in the fiscal year.
94. Submissions must be made by December 31st of each year to be eligible.
95. The health and wellness spending allowance will be paid to the total amount of submitted receipts for health related spending for the Employee or any member of the Employee's immediate family, subject to approval by the City and any applicable policies or administrative directives.
96. Definition of Immediate Family for the purpose of the health and wellness spending allowance:
 - spouse or common-law partner residing with the employee;
 - dependent children (including foster children or children of spouse or common-law partner).

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Long Service Bonus

97. **Permanent Employees are entitled to the following annual long service bonus:**

5 years and less than 10 years	2% of base salary
10 years and less than 15 years	3% of base salary
15 and more years of service	4% of base salary

98. The long service bonus shall become payable in the pay period containing the Employee's continuous service date.
99. Employees who are entitled to a long service bonus and who terminate prior to completion of a further full year of continuous service shall be entitled to a long service bonus on a pro rata basis proportional to the completed months of service since their last long service bonus entitlement date.

Retirement Allowance

100. An Employee who retires from employment at the city in accordance with the relevant administrative directive will receive a retirement allowance in the amount of two weeks' pay for the first completed year of service and one week's pay for each succeeding complete year of employment to a maximum of 28 weeks, less any period in respect of which severance, retirement or resignation allowance was previously granted.

Resignation Allowance (non-culpable)

101. An Employee with a continuous service date before October 1, 2016 who has five or more years of continuous service shall on resignation receive a resignation allowance in the amount of two weeks' pay for the first completed year of service and one week's pay for each succeeding complete year of employment to a maximum of 28 weeks, less any period in which the Employee was previously granted severance, retirement or resignation allowance.
102. Employees with a continuous service date on or after October 1, 2016 shall not be eligible for a resignation allowance.

Yukon Bonus

103. Permanent Employees with one or more years of continuous service will receive an annual Yukon Bonus travel benefit in the amount of \$2,900.00. Terminating Employees are entitled to a payment on a pro-rated basis proportional to the number of completed months of service since their last eligibility date.
104. Unless the employee provides written direction otherwise to the Employer, the Yukon Bonus travel benefit shall be paid out as a taxed benefit. Such benefit shall be automatically paid out in the pay period immediately following the entitlement date and prior to December 31st of each year.

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DISCIPLINE, SUSPENSION AND TERMINATION

105. Termination of employment for the purposes of this bylaw is also deemed to be the revocation of the appointment of the Employee (as applicable). Subject to the terms of this bylaw or any applicable legislation, the discipline, suspension and termination of employment of an Employee shall be governed by the terms of this bylaw.
106. The City may discipline an Employee for any material breach of this bylaw or any other City bylaw or resolution, any material breach of any of the City's policies, procedures, administrative directives and practices, and any other conduct deemed by the City to be inappropriate for an Employee.
107. When imposing discipline on an Employee, the City shall attempt to correct behaviour through the application of progressive discipline. However, it is within the sole discretion of the City to determine the level of discipline appropriate under each circumstance including verbal warnings, written warnings, demotions, suspensions with or without pay and termination of employment.
108. The City may invoke non-disciplinary leaves with or without pay pending the outcome of disciplinary investigations made pursuant to section 106 and such non-disciplinary leaves do not constitute discipline, a suspension or termination/dismissal for the purposes of this section of the Bylaw until a decision to impose discipline or termination is made and communicated to the employee.
109. In addition to any other termination provisions provided for in the Bylaw, the employment relationship between the City and the Employee may be terminated in any of the following manners:
 - (1) By written agreement between the City and the Employee.
 - (2) By the Employee, upon providing one month's written notice of resignation to the City. The City may waive such notice in whole or in part and if it does so then the Employee shall be entitled to payment of salary in lieu of any of the remaining one month's notice.
 - (3) By the Employee retiring pursuant to the retirement allowance provision in this bylaw.
 - (4) By the City, at any time without any notice or pay in lieu of notice, for Cause. "Cause" shall include, but not be limited to:
 - (a) conduct by the Employee that brings or has the potential to bring the City or its representatives into public disrepute or ridicule;
 - (b) unauthorized disclosure of confidential information or documents received or obtained by Employee in the course of employment without the written consent of council;
 - (c) use of such confidential information or documentation for the Employee's benefit or gain;
 - (d) significant or repetitive breaches of the City's bylaws, resolutions, policies, procedures, administrative directives, or practices; and

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- (e) any conduct that would constitute just cause for termination pursuant to the common law governing employment contracts.
- 110. For Employees other than casual and temporary Employees, the employment relationship may be terminated by the City for any reason at its sole discretion, on a without cause basis, by providing the Employee three months of notice during the first two years of employment plus one additional month of notice for each completed year of employment commencing upon completion of two years of employment, up to a maximum total notice of twelve months.
 - (1) The City may at its sole discretion provide notice as written working notice, payment of base salary in lieu of notice, or any equivalent combination of written notice and base salary in lieu of notice.
 - (2) The City may at its sole discretion provide the payment of base salary in lieu of notice through salary continuance instalments and make such payments conditional on the Employee taking reasonable steps to search for new employment.
 - (a) The City may at its sole discretion cease salary continuance payments upon the Employee obtaining new employment or income.
 - (3) The provision to the Employee of any payment of salary in lieu of notice greater than the minimum notice required by the *Employment Standards Act* is conditional on the Employee providing a signed release from any legal claims against the City and confidentiality agreement about the affairs of the City in a form satisfactory to the City.
- 111. The employment of Temporary Employees will terminate at the end of the fixed term established by the City for the Temporary Employee unless terminated earlier by the City providing the minimum notice or pay in lieu of notice required by the *Employment Standards Act* (if any).
- 112. Unless otherwise agreed to in writing by the City, there is no obligation to provide any amount of work to Casual Employees, continue their employment for any period of time or provide any notice of termination of employment or pay in lieu of notice, unless otherwise required by the *Employment Standards Act* and then only the minimum entitlement will be provided.
- 113. Where notice is required pursuant to this bylaw and any applicable laws, all of the City's obligations related to the employment of an Employee and this bylaw are fully discharged and the rights of the Employee fully and fairly satisfied upon the City providing the greater of the notice or pay in lieu of notice pursuant to this section and the minimum entitlement pursuant to the *Employment Standards Act*. All notice pursuant to this section is inclusive of the entitlements pursuant to the *Employment Standards Act*.
- 114. If the employment relationship is terminated in accordance with this section then all remuneration and benefits shall cease immediately upon the effective date of termination unless expressly stated otherwise in this bylaw, agreed to in writing by the City or required by the *Employment Standards Act*, and the Employee shall have

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no further legal claim of any kind against the City arising out of the termination of employment or arising out of this bylaw.

GENERAL PROVISIONS

115. Employees required by the Employer to complete a driver's examination during their regular work schedule will be paid for their time at the applicable rate of pay.
116. If, in the opinion of the Employer, a medical examination of an Employee is required, the Employee will be paid for the time spent with the doctor and the cost of the examination shall be borne by the City.
117. Any Employee suffering injury while on the job must report immediately, or as soon as practicable, to the Supervisor, his replacement or the nearest medical officer.
118. Conflict of interest rules as set out in Council's Employee Code of Conduct Policy will apply to all Employees.
119. The City Manager may choose to grant to an Employee additional discretionary benefits over and above those described by this bylaw, if they, further to consultation with Human Resources, is satisfied that special circumstances warrant such a decision.
120. To encourage use of public transit and the Canada Games Centre, the Employer shall reimburse 50% of the cost of a pass on the city operated public transit system and fifty percent (50%) of the cost for an Employee to purchase a membership pass (single or family) for the Canada Games Centre. For the purposes of this section, family means an Employee's spouse and children living in the Employee's residence.

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SCHEDULE "A"

Effective January 1, 2023 to December 31, 2023						
Increase of 4.5%	Position		37.5 Hours per week		40 Hours per week	
	#		Minimum	Maximum	Minimum	Maximum
Director, Community and Recreation Services	168	Hourly	\$89.48	\$110.40	\$89.48	\$110.40
		Annual	\$175,118.92	\$216,061.12	\$186,755.33	\$230,418.09
Director, Corporate Services	033	Hourly	\$89.48	\$110.40	\$89.48	\$110.40
		Annual	\$175,118.92	\$216,061.12	\$186,755.33	\$230,418.09
Director, Development Services	171	Hourly	\$89.48	\$110.40	\$89.48	\$110.40
		Annual	\$175,118.92	\$216,061.12	\$186,755.33	\$230,418.09
Director, Infrastructure and Operations	034	Hourly	\$89.48	\$110.40	\$89.48	\$110.40
		Annual	\$175,118.92	\$216,061.12	\$186,755.33	\$230,418.09
Director, People and Culture	297	Hourly	\$89.48	\$110.40	\$89.48	\$110.40
		Annual	\$175,118.92	\$216,061.12	\$186,755.33	\$230,418.09
Associate Manager, Engineering Services	186	Hourly	\$61.37	\$80.22	\$61.37	\$80.22
		Annual	\$120,106.67	\$156,999.64	\$128,087.59	\$167,432.05
Associate Manager, Solid Waste Services	320	Hourly	\$53.88	\$69.53	\$53.88	\$69.53
		Annual	\$105,429.00	\$136,038.00	\$112,457.60	\$145,107.20
Deputy Fire Chief	167	Hourly	\$61.80	\$75.29	\$61.80	\$75.29
		Annual	\$120,945.14	\$147,346.93	\$128,981.79	\$157,137.94
Fire Chief	049	Hourly	\$69.25	\$88.77	\$69.25	\$88.77
		Annual	\$135,526.46	\$173,728.27	\$144,532.01	\$185,272.28
Manager, Business and Technology Systems	078	Hourly	\$67.50	\$84.37	\$67.50	\$84.37
		Annual	\$132,090.75	\$165,118.55	\$140,868.00	\$176,090.45
Manager, Bylaw Services	071	Hourly	\$65.54	\$82.61	\$65.54	\$82.61
		Annual	\$128,266.48	\$161,662.39	\$136,789.61	\$172,404.64
Manager, Engineering Services	072	Hourly	\$74.00	\$93.10	\$74.00	\$93.10
		Annual	\$144,811.05	\$182,194.84	\$154,433.55	\$194,301.44
Manager, Financial Services	077	Hourly	\$74.88	\$93.54	\$74.88	\$93.54
		Annual	\$146,549.36	\$183,053.77	\$156,287.36	\$195,217.44
Manager, Health and Safety Services	305	Hourly	\$64.76	\$90.84	\$64.76	\$90.84
		Annual	\$126,747.01	\$177,773.31	\$135,153.89	\$189,590.57
Manager, Human Resources	073	Hourly	\$71.45	\$92.89	\$71.45	\$92.89
		Annual	\$139,821.09	\$181,785.83	\$149,112.02	\$193,865.25
Manager, Land and Building Services	246	Hourly	\$66.86	\$83.28	\$66.86	\$83.28
		Annual	\$130,843.26	\$162,971.23	\$139,537.62	\$173,800.45
Manager, Legislative Services	220	Hourly	\$61.26	\$76.13	\$61.26	\$76.13
		Annual	\$119,881.71	\$148,982.99	\$127,847.69	\$158,882.70
Manager, Operations	179	Hourly	\$68.71	\$86.13	\$68.71	\$86.13
		Annual	\$134,463.02	\$168,554.26	\$143,397.91	\$179,754.46
Manager, Parks and Community Development	206	Hourly	\$62.87	\$78.82	\$62.87	\$78.82
		Annual	\$123,031.11	\$154,259.25	\$131,206.36	\$164,509.57
Manager, Planning and Sustainability Services	249	Hourly	\$66.86	\$83.28	\$66.86	\$83.28
		Annual	\$130,843.26	\$162,971.23	\$139,537.62	\$173,800.45
Manager, Property Management	296	Hourly	\$74.00	\$93.10	\$74.00	\$93.10
		Annual	\$144,811.05	\$182,194.84	\$154,433.55	\$194,301.44
Manager, Recreation and Facility Services	175	Hourly	\$62.97	\$78.88	\$62.97	\$78.88
		Annual	\$123,235.62	\$154,361.51	\$131,424.46	\$164,618.62
Manager, Strategic Communications	149	Hourly	\$78.08	\$92.96	\$78.08	\$92.96
		Annual	\$152,807.26	\$181,928.98	\$162,961.09	\$194,017.92
Manager, Strategic Funding	321	Hourly	\$59.65	\$78.97	\$59.65	\$78.97
		Annual	\$116,717.00	\$154,519.74	\$124,498.13	\$164,821.06
Manager, Transit Services	130	Hourly	\$62.34	\$83.38	\$62.34	\$83.38
		Annual	\$122,008.58	\$163,175.74	\$130,115.88	\$174,018.54
Manager, Water and Waste Services	208	Hourly	\$68.41	\$86.48	\$68.41	\$86.48
		Annual	\$133,869.95	\$169,249.58	\$142,765.43	\$180,495.98

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Effective January 1, 2024 to December 31, 2024						
Increase of 3%	Position #		37.5 Hours per week		40 Hours per week	
			Minimum	Maximum	Minimum	Maximum
Director, Community and Recreation Services	168	Hourly	\$92.17	\$113.72	\$92.17	\$113.72
		Annual	\$180,372.48	\$222,542.95	\$192,357.99	\$237,330.63
Director, Corporate Services	033	Hourly	\$92.17	\$113.72	\$92.17	\$113.72
		Annual	\$180,372.48	\$222,542.95	\$192,357.99	\$237,330.63
Director, Development Services	171	Hourly	\$92.17	\$113.72	\$92.17	\$113.72
		Annual	\$180,372.48	\$222,542.95	\$192,357.99	\$237,330.63
Director, Infrastructure and Operations	034	Hourly	\$92.17	\$113.72	\$92.17	\$113.72
		Annual	\$180,372.48	\$222,542.95	\$192,357.99	\$237,330.63
Director, People and Culture	297	Hourly	\$92.17	\$113.72	\$92.17	\$113.72
		Annual	\$180,372.48	\$222,542.95	\$192,357.99	\$237,330.63
Associate Manager, Engineering Services	186	Hourly	\$63.21	\$82.63	\$63.21	\$82.63
		Annual	\$123,709.87	\$161,709.63	\$131,930.22	\$172,455.02
Associate Manager, Solid Waste Services	320	Hourly	\$55.50	\$71.61	\$55.50	\$71.61
		Annual	\$108,591.87	\$140,119.14	\$115,831.33	\$149,460.42
Deputy Fire Chief	167	Hourly	\$63.66	\$77.55	\$63.66	\$77.55
		Annual	\$124,573.50	\$151,767.34	\$132,851.24	\$161,852.08
Fire Chief	049	Hourly	\$71.33	\$91.44	\$71.33	\$91.44
		Annual	\$139,592.25	\$178,940.12	\$148,867.97	\$190,830.45
Manager, Business and Technology Systems	078	Hourly	\$69.52	\$86.90	\$69.52	\$86.90
		Annual	\$136,053.47	\$170,072.10	\$145,094.04	\$181,373.17
Manager, Bylaw Services	071	Hourly	\$67.51	\$85.09	\$67.51	\$85.09
		Annual	\$132,114.47	\$166,512.26	\$140,893.30	\$177,576.77
Manager, Engineering Services	072	Hourly	\$76.22	\$95.89	\$76.22	\$95.89
		Annual	\$149,155.38	\$187,660.69	\$159,066.56	\$200,130.48
Manager, Financial Services	077	Hourly	\$77.13	\$96.34	\$77.13	\$96.34
		Annual	\$150,945.84	\$188,545.38	\$160,975.99	\$201,073.97
Manager, Health and Safety Services	305	Hourly	\$66.70	\$93.57	\$66.70	\$93.57
		Annual	\$130,549.42	\$183,106.51	\$139,208.51	\$195,278.29
Manager, Human Resources	073	Hourly	\$73.59	\$95.68	\$73.59	\$95.68
		Annual	\$144,015.73	\$187,239.40	\$153,585.38	\$199,681.21
Manager, Land and Building Services	246	Hourly	\$68.86	\$85.77	\$68.86	\$85.77
		Annual	\$134,768.56	\$167,860.37	\$143,723.74	\$179,014.46
Manager, Legislative Services	220	Hourly	\$63.10	\$78.41	\$63.10	\$78.41
		Annual	\$123,478.16	\$153,452.47	\$131,683.12	\$163,649.18
Manager, Operations	179	Hourly	\$70.77	\$88.71	\$70.77	\$88.71
		Annual	\$138,496.91	\$173,610.89	\$147,699.85	\$185,147.09
Manager, Parks and Community Development	206	Hourly	\$64.75	\$81.19	\$64.75	\$81.19
		Annual	\$126,722.04	\$158,887.03	\$135,142.55	\$169,444.86
Manager, Planning and Sustainability Services	249	Hourly	\$68.86	\$85.77	\$68.86	\$85.77
		Annual	\$134,768.56	\$167,860.37	\$143,723.74	\$179,014.46
Manager, Property Management	296	Hourly	\$76.22	\$95.89	\$76.22	\$95.89
		Annual	\$149,155.38	\$187,660.69	\$159,066.56	\$200,130.48
Manager, Recreation and Facility Services	175	Hourly	\$64.86	\$81.24	\$64.86	\$81.24
		Annual	\$126,932.69	\$158,992.35	\$135,367.19	\$169,557.18
Manager, Strategic Communications	149	Hourly	\$80.42	\$95.75	\$80.42	\$95.75
		Annual	\$157,391.47	\$187,386.85	\$167,849.92	\$199,838.45
Manager, Strategic Funding	321	Hourly	\$61.44	\$81.34	\$61.44	\$81.34
		Annual	\$120,218.51	\$159,155.33	\$128,233.08	\$169,765.69
Manager, Transit Services	130	Hourly	\$64.22	\$85.88	\$64.22	\$85.88
		Annual	\$125,668.84	\$168,071.01	\$134,019.36	\$179,239.10
Manager, Water and Waste Services	208	Hourly	\$70.46	\$89.08	\$70.46	\$89.08
		Annual	\$137,886.05	\$174,327.07	\$147,048.40	\$185,910.86

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Effective January 1, 2025 to December 31, 2025						
Increase of 3%	Position		37.5 Hours per week		40 Hours per week	
	#		Minimum	Maximum	Minimum	Maximum
Director, Community and Recreation Services	168	Hourly	\$94.93	\$117.13	\$94.93	\$117.13
		Annual	\$185,783.66	\$229,219.24	\$198,128.73	\$244,450.55
Director, Corporate Services	033	Hourly	\$94.93	\$117.13	\$94.93	\$117.13
		Annual	\$185,783.66	\$229,219.24	\$198,128.73	\$244,450.55
Director, Development Services	171	Hourly	\$94.93	\$117.13	\$94.93	\$117.13
		Annual	\$185,783.66	\$229,219.24	\$198,128.73	\$244,450.55
Director, Infrastructure and Operations	034	Hourly	\$94.93	\$117.13	\$94.93	\$117.13
		Annual	\$185,783.66	\$229,219.24	\$198,128.73	\$244,450.55
Director, People and Culture	297	Hourly	\$94.93	\$117.13	\$94.93	\$117.13
		Annual	\$185,783.66	\$229,219.24	\$198,128.73	\$244,450.55
Associate Manager, Engineering Services	186	Hourly	\$65.11	\$85.11	\$65.11	\$85.11
		Annual	\$127,421.16	\$166,560.92	\$135,888.13	\$177,628.67
Associate Manager, Solid Waste Services	320	Hourly	\$57.17	\$73.76	\$57.17	\$73.76
		Annual	\$111,849.63	\$144,322.71	\$119,306.27	\$153,944.23
Deputy Fire Chief	167	Hourly	\$65.56	\$79.88	\$65.56	\$79.88
		Annual	\$128,310.70	\$156,320.36	\$136,836.78	\$166,707.64
Fire Chief	049	Hourly	\$73.47	\$94.18	\$73.47	\$94.18
		Annual	\$143,780.02	\$184,308.32	\$153,334.01	\$196,555.36
Manager, Business and Technology Systems	078	Hourly	\$71.61	\$89.51	\$71.61	\$89.51
		Annual	\$140,135.07	\$175,174.27	\$149,446.86	\$186,814.36
Manager, Bylaw Services	071	Hourly	\$69.53	\$87.64	\$69.53	\$87.64
		Annual	\$136,077.91	\$171,507.63	\$145,120.10	\$182,904.08
Manager, Engineering Services	072	Hourly	\$78.50	\$98.77	\$78.50	\$98.77
		Annual	\$153,630.05	\$193,290.51	\$163,838.55	\$206,134.40
Manager, Financial Services	077	Hourly	\$79.45	\$99.23	\$79.45	\$99.23
		Annual	\$155,474.21	\$194,201.74	\$165,805.26	\$207,106.19
Manager, Health and Safety Services	305	Hourly	\$68.70	\$96.37	\$68.70	\$96.37
		Annual	\$134,465.90	\$188,599.70	\$143,384.76	\$201,136.64
Manager, Human Resources	073	Hourly	\$75.80	\$98.55	\$75.80	\$98.55
		Annual	\$148,336.20	\$192,856.58	\$158,192.94	\$205,671.64
Manager, Land and Building Services	246	Hourly	\$70.93	\$88.35	\$70.93	\$88.35
		Annual	\$138,811.61	\$172,896.18	\$148,035.46	\$184,384.89
Manager, Legislative Services	220	Hourly	\$64.99	\$80.76	\$64.99	\$80.76
		Annual	\$127,182.51	\$158,056.05	\$135,633.61	\$168,558.66
Manager, Operations	179	Hourly	\$72.89	\$91.37	\$72.89	\$91.37
		Annual	\$142,651.82	\$178,819.21	\$152,130.84	\$190,701.51
Manager, Parks and Community Development	206	Hourly	\$66.70	\$83.62	\$66.70	\$83.62
		Annual	\$130,523.71	\$163,653.64	\$139,196.83	\$174,528.20
Manager, Planning and Sustainability Services	249	Hourly	\$70.93	\$88.35	\$70.93	\$88.35
		Annual	\$138,811.61	\$172,896.18	\$148,035.46	\$184,384.89
Manager, Property Management	296	Hourly	\$78.50	\$98.77	\$78.50	\$98.77
		Annual	\$153,630.05	\$193,290.51	\$163,838.55	\$206,134.40
Manager, Recreation and Facility Services	175	Hourly	\$66.81	\$83.68	\$66.81	\$83.68
		Annual	\$130,740.67	\$163,762.12	\$139,428.21	\$174,643.89
Manager, Strategic Communications	149	Hourly	\$82.84	\$98.62	\$82.84	\$98.62
		Annual	\$162,113.22	\$193,008.46	\$172,885.42	\$205,833.61
Manager, Strategic Funding	321	Hourly	\$63.29	\$83.78	\$63.29	\$83.78
		Annual	\$123,825.07	\$163,929.99	\$132,080.07	\$174,858.66
Manager, Transit Services	130	Hourly	\$66.14	\$88.46	\$66.14	\$88.46
		Annual	\$129,438.90	\$173,113.14	\$138,039.94	\$184,616.27
Manager, Water and Waste Services	208	Hourly	\$72.57	\$91.75	\$72.57	\$91.75
		Annual	\$142,022.64	\$179,556.88	\$151,459.85	\$191,488.19

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SECTION TWO CONFIDENTIAL EXCLUSION

ATTENDANCE AND HOURS OF WORK

121. Salary ranges for Employee's covered by Section Two of this bylaw are set out in Schedule "B".
122. Each standard work day will include a one-hour unpaid meal break (scheduled as close to the mid-point of the work day as possible) and two 15-minute rest breaks (scheduled approximately mid-way through each half day).
123. When determined to be an operational necessity, the City Manager may require Employees to work non-standard days and hours. It is a condition of employment that all Employees covered under this bylaw will be available for unscheduled work duties.
124. Employees and the Employer by mutual agreement may introduce daily flexible work hours so long as such arrangements do not result in additional costs/premiums, and without interrupting the delivery of City services or otherwise reducing the resources necessary to meet operational requirements.
125. Confidential Exclusion Employees who are required to work outside of their standard hours of work will be paid at the prevailing rate of pay for the actual time spent at work.
126. Employees who have the approval of their direct manager and who are required to attend conferences or any training/ professional development courses required to maintain the certifications specified in the Position Description during non-standard work hours will be paid at straight time for the actual time spent at the conference or attending training/professional development courses.

SALARIES, CLASSIFICATIONS

127. Employees covered by this bylaw will be paid in accordance with the classifications and salary ranges set out in Section Two Schedule "B" which forms part of this bylaw. No qualified Employee shall receive less than the minimum rate specified for the position.
128. Where an existing classification or position is modified or a new classification or position is created by the City to address operational needs, budgetary constraints or to fulfil human resources objectives, the classification for the position will be determined through the City's job evaluation committee. New positions may be added to Schedule "B" during the life of the bylaw with the agreement of the City Manager.
129. If market realities demonstrate a significant deviation from the City's pay rates as detailed in this bylaw then a temporary market adjustment can be established for the position that will be reviewed and amended each time this bylaw is renewed.
130. In extraordinary circumstances and for bone fide emergencies, Employees may be paid in excess of the established pay rate at the discretion of the City Manager.

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131. Prior to receiving any pay, all Employees covered under this bylaw will take and subscribe the oath or affirmation set out in Attachment "B".
132. Pay for Employees covered under this bylaw will be direct deposited every second Wednesday. Employees will receive a statement (pay advice) indicating total pay and deductions for each pay period.

Overtime

133. Confidential Exclusion employees are eligible for overtime accruals and pay according to this section.
134. Approved hours of overtime will be paid or accrued as compensatory time at the following rates:
 - (1) Time and one-half for the first two hours outside the regular shift and double time thereafter.
 - (2) Time and one-half for the first seven and one half hours, as applicable, worked on an Employee's first day of rest, and double time thereafter.
 - (3) Double time for all hours worked on an Employee's second day of rest or any general holiday or day observed as such under the terms of this bylaw, or if instructed by the Employer to return to work while on annual vacation.
 - (4) Double time pay for working on a general holiday (or day observed as such) is in addition to any general holiday pay that an Employee may be entitled to under other provisions of this bylaw.
135. Confidential Exclusion Employees required to work:
 - (1) through the regular established lunch period shall be paid the applicable overtime rate for the time of the lunch period and also be given ½ hour to consume the meal before or after the regular lunch period at the regular rate of pay;
 - (2) overtime which is arranged prior to the completion of their regular shift, and scheduled to be worked prior to the commencement of their next regular shift (excluding days of rest and general holidays), shall be paid according to this section;
 - (3) on their scheduled day of rest, or on a general holiday or day observed as such, shall receive a minimum of four hours pay at the prevailing overtime rate.
136. Confidential Exclusion Employees called-out to work outside their regular shift shall be paid for a minimum of four hours at the prevailing overtime rate, except when called-out immediately prior to their regular starting time shall be paid at time and one-half for a minimum of two hours.

Compensatory Leave

137. Overtime hours earned by an employee may at the employee's option be accrued as compensatory leave at the applicable overtime provision. In any calendar year, employees may only use a maximum equivalent of three standard work weeks of compensatory leave for leave requests.

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138. Any remaining compensatory leave shall be paid out at a time convenient to the employee subject to the following restrictions;
- (1) Compensatory leave credits, which remain unused at the end of the calendar year, may be carried over into the following year.
 - (2) Carried over credits which remain unused at August 31 of the current year shall be paid by the employer.
139. Compensatory leave shall be approved for leave requests of a minimum of one hour or greater subject to the operating requirements of the Employer.

Performance Evaluation

140. A performance review and evaluation of each Employee will be conducted annually.

Performance Reward

141. The Employer may grant Employees a performance award as defined in the relevant administrative directive.

Acting Pay

142. Employees who are temporarily assigned to a higher paying position/ classification shall receive an additional five percent of their salary or the minimum salary range for the new classification (whichever is higher), for all hours worked in the position. Acting pay will continue for all days worked during the full period of the assignment (including statutory holidays). Employees on an approved absence during an acting assignment will be paid at their regular rate of pay as defined in the Acting Assignment Administrative Directive.
143. Employees requested to assume the duties of a manager, director or City Manager, or whose job descriptions outline this responsibility, will be paid at the appropriate salary range for all hours worked in the position. The Employee will receive either an increase of ten percent or Step 1 of the salary range for the higher classification, whichever is greater. Under no circumstances will the Employee receive more than the maximum for the range.

Increment Date

144. Confidential Exclusion employees not at the top of the pay range will have their annual salary reviewed on their increment date. Satisfactory performance will result in the Employee moving up to the next Step up to the maximum for that Range.
145. The increment date of an employee shall be the anniversary of the date of commencement of continuous service except that where an employee has been reclassified with a resulting salary increase or promotion, the increment date shall become the anniversary of the date of reclassification or promotion.

Promotion

146. Upon promotion to a higher classified position, an Employee will either receive the minimum salary rate of the applicable range for the new position or a salary increase of ten percent.

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Reclassification

147. When an Employee's position is reclassified to a higher salary range, the Employee will be granted a 5% salary increase, not to exceed the maximum of the new range. Where the minimum of the new salary range is more than 5% above the Employee's previous salary, the Employee will receive the minimum of the new range as outlined in the Job Evaluation Plan.
148. Employees will not have a salary reduction if their position is reclassified downward. However, the Employee will not be eligible for further wage increases until such time as their salary is less than the maximum of the reclassified range.
149. When an Employee's position is reclassified but remains in the existing salary range, the Employee's salary will remain unchanged.

Retroactive Pay

150. Employees who die or retire during a period covered by a retroactive pay adjustment will receive, or their estate shall receive, any salary benefit accruing.

ILLNESS

Wage Indemnity

151. Employees claiming non-occupational illness or accident for more than six consecutive days must apply for Wage Indemnity. The City's benefit carrier will determine whether the Wage Indemnity Policy entitlement conditions are met. Questions as to whether an Employee has met the Wage Indemnity Policy entitlement conditions shall be a matter between the Employee and the claims adjudicator.
152. If the Wage Indemnity claim is approved, Employees are entitled to time off with pay for a maximum of 17 weeks from the first day of hospitalization, accident or approved illness in accordance with the following schedule:

Wage Indemnity Entitlements for Approved Claims	
Completed Continuous Employment	Maximum Benefits
First 90 days	No provision
90 days to 1 year less 1 day	4 weeks at full pay, 13 weeks at 2/3 pay
1 year to 2 years less 1 day	7 weeks at full pay, 10 weeks at 2/3 pay
2 years to 3 years less 1 day	10 weeks at full pay, 7 weeks at 2/3 pay
3 years to 4 years less 1 day	13 weeks at full pay, 4 weeks at 2/3 pay
Over 4 years	17 weeks at full pay

153. Successive periods of disability separated by less than 30 days of continuous employment will be considered one period of disability at the discretion of the claims adjudicator.

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Long Term Disability

154. Employees who are continuously disabled due to a non-occupational illness or accident for a period in excess of 17 weeks may be eligible to receive Long Term Disability payments. The claims adjudicator will determine whether an Employee is eligible to receive long-term disability payments under the provisions of the long-term disability plan. Any questions regarding an Employee's eligibility for long-term disability benefits shall be a matter between the Employee and the claims adjudicator. Such matters must be pursued under the terms of the long-term disability plan.
155. Long Term Disability payments shall continue until the Employee is able to return to full time employment, reaches age 65, or ceases to meet the entitlement conditions of the insurer, whichever is earlier.
156. 100% of the Long Term Disability premium will be paid by the Employee.

Schedule "B" Employees

157. Payments will be based upon 60% of the monthly earnings to a maximum benefit of \$4,000.00 per month.

MEDICAL AND GROUP INSURANCE

Basic Medical Insurance

158. All Employees, whether full time, part time, **temporary** or casual, shall participate in the Yukon Health Care Insurance Plan unless otherwise exempted.

Extended Health, Life and AD&D:

159. On the first of the month following 60 days of continuous employment, permanent Employees eligible for Group Benefit Coverage will be enrolled in the following benefits:
- Extended Health Care Plan;
 - Group Life Insurance \$25,000 or one times the employee's annual salary, whichever is greater;
 - Accidental Death and Dismemberment Insurance \$100,000.00.

The premiums shall be cost shared on the basis of 90% by the Employer and 10% by the employee.

Dental Plan

160. On the first of the month following 60 days of continuous employment, eligible permanent Employees shall be enrolled in a dental plan which shall include orthodontic procedures coverage.

The premiums shall be cost shared on the basis of 90% by the Employer and 10% by the employee.

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REGISTERED RETIREMENT SAVINGS PLAN/CAAT Pension Plan

161. Upon the commencement date of hire, Permanent Employees shall enrol in the Employer's Group Registered Retirement Savings Plan.
- (1) All moneys remitted on behalf of the Employee shall be immediately vested with the Employee.
 - (2) Employees cannot withdraw from the Group Registered Retirement Savings Plan until termination or retirement from their employment with the City of Whitehorse, with the exception of withdrawals for home ownership, Lifetime Learning Plan, and/or settlement from marriage break-ups.

Schedule "B" Employees

162. All permanent Schedule "B" employees shall enrol in the Employer's Group Registered Retirement Savings Plan (RRSP) which is subject to the specific provisions of federal legislation. The minimum contribution is 12.5% of which the employer contributes 8% over salary and the employee contributes 4.5%.
163. The Employer is committed to working toward implementing the CAAT DB Plus Pension Plan for all eligible Permanent Employees within the term of this Agreement provided there is no additional cost to the Employer. Permanent Employees hired after implementation of the Pension Plan shall enroll in the Pension Plan.
164. The Pension Plan contributions shall total a minimum of 12.5% of which the Employer shall contribute 8% and the employee shall contribute a minimum of 4.5%.
165. After implementation of the Pension Plan, the Plan will replace the current Registered Retirement Savings Plan in the Agreement.

LEAVES

166. Employees have access to a number of paid leaves within this bylaw. If the Employee exhausts the number of paid days available in this bylaw to cover a leave for a purpose that is substantially similar to a leave identified within the *Yukon Employment Standards Act*, time off without pay shall be provided up to the amount of days contained in such Act.

General Holidays

167. Employees will receive 14 designated general holidays with pay annually. For each such holiday, Employees will be paid their regular earnings. Employees will receive holiday pay even if the holiday falls on a Saturday, Sunday, or on an Employee's day of rest, the next working day shall serve as the general holiday. The designated general holidays shall be:

New Year's Day
Heritage Day
Good Friday

Easter Monday

Discovery Day
Labour Day
National Day for Truth and Reconciliation
Thanksgiving Day

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Victoria Day
National Indigenous Peoples' Day
Canada Day

Remembrance Day
Christmas Day
Boxing Day

and any other day declared or proclaimed a holiday by the Canadian or Yukon governments or the City of Whitehorse.

168. General Holiday pay provisions will prevail where an Employee, employed for a period of six months, is off work due to any circumstances for which compensation under the *Worker's Compensation Act* is receivable.
169. When a general holiday falls within an Employee's scheduled vacation, the Employee will receive one additional day of vacation leave in lieu of each such general holiday.

Vacation Leave

170. Employees who receive pay for at least ten days in a calendar month are entitled to vacation leave in accordance with the following schedule:

Years of Service	Monthly Accrual
1 year and less than 2 years	12.50 hours
2 years and less than 5 years	15.62 hours
5 years and less than 10 years	18.75 hours
10 years and less than 20 years	21.87 hours
20 years and over	25.00 hours

171. Employees are encouraged to use their accrued paid vacation time for rest, relaxation, and personal pursuits.
172. Employees may carry vacation leave credits forward for a maximum of two years. At December 31st of each year the Employer will pay Employees all unused accumulated vacation leave credits in excess of the number of days that were accumulated during the two-year period.
173. Vacation leave may not be taken until it has been earned, with the exception that an Employee who has completed at least one year of continuous service may be granted up to one week of vacation leave in advance.
174. The Employer shall make a reasonable effort to grant an Employee the period of vacation leave requested.
175. Upon termination, permanent and probationary Employees shall be paid for all unused accumulated vacation leave, such payment to be calculated by multiplying the daily rate (based on the Employee's current salary) by the number of hours leave outstanding.

Non-Occupational Illness or Accident Leave

176. Upon completion of 90 days of continuous service all permanent employees shall be granted sick leave when the employee must be absent from work by reason of bona

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fide non-occupational illness or accident, medical, dental or health professional appointment.

177. In order to qualify for paid time off due to illness, Employees unable to report for scheduled shifts shall notify their immediate supervisor prior to the starting time of the working day or as soon after the beginning of the working day as possible.
178. On January 1 each year, Employees will be granted ten Illness or Accident Leave days to be used for non-occupational illnesses less than six consecutive business days. The wage indemnity provisions of this bylaw shall govern absences in excess of six consecutive working shifts for all Employees when qualified.
179. Employees are required to use other accrued leaves pending a decision of qualification for Wage Indemnity. If the claim is approved, accrued leaves for the approved period will be reversed back to the Employee.
180. The Employer may require an Employee to undergo an independent medical examination or produce additional medical evidence (acceptable to the Employer) to substantiate any period of absence claimed to be illness.
181. Unused illness or accident leave at the end of the calendar year will not be carried over or paid out.

Special Leave

182. The City of Whitehorse recognises that there may be occasions when employees need to take time off work for reasons that do not necessarily fall under normal leave provisions.
183. Any special leave granted is always on the provision that it is subject to the operational needs of the work area of the particular employee and requires prior permission.
184. The aim of the special leave provisions of this bylaw is to provide a framework that enables employees to request a reasonable period of paid leave when personal circumstances **or community commitments** occur.
185. It is recognised that it is not possible to cover all circumstances where special leave may be appropriate. For specific examples please refer to the Special Leave Administrative Directive or for exceptional circumstances, please contact the Human Resources department.
186. Employees are expected to use special leave with a view toward responsibly balancing their work and personal requirements.
187. **Upon hiring, permanent Employees will be advanced three (3) days Special Leave. Should the Employee leave the Employer prior to 90 days the Special Leave shall be prorated and any amount owing will be recovered from the Employee.**
188. Each month, **permanent** Employees will be credited with .75 additional special leave days for each completed calendar month in which the Employee has received pay for at least an equivalent of two standard work weeks in the calendar month.

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189. Special leave use is subject to the approval of the Employee's supervisor/ manager who may ask the nature of the leave and the length of the leave required. The supervisor/manager may also ask for proof of the need for the leave.

Restrictions

190. An Employee is not entitled to take special leave while the Employee is on:
- (1) Pre-retirement vacation leave (this is the period of vacation leave often taken prior to retirement);
 - (2) Leave of absence without pay;
 - (3) Suspension; or
 - (4) Long-term disability benefits.
191. Special leave cannot be used to supplement/increase weekly indemnity, vacation, maternity, paternity, adoption, or parental leave.
192. Special leave days have no accrued value other than for authorized paid time off. There is no entitlement to have unused special leave days paid out at any time, including upon termination of employment for any reason. The maximum number of days within the Employee's special leave reserve is limited to 25 days at any given time, and special leave days will not accrue above 25 days at any given time.
193. Definition of family for the purposes of special leave:
- spouse or common-law partner resident with the employee;
 - children (including foster children or children of spouse or common-law partner), stepchildren, son-in-law, daughter-in-law and grandchildren,
 - parents (including step-parents and foster-parents), father-in-law, mother-in-law, step-in-laws and grandparents;
 - brothers and sisters, brothers-in-law and sisters-in-law;
 - **aunts, uncles, nieces and nephews;**
 - any relative residing in the employee's household or with whom the employee permanently resides.

Injury on Duty Leave

194. Permanent Employees who are injured on the job and have their claim approved by the Workers' Safety Compensation Board (WSCB) shall be granted Injury on Duty Leave with pay for such reasonable period as may be determined by the WSCB.
195. Where such leave is granted, permanent Employees shall assign to the Employer all payment received from the Workers' Safety Compensation Board covering the period of Injury on Duty Leave. Non-permanent Employees on leave due to an approved WSCB claim will receive compensation directly from WSCB.

Maternity Leave

196. An Employee qualifying under the *Yukon Employment Standards Act* shall be entitled to request maternity leave in accordance with the provisions of the *Yukon*

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Employment Standards Act. The following provisions shall apply only to permanent employees:

- (1) After completion of one year of continuous employment, an employee who:
 - (a) Agrees to return to work for a period of at least six months after the expiry of maternity leave, and
 - (b) Provides the Employer with proof that they have applied for, is entitled to and in receipt of unemployment insurance benefits pursuant to the Employment Insurance Act,shall be paid a maternity leave allowance in accordance with the Supplementary Employment Insurance Benefit (SEIB) Plan.
- (2) An employee under paragraph (1)(a) above shall sign an agreement with the Employer, providing that:
 - (a) they will return to work after the expiry of her maternity leave, unless this date is modified with the Employer's consent; and
 - (b) they will work for a period of at least six months after her return to work.
- (3) Should the employee fail to return to work as per the provisions of subparagraphs (2)(a) and (b) above for reasons other than death, lay-off or disability, the employee agrees that they are indebted to the Employer for the full amount received as maternity leave allowance.
- (4) In respect of the period of maternity leave, maternity leave allowance payments made according to the Supplementary Employment Insurance Benefit plan will consist of the following:
 - (a) where the employee is subject to a waiting period of one week before receiving employment insurance maternity benefits, an allowance of 93 percent of her weekly rate of pay for each week of the waiting period, less any other monies earned during this period; and
 - (b) for up to a maximum of 15 weeks, payments equivalent to the difference between the Employment Insurance benefits that the employee received at the actual time of the maternity leave and 93 percent of her weekly rate of pay, less any other monies earned during this period.
 - (c) The duration of the allowance will be reduced by any time spent on short-term disability.
 - (d) Where an employee has received the full 15 weeks of maternity benefit under Employment Insurance and thereafter remains on maternity leave without pay, they are eligible to receive a further maternity allowance for a period of one week, equivalent to 93 percent of her weekly rate of pay, less any other monies earned during this period.
- (5) The weekly rate of pay referred to in paragraph (4)(d) above shall be:

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- (a) for a full-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which they are entitled on the day immediately preceding the commencement of her maternity leave;
 - (b) for a part-time employee, the weekly rate of pay for the classification prescribed in her certificate of appointment to her position to which they are entitled on the day immediately preceding the commencement of her maternity leave, multiplied by the fraction obtained by dividing the part-time employee's assigned regular weekly hours of work averaged over the preceding six month period of continuous employment by the regularly scheduled full-time weekly hours of work for the employee's classification;
 - (c) where an employee becomes eligible for a pay increase or an economic adjustment during the SEIB Plan period set out in paragraphs (4)(a) to (d), the employee's weekly rate of pay in subparagraphs (5)(a) and (b) above shall be adjusted accordingly.
 - (6) A regular employee who is on lay-off status shall not be entitled to receive any allowance payment under the SEIB Plan pursuant to paragraph (4) above.
 - (7) For the purpose of payments received under the Supplemental Employment Benefit Plan, the Plan shall provide that the employees have no vested right to payment under the plan except to payments during a period of unemployment specified in the plan.
 - (8) An employee's continuous service date will not be advanced by the amount of the maternity leave taken.
197. There shall be no duplication or overlap with the parental leave provisions of this bylaw.

Parental Leave

198. An Employee qualifying under the *Yukon Employment Standards Act* shall be entitled to request parental leave without pay in accordance with the provisions of the *Yukon Employment Standards Act*. There shall be no duplication or overlap with the maternity and adoption leave allowance provisions of this bylaw.
199. In respect of the period of parental leave, parental leave allowance payments made according to the Supplementary Employment Insurance Benefit plan will consist of the following:
- (1) where the employee is subject to a waiting period of one week before receiving employment insurance parental benefits, an allowance of 93e percent of the employee's weekly rate of pay for the waiting period, less any other monies earned during this period. (An employee's continuous service date will not be advanced by the amount of the parental leave taken.

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Compassionate Care Leave

200. An employee requesting leave of absence for compassionate reasons in accordance with the *Employment Insurance Act* will be given special consideration, and may be required to substantiate the reason before beginning the leave, and where not possible, before returning to work.
201. Where the employee is subject to a waiting period of one week before receiving Employment Insurance compassionate care leave benefits, the Employer will provide an allowance according to the Supplementary Employment Insurance Benefit Plan of 93 percent of his/her weekly rate of pay for the waiting period, less any other monies earned during this period.
202. No employee shall lose seniority, nor will an employee's continuous service date be advanced by the amount of compassionate leave taken.

Family Caregiver Leave

203. An employee requesting leave of absence for critical illness reasons of family in accordance with the *Employment Insurance Act* will be given special consideration, and may be required to substantiate the reason before beginning the leave, and where not possible, before returning to work.
204. Definition of 'family member' as defined in the Employment Insurance Regulations (Canada) includes immediate family and other relatives, as well as other individuals considered to be like family regardless of marriage, common-law partnership, or legal parent-child relationships.
205. Where the employee is subject to a waiting period of one week before receiving Employment Insurance Critical Illness leave benefits, the Employer will provide an allowance according to the Supplementary Employment Insurance Benefit Plan of 93 percent of his/her weekly rate of pay for the waiting period, less any other monies earned during this period.
206. No employee shall lose seniority, nor will an employee's continuous service date be advanced by the amount of critical illness leave taken.

Court Leave

207. Employees summoned to jury duty, subpoenaed as a witness, or attending court proceedings and providing proof shall be granted leave with pay. It is understood that any compensation received in connection with these activities shall be remitted to the Employer.

Leave Without Pay

208. Following guidelines in the administrative directive and under special circumstances where operational efficiency will not be adversely affected, leave without pay may be granted to an Employee. All applications for leave without pay in excess of ten working days are subject to the City Manager's approval.
209. Except where provided otherwise by statute, an Employee who has been granted leave without pay which results in that Employee receiving less than the equivalent of two standard work weeks of pay in any calendar month may be required to prepay

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the full cost of medical and group insurance plan premiums in order to maintain benefit coverage for the period of leave.

210. Except where provided otherwise by statute, Employees who have for any reason been granted leave without pay in excess of thirty calendar days will have their increment date and Continuous Service date advanced by the total amount of leave taken.
211. Applications for leave without pay should be submitted at least 31 calendar days in advance of the intended commencement date of the leave if at all possible. The Employee shall receive written notification of the decision within 14 calendar days of the date of application.

ALLOWANCES

Health and Wellness Spending Allowance

212. As of January 1, 2023 all permanent Employees will be eligible to receive a health and wellness spending allowance each year to a maximum of \$2,500.00. Any permanent Employee hired after January 1 will receive a pro-rated amount of health and wellness spending allowance, based on the number of months remaining in the fiscal year.
213. Submissions must be made by December 31st of each year to be eligible.
214. The health and wellness spending allowance will be paid to the total amount of submitted receipts for health related spending, for the Employee or any member of the Employee's immediate family subject to approval by the City and any applicable policies or administrative directives.
215. Definition of Immediate Family for the purpose of health spending allowance:
- spouse or common-law partner resident with the employee;
 - dependent children (including foster children or children of spouse or common-law partner).

Long Service Bonus

216. Permanent Employees are entitled to the following yearly long service bonus:

5 years and less than 10 years	2% of base salary
10 years and less than 15 years	3% of base salary
15 and more years of service	4% of base salary

217. The long service bonus shall become payable in the pay period containing the Employee's continuous service date.
218. Employees who are entitled to a long service bonus and who terminate prior to completion of a further full year of continuous service shall be entitled to a long service bonus on a pro rata basis proportional to the completed months of service since their last long service bonus entitlement date.

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Retirement Allowance

219. An Employee who retires from employment at the city in accordance with the relevant administrative directive will receive a retirement allowance in the amount of two weeks' pay for the first completed year of service and one week's pay for each succeeding complete year of employment to a maximum of 28 weeks, less any period in respect of which severance, retirement or resignation allowance was previously granted.

Resignation Allowance (non-culpable)

220. An Employee with a continuous service date before October 1, 2016 who has five or more years of continuous service shall on resignation receive resignation allowance in the amount of two weeks' pay for the first completed year of service and one week's pay for each succeeding complete year of employment to a maximum of 28 weeks, less any period in which the Employee was previously granted severance, retirement or resignation allowance.
221. Employees with a continuous service date on or after October 1, 2016 shall not be eligible for a resignation allowance.

Yukon Bonus

222. Permanent Employees with one or more years of continuous service will receive an annual Yukon Bonus travel benefit in the amount of \$2,900.00. Terminating Employees are entitled to a payment on a pro-rated basis proportional to the number of completed months of service since their last eligibility date.
223. Part time employees who have completed one or more years of continuous service shall be entitled to receive a Yukon Bonus travel benefit on a pro rata basis and be entitled to the Yukon Bonus each subsequent year of continuous service thereafter.
224. Unless the employee provides written direction otherwise to the Employer, the Yukon Bonus travel benefit shall be paid out as a taxed benefit. Such benefit shall be automatically paid out in the pay period immediately following the entitlement date and prior to December 31st of each year.

DISCIPLINE, SUSPENSION AND TERMINATION

225. Termination of employment for the purposes of this bylaw is also deemed to be the revocation of the appointment of the Employee (as applicable). Subject to the terms of this bylaw or any applicable legislation, the discipline, suspension and termination of employment of an Employee shall be governed by the terms of this bylaw.
226. The City may discipline an Employee for any material breach of this bylaw or any other City bylaw or resolution, any material breach of any of the City's policies, procedures, administrative directives and practices, and any other conduct deemed by the City to be inappropriate for an Employee.
227. When imposing discipline on an Employee, the City shall attempt to correct behaviour through the application of progressive discipline. However, it is within the sole discretion of the City to determine the level of discipline appropriate under each

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circumstance including verbal warnings, written warnings, demotions, suspensions with or without pay and termination of employment.

228. The City may invoke non-disciplinary leaves with or without pay pending the outcome of disciplinary investigations made pursuant to section 230 and such non-disciplinary leaves do not constitute discipline, a suspension or termination/dismissal for the purposes of this section of the Bylaw until a decision to impose discipline or termination is made and communicated to the employee.
229. In addition to any other termination provisions provided for in the Bylaw, the employment relationship between the City and the Employee may be terminated in any of the following manners:
- (1) By written agreement between the City and the Employee.
 - (2) By the Employee, upon providing written notice of resignation to the City equivalent to notice outlined by Employment Standards Act of Yukon. The City may waive such notice in whole or in part and if it does so then the Employee shall be entitled to payment of salary in lieu of any of the remaining notice period, not to exceed the period required under the Employment Standards Act of Yukon.
 - (3) By the Employee retiring pursuant to the retirement allowance provision in this bylaw.
 - (4) By the City, at any time without any notice or pay in lieu of notice, for Cause. "Cause" shall include, but not be limited to:
 - (a) conduct by the Employee that brings or has the potential to bring the City or its representatives into public disrepute or ridicule;
 - (b) unauthorized disclosure of confidential information or documents received or obtained by Employee in the course of employment without the written consent of council;
 - (c) use of such confidential information or documentation for the Employee's benefit or gain;
 - (d) significant or repetitive breaches of the City's bylaws, resolutions, policies, procedures, administrative directives, or practices; and
 - (e) any conduct that would constitute just cause for termination pursuant to the common law governing employment contracts.
230. For Employees other than casual and temporary Employees, the employment relationship may be terminated by the City for any reason at its sole discretion, on a without cause basis, by providing the Employee three months of notice during the first two years of employment plus one additional month of notice for each completed year of employment commencing upon completion of two years of employment, up to a maximum total notice of twelve months.
- (1) The City may at its sole discretion provide notice as written working notice, payment of base salary in lieu of notice, or any equivalent combination of written notice and base salary in lieu of notice.

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- (2) The City may at its sole discretion provide the payment of base salary in lieu of notice through salary continuance instalments and make such payments conditional on the Employee taking reasonable steps to search for new employment.
 - (a) The City may at its sole discretion cease salary continuance payments upon the Employee obtaining new employment or income.
 - (3) The provision to the Employee of any payment of salary in lieu of notice greater than the minimum notice required by the *Employment Standards Act* is conditional on the Employee providing a signed release from any legal claims against the City and confidentiality agreement about the affairs of the City in a form satisfactory to the City.
- 231. The employment of Temporary Employees will terminate at the end of the fixed term established by the City for the Temporary Employee unless terminated earlier by the City providing the minimum notice or pay in lieu of notice required by the *Employment Standards Act* (if any).
- 232. Unless otherwise agreed to in writing by the City, there is no obligation to provide any amount of work to Casual Employees, continue their employment for any period of time or provide any notice of termination of employment or pay in lieu of notice, unless otherwise required by the *Employment Standards Act* and then only the minimum entitlement will be provided.
- 233. Where notice is required pursuant to this bylaw and any applicable laws, all of the City's obligations related to the employment of an Employee and this bylaw are fully discharged and the rights of the Employee fully and fairly satisfied upon the City providing the greater of the notice or pay in lieu of notice pursuant to this section and the minimum entitlement pursuant to the *Employment Standards Act*. All notice pursuant to this section is inclusive of the entitlements pursuant to the *Employment Standards Act*.
- 234. If the employment relationship is terminated in accordance with this section then all remuneration and benefits shall cease immediately upon the effective date of termination unless expressly stated otherwise in this bylaw, agreed to in writing by the City or required by the *Employment Standards Act*, and the Employee shall have no further legal claim of any kind against the City arising out of the termination of employment or arising out of this bylaw.

GENERAL PROVISIONS

- 235. Employees required by the Employer to complete a driver's examination during their regular work schedule will be paid for their time at the applicable rate of pay.
- 236. If, in the opinion of the Employer, a medical examination of an Employee is required, the Employee will be paid for the time spent with the doctor and the cost of the examination shall be borne by the City.
- 237. Any Employee suffering injury while on the job must report immediately, or as soon as practicable, to the Supervisor, his replacement or the nearest medical officer.

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238. Conflict of interest rules as set out in Council's Employee Code of Conduct Policy will apply to all Employees.
239. The City Manager may choose to grant to an Employee additional discretionary benefits over and above those described by this bylaw, if they, further to consultation with Human Resources, is satisfied that special circumstances warrant such a decision.
240. To encourage use of public transit and the Canada Games Centre, the Employer shall reimburse 50% of the cost of a pass on the city operated public transit system and 50 percent of the cost for an Employee to purchase a membership pass (single or family) for the Canada Games Centre. For the purposes of this section, family means an Employee's spouse and children living in the Employee's residence.

BYLAW REPEAL

241. Bylaw 2020-33, including all amendments thereto, is hereby repealed.

APPLICATION AND DURATION

242. This bylaw shall be deemed to have been in full force and effect on and from January 1, 2023.
243. This bylaw is subject to amendment by Council from time to time.
244. It is intended that this bylaw will be brought forward for amendment prior to December 31, 2025.
245. The following economic increases for Management and Confidential Exclusion employees shall be effective as indicated in the salary schedules included hereto as Schedule "A" and "B" and forming part of this bylaw:

<u>Increase Effective Date</u>	<u>Percentage</u>
January 1, 2023	4.5%
January 1, 2024	3%
January 1, 2025	3%

FIRST and SECOND READING: November 27, 2023
THIRD READING and ADOPTION:

Laura Cabott, Mayor

Corporate Services

Management and Confidential Exclusion Employment Bylaw 2023-35

SCHEDULE “B”

Confidential Exclusion Employees		
Administrative Assistant, Human Resources	247	9
Assistant, City Clerk	005	12
Specialist, Benefits and Disability Management	286	15
Coordinator, Communications	245	11
Specialist, Communications	181	12
Executive Assistant, Corporate Services	232	11
Executive Assistant, Mayor and City Manager	080	11
Coordinator, Human Resources	059	10
Generalist, Human Resources	240	13
Specialist, Labour Relations	285	15
Specialist, Occupational Health and Safety	107	14
Specialist, Training and Education	304	15

Management and Confidential Exclusion Employment Bylaw 2023-35

Effective January 1, 2023 to December 31, 2023					
Increase of 4.5%		37.5 Hours per week			
		Step 1	Step 2	Step 3	Step 4
Range 7	Hourly	\$31.57	\$33.43	\$35.29	\$37.13
	Annual	\$61,768.79	\$65,408.26	\$69,047.73	\$72,646.31
Range 8	Hourly	\$33.04	\$34.99	\$36.95	\$38.89
	Annual	\$64,651.74	\$68,454.78	\$72,298.72	\$76,101.76
Range 9	Hourly	\$34.61	\$36.63	\$38.67	\$40.70
	Annual	\$67,718.71	\$71,664.88	\$75,651.94	\$79,639.00
Range 10	Hourly	\$36.37	\$38.50	\$40.64	\$42.76
	Annual	\$71,153.72	\$75,324.80	\$79,516.32	\$83,666.96
Range 11	Hourly	\$38.42	\$40.66	\$42.92	\$45.19
	Annual	\$75,181.67	\$79,557.21	\$83,973.65	\$88,410.54
Range 12	Hourly	\$40.68	\$43.09	\$45.46	\$47.86
	Annual	\$79,598.11	\$84,300.80	\$88,942.14	\$93,644.83
Range 13	Hourly	\$43.14	\$45.68	\$48.21	\$50.75
	Annual	\$84,403.03	\$89,371.52	\$94,319.57	\$99,288.06
Range 14	Hourly	\$45.92	\$48.60	\$51.33	\$54.01
	Annual	\$89,841.79	\$95,096.53	\$100,433.06	\$105,667.36
Range 15	Hourly	\$49.06	\$51.93	\$54.81	\$57.70
	Annual	\$95,996.18	\$101,598.51	\$107,241.74	\$112,905.41

Management and Confidential Exclusion Employment Bylaw 2023-35

Effective January 1, 2024 to December 31, 2024					
Increase of 3%		37.5 Hours per week			
		Step 1	Step 2	Step 3	Step 4
Range 7	Hourly	\$32.52	\$34.43	\$36.35	\$38.24
	Annual	\$63,621.85	\$67,370.51	\$71,119.16	\$74,825.70
Range 8	Hourly	\$34.05	\$36.04	\$38.06	\$40.06
	Annual	\$66,622.23	\$70,508.43	\$74,467.68	\$78,384.81
Range 9	Hourly	\$35.65	\$37.73	\$39.82	\$41.92
	Annual	\$69,750.27	\$73,814.82	\$77,921.50	\$82,028.17
Range 10	Hourly	\$37.46	\$39.65	\$41.86	\$44.04
	Annual	\$73,288.33	\$77,584.54	\$81,901.81	\$86,176.96
Range 11	Hourly	\$39.58	\$41.88	\$44.21	\$46.54
	Annual	\$77,437.12	\$81,943.93	\$86,492.86	\$91,062.85
Range 12	Hourly	\$41.90	\$44.38	\$46.82	\$49.30
	Annual	\$81,986.05	\$86,829.82	\$91,610.41	\$96,454.18
Range 13	Hourly	\$44.43	\$47.05	\$49.65	\$52.27
	Annual	\$86,935.12	\$92,052.67	\$97,149.15	\$102,266.70
Range 14	Hourly	\$47.29	\$50.06	\$52.87	\$55.63
	Annual	\$92,537.04	\$97,949.43	\$103,446.05	\$108,837.38
Range 15	Hourly	\$50.53	\$53.48	\$56.45	\$59.44
	Annual	\$98,876.06	\$104,646.46	\$110,458.99	\$116,292.57

Management and Confidential Exclusion Employment Bylaw 2023-35

Effective January 1, 2025 to December 31, 2025					
Increase of 3%		37.5 Hours per week			
		Step 1	Step 2	Step 3	Step 4
Range 7	Hourly	\$33.49	\$35.47	\$37.44	\$39.39
	Annual	\$65,530.50	\$69,391.62	\$73,252.74	\$77,070.47
Range 8	Hourly	\$35.07	\$37.12	\$39.20	\$41.26
	Annual	\$68,620.90	\$72,623.68	\$76,701.71	\$80,736.36
Range 9	Hourly	\$36.72	\$38.86	\$41.02	\$43.18
	Annual	\$71,842.78	\$76,029.27	\$80,259.14	\$84,489.02
Range 10	Hourly	\$38.58	\$40.84	\$43.12	\$45.37
	Annual	\$75,486.98	\$79,912.08	\$84,358.87	\$88,762.27
Range 11	Hourly	\$40.76	\$43.14	\$45.53	\$47.94
	Annual	\$79,760.23	\$84,402.25	\$89,087.65	\$93,794.74
Range 12	Hourly	\$43.16	\$45.71	\$48.23	\$50.78
	Annual	\$84,445.63	\$89,434.71	\$94,358.72	\$99,347.80
Range 13	Hourly	\$45.76	\$48.46	\$51.14	\$53.84
	Annual	\$89,543.17	\$94,814.25	\$100,063.63	\$105,334.70
Range 14	Hourly	\$48.71	\$51.56	\$54.46	\$57.29
	Annual	\$95,313.15	\$100,887.91	\$106,549.43	\$112,102.50
Range 15	Hourly	\$52.05	\$55.09	\$58.15	\$61.22
	Annual	\$101,842.34	\$107,785.86	\$113,772.76	\$119,781.35

ATTACHMENT “A”

CASUAL, PART-TIME, AND TEMPORARY EMPLOYEES

Casual Employees

Casual Employees are excluded from all provisions of this bylaw, except as specifically provided for as follows:

General Holidays

A Casual Employee will receive general holiday pay as set out in this bylaw provided they have worked five shifts prior to the general holiday and subject to the calculations of *Yukon Employment Standards Act*.

Annual Vacation

A Casual Employee will receive vacation pay at the rate of 4% of gross earnings at each pay period consistent with the terms and conditions within the *Yukon Employment Standards Act*.

Part Time Employees

Part time Employees will be pro-rated on full-time equivalency.

Overtime

Part-time employees are not eligible for overtime until their extra hours of work bring their total work hours to 37.5 hours for the week or their daily work hours exceed seven hours and one half.

General Holidays

Part-time employees shall be compensated for general holidays by establishing the average regular hours worked and number of paid leave hours taken by the employee in the previous 10 days of work prior to the general holiday.

Temporary Employees

Temporary Employees are excluded from all provisions of this bylaw, except as specifically provided for as follows:

General Holidays

A Temporary Employee will receive general holiday pay as set out in this bylaw provided they have worked a minimum of five shifts prior to the general holiday.

Pay in Lieu of Benefits

A Temporary Employee will receive 12% of pay in lieu of benefits including 4% vacation pay each pay period effective upon the date of passage of this bylaw.

ATTACHMENT “B”

ACKNOWLEDGEMENT OF OFFICE AND SECRECY

I, _____, solemnly and sincerely swear or affirm that I will faithfully and honestly fulfil the duties that devolve upon me by reason of my employment in the public service of the City of Whitehorse and that I will not, without due authority in that behalf, disclose or make known any matter that comes to my knowledge by reason of such employment.

Signature

Sworn or affirmed before me at the City of Whitehorse,
in the Yukon Territory, this _____ day
of _____, 20____.

Manager, Human Resources