

**CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2024-06**

**DATE:** Monday, March 25, 2024  
**TIME:** 5:30 p.m.

**Mayor** Laura Cabott  
**Deputy Mayor** Michelle Friesen  
**Reserve Deputy Mayor** Ted Laking

## **AGENDA**

**CALL TO ORDER** 5:30 p.m.

**AGENDA** Adoption

### **PROCLAMATIONS**

**MINUTES** Regular Council meeting dated March 11, 2024

### **DELEGATIONS**

**PUBLIC HEARING** Zoning Amendment – Housing-Related Amendments

### **STANDING COMMITTEE REPORTS**

**Development Services Committee** – *Councillors Boyd and Murray*

**City Operations Committee** – *Councillors Curteanu and Friesen*

**Community Services Committee** – *Councillors Cameron and Laking*

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

**Corporate Services Committee** – *Councillors Laking and Curteanu*

1. Budget Amendment – Transit Decarbonization Roadmap
2. Capital Re-Budget Bylaw
3. FCM Travel Authorization
4. Resolutions for the AYC Annual General Meeting

**City Planning Committee** – *Councillors Friesen and Boyd*

1. Public Input Report – Copper Ridge Development Area Master Plan
2. Valleyview South Master Plan

### **NEW AND UNFINISHED BUSINESS**

1. Motion – Councillor Laking – Financial Impact Analysis

### **BYLAWS**

|         |  |   |
|---------|--|---|
| 2024-21 | Capital Re-Budget Bylaw                                    | 1 <sup>st</sup> and 2 <sup>nd</sup> Reading |
| 2024-24 | Fees and Charges Amendment – Development Incentives Policy | 3 <sup>rd</sup> Reading                     |

### **ADJOURNMENT**

MINUTES of REGULAR Meeting #2024-05 of the Council of the City of Whitehorse called for 5:30pm on Monday, March 11, 2024, in Council Chambers, City Hall.

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

ALSO PRESENT: A/City Manager Tracy Allen  
A/Director of Community Services Ryan Leef  
Director of Corporate Services Valerie Braga  
A/Director of Development Services Peter Duke  
Director of People and Culture Lindsay Schneider  
A/Director of Operations and Infrastructure Craig Van Lankveld

\*Indicates electronic participation

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

**CALL TO ORDER**

**AGENDA**

**2024-05-01**

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

Carried Unanimously

**MINUTES**

**2024-05-02**

It was duly moved and seconded  
THAT the Minutes of the Regular Council meeting dated  
February 26, 2024, be adopted as presented.

Carried Unanimously

**DELEGATE SUBMISSIONS**

Les Walker spoke in support of the project proposed at 200 Lobird Road and on the benefits of varying residential densification levels. The delegate also shared that residents have expressed interest in this type of development.

Les Walker – Official  
Community Plan Amendment  
– 200 Lobird Road

Dwight Chalifour, the developer/owner of 200 Lobird Road shared several sections of the Official Community Plan that support Country Residential development. The delegate also provided development timelines for the residential project including road infrastructure.

Dwight Chalifour, Lobird  
Living – Official Community  
Plan Amendment – 200  
Lobird Road

Gordon Lau of Stantec Architecture spoke to Council in support of the proposed development and shared information about the area, explaining that it is not practical to develop any more than 40 lots due to terrain irregularities. The delegate also explained that the private landowner may not be prepared to move forward in the future with a higher density development that fits the vision of the South Growth Area. Additional information was provided on water capacity testing and bedrock within the terrain.

Gordon Lau, Stantec  
Architecture – Official  
Community Plan Amendment  
– 200 Lobird Road

## **PUBLIC HEARING**

Mayor Cabott advised that a Public Hearing was scheduled at this meeting to hear any submissions with respect to the alternate Zoning Amendment regarding Mining Activities.

Zoning Amendment – Mining  
Activities

Mayor Cabott called for submissions with respect to the alternate Zoning Amendment regarding Mining Activities.

Zoning Amendment – Mining  
Activities

Skeeter Wright, opposed to Administration’s proposed Zoning Amendment, explained the perspective that under this alternative instead of the original proposition, the law would require Council allow City permits for mining activities to claims approved under the Quartz Mining Act and YESAB, no matter the circumstances.

Skeeter Wright

Genesee Keevil expressed opposition to the alternate Zoning Amendment as it puts pressure on citizens to fight against mining companies. The speaker urged Council to ban mining within the city so that the wilderness and air and water quality are protected.

Genesee Keevil

Glenys Baltimore brought forward concerns with allowing mining within the community, including electrical capacity, access to outside recreation, and noise and dust.

Glenys Baltimore

Imogene Keevil urged Council to not allow mining within City limits so that the wilderness and wildlife is not harmed.

Imogene Keevil

Tory Russell presented water quality and safety, and public health concerns if mining activities are allowed. The speaker urged Council to pause mining activities until the City has capacity to assure water safety throughout the mining process.

Tory Russell

Angela Sabo, in opposition to the alternate Zoning Amendment, submitted a research paper on radon exposure and provided information specific to exploration for Council to consider.

Angela Sabo

Don Roberts spoke against the proposed alternate Zoning Amendment because of environmental concerns and citizen health, and the cost of mine cleanup.

Don Roberts

Randi Newton, Conservation Manager of CPAS Yukon, spoke in opposition to the alternate Zoning Amendment, and urged Council to consider a prohibition of mining activities to assure water safety and to protect the city's legacy as an environmentally vibrant community.

Randi Newton, Conservation  
Manager, CPAS Yukon

Lewis Rifkind, representing the Yukon Conservation Society (YCS), expressed that YCS is not opposed to mining if it's done in appropriate areas, uses best environmental practices, and has a comprehensive closure plan. However, YCS is in opposition to the proposed alternate Zoning Amendment as they do not consider mining within City limits to be appropriate due to water safety threats, environmental impact, and noise concerns for residents.

Lewis Rifkind, Yukon  
Conservation Society

Lois Johnstone, opposed to the proposed alternate Zoning Amendment, presented several concerns on mining activities pertaining to water safety, quality, and capacity.

Lois Johnstone

Rick Griffiths, citing a history of contaminated mining sites, urged Council to put water safety, land preservation, and the people of Whitehorse at a higher priority than the economic benefit of mining claims, and to prohibit mining activities within City limits.

Rick Griffiths

Danièle Héon spoke in support of the proposed alternate Zoning Amendment and against a complete ban on mining activities as there are existing regulations in place to minimize environmental risks.

Danièle Héon

John Paul Molgat requested that ski trails be protected from mineral development due to their importance to community recreation.

Jean-Paul Molgat

Rick Zoran spoke in support of the proposed alternate Zoning Amendment as many exploration attempts do not result in a mine, and that there are rules and regulations that protect the environment should one advance.

Rick Zoran

Spence Hill expressed strong opposition to the proposed alternate Zoning Amendment and allowing mining activities within limits due to a lack of guarantee that water, wilderness and wildlife protection.

Spence Hill

Mayor Cabott called a second and third time for submissions with respect to the alternate Zoning Amendment regarding Mining Activities.

Zoning Amendment – Mining Activities

Hearing no additional submissions come forward, Mayor Cabott declared the Public Hearing for the alternate Zoning Amendment regarding Mining Activities now closed.

Public Hearing Closed

## **COMMITTEE REPORTS**

### **Development Services Committee**

#### **2024-05-03**

It was duly moved and seconded THAT Council adopt the updated Housing Development Incentives Policy excluding the proposed section on Tipping Fee Grants;

THAT Council direct the proposed section on Tipping Fee Grants be sent back to Administration for further review;

THAT Council adopt the updated City Grant-Making Policy;

THAT Council direct that Bylaw 2024-24, a bylaw to amend the Fees and Charges Bylaw with respect to the Housing Development Incentives Policy, be brought forward for consideration under the bylaw process; and

THAT the 2024 to 2026 Operating Budget be increased upon adoption of Bylaw 2024-24 in the amount of \$3,000 for 2024, \$3,000 for 2025, and \$3,000 for 2026, offset by transfers to the General Reserve for the additional revenue.

Development Incentive Program Updates

Carried Unanimously

### **City Operations Committee**

There was no report from the City Operations Committee.

No Report

### **Community Services Committee**

In response to questions, Administration provided information on the upcoming recreation program registration process.

New Business – Recreation Program Registrations

Councillor Kirk Cameron proclaimed March 8, 2024 to be International Women's Day in the City of Whitehorse, a day to celebrate the achievements of women and accelerate women's equality.

Proclamation – International Women's Day (March 8, 2024)

### **Public Health and Safety Committee**

In response to questioning, Administration confirmed that agency partners have not yet provided a status update regarding the upcoming wildfire season but that the update would be made available once received.

New Business – Wildfire Preparedness Update

**Corporate Services Committee**

**2024-05-04**

It was duly moved and seconded  
THAT Council authorize Administration to commence the  
procurement for project 240c01222 Crosstown Watermain.  
Carried Unanimously

Commencement Report –  
Crosstown Watermain

**2024-05-05**

It was duly moved and seconded  
THAT Council authorize Administration to commence the  
procurement for project 240c00209 Hillcrest Reconstruction  
(Phase 1A).  
Carried Unanimously

Commencement Report –  
Hillcrest Reconstruction

**2024-05-06**

It was duly moved and seconded  
THAT Council adopt the updated Communications Policy.  
Carried Unanimously

Communications Policy

**City Planning Committee**

**2024-05-07**

It was duly moved and seconded  
THAT Council direct that Bylaw 2024-09, a bylaw to amend the  
zoning of 2086 Second Avenue from CM2 – Mixed Use  
Commercial 2 to CM2x – Mixed Use Commercial 2 (modified)  
to allow for the development of a building with a maximum  
height of 25 m, be brought forward at second and third reading  
under the bylaw process.  
Carried Unanimously

Public Hearing Report –  
Zoning Amendment – 2086  
Second Avenue

**2024-05-08**

It was duly moved and seconded  
THAT Council direct that Bylaw 2024-20, a bylaw to amend the  
Official Community Plan to allow for the development of  
country residential lots on a portion of 200 Lobird Road,  
proceed under the bylaw process.  
Carried Unanimously

Official Community Plan  
Amendment – 200 Lobird  
Road

Zoë Morrison of Stantec Architecture delegated in support of  
approving the proponent's Official Community Plan  
Amendment application for the Highland Estates Project at 200  
Lobird Road, explaining that the land topography is not ideal  
for the larger dense development that the City intends for the  
general area. The delegate provided information as prompted  
by Committee members on topics such as the geotechnical  
work that was completed, and on potential plans to expand the  
trailer park to the North.

Delegate Zoë Morrison,  
Stantec Architecture – Official  
Community Plan Amendment  
– Highland Estates Project in  
Lobird

Felix Robitaille appeared before Council in support of the Official Community Plan Amendment for 200 Lobird Road as making these lots available would help relieve market pressures due to continued high interest in Country Residential lots, and that the development would happen at minimal cost to the City.

Delegate Felix Robitaille –  
Official Community Plan  
Amendment – 200 Lobird  
Road

**BYLAWS**

**2024-05-09**

It was duly moved and seconded  
THAT Bylaw 2024-20, a bylaw to amend the Official  
Community Plan to allow for the development of country  
residential lots on a portion of 200 Lobird Road, be given First  
Reading.

Carried Unanimously

**BYLAW 2024-20**

Official Community Plan  
Amendment – 200 Lobird  
Road  
FIRST READING

**2024-05-10**

It was duly moved and seconded  
THAT Bylaw 2024-24, a bylaw to amend the Fees and  
Charges Bylaw with respect to the Housing Development  
Incentives Policy, be given First Reading.

Carried Unanimously

**BYLAW 2024-24**

Fees and Charges  
Amendment –  
Development Incentive  
Policy  
FIRST READING

**2024-05-11**

It was duly moved and seconded  
THAT Bylaw 2024-24 be given Second Reading.

Carried Unanimously

**BYLAW 2024-24**

Fees and Charges  
Amendment –  
Development Incentive  
Policy  
SECOND READING

**2024-05-12**

It was duly moved and seconded  
THAT Bylaw 2024-09, a bylaw to amend the zoning of 2086  
Second Avenue from CM2 – Mixed Use Commercial 2 to  
CM2x – Mixed Use Commercial 2 (modified) to allow for the  
development of a building with a maximum height of 25 m, be  
given Second Reading.

Carried Unanimously

**BYLAW 2024-09**

Zoning Amendment –  
2086 Second Avenue  
SECOND READING

**2024-05-13**

It was duly moved and seconded  
THAT Bylaw 2024-09 be given Third Reading.

Carried Unanimously

**BYLAW 2024-09**

Zoning Amendment –  
2086 Second Avenue  
THIRD READING

There being no further business, the meeting adjourned at 8:09 P.M. **ADJOURNMENT**

\_\_\_\_\_  
Laura Cabott, Mayor

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Corporate Services



## MEMORANDUM

FILE #: Z-01-2024

TO: Mayor and Council  
FROM: Administration  
DATE: March 19, 2024  
SUBJECT: Public Hearing – Housing-Related Zoning Bylaw Amendments

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Please be advised there will be a Public Hearing at the Regular Council Meeting of March 25, 2024, to hear from interested parties related to the following Zoning Bylaw amendment:

**Bylaw 2024-16, housing-related amendments to the Zoning Bylaw to allow for a wider range of opportunities for residential development.**

Amendments to the Zoning Bylaw are proposed to allow for a wider range of opportunities for residential development. The proposed amendments include:

1. Allowing up to four (4) units per lot in all urban 'single detached' zones;
2. Relaxing site-coverage and setbacks in some zones where additional units are provided;
3. Relaxing living and garden suite regulations;
4. Enabling more units in RCM – Comprehensive Residential Multiple Family and RCM3 – Cottage Cluster Homes zones; and
5. Relaxing some parking regulations.

Bylaw 2024-16 received First Reading on February 26, 2024. Notices were distributed as follows:

- Large newspaper advertisements were published in the Whitehorse Star and Yukon News on March 1, 2024 and March 8, 2024;
- The Government of Yukon Land Management Branch, Kwanlin Dün First Nation, Ta'an Kwäch'än Council, Zoning Bylaw Rewrite Advisory Group, and all community associations were notified by email;
- A notice was published in the City News Highlights on March 1, 2024, and March 8, 2024;
- A public service announcement was released on March 1, 2024;
- A media technical briefing was held on March 14, 2024;
- Paid advertisements were published on social media platforms as well as on official City social media accounts; and
- A notification was posted on Engage Whitehorse with a plain language guide describing the proposed amendments. A newsletter was also emailed to all subscribers of the project on Engage Whitehorse.



Darcy McCord  
Senior Planner, Planning and Sustainability Services

cc: Director of Development Services  
Manager of Planning



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

|                           |   |         |
|---------------------------|---|---------|
| Date                      | March 18, 2024  | 2024-06 |
| Location                  | Council Chambers, City Hall   |         |
|                           | Councillor Dan Boyd - Chair<br>Mayor Laura Cabott   |         |
| Committee Members Present | Councillor Kirk Cameron<br>*Councillor Jocelyn Curteanu<br>*Councillor Michelle Friesen<br>Councillor Ted Laking<br>*Councillor Mellisa Murray  |         |
| Staff Present             | Lindsay Schneider, A/City Manager<br>Krista Mroz, Director of Community Services<br>Valerie Braga, Director of Corporate Services<br>Peter Duke, A/Director of Development Services<br>Tracy Allen, Director of Operations and Infrastructure |         |

\* Indicates electronic participation

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

**1. Notice of Motion – Councillor Laking – Financial Impact Analysis**

Councillor Ted Laking presented a Notice of Motion to bring forward at the Regular Council meeting on March 25, 2024, on implementing a financial impact analysis for development permit and rezoning reviews.

**2. New Business – Mining in the City**

A Committee member commented that a draft process chart is now available on the City of Whitehorse website that may help citizens understand the current and proposed mineral exploration process of Bylaw 2024-23.



## Minutes of the meeting of the City Operations Committee

|                           |  |         |
|---------------------------|--|---------|
| Date                      | March 18, 2024   | 2024-06 |
| Location                  | Council Chambers, City Hall                            |         |
|                           | Councillor Ted Laking - Chair                          |         |
|                           | Mayor Laura Cabott                                     |         |
| Committee Members Present | Councillor Dan Boyd                                    |         |
|                           | Councillor Kirk Cameron                                |         |
|                           | *Councillor Michelle Friesen                           |         |
|                           | *Councillor Jocelyn Curteanu                           |         |
|                           | *Councillor Mellisa Murray                             |         |
|                           | Lindsay Schneider, A/City Manager                      |         |
|                           | Krista Mroz, Director of Community Services            |         |
| Staff Present             | Valerie Braga, Director of Corporate Services          |         |
|                           | Peter Duke, A/Director of Development Services         |         |
|                           | Tracy Allen, Director of Operations and Infrastructure |         |

\* Indicates electronic participation

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Your Worship, there is no report from the City Operations Committee.



## Minutes of the meeting of the Community Services Committee

|                           |  |         |
|---------------------------|--|---------|
| Date                      | March 18, 2024   | 2024-06 |
| Location                  | Council Chambers, City Hall                            |         |
|                           | Councillor Kirk Cameron – Chair                        |         |
|                           | Mayor Laura Cabott                                     |         |
| Committee Members Present | Councillor Dan Boyd                                    |         |
|                           | *Councillor Jocelyn Curteanu                           |         |
|                           | *Councillor Michelle Friesen                           |         |
|                           | Councillor Ted Laking                                  |         |
|                           | *Councillor Mellisa Murray                             |         |
| Staff Present             | Lindsay Schneider, A/City Manager                      |         |
|                           | Krista Mroz, Director of Community Services            |         |
|                           | Valerie Braga, Director of Corporate Services          |         |
|                           | Peter Duke, A/Director of Development Services         |         |
|                           | Tracy Allen, Director of Operations and Infrastructure |         |

\* Indicates electronic participation

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

### 1. **New Business – 2024 Arctic Winter Games Mat-Su**

A Committee member provided an update on the 2024 Arctic Winter Games in Mat-Su, Alaska, and congratulated the Yukon for winning 2<sup>nd</sup> place in the medal count and as well as the Hodgson Trophy for fair play and team spirit.

### 2. **Proclamation – International Day for the Elimination of Racial Discrimination (March 21, 2024)**

Mayor Laura Cabott proclaimed March 21, 2024, to be International Day for the Elimination of Racial Discrimination in the city of Whitehorse, a day to reflect on and recognize injustices that happen due to racism and to work towards a society free from racism.



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

|                           |   |         |
|---------------------------|---|---------|
| Date                      | March 18, 2024  | 2024-06 |
| Location                  | Council Chambers, City Hall   |         |
|                           | Councillor Kirk Cameron - Chair<br>Mayor Laura Cabott   |         |
| Committee Members Present | Councillor Dan Boyd<br>*Councillor Mellisa Murray<br>*Councillor Jocelyn Curteanu<br>*Councillor Michelle Friesen<br>Councillor Ted Laking  |         |
| Staff Present             | Lindsay Schneider, A/City Manager<br>Krista Mroz, Director of Community Services<br>Valerie Braga, Director of Corporate Services<br>Peter Duke, A/Director of Development Services<br>Tracy Allen, Director of Operations and Infrastructure |         |

\* Indicates electronic participation

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

**1. New Business – Preparedness for the Wildfire Season**

As requested from a Committee member, Administration provided a brief update on the City's wildfire preparedness planning with a more comprehensive update to follow in April. Several community initiatives leading up to Wildfire Preparedness Week in May are also planned.



## Minutes of the meeting of the Corporate Services Committee

|                           |  |         |
|---------------------------|--|---------|
| Date                      | March 18, 2024   | 2024-06 |
| Location                  | Council Chambers, City Hall  |         |
|                           | Councillor Ted Laking - Chair<br>Mayor Laura Cabott  |         |
| Committee Members Present | Councillor Dan Boyd<br>Councillor Kirk Cameron<br>*Councillor Jocelyn Curteanu<br>*Councillor Michelle Friesen<br>*Councillor Mellisa Murray   |         |
| Staff Present             | Lindsay Schneider, A/City Manager<br>Krista Mroz, Director of Community Services<br>Valerie Braga, Director of Corporate Services<br>Peter Duke, A/Director of Development Services<br>Tracy Allen, Director of Operations and Infrastructure<br>Jason Bradshaw, Manager, Transit Services<br>Svetlana Erickson, Manager, Financial Services |         |

\* Indicates electronic participation

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

### **1. Budget Amendment – Transit Decarbonization Roadmap**

A budget amendment was presented to add a \$95,000 project under the 2024-2027 Capital Expenditure Program to fund a study on the feasibility of decarbonizing the City's Transit fleet. The project would be funded from the general reserve until external funding has been approved. Administration provided information on timelines and several alternative technologies and what is expected from the study.

### **The Recommendation of the Corporate Services Committee is**

THAT Council amend the 2024-2027 Capital Expenditure Program by adding project Transit Decarbonization Roadmap in the amount of \$95,000, funded from General Reserve until an external funding source is confirmed.

## **2. Capital Re-Budget Bylaw**

As in previous budget cycles, some capital projects budgeted for the 2023 fiscal year were not fully completed. Administration presented a bylaw to re-budget the outstanding capital projects to 2024. Additional information was provided on various projects as requested by Committee members.

### **The Recommendation of the Corporate Services Committee is**

THAT Council direct that Bylaw 2024-21, a bylaw to amend the 2024 to 2027 Capital Expenditure Program by re-budgeting 2023 capital expenditures in the amount of \$72,822,936, be brought forward for consideration under the bylaw process.

## **3. FCM Travel Authorization**

A report was presented requesting authorization of travel expenses for Councillors to attend the Federation of Canadian Municipalities Annual Conference and Trade Show in Calgary, Alberta from June 6 to 9, 2024. The travel expenses for the conference are anticipated to be within Council's 2024 travel budget allocation. It was confirmed that any additional Council travel will likely require an amendment to the budget.

### **The Recommendation of the Corporate Services Committee is**

THAT travel expenses be authorized for Councillors Boyd, Cameron, Curteanu, Laking, Friesen, and Murray to attend the Federation of Canadian Municipalities Annual Conference and Trade Show being held in Calgary, Alberta.

## **4. Resolutions for the AYK Annual General Meeting**

The Committee was presented with four proposed resolutions developed by Council for consideration at the 2024 Association of Yukon Communities Annual General Meeting. Administration clarified language used within the resolutions, confirmed the Motor Vehicles Act rewrite is proceeding, and provided information on the support from Elections Yukon.

### **The Recommendation of the Corporate Services Committee is**

THAT Council approve Resolutions as set out in this Administrative Report for submission to the Association of Yukon Communities AGM in May 2024, by the City of Whitehorse, and for further discussion with Association of Yukon Communities members.

## **5. New Business – Robert Service Way Preparations**

As requested by a Committee member, Administration confirmed that the City has been planning for the spring snow melt and its effect on the Robert Service Way escarpment, and that there are communications initiatives scheduled to inform residents. Additional information was provided on the Disaster Mitigation Adaptation Fund application.

**6. Delegate Juliette Greetham – Vote 16 Yukon**

Delegate Juliette Greetham of Vote 16 Yukon, spoke to Council about the benefits of lowering the voting age to 16 such as increasing voting turnouts, balancing the system between youth and older generations, and incentivising better civic education. The delegate provided further information on Vote 16 Yukon and local support for this initiative.





## Minutes of the meeting of the City Planning Committee

|                           |   |         |
|---------------------------|---|---------|
| Date                      | March 18, 2024  | 2024-06 |
| Location                  | Council Chambers, City Hall   |         |
|                           | Councillor Dan Boyd - Chair<br>Mayor Laura Cabott   |         |
| Committee Members Present | Councillor Kirk Cameron<br>*Councillor Jocelyn Curteanu<br>*Councillor Michelle Friesen<br>Councillor Ted Laking<br>*Councillor Mellisa Murray  |         |
| Staff Present             | Lindsay Schneider, A/City Manager<br>Krista Mroz, Director of Community Services<br>Valerie Braga, Director of Corporate Services<br>Peter Duke, A/Director of Development Services<br>Tracy Allen, Director of Operations and Infrastructure<br>Mathieu Marois, Senior Planner, Planning Services<br>Karmen Whitbread, Senior Planner, Planning Services |         |

\* Indicates electronic participation

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

### **1. Public Input Report – Copper Ridge Development Area Master Plan**

The Committee was presented with a summary of submissions received for the Public Input Session that was held on February 26, 2024, regarding the Copper Ridge Development Area Master Plan. Eighteen written submissions were received and five people attended the session to speak. The report responded to the concerns raised about the loss of greenspace, traffic and parking, safety, residential density and use of the area, lack of commercial services and community gathering spaces, and land disposition issues. Administration provided additional information as requested by Committee members on topics such as historical and proposed timelines of the land area and of the development plan, nearby greenspaces and recreation infrastructure, density considerations, and funding constraints.

### **The Recommendation of the City Planning Committee is**

THAT Council approve the amended Copper Ridge Development Area Master Plan, a document providing guidance and a framework for the future development of YG Lots 518 and 519 and City of Whitehorse Lot 520.

**2. Valleyview South Master Plan**

To help meet the goal of the 2040 Official Community Plan (OCP)'s Residential Growth Strategy, an area between Valleyview, McIntyre, and Hillcrest was identified for development. Initiated in 2022, a Master Plan for this area was developed and underwent public engagement including a design workshop with landowners, community representatives and planning consultants. The Plan was presented to Council for approval to move on to a Public Input Session. Further information was provided on timelines and study requirements as requested by Committee members.

**The Recommendation of the City Planning Committee is**

THAT Council direct Administration schedule a Public Input Session at the Regular Council Meeting of April 22, 2024 on the proposed Valleyview South Master Plan.

**3. New Business – Fire Suppression Requirements**

A Committee member requested clarification on a change to fire suppression requirements for new developments outside the urban containment area. Administration provided details on the requirements and how to mitigate costs while still maintaining fire security.

**4. Delegate Keith Lay, Active Trails Whitehorse Association – Copper Ridge Master Plan**

Delegate Keith Lay of Active Trails Whitehorse Association spoke to Council to request the definition of passive recreation and active recreation be added within City plans, policies and bylaws. The delegate also requested definitions be included for active transportation, non-motorized universally accessible trail, and non-motorized multiple-use trails.

There being no further business the meeting adjourned at 8:12 P.M.

\_\_\_\_\_  
Laura Cabott, Mayor

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Corporate Services

## Motion

**TO:** Council

**From:** Councillor Ted Laking

**Date:** March 25, 2024 – Regular Council Meeting

**Re:** Motion – Financial Impact Analysis

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I, Councillor Ted Laking, having given notice at the Standing Committee meeting held March 18, 2024, now move as follows:

**WHEREAS** a community benefits from making sure that land within its boundaries is creating enough wealth to support the infrastructure and services needed for the community to thrive; and

**WHEREAS** fiscal transparency that provides financial impact assessments of new developments and subdivisions such as a Value Per Hectare estimates comparing current land use to proposed land use is a tool used in many municipalities to ensure they consider the impacts to taxpayers as part of their zoning and permitting decisions;

**THEREFORE, BE IT RESOLVED THAT** Administration be directed to begin implementing a Value Per Hectare estimate and analysis, similar to the municipality of Medicine Hat, in administrative reports for all development permit and rezoning reviews moving forward; and

**THAT** Administration analyze whether a more comprehensive analysis can be integrated into the review process over the long term that also takes into consideration ongoing maintenance costs and future replacement costs of the infrastructure required for a proposed development or rezoning.

# **CITY OF WHITEHORSE**

## **BYLAW 2024-21**

A bylaw to amend the 2024 to 2027 Capital Expenditure Program Bylaw 2023-27

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WHEREAS section 238 of the *Municipal Act* (R.S.Y. 2002) provides that Council shall by bylaw adopt an Annual Operating Budget and a multi-year Capital Expenditure Program; and

WHEREAS section 241 of the *Municipal Act* provides that no expenditure shall be made that increases total expenditures above what was approved in the Annual Operating Budget or Capital Budget unless such expenditure is approved by bylaw; and

WHEREAS it is necessary to increase the 2024 to 2027 Capital Expenditure Program to provide for the re-budgeting of the 2023 capital projects;

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 is hereby amended by increasing the 2024 Capital Budget in the amount of \$72,822,936 to provide for the re-budgeting of the 2023 capital projects, as detailed in Appendix "A" attached hereto and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon final passing thereof.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

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Laura Cabott, Mayor

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Corporate Services

**CITY OF WHITEHORSE  
APPENDIX A - CAPITAL EXPENDITURE REBUDGETS INTO 2024  
BYLAW 2024-21**

| DEPARTMENT                            | JOB ID    | JOB DESCRIPTION   | REBUDGET REASONING  | 2023 TOTAL REVISED BUDGET | 2023 ACTUALS | FUNDS ELIGIBLE FOR REBUDGET | REBUDGET AMOUNT REQUEST |
|---------------------------------------|-----------|---|---|---------------------------|--------------|-----------------------------|-------------------------|
| City Manager                          | 100c00122 | Landslide   | Project submission originally for 2023 and 2024. Rebudgeted funds will be spent on continuing to monitor the slope stability. Job is ongoing and completion dependent on actual conditions of the slope.  | 3,216,491                 | 1,789,799    | 1,426,692                   | 1,426,692               |
| Director, People & Culture            | 100c00223 | Southern Tutchone Place Names - City Buildings              | Project was not completed in 2023 due to timing of the policy being adopted, completion of the translation of City Hall and the need to develop a plan for which buildings to do next. The rebudgeted funds will be used to develop the work plan for the changes to the other public facing City buildings and also complete more signage changes. Project expected to be completed Summer 2024. | 50,000                    | 11,369       | 38,631                      | 38,631                  |
| Director, Infrastructure & Operations | 120c00115 | Asset Management  | Consulting and internal capacity restricted completion of all infrastructure condition assessments. Rebudgeted funds will be spent on future assessments including underground sanitary/water mains and buildings. Expected completion 2024/2025.   | 449,916                   | 226,315      | 223,601                     | 223,601                 |
| Legislative Services                  | 220c00116 | Records Management  | No successful recruitment has occurred for this work. In 2024 the position expectations will be reviewed and the scope and function of the work revised. Staffing remains key to this project.  | 491,227                   | 249          | 490,978                     | 490,978                 |
| Legislative Services                  | 220c00121 | 2021 Municipal Election Pilot Project                       | Ongoing project for 3-year period leading to the Fall 2024 election. Work into 2024 will be for election implementation with the assistance of Elections Yukon. In 2023 no by-election was required, which allowed prep work to be initiated. Had a by-election occurred, most of this budget would have been spent.  | 82,414                    | 1,211        | 81,203                      | 81,203                  |
| Legislative Services                  | 220c00220 | Policy Development  | Corporate policy work is ongoing with a renewed focus and additional staffing. Fire smart work and the associated grant are still in place.   | 522,059                   | 97,482       | 424,577                     | 424,577                 |
| Engineering Services                  | 240c00119 | Marwell Lift Sanitary Force main Repair                     | Capital job is a multi year project. Contract awarded with construction schedule for completion Spring 2024   | 413,574                   | 216,956      | 196,618                     | 196,618                 |
| Engineering Services                  | 240c00123 | Pavement Management System                                  | Capital job is a multi year project. Contract awarded with work ongoing. Project expected to be completed early 2024  | 300,000                   | 177,700      | 122,300                     | 122,300                 |
| Engineering Services                  | 240c00209 | Hillcrest Reconstruction - Design & Phase 1A Construction   | Capital job is a multi year project. Rebudgeted funds will be spent on detail design and construction inspection services. Job ongoing with expected completion in 2025.  | 663,374                   | 125,623      | 537,751                     | 7,537,751               |
| Engineering Services                  | 240c00219 | Well 6 Improvements   | Capital job is a multi year project. Contract awarded with construction schedule for completion Spring 2024   | 454,510                   | 14,687       | 439,823                     | 439,823                 |
| Engineering Services                  | 240c00222 | Crestview Water Improvements                                | Capital job is a multi year project. Contract awarded with engineering consultant for detailed design and construction expectation services. Expected completion Spring 2024  | 593,722                   | 152,755      | 440,967                     | 440,967                 |
| Engineering Services                  | 240c00311 | Range Road South Lift Station                               | Capital job is a multi year project. Contract awarded with construction schedule for completion March 2024  | 2,026,018                 | 1,526,411    | 499,607                     | 499,607                 |
| Engineering Services                  | 240c00312 | Bridge Inspections  | Capital job is a multi year project. Contract awarded. Rebudget funds to be spent on engineering consultant for inspections and reporting. Expected completion early 2024   | 96,000                    | 41,593       | 54,407                      | 30,000                  |
| Engineering Services                  | 240c00320 | Utility Stations and Force Main Condition Assessment        | Capital job is a multi year project. Contract awarded. Rebudget funds to be spent on engineering consultant for assessments and reporting. Expected completion early 2024   | 600,000                   | 335,785      | 264,215                     | 164,215                 |
| Engineering Services                  | 240c00321 | Downtown Reconstruction - Wood and Jarvis                   | Capital job is a multi year project. Contract awarded with engineering consultant for detailed design and construction inspection services. Detailed designed finalized Spring 2024 with construction provisionally scheduled for 2026  | 314,822                   | 105,233      | 209,589                     | 209,589                 |
| Engineering Services                  | 240c00323 | Snow Storage Expansion                                      | Capital job is a multi year project. Rebudgeted funds will be spent on detailed design and permitting for new storage facility in Whistle Bend and installation of ground monitoring wells at Robert Service and Kulan sites. Expected completion Fall 2024   | 200,000                   | 32,029       | 167,971                     | 167,971                 |
| Engineering Services                  | 240c00417 | Range Road and Two Mile Hill Intersection Upgrades - Design | Capital job is a multi year project. Contract awarded. Rebudgeted funds to be spent on engineering consultant for conceptual design (expected completion April 2024). Procurement for engineering services for detailed design following completion of conceptual design work   | 550,000                   | 96,186       | 453,814                     | 453,814                 |
| Engineering Services                  | 240c00418 | Downtown Reconstruction: Cook St West (4th To Escarpment)   | Capital job is a multi year project. Contract awarded for construction / landscaping. Portion of work completed in 2023 with remaining expected completion Fall 2024  | 502,334                   | 95,588       | 406,746                     | 306,746                 |

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|----------------------|-----------|--|---|---------------------------|--------------|-----------------------------|-------------------------|
| Engineering Services | 240c00423 | Transportation Corridor Improvements - Evaluation and Design | Capital job is a multi year project. Contract awarded with engineering consultant for the conceptual design of Copper/Quartz corridor and detailed design of Two Mile / Industrial intersection. Expected completion end of 2024  | 150,000                   | 20,951       | 129,049                     | 129,049                 |
| Engineering Services | 240c00523 | Yukon River Crossing Expansion - Options Evaluation          | Multi year capital project. Contract awarded for engineering consultant for development of River Crossing assessment. Some work commenced in 2023 with the remaining work to be completed April 2024  | 100,000                   | 20,101       | 79,899                      | 79,899                  |
| Engineering Services | 240c00621 | McIntyre Drive Traffic Calming                               | Multi year capital project. Contract awarded for engineering consultant for detailed design. Rebudgeted funds to finalize design and procure construction services. Expected completion Fall 2024   | 76,626                    | 44,460       | 32,166                      | 32,166                  |
| Engineering Services | 240c00622 | Copper Haul Road Improvements                                | Multi year capital project. Contract awarded for engineering consultant for detailed design of culvert replacement. Design expected to be completed Spring 2024 with construction scheduled for later in the year   | 751,771                   | 119,175      | 632,596                     | 632,596                 |
| Engineering Services | 240c00814 | Hidden Valley Storm Pond Outfall                             | In contract with engineering consultant for detailed engineering design. Some work remaining in 2024 to finalize design. Construction is provisionally scheduled for 2026.  | 223,487                   | 64,518       | 158,969                     | 158,969                 |
| Engineering Services | 240c00821 | Chilkoot Way Active Transportation Improvements              | Multi year capital project. Contract awarded to contractor for the construction of the bike lane. Rebudgeted funds to finalize curb work and bus stop improvements. Expected completion Fall 2024   | 844,591                   | 458,286      | 386,305                     | 386,305                 |
| Engineering Services | 240c01109 | Robert Service Way Riverbank Protection                      | The overall scope of this project included construction for the rehabilitation of the interpretive sites along Millennium Trail and also engineering assessment work for riverbank protection along the Yukon River. Due to uncertainty with the escarpment the work to rehabilitate the interpretive sites has been delayed. The remaining work is to complete the engineering assessment for riverbank protection. Due to competing priorities the procurement for engineering assessment work was issued late in 2023. It is anticipated that the work will be completed by August of 2024 | 198,502                   | 30,575       | 167,927                     | 50,000                  |
| Engineering Services | 240c01116 | Water and Sewer Study (City Wide)                            | Multi year capital project. Contract awarded for engineering consultant for development of the Water & Sewer Study. Completion anticipated August 2024  | 275,161                   | 145,083      | 130,078                     | 130,078                 |
| Engineering Services | 240c01120 | Takhini Sanitary Trunk Main                                  | Multi year capital project. Contract awarded to contractor for the construction of the trunk main. Remaining work in 2024 includes completing surface works on Range Road and decommissioning the temporary bypass. Expected completion Fall 2024   | 9,919,208                 | 5,447,576    | 4,471,632                   | 2,671,632               |
| Engineering Services | 240c01216 | Transportation Study (City Wide)                             | Multi year capital project. Contract awarded for engineering consultant for development of the Transportation Master Plan. Completion anticipated for March 2024  | 237,571                   | 200,273      | 37,298                      | 37,298                  |
| Engineering Services | 240c01222 | Crosstown Watermain  | Capital job is a multi year project. Detailed design started in 2023 with completion date expected March 2024. Construction is schedule to be completed October 2024  | 2,996,113                 | 105,848      | 2,890,265                   | 2,890,265               |
| Engineering Services | 240c01421 | Lewes Boulevard Bus Lane                                     | Detailed designed progressed in 2023. Capital project delayed due to no bids on tender. Project scope currently being re-assessed. Anticipated completion October 2024  | 987,488                   | 55,643       | 931,845                     | 931,845                 |
| Engineering Services | 240c01621 | Snow Dump Management Plan                                    | First phase of project to develop the snow dump management plan to satisfy requirements of the City's water license and is complete. Additional work to investigate potential snow storage sites within Whistle Bend is ongoing with expected completion Summer 2024.   | 101,826                   | -            | 101,826                     | 101,826                 |
| Engineering Services | 240c02021 | Downtown Fire Hydrant Replacement                            | Multi year capital project. Contract awarded to contractor. Work must be coordinated with service replacement for a private development. Anticipated to be completed end of 2024  | 69,075                    | 34,907       | 34,168                      | 34,168                  |
| Engineering Services | 740c00609 | Grey Mountain Cemetery Expansion                             | Multi year project with civil work completed in 2023. Rebudgeted funds to be spent on landscaping with expected completion Summer 2024.   | 467,929                   | 151,876      | 316,053                     | 316,053                 |
| Financial Services   | 260c00109 | Office Furniture   | This is an annual ongoing project to ensure furniture procurement for the City of Whitehorse. The rebudgeted amount will be spent on replacing old furniture or purchasing new furniture due to office spaces being realigned to create additional workstations.  | 97,755                    | 90,821       | 6,934                       | 6,934                   |
| Financial Services   | 260c00120 | Implementation Of Asset Retirement Obligations Standard      | The Public Standard Accounting Board (PSAB) 3280 Asset Retirement Obligation (ARO) will affect Financial Statements for 2023. If needed, the re-budgeted amount will be spent on the ARO landfill model updates, an annual measurement of ARO assets, and external consultants.   | 95,022                    | 22,500       | 72,522                      | 72,522                  |

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|------------------------------------|-----------|--|--|---------------------------|--------------|-----------------------------|-------------------------|
| Human Resources                    | 280c00122 | Job Evaluation System Review   | Job not complete in 2023 due to quotes received above budget. Additional funds were requested in 2024 budget to secure funds and complete the project. Expected completion Fall 2024.  | 150,000                   | 1,250        | 148,750                     | 148,750                 |
| Human Resources                    | 280c00221 | Human Resource Management System and Employee Satisfaction Survey          | Job mostly complete in 2023 with one more survey expected in 2024. Expected completion Summer 2024.  | 44,950                    | 40,990       | 3,960                       | 3,960                   |
| Business & Technology Systems      | 300c00111 | Software Licensing Renewals  | 2024 rebudget required due to outstanding software renewals at end of year. Job is ongoing. Rebudgeted funds will be spent on future software renewals. 2024 rebudget required due to outstanding software renewals at end of year.  | 969,393                   | 693,609      | 275,784                     | 275,784                 |
| Business & Technology Systems      | 300c00112 | Security Cameras   | Installation of CGC Cameras was completed late in the year and payment of invoice delayed due to outstanding items needing to be addressed before payment. Payment was made in January 2024 and not reflected in 2023  | 160,436                   | 93,974       | 66,462                      | 66,462                  |
| Business & Technology Systems      | 300c00113 | Enterprise Resource Planning (ERP) Development                             | Project is ongoing. This funding will be used to complete ongoing ERP upgrades and improvements relating to several new systems. Rebudgeted funds will be used for preliminary ERP study.  | 330,932                   | 169,375      | 161,557                     | 161,557                 |
| Business & Technology Systems      | 300c00117 | Land and Building Services Records Digitization                            | Project was tendered in December 2023 and awarded in January 2024. Funds will be spent on the digitization of LBS Records. The job is expected to be completed by Summer 2024.   | 125,000                   | 130          | 124,870                     | 124,870                 |
| Business & Technology Systems      | 300c00118 | Radio and Location Equipment   | Replacement of Radio Repeater Equipment delayed due to market factors, suppliers and equipment availability. This will be completed in 2024  | 222,143                   | 38,225       | 183,918                     | 183,918                 |
| Business & Technology Systems      | 300c00120 | Computer Infrastructure - Network and Communications Links                 | Job delayed due to market factors relating to the silicon chips supply chain issues. Job has been tendered and awarded with an expected completion of Spring 2024.   | 882,027                   | 408,613      | 473,414                     | 473,414                 |
| Business & Technology Systems      | 300c00121 | Fire Department Radio Upgrades   | Rebudget of funds required to upgrade the Fire Department radio and complete the 4 year project. Procurement of Fire Repeater equipment delayed due to Multiple factors including staffing as well as Market factors, suppliers and equipment availability. Expected completion Summer 2024. | 396,002                   | 197,781      | 198,221                     | 198,221                 |
| Business & Technology Systems      | 300c00220 | Computer Infrastructure - Servers and Storage                              | Datacenter Server replacement delayed due to Datacenter Network (300c00120) project being delayed, server replacement is required, and is now out for procurement (February 2024). Expected completion Spring 2024.  | 395,776                   | 143,368      | 252,408                     | 252,408                 |
| Business & Technology Systems      | 300c00221 | Water and Waste Services Computerized Maintenance Management System (CMMS) | Job procured and contract awarded December 2023. Rebudgeted funds will be spent on the CityWorks Core, Asset Management and Maintenance Management modules. 2023 phase of the project expected to be completed Summer/Fall 2024.   | 295,248                   | 61           | 295,187                     | 295,187                 |
| Business & Technology Systems      | 300c00323 | Fleet Management Telemetry and Tracking                                    | Job was not complete in 2023 due to failed public procurement. The rebudgeted funds will be spent on the procurement of Phase 1 (snow management vehicles) and Phase 2 (general city fleet vehicles). This job is expected to be completed by Summer 2024.                                   | 121,000                   | 323          | 120,677                     | 120,677                 |
| Business & Technology Systems      | 300c00422 | Council Chambers It Renewal  | Delayed due to reduced staffing resources. Rebudgeted funds to be spent on the upgrade of council chambers technology systems. Job procured December 2023 with contact signed/awarded and work to be completed Summer 2024   | 350,000                   | 123,676      | 226,324                     | 226,324                 |
| Business & Technology Systems      | 300c00522 | Software for Development Approvals Process                                 | Job was delayed due to reduced staffing resources. Procurement happened in December 2023 with the contract awarded. Rebudgeted funds to be spent on the CityWorks Planning and Lands module. Expected completion Summer 2024.  | 148,808                   | 61           | 148,747                     | 148,747                 |
| Fleet & Transportation Maintenance | 320c00110 | One Ton Truck Replacement  | A purchase order was issued; awaiting delivery of equipment in 2024  | 266,994                   | 145,805      | 121,189                     | 121,189                 |
| Fleet & Transportation Maintenance | 320c00217 | Additional Loader Snow Blower  | A purchase order was issued; awaiting delivery of equipment in 2024  | 396,329                   | 37           | 396,292                     | 396,292                 |
| Fleet & Transportation Maintenance | 320c00222 | Additional Van Building Maintenance FGE                                    | A purchase order was issued; awaiting delivery (expected date unknown)   | 95,766                    | -            | 95,766                      | 95,766                  |
| Fleet & Transportation Maintenance | 320c00610 | Major Equipment Repairs  | Multi-year project in progress. Rebudgeted funds will be used to complete repairs/rebuild of unit 4723. Completion of 4723 expected in 2024.   | 200,570                   | 159,501      | 41,069                      | 41,069                  |
| Fleet & Transportation Maintenance | 320c00622 | Replacement Animal Control Vehicle - Bylaw                                 | Vehicle was delivered in December 2023. Bylaw equipment upfit now in progress and to be completed by July 2024.  | 93,750                    | 88,179       | 5,571                       | 5,571                   |



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|--|-----------|--|---|---------------------------|--------------|-----------------------------|-------------------------|
| Fleet & Transportation Maintenance         | 320c01422 | Additional One Ton Service Body Truck W/Crane WWS FGE    | A purchase order was issued; awaiting delivery of equipment in 2024   | 159,000                   | 1,457        | 157,543                     | 157,543                 |
| Fleet & Transportation Maintenance         | 320c01522 | Additional One Ton Service Body Truck W/Crane WWS FGE    | A purchase order was issued; awaiting delivery of equipment in 2024   | 159,000                   | 1,457        | 157,543                     | 157,543                 |
| Fleet & Transportation Maintenance         | 320c01709 | Pickup Truck Replacement                                 | Several purchase orders were issued; awaiting delivery of units in 2024   | 758,536                   | 532,730      | 225,806                     | 225,806                 |
| Fleet & Transportation Maintenance         | 320c02109 | Van Replacement  | Several purchase orders were issued; awaiting delivery of units in 2024   | 495,388                   | 48,701       | 446,687                     | 446,687                 |
| Fleet & Transportation Maintenance         | 500c00109 | Traffic Signals/Controls Minor Upgrades                  | Phase 1 complete - RSW/Ear Lake Signals. Phase 2 substantially complete with seasonal work remaining and invoices outstanding - Lewes/Duke crosswalk. Phase 2 to be complete in 2024. Other equipment ordered in 2023 and not yet received/invoiced.      | 205,000                   | 128,352      | 76,648                      | 76,648                  |
| Fleet & Transportation Maintenance         | 500c00110 | Small Equipment Replacement                              | A purchase order was issued; awaiting delivery of equipment in 2024   | 133,690                   | 62,756       | 70,934                      | 70,934                  |
| Fleet & Transportation Maintenance         | 500c00222 | Snow and Ice Control Policy Review                       | Snow and Ice Control Policy Review is in progress and is a multi year project. Expected completion at end of 2024   | 71,161                    | 28,443       | 42,718                      | 42,718                  |
| Fleet & Transportation Maintenance         | 500c00409 | Para Ramp Infills  | Phase 1 para ramp installations completed in 2023. As a multi year project, phase 2 installations expected to tender Q2 2024. Completion anticipated end of 2025.   | 155,374                   | 82,235       | 73,139                      | 73,139                  |
| Fleet & Transportation Maintenance         | 500c00523 | Additional Transit Handy Bus - FGE                       | A purchase order was issued; awaiting delivery of equipment end of 2024   | 320,000                   | 1,612        | 318,388                     | 318,388                 |
| Fleet & Transportation Maintenance         | 500c00609 | Guide Rail and Jersey Barrier Replacement                | A purchase order was issued; awaiting material delivery in spring of 2024.  | 90,000                    | -            | 90,000                      | 90,000                  |
| Fleet & Transportation Maintenance         | 500c00623 | Additional Equipment - Snow and Ice Control Policy - BII | Several purchase orders were issued; awaiting delivery of equipment in 2024.  | 3,968,750                 | 1,572,020    | 2,396,730                   | 2,396,730               |
| Fleet & Transportation Maintenance         | 500c00823 | Additional One Ton Service Body Truck W/Crane WWS FGE    | A purchase order was issued; awaiting delivery of equipment in 2024.  | 159,000                   | 1,457        | 157,543                     | 157,543                 |
| Fleet & Transportation Maintenance         | 500c01423 | Snow and Ice Control Policy Accessible Stalls            | Snow and Ice Control Policy Review with respect to accessibility began at the end of 2023 and is In Progress. Expecting completion end of 2024.   | 30,000                    | -            | 30,000                      | 30,000                  |
| Property Management & Building Maintenance | 320c00318 | BCP - Municipal Services Building Demolition             | Rebudgeted funds required for demolition and remediation of Municipal Services Building. Project placed in Appendix B until decision has been made to proceed with demo. If demolition is required project's anticipated completion date is December 2024 | 453,031                   | 79,736       | 373,295                     | 373,295                 |
| Property Management & Building Maintenance | 320c00420 | Robert Service Campground Building                       | Project delayed due to material unavailability and long lead times. Funding to be spent on final updates to the building to gain the occupancy permit. Final item to be completed no later than October 2024  | 2,809,779                 | 2,551,661    | 258,118                     | 258,118                 |
| Property Management & Building Maintenance | 320c00811 | Fuel Tank Removal/Replacement                            | Project was delayed due to staffing constraints in 2023. Elimination of Oil Tank at Copper Ridge Pump house. Ongoing and will resume in 2024  | 24,287                    | 1,606        | 22,681                      | 22,681                  |
| Property Management & Building Maintenance | 320c01119 | Mt. McIntyre Upgraded - Construction                     | Multi-year project with design for the project started in 2022. Construction scheduled to start in 2024 with final completion by January 2026   | 647,495                   | 88,320       | 559,175                     | 559,175                 |
| Property Management & Building Maintenance | 320c01121 | BCP - Water and Waste Services Cold Storage Warehouse    | Multi-year project, design was initiated in 2022 with a construction start by June 2023. Construction to continue thru 2024 summer build season. Project competition March 2025   | 1,749,752                 | 957,299      | 792,453                     | 792,453                 |
| Property Management & Building Maintenance | 320c01217 | BCP - Transit/Parks Building Renovations                 | Multi-year project. Project design completed in 2022. Construction has started. Project completion date October 2024  | 523,517                   | 239,918      | 283,599                     | 283,599                 |
| Property Management & Building Maintenance | 320c01311 | Aquatic Centre Maintenance                               | Retile of pool (360c00222) was the focus of the 2023 Aquatic Center Shutdown. Funding to be spent on new valves and assessment of the Steam Room. Project ongoing into 2025   | 158,870                   | 10,015       | 148,855                     | 148,855                 |
| Property Management & Building Maintenance | 320c01712 | Environmental Assessments - Surplus Properties           | Unable to initiate in 2023 due to limited external resources. Evaluation on properties the City plan to vacate in the next few years (i.e. Warehouse on Quartz Rd). Project complete by November 2024   | 34,146                    | -            | 34,146                      | 34,146                  |

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| Property Management & Building Maintenance | 320c01716 | BCP - Fire Hall #1 Building                                   | Fire Hall # 1 is in use/occupied. Rebudgeted funds will be used to finalize upgrade building deficiencies expected to be completed in 2024  | 116,901                   | 41,818       | 75,083                      | 75,083                  |
| Property Management & Building Maintenance | 320c01810 | BCP - Operations Building                                     | Rebudgeted funds will be used for project deficiencies. Heating upgraded in 2023. Material Lift / Oil reclaim and other upgrades required. Anticipated to be upgraded by September 2025   | 3,239,783                 | 642,538      | 2,597,245                   | 2,597,245               |
| Property Management & Building Maintenance | 360c00222 | CGC Retile Pool Basin / Deck and Change Rooms                 | Bottom of Pool retiled in 2023. Funding required for any updates / upgrades to deck tiling as focus in 2023 was on bottom of pool with limited time for pool shutdown. Completion of project by October 2024  | 550,000                   | 511,506      | 38,494                      | 38,494                  |
| Property Management & Building Maintenance | 360c00223 | Electric Vehicle (EV) Charging Stations                       | Project delayed due to market availability of EV charges. Rebudgeted funds will be spent on upgrading the electrical input to some buildings that have reached capacity plus install new charges. Ongoing project as we slowly convert the fleet to Battery Electric Vehicles (BEV) | 195,000                   | 218          | 194,782                     | 194,782                 |
| Property Management & Building Maintenance | 360c00422 | Whitehorse Operations Building - Lower Escarpment Development | Clearing / grubbing completed with the initial entrance added in 2023. Limited external earthworks contractors available in 2023. Completion of project forecasted for end of September 2024  | 900,000                   | 238,858      | 661,142                     | 661,142                 |
| Property Management & Building Maintenance | 360c00523 | Pump House Facility Repairs                                   | Unable to secure contractor for 2023. Retendered late in 2023 and contract signed with supplier to install new heating system in Marwell Lift Station to be completed by September 2024.  | 400,000                   | 243          | 399,757                     | 399,757                 |
| Property Management & Building Maintenance | 360c00623 | SCBA Clean Room Upgrade (PSB)                                 | Project not completed in 2023 as during design found other issues. Design completed in late 2023 and is about to proceed with tender. Construction to be completed by middle of December 2024   | 125,000                   | 1,200        | 123,800                     | 123,800                 |
| Property Management & Building Maintenance | 360c00723 | Whitehorse Operations Building Expansion                      | Progressive Design - Build contract signed by local construction contractor. Phase I design to be completed by June 2024 and Phase II construction to start July 2024. Expected to occupy/staff move in by Q2 of 2026   | 15,254,000                | 88           | 15,253,912                  | 15,253,912              |
| Property Management & Building Maintenance | 360c00823 | City Hall Energy Efficiencies                                 | Development of Construction Management Contract in late 2023. Design and Construction management RFP to be released in Q1 2024. Multi year project with completion date of Q2 2027  | 8,390,000                 | 130,825      | 8,259,175                   | 8,259,175               |
| Property Management & Building Maintenance | 360c00922 | Upgrade to Arena Changeroom Showers                           | Upgrades to changing room plumbing at the CGC started in 2023. Unable to complete in 2023 due to limited internal / external resources. Target completion date November 2024  | 100,000                   | 52,894       | 47,106                      | 47,106                  |
| Property Management & Building Maintenance | 360c00923 | Transit Hub: Service Building                                 | Development of Construction Management Contract in late 2023. Design and Construction Management RFP to be released in Q1 2023. Project development at the same time as the City Hall (360c00823). Multi Year project with a completion date of Q2 2027                             | 2,800,000                 | 90,715       | 2,709,285                   | 2,709,285               |
| Property Management & Building Maintenance | 750c01411 | Flooring Repairs - Facilities                                 | Not completed in 2023, more work on the flooring required. Contractor not available to complete the tasks. Will be completed 2024.  | 75,000                    | 37,834       | 37,166                      | 37,166                  |
| Transit Services                           | 580c00122 | Modernized Transit Route Implementation                       | Implementation of the redesigned routes was delayed. Rebudget funds will be spent on implementation, infrastructure, advertising, printing, miscellaneous project costs. Project to be completed 2024.  | 88,275                    | 24,940       | 63,335                      | 63,335                  |
| Transit Services                           | 580c00123 | Free Fare Transit Study                                       | Free Transit - policy analysis on various models, ongoing project ending in February 2024   | 60,000                    | 22,750       | 37,250                      | 37,250                  |
| Water & Waste Services                     | 650c00221 | Wastewater Lagoon Repairs                                     | Capital project delayed due to no bid upon tender. Rebudget funds to be spent on equipment to upgrade the monitoring wells around the lagoons in 2024. Anticipated completion December 2024   | 119,488                   | 33,368       | 86,120                      | 86,120                  |
| Water & Waste Services                     | 650c00222 | Porter Creek Flush Line Repair VC1                            | Capital job is a multi year project. Design for upgrades to the PC Flush Line at VC1 site done in 2022/2023. Rebudgeted funds will be spent on the construction phase (currently in tender). To be completed by December 2024   | 984,424                   | 67,162       | 917,262                     | 917,262                 |
| Water & Waste Services                     | 650c00223 | Fall Arrest Equipment Replacement                             | Capital job not complete in 2023 due to procurement delays and delivery timelines. Rebudgeted funds to be spent on replacement of old fall arrest equipment for Utility Stations/Systems. To be completed by end of 2024  | 120,000                   | 55,532       | 64,468                      | 64,468                  |
| Water & Waste Services                     | 650c00322 | Enhanced Water Meter Reading System - Hardware Purchase       | Capital project delayed due to no successful bids upon tender. Rebudgets funds to be spent on enhanced water meter reading system (hardware). Expected completion by December 2024  | 159,815                   | 200          | 159,615                     | 159,615                 |

**CITY OF WHITEHORSE  
APPENDIX A - CAPITAL EXPENDITURE REBUDGETS INTO 2024  
BYLAW 2024-21**

| DEPARTMENT             | JOB ID    | JOB DESCRIPTION   | REBUDGET REASONING   | 2023 TOTAL REVISED BUDGET | 2023 ACTUALS | FUNDS ELIGIBLE FOR REBUDGET | REBUDGET AMOUNT REQUEST |
|------------------------|-----------|---|--|---------------------------|--------------|-----------------------------|-------------------------|
| Water & Waste Services | 650c00323 | 2023 Groundwater Protection Plan Update for Water License     | Capital project delayed due department capacity issues. Study completed in 2023 with rebudgeted funds to be spent on implementation of recommendations including install groundwater and stormwater monitoring devises. Expected completion by December 2024 | 100,000                   | 64,714       | 35,286                      | 35,286                  |
| Water & Waste Services | 650c00421 | Selkirk Pump House Second Barrier Treatment                   | Capital job multi year project. Rebudgeted funds to be spent on the progressive design of the Selkirk Water Treatment upgrade. Expected completion December 2024   | 2,913,984                 | 84,780       | 2,829,204                   | 2,829,204               |
| Water & Waste Services | 650c00422 | Sanitary Sewer Grit Assessment and Upgrades                   | Capital project delayed due to staff capacity and no bids received on tender. Work to be retendered in 2024 with rebudgeted funds to be spent on assessment on condition   | 149,933                   | 9,997        | 139,936                     | 139,936                 |
| Water & Waste Services | 650c00522 | Utility Stations Critical Spares                              | Capital project delayed due to procurement of equipment and supply chain delays. Rebudget funds to be spent on critical spares. Expected completion December 2024  | 345,925                   | 253,180      | 92,745                      | 92,745                  |
| Water & Waste Services | 650c00622 | Takhini Storm Upgrades  | Capital project multi year and ongoing. Rebudgeted funds to be spent on recommendations per study. Anticipated completion December 2024  | 149,847                   | 141,995      | 7,852                       | 7,852                   |
| Water & Waste Services | 650c00623 | Utility Stations Mechanical Critical Spares                   | Capital project delayed due to procurement of equipment and supply chain delays. Rebudget funds to be spent on critical spares. Expected completion December 2024  | 325,000                   | 75,552       | 249,448                     | 249,448                 |
| Water & Waste Services | 650c00717 | Selkirk On-Site Chlorine Generator Spare Reactor Cell         | Capital project substantially complete. Equipment received with remaining rebudgeted funds to be spent on installation. Expected completion April 2024.  | 63,000                    | 61,824       | 1,176                       | 1,176                   |
| Water & Waste Services | 650c00723 | Hypochlorite Tanks Upgrade                                    | Capital project delayed due to procurement of equipment and supply chain delays. Rebudget funds to be spent on hydrochlorite tank upgrade. Expected completion April 2024  | 52,000                    | 42,263       | 9,737                       | 9,737                   |
| Water & Waste Services | 650c00819 | Transfer Station Upgrades                                     | Project delayed due to unsuccessful tenders for construction in 2023. Rebudgeted funds to be spent on construction phase, to be tendered in March 2024. Substantial completion expected October 2024   | 2,936,799                 | 325,808      | 2,610,991                   | 2,610,991               |
| Water & Waste Services | 650c00822 | Utility Stations SCADA Upgrades                               | Capital projects multi year and ongoing. Rebudgeted funds to be spent on upgrades to multiple pumping stations. Expected completion December 2024  | 219,750                   | 47,575       | 172,175                     | 172,175                 |
| Water & Waste Services | 650c00823 | Waste Composition Study                                       | One (winter) sampling event completed in 2023 with rebudgeted funds to be spent on second sampling event (summer) to occur in 2024. Expected completion Fall 2024  | 80,000                    | 24,614       | 55,386                      | 55,386                  |
| Water & Waste Services | 650c00918 | Livingstone Trail Environmental Control Facility Site Upgrade | Capital project delayed due to no bid upon tender. Rebudget funds to be spent on vegetation clearance to be re-tendered in 2024. Anticipated completion December 2024  | 174,148                   | 134,420      | 39,728                      | 39,728                  |
| Water & Waste Services | 650c00921 | Pump Replacement For The Lift Station #1                      | Project delayed due to contractor/supplier delays and department capacity issues. Project near completion with rebudgeted funds to be spent on final pump installation. Expected completion April 2024   | 63,318                    | 61,000       | 2,318                       | 2,318                   |
| Water & Waste Services | 650c00922 | Marwell Lift Station Diesel Pumps Upgrade                     | Capital project delayed due to design challenges. Design is now complete and procurement of pump to occur in 2024.   | 520,158                   | 53,486       | 466,672                     | 466,672                 |
| Water & Waste Services | 650c01019 | Metal Pile - One Year   | Multi year / ongoing project with significant work completed in 2023. Project near completion with rebudgeted funds to be spent on additional metals management and site preparation required in 2024. Expected completion December 2024                     | 335,773                   | 309,952      | 25,821                      | 25,821                  |
| Water & Waste Services | 650c01123 | Marwell Lift Station - Electric Pump                          | Capital project delayed due to supply chain issues. Rebudgeted funds to be spent on pump purchase, invoiced upon delivery. Expected completion March 2024  | 300,000                   | 184          | 299,816                     | 299,816                 |
| Water & Waste Services | 650c01217 | Commercial Water Meter Replacements                           | Capital project delayed due to staff capacity issues. Rebudgeted funds to be spent on Enhanced Water Metering project including upgrades to hardware/software to enable accurate meter readings. Anticipated completion December 2024                        | 134,152                   | -            | 134,152                     | 134,152                 |
| Water & Waste Services | 650c01323 | UDF and Hydrant Maintenance "A"                               | Capital project delayed due to no bids received upon tender. Rebudgeted funds to be spent on hydrant maintenance. Anticipated completion December 2024   | 70,000                    | 6,135        | 63,865                      | 63,865                  |
| Water & Waste Services | 650c01423 | Hydrant Maintenance "B"                                       | Project is on-going and continues into 2024. Rebudgeted funds to be spent on hydrant maintenance. Anticipated completion December 2024   | 220,000                   | 172,901      | 47,099                      | 47,099                  |
| Water & Waste Services | 650c01523 | Storm Sewer Maintenance                                       | Capital project delayed due to no bids received upon tender. Rebudgeted funds to be spent on storm sewer maintenance. Anticipated completion December 2024   | 250,000                   | 6,387        | 243,613                     | 243,613                 |

**CITY OF WHITEHORSE  
APPENDIX A - CAPITAL EXPENDITURE REBUDGETS INTO 2024  
BYLAW 2024-21**

| DEPARTMENT                     | JOB ID    | JOB DESCRIPTION  | REBUDGET REASONING   | 2023 TOTAL REVISED BUDGET | 2023 ACTUALS         | FUNDS ELIGIBLE FOR REBUDGET | REBUDGET AMOUNT REQUEST |
|--------------------------------|-----------|--|--|---------------------------|----------------------|-----------------------------|-------------------------|
| Water & Waste Services         | 650c02219 | Riverdale Aquifer Sewer Camera Inspections                             | Capital project multi year and ongoing. Rebudgeted funds to be spent on sewer mains within the aquifer protection zones in Riverdale. Anticipated completion December 2024   | 80,734                    | -                    | 80,734                      | 80,734                  |
| Planning & Sustainability      | 700c00120 | Economic Development Strategy  | Job not complete in 2023 due to RFP in December 2023 and limited staff capacity. Rebudgeted funds will be spent on consulting, hosted events and printing. Job expected completion July 2024.  | 74,737                    | 337                  | 74,400                      | 74,400                  |
| Planning & Sustainability      | 720c00123 | Climate Mitigation and Adaptation Strategy                             | Capital job is a multi year project with the consulting contract awarded in 2023. The rebudgeted funds will be spent on consulting contract and engagement expenses. Project expected to be completed Fall 2024  | 125,000                   | 10,226               | 114,774                     | 114,774                 |
| Planning & Sustainability      | 720c00216 | 6th Ave Contamination Remediation                                      | Consultant work was delayed in summer due to the site being impacted by the escarpment slide. Rebudgeted funds will be spent on further site evaluation to delineate extent of contamination and remediation of the site. Further onsite work will not proceed until ongoing escarpment study is completed which is anticipated for 2024 | 493,679                   | -                    | 493,679                     | 493,679                 |
| Planning & Sustainability      | 720c00220 | Tank Farm Master Plan  | Project initially delayed in 2022 due to first RFP not receiving any proposals and requiring a second procurement round. Rebudgeted funds will be spent on final master plan development. Project expected to be completed in 2024   | 156,567                   | 141,336              | 15,231                      | 15,231                  |
| Planning & Sustainability      | 720c00221 | Land Acquisition – 7220 7th Avenue                                     | Job not complete in 2023 due to complex estate requirements delaying the sale to the City. Rebudgeted funds will be spent on the land purchase, demolition, and remediation. Sale expected to close in 2024.   | 380,000                   | -                    | 380,000                     | 380,000                 |
| Planning & Sustainability      | 720c00422 | Zoning Bylaw Rewrite   | Delay in the proposed Official Community plan caused this project to not be completed. Rebudget funds will be spent on project launch, hiring a consultant, initial studies and engagement. Project will be completed in 2025  | 297,150                   | 25,354               | 271,796                     | 271,796                 |
| Planning & Sustainability      | 720c00423 | Downtown Commons Project   | Job not complete in 2023 due to limited staff capacity. Rebudgeted funds will be spent on consulting and hosted events. Job expected completion December 2024.   | 30,000                    | 1,703                | 28,297                      | 28,297                  |
| Planning & Sustainability      | 720c00623 | Commercial and Industrial Land Planning and Design Ice Lake Road South | Capital job is a multi year project for 2023/2024. Rebudgeted funds will be spent on consulting services as per the consultant contract, staff time, advertising, meeting expenses, etc. Expected completion June 2024   | 121,000                   | 45,491               | 75,509                      | 75,509                  |
| Parks & Community Development  | 740c00123 | Parks Greenhouse   | Greenhouse purchased, but additional site work needed prior to installation. Moneys will be spent on engineering and installation and project will be completed in 2024/ 2025.   | 65,000                    | 39,099               | 25,901                      | 25,901                  |
| Parks & Community Development  | 740c00309 | Playground Equipment Replacement                                       | Extensive replacement completed in 2023. Remaining dollars to be used in 2024 for equipment replacement.   | 224,802                   | 223,870              | 932                         | 932                     |
| Parks & Community Development  | 740c00409 | Trail Plan Implementation  | Project is ongoing. Money will be used for advancing an electronic trail plan map. Project to be completed in 2024.  | 100,000                   | 96,967               | 3,033                       | 3,243                   |
| Parks & Community Development  | 740c00523 | Accessible Pathway Planning Long Lake                                  | Project requires OCP amendment, expected in Spring 2024. Following that, moneys will be spent on YESAB application. Project will be completed in 2024 or 2025.   | 65,000                    | 34,325               | 30,675                      | 30,675                  |
| Recreation & Facility Services | 750c00811 | Wellness Centre Equipment  | Job mostly spent in 2023. Capital project is on-going, with rebudgeted funds going towards the next fiscal purchase of wellness equipment.   | 40,000                    | 37,107               | 2,893                       | 2,893                   |
| <b>TOTAL</b>                   |           |  |  | <b>\$ 93,204,628</b>      | <b>\$ 25,239,568</b> | <b>\$ 67,965,060</b>        | <b>\$ 72,822,936</b>    |

# CITY OF WHITEHORSE

## BYLAW 2024-24

A bylaw to amend Fees and Charges Bylaw 2014-36

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WHEREAS all City of Whitehorse municipal fees and charges are consolidated into one bylaw; and

WHEREAS section 220 of the *Municipal Act* (R.S.Y. 2002) provides that council may by bylaw amend or vary bylaws; and

WHEREAS it is deemed desirable that the Fees and Charges Bylaw be amended to reflect the updated Housing Development Incentives Policy;

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

1. The fee schedule attached to and forming part of Fees and Charges Bylaw 2014-36 is hereby amended by repealing existing Schedule 1 (Land and Building) and substituting therefore a new Schedule 1 attached hereto as Appendix "A" and forming part of this bylaw.
2. This bylaw shall come into full force and effect upon final passage thereof.

**FIRST and SECOND READING:** March 11, 2024

**THIRD READING and ADOPTION:**

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Laura Cabott, Mayor

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Corporate Services

**CITY OF WHITEHORSE**  
**BYLAW 2024-24**

**Explanatory Notes**

The attached bylaw amends the Fees and Charges Bylaw to reflect changes required as part of adoption of a new Housing Development Incentives Policy.

The changes are highlighted and include new, deleted, and amended fees.

**New Charges**

- Add a new Development Cost Charge (DCC) fee of \$0 for approved Non-Governmental or Non-Profit Organization Incentives.
- Add a new application fee charge of \$50 for Suite Incentives
- Add a new application fee charge of \$250 for Rental and Supportive Housing, Non-Governmental or Non-Profit Organization, Tipping Fee, and Cash Grant Incentives.

**Deleted Charges**

- Delete the Development Cost Charge (DCC) fee of \$0 for approved Neighbourhood Density and RCM2 Zone Incentives.
- Delete the Development Incentive Agreement fee of \$200.

**Amended Charges**

- Amend the fee of \$200 for Land Management Agreements to include Development Incentive Agreements.

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 1 (Land and Building)

| DEPARTMENT                      | FEE TYPE                                     | DESCRIPTION   | ADDITIONAL DETAILS  | UNIT         | BYLAW 2024-03 | EFFECTIVE DATE | FEE IF GST APPLICABLE | BYLAW 2024-24 | NEW EFFECTIVE DATE | NEW FEE IF GST APPLICABLE |
|---------------------------------|--|---|---|--------------|---------------|----------------|-----------------------|---------------|--------------------|---------------------------|
| Land & Building Services        | Building File Information                    |   |   | each         | \$ 75.00      | 1-Jan-22       | \$ 78.75              | \$ 75.00      | 1-Jan-22           | \$ 78.75                  |
| Land & Building Services        | Building Permit                              | Base Rate of \$150.00 plus .71% of construction   |   | minimum      | \$ 150.00     | 1-Jan-22       | no gst                | \$ 150.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Building Permit                              | Designated municipal historic resource  |   | each         | \$ -          | 27-Jan-03      | no gst                | \$ -          | 27-Jan-03          | no gst                    |
| Land & Building Services        | Building/Plumbing Permit Refund              | Written request from applicant within 6 months of original date of issue; and no permit related work on site has begun + deduction of \$75.00 or 20% of fee whichever is more |   | fee          | \$ 150.00     | 27-Feb-24      | no gst                | \$ 150.00     | 27-Feb-24          | no gst                    |
| Land & Building Services        | Building Placement (excluding modular homes) | .71% of construction value on new site (including any renovation) or minimum \$150.00   |   | minimum      | \$ 150.00     | 1-Jan-22       | no gst                | \$ 150.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Mobile Home Placement                        | .71% of construction value on new site (including any renovation) or minimum \$150.00   |   | minimum      | \$ 150.00     | 1-Jan-22       | no gst                | \$ 150.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Construction-No Permit                       | Construction (including excavation) commenced without prior authorization: Double (2x) the normal fee   |   | each         | varies        | 14-Mar-05      | no gst                | varies        | 14-Mar-05          | no gst                    |
| Land & Building Services        | Demolition Permit                            | Fee (\$150) plus deposit of \$5.00 per sq. meter of Building area – Minimum Deposit \$200.00  |   | each         | \$ 150.00     | 1-Jan-22       | no gst                | \$ 150.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Special Inspection                           | Special Inspection not under a permit   |   | each         | \$ 150.00     | 1-Jul-22       | no gst                | \$ 150.00     | 1-Jul-22           | no gst                    |
| Land & Building Services        | Heating Appliance Permit                     | Wood stoves and appliances (Sprinkler) \$150.00 minimum or .71% of contract price   |   | each         | \$ 150.00     | 1-Jul-22       | no gst                | \$ 150.00     | 1-Jul-22           | no gst                    |
| Land & Building Services        | Mechanical Permit                            | Minimum \$150.00 plus \$7.50 per fixture  |   | minimum      | \$ 150.00     | 1-Jan-22       | no gst                | \$ 150.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Plumbing Permit                              | Fee plus \$500.00 deposit   |   | each         | \$ 150.00     | 1-Jul-22       | no gst                | \$ 150.00     | 1-Jul-22           | no gst                    |
| Land & Building Services        | Temporary Building                           | Service Fees as defined in the Controlled Substance Properties Bylaw  |   | all costs    | cost +        | 24-Sep-07      | no gst                | cost +        | 24-Sep-07          | no gst                    |
| Land & Building Services        | Controlled Substance Properties              | Inspection Fee  |   | each         | \$ 550.00     | 27-Feb-24      | no gst                | \$ 550.00     | 27-Feb-24          | no gst                    |
| Land & Building Services        | Controlled Substance Properties              | Special safety Inspection as defined in the Controlled Substance Properties Bylaw   |   | each         | \$ 550.00     | 27-Feb-24      | no gst                | \$ 550.00     | 27-Feb-24          | no gst                    |
| Land & Building Services        | Controlled Substance Properties              | Subsequent inspection re-failure to undertake actions ordered   |   | each         | \$ 1,100.00   | 27-Feb-24      | no gst                | \$ 1,100.00   | 27-Feb-24          | no gst                    |
| Land & Building Services        | Address Changes                              | Changing a municipal address  | No relocation   | each         | \$ 250.00     | 27-Feb-24      | no gst                | \$ 250.00     | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Each business for twelve (12) consecutive months from date of purchase, plus surcharge if applicable  |   | each         | \$ 176.00     | 27-Feb-24      | no gst                | \$ 176.00     | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Door to Door Salesperson, Non Resident Business   | Surcharge   | each +       | \$ 931.00     | 27-Feb-24      | no gst                | \$ 931.00     | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Door to Door Salesperson, Resident Business   | Surcharge   | each +       | \$ 205.00     | 27-Feb-24      | no gst                | \$ 205.00     | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Licensed premises (liquor) above 70 square meters   | Surcharge   | per sq mtr+  | \$ 2.32       | 27-Feb-24      | no gst                | \$ 2.32       | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Accommodation surcharge (rental housing; hotel/motel) above 5 units or rooms  | Surcharge   | per room +   | \$ 8.71       | 27-Feb-24      | no gst                | \$ 8.71       | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Mobile Home Park over 5 spaces  | Surcharge   | per space+   | \$ 8.71       | 27-Feb-24      | no gst                | \$ 8.71       | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Minor Business Category (Characterized by minimal operations and revenue (e.g. Special Event Artists, Party Plan Activity))   |   | each +       | \$ 110.00     | 27-Feb-24      | no gst                | \$ 110.00     | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Retail sales/Wholesale outlets over 220 square meters   |   | per sq mtr + | \$ 0.73       | 27-Feb-24      | no gst                | \$ 0.73       | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Retail sales/Wholesale outlets over 220 square meters   | Surcharge   | each +       | \$ 110.00     | 27-Feb-24      | no gst                | \$ 110.00     | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Retail Cannabis Business  | Maximum of 12 consecutive months per year, plus surcharge if applicable | each         | \$ 2,200.00   | 27-Feb-24      | no gst                | \$ 2,200.00   | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Seasonal Business License   | Maximum of 6 consecutive months per year, plus surcharge if applicable  | each +       | \$ 110.00     | 27-Feb-24      | no gst                | \$ 110.00     | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License                             | Transfer Fee  | To transfer the place of business to a new owner                        | each         | \$ 29.04      | 27-Feb-24      | no gst                | \$ 29.04      | 27-Feb-24          | no gst                    |

City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 1 (Land and Building)

| DEPARTMENT                      | FEE TYPE                | DESCRIPTION  | ADDITIONAL DETAILS   | UNIT            | BYLAW 2024-03 | EFFECTIVE DATE | FEE IF GST APPLICABLE | BYLAW 2024-24 | NEW EFFECTIVE DATE | NEW FEE IF GST APPLICABLE |
|---------------------------------|-------------------------|--|--|-----------------|---------------|----------------|-----------------------|---------------|--------------------|---------------------------|
| Land & Building Services /Bylaw | Business License        | Transfer Fee   | To change the name of the business   | each            | \$ 29.04      | 27-Feb-24      | no gst                | \$ 29.04      | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License        | Re-application Fee   | 10% late penalty if renewed after business license expiration date from day 1 -30. \$50 penalty from day 31 - 365  | each            | 10%           | 27-Feb-24      | no gst                | 10%           | 27-Feb-24          | no gst                    |
| Land & Building Services /Bylaw | Business License        | Re-application Fee   | \$50 reapplication fee after the 30 day period of non-renewal  | each            | \$ 55.00      | 27-Feb-24      | no gst                | \$ 55.00      | 27-Feb-24          | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, single family                                     | Unserviced Country Residential secondary Suite   | per dwelling    | \$ 1,040.00   | 1-Jul-14       | no gst                | \$ 1,040.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, single family                                     | Urban serviced lot   | per dwelling    | \$ 3,641.00   | 1-Jul-14       | no gst                | \$ 3,641.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, single family                                     | Country residential serviced lot   | per dwelling    | \$ 3,641.00   | 1-Jul-14       | no gst                | \$ 3,641.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, single family                                     | Country residential non serviced lot   | per dwelling    | \$ 1,769.00   | 1-Jul-14       | no gst                | \$ 1,769.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, duplex  | Duplex housing   | per 2 dwellings | \$ 5,826.00   | 1-Jul-14       | no gst                | \$ 5,826.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, multiple housing                                  | Townhouse  | per dwelling    | \$ 2,913.00   | 1-Jul-14       | no gst                | \$ 2,913.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, multiple housing                                  | Apartment  | per dwelling    | \$ 2,185.00   | 1-Jul-14       | no gst                | \$ 2,185.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Residential, multiple housing                                  | Multiple detached dwellings  | per dwelling    | \$ 2,913.00   | 1-Jul-14       | no gst                | \$ 2,913.00   | 1-Jul-14           | no gst                    |
| Land & Building Services        | Development Cost Charge | Approved Development Incentive                                 | Suite Development Incentive  | per dwelling    | \$ -          | 24-Feb-20      | no gst                | \$ -          | 24-Feb-20          | no gst                    |
| Land & Building Services        | Development Cost Charge | Approved Development Incentive                                 | Neighbourhood Density Development Incentive, To a maximum of \$50,000.00 in regular DCCs   | per dwelling    | \$ -          | 24-Feb-20      | no gst                |               | REMOVE FEE         |                           |
| Land & Building Services        | Development Cost Charge | Approved Development Incentive                                 | RCM2 Development Incentive   | per dwelling    | \$ -          | 24-Feb-20      | no gst                |               | REMOVE FEE         |                           |
| Land & Building Services        | Development Cost Charge | Approved Development Incentive                                 | Rental and Supportive Housing Development Incentive  | per dwelling    | \$ -          | 24-Feb-20      | no gst                | \$ -          | 24-Feb-20          | no gst                    |
| Land & Building Services        | Development Cost Charge | Approved Development Incentive                                 | Non-Governmental or Non-Profit Incentive   | per dwelling    | \$ -          | 24-Feb-20      | no gst                | \$ -          | 25-Mar-24          | no gst                    |
| Land & Building Services        | Development Agreement   | Approved Development Incentive                                 | Rental and Supportive Housing Development Incentive  | each            | \$ 200.00     | 24-Feb-20      | no gst                |               | REMOVE FEE         |                           |
| Land & Building Services        | Development Cost Charge | Development Incentive Application                              | Suite Development Incentive  | each            |               |                |                       | \$ 50.00      | 25-Mar-24          | no gst                    |
| Land & Building Services        | Development Cost Charge | Development Incentive Application                              | Rental and Supportive Housing, Non-Governmental or Non-Profit, Tipping Fee, and Cash Grant Development Incentives  | each            |               |                |                       | \$ 250.00     | 25-Mar-24          | no gst                    |
| Land & Building Services        | Development Permit      | Conditional Use - \$1,250.00 plus applicable Permitted Use fee |  | each +          | \$ 1,250.00   | 27-Feb-24      | no gst                | \$ 1,250.00   | 27-Feb-24          | no gst                    |
| Land & Building Services        | Development Permit      | Designated municipal historic resource                         |  | each            | \$ -          | 27-Jan-03      | no gst                | \$ -          | 27-Jan-03          | no gst                    |
| Land & Building Services        | Development Permit      | Change of Use  | Change of Use with new zoning requirements: All zones  | each            | \$ 350.00     | 1-Jan-22       | no gst                | \$ 350.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Change of Use  | Change of Use without new zoning requirements: All zones   | each            | \$ 95.00      | 1-Jan-22       | no gst                | \$ 95.00      | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | New Development  | New Use: Single detached & duplex housing; triplex & townhouse housing where each unit is on a separate fee-simple lot, living suite or garden suite   | each unit       | \$ 175.00     | 1-Jan-22       | no gst                | \$ 175.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | New Development  | New Use and/or new Gross Floor Area (GFA): All other uses: \$400.00 + \$1.10/m2 GFA; Minor change to plans for application in progress resulting in revised GFA being <10% more or less than original GFA - no fee change (i.e. no refund if less, no additional charge if more) | each +          | \$ 400.00     | 1-Jan-22       | no gst                | \$ 400.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Secondary Use of a Residence                                   | Home-based Business, Bed and Breakfast Lodging, Family Day Home  | each            | \$ 40.00      | 1-Jan-22       | no gst                | \$ 40.00      | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Placement of Sign  | Per Sign   | each            | \$ 40.00      | 1-Jan-22       | no gst                | \$ 40.00      | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Schwatka Lake Waterfront Policy Dock Permit                    | Annual permit  | each            | \$ 330.00     | 27-Feb-24      | no gst                | \$ 330.00     | 27-Feb-24          | no gst                    |
| Land & Building Services        | Development Permit      | Schwatka Lake Waterfront Policy Dock Permit                    | Refundable deposit   | each            | \$ 1,500.00   | 1-May-16       | no gst                | \$ 1,500.00   | 1-May-16           | no gst                    |
| Land & Building Services        | Development Permit      | Demolition/Relocation of a Structure                           | Demolition Structure (<75 m2)  | each            | \$ 95.00      | 1-Jan-22       | no gst                | \$ 95.00      | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Demolition/Relocation of a Structure                           | Commercial   | each            | \$ 350.00     | 1-Jan-22       | no gst                | \$ 350.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Demolition/Relocation of a Structure                           | Residential  | each            | \$ 250.00     | 1-Jan-22       | no gst                | \$ 250.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Temporary Use Permit   | Community Event  | each            | \$ 40.00      | 1-Jan-22       | no gst                | \$ 40.00      | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Temporary Use Permit   | Commercial Event/Development   | each            | \$ 350.00     | 1-Jan-22       | no gst                | \$ 350.00     | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Temporary Use Permit   | Temporary Use Permit<7 days  | each            | \$ 40.00      | 1-Jan-22       | no gst                | \$ 40.00      | 1-Jan-22           | no gst                    |
| Land & Building Services        | Development Permit      | Mobile food Vendor on public site                              | Annual permit  | each            | \$ 350.00     | 1-Jan-22       | no gst                | \$ 350.00     | 1-Jan-22           | no gst                    |



City of Whitehorse  
Fees and Charges Manual

Bylaw 2014-36 Appendix A  
Schedule 1 (Land and Building)

| DEPARTMENT               | FEE TYPE                  | DESCRIPTION  | ADDITIONAL DETAILS   | UNIT       | BYLAW 2024-03 | EFFECTIVE DATE | FEE IF GST APPLICABLE | BYLAW 2024-24 | NEW EFFECTIVE DATE | NEW FEE IF GST APPLICABLE |
|--------------------------|---------------------------|--|--|------------|---------------|----------------|-----------------------|---------------|--------------------|---------------------------|
| Land & Building Services | Development Permit        | Mobile food Vendor on public site                            | Monthly for electricity  | monthly    | \$ 100.00     | 27-Feb-24      | no gst                | \$ 100.00     | 27-Feb-24          | no gst                    |
|                          |                           |  | Denied or withdrawn applications, or written request from applicant within 6 months of original approval date (provided no permit-related work on site has occurred) - deduction of the greater of \$55.00 or 50% of fee. The conditional use application fee is not refundable. |            |               |                |                       |               |                    |                           |
| Land & Building Services | Development Permit Refund | Development Permit Refund                                    |  | each       | Varies        | 1-Apr-21       | no gst                | Varies        | 1-Apr-21           | no gst                    |
| Land & Building Services | Land Management           | Agreements   | Development/Easement/Encroachment/Incentive  |            | \$ 200.00     | 1-Apr-23       | no gst                | \$ 200.00     | 25-Mar-24          | no gst                    |
| Land & Building Services | Land Management           | Minor Encroachment   |  |            | \$ 100.00     | 1-Apr-23       | no gst                | \$ 100.00     | 1-Apr-23           | no gst                    |
| Land & Building Services | Land Management           | Road Closure Bylaw   |  | each       | \$ 750.00     | 27-Feb-24      | no gst                | \$ 750.00     | 27-Feb-24          | no gst                    |
| Land & Building Services | Land Management           | Subdivision Approval Extension                               |  | each       | \$ 250.00     | 29-Jan-07      | no gst                | \$ 250.00     | 29-Jan-07          | no gst                    |
| Land & Building Services | Parking                   | Payment in lieu of providing parking space                   | Space in the CC, CPG and CMW Zones   | each space | \$ 18,706.00  | 13-Nov-01      | no gst                | \$ 18,706.00  | 13-Nov-01          | no gst                    |
| Land & Building Services | Parking                   | Payment in lieu of providing parking space                   | Space in the CM1, CM2 and CNC2 zones   | each space | \$ 7,967.00   | 13-Nov-01      | no gst                | \$ 7,967.00   | 13-Nov-01          | no gst                    |
| Land & Building Services | Subdivision Application   | Condominium (non refundable fee)                             | Minimum charge \$250.00. Maximum charge \$5000.00. Each unit \$100.00  | each       | \$ 100.00     | 1-Apr-23       | no gst                | \$ 100.00     | 1-Apr-23           | no gst                    |
| Land & Building Services | Subdivision Application   | Consolidation (non refundable fee)                           | Minimum charge \$250.00. Maximum charge \$1000.00. Each lot \$100.00 > 2 lots  | minimum    | \$ 250.00     | 1-Apr-23       | no gst                | \$ 250.00     | 1-Apr-23           | no gst                    |
| Land & Building Services | Subdivision Application   | Subdivision (non refundable fee)                             | Minimum charge \$250.00. Maximum charge \$5000.00. Each lot \$200.00   | each       | \$ 200.00     | 1-Apr-23       | no gst                | \$ 200.00     | 1-Apr-23           | no gst                    |
| Land & Building Services | Subdivision Application   | Property line adjustment or realignment (non refundable fee) | Minimum charge \$250.00. Maximum charge \$1000.00. Each lot adjusted/realigned \$100.00  | each       | \$ 100.00     | 1-Apr-23       | no gst                | \$ 100.00     | 1-Apr-23           | no gst                    |
| Land & Building Services | Business License List     | Special, monthly or partial listing                          |  | per page   | \$ 0.50       | 27-Feb-24      | \$ 0.55               | \$ 0.50       | 27-Feb-24          | \$ 0.55                   |
| Land & Building Services | Business License List     | Full listing   |  | each       | \$ 75.00      | 27-Feb-24      | \$ 78.75              | \$ 75.00      | 27-Feb-24          | \$ 78.75                  |
| Land & Building Services | Wood Stove Approval       | Copy of approval   |  | each       | \$ 25.00      | 27-Feb-24      | no gst                | \$ 25.00      | 27-Feb-24          | no gst                    |
| Land & Building Services | Use Permit                | Temporary or seasonal land use                               |  | each       | \$ 175.00     | 27-Feb-24      | no gst                | \$ 175.00     | 27-Feb-24          | no gst                    |