

**CITY OF WHITEHORSE**  
**REGULAR Council Meeting #2017-17**

**DATE:** Monday, September 11, 2017  
**TIME:** 5:30 p.m.

**Mayor** Dan Curtis  
**Deputy Mayor** Dan Boyd  
**Reserve Deputy Mayor** Samson Hartland

## **AGENDA**

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

**AGENDA:** Adoption

**PROCLAMATIONS:**

**MINUTES:** Regular Council Meeting #2017-16 dated August 7, 2017

**DELEGATIONS:**

**PUBLIC HEARING:**

**COMMITTEE**

**REPORTS:**

**City Planning Committee** – *Councillors Irwin and Fendrick*

Zoning Amendment – 51 Sunset Drive South  
Subdivision Approval – Lot 1545 Hidden Valley  
Land Acquisition – Utility Lot in Hidden Valley

**Operations Committee** – *Councillors Hartland and Woodcock*

**Community Services Committee** – *Councillors Fendrick and Hartland*

**Public Health & Safety Committee** – *Councillors Boyd and Curteanu*

**Development Services Committee** – *Councillors Curteanu and Irwin*

**Corporate Services Committee** – *Councillors Woodcock and Boyd*

Council Remuneration for the 2018 to 2021 Term of Office  
Disband Trail and Greenways Advisory Committee  
Second Quarter Capital Variance Report  
Second Quarter Operating Variance Report – For Information Only  
Terms of Reference for 2017 Union Negotiations  
Authorize Council Travel – AYC September Board Meeting

**NEW & UNFINISHED**

**BUSINESS:**

<b><u>BYLAWS:</u></b>	2017-29	Council Remuneration (2018 to 2021)	1 <sup>st</sup> & 2 <sup>nd</sup> Reading
	2017-30	Land Acquisition (Hidden Valley Utility Lot)	1 <sup>st</sup> & 2 <sup>nd</sup> Reading
	2017-31	Zoning Amendment – 51 Sunset Drive South	1 <sup>st</sup> Reading

**ADJOURNMENT:**

MINUTES of **REGULAR** Meeting #2017-16 of the council of the City of Whitehorse called for 5:30 p.m. on Monday, August 7, 2017, in Council Chambers, City Hall.

PRESENT: Deputy Mayor Betty Irwin  
Councillors Dan Boyd  
Jocelyn Curteanu  
Roslyn Woodcock

ABSENT: Mayor Dan Curtis  
Councillors Robert Fendrick  
Samson Hartland

ALSO PRESENT: City Manager Linda Rapp  
Acting Director of Community and Recreation Services Douglas Hnatiuk  
Acting Director of Corporate Services Valerie Braga  
Acting Director of Development Services Taylor Eshpeter  
Acting Director of Infrastructure and Operations Richard Graham

Deputy Mayor Irwin called the meeting to order at 5:30 p.m.

## CALL TO ORDER

### 2017-16-01

It was duly moved and seconded  
THAT the agenda be adopted as amended with the changes being:

- the addition of Mike Travill as a delegate;
- the deletion of Judy Linton as a delegate; and
- the deletion of first reading of Zoning Amendment Bylaw 2017-27 due to the withdrawal of the application by the property owner.

## AGENDA

Carried Unanimously

Deputy Mayor Irwin proclaimed August 31<sup>st</sup> to be **International Overdose Awareness Day** in the City of Whitehorse.

## PROCLAMATION

### 2017-16-02

It was duly moved and seconded  
THAT the minutes of the regular council meeting dated July 24, 2017 be adopted as presented.

## MINUTES

July 24, 2017

Carried Unanimously

## **DELEGATIONS**

Mike Travill addressed Council to reiterate his concerns regarding the proposed new Business License Bylaw. He cited 25 problems with the bylaw and stated his contention that it is discriminatory. He asked that third reading of the bylaw be postponed to allow for further review and consultation with a broader spectrum of the community.

MIKE TRAVILL  
Business License Bylaw

## **COMMITTEE REPORTS**

### **City Planning Committee**

The Winterlong Brewery at 83 Mount Sima Road is seeking to grow their business by constructing an additional building and developing supplementary parking. To enable this growth the company has applied to purchase a parcel of adjacent city-owned land for a lot expansion.

The subject parcel is designated as Industrial in the Official Community Plan, but the current zoning is Greenbelt. The proposed zoning for the expansion area is consistent with the existing lot.

If the zoning amendment is approved, the next step will be a disposition bylaw to sell the parcel at fair market value. The expansion area will subsequently be consolidated with the existing lot. The expanded parcel will maintain the required buffers between the nearest water body and the nearest residential parcel.

The City was notified on Friday afternoon that the property owner has decided not to proceed with the zoning amendment at this time. Therefore this item is now for information only and in accordance with the amendment of the agenda at the start of this meeting, there is no recommendation to bring a zoning amendment bylaw forward.

ZONING AMENDMENT  
83 Mount Sima Road  
For Information Only

Explanation of Change  
From Original Item

### **2017-16-03**

It was duly moved and seconded  
THAT the City move forward with the next phase of public consultation on the proposed residential development sites.

Carried Unanimously

MOVE FORWARD WITH  
CONSULTATION ON  
RESIDENTIAL INFILL

Activity reports for May to July 2017 were received from the Land and Building Services and Planning and Sustainability Departments.

ACTIVITY REPORTS  
For Information Only

In response to questions raised, administration confirmed that the proponent for the quarry development project continues to explore a number of issues and the City is waiting for an indication that the company is ready to proceed. More information is expected to be available by September, and the issue will come back to council for a decision.

QUARRY DEVELOPMENT  
For Information Only

### **City Operations Committee**

#### **2017-16-04**

It was duly moved and seconded  
THAT the construction contract for the 2017 Porter Creek Connector Path – Phase 3 project be awarded to Norcope Enterprises Ltd. for a net cost to the City of \$171,210.00.

CONTRACT AWARD  
Porter Creek Connector  
Path Phase 3

Carried Unanimously

Activity Reports for May to July 2017 were received from the Director of Infrastructure and Operations and from the Engineering, Operations, and Water and Waste Services Departments.

ACTIVITY REPORTS  
For Information Only

### **Community Services Committee**

#### **2017-16-05**

It was duly moved and seconded  
THAT George Arcand be appointed as the president of the Arctic Winter Games 2020 Host Society.

APPOINT PRESIDENT  
OF A.W.G. 2020  
HOST SOCIETY

Carried Unanimously

Activity Reports for May to July 2017 were received from the Director of Community and Recreation Services, and from the Parks and Community Development, Recreation and Facility Services, and Transit Services Departments.

ACTIVITY REPORTS  
For Information Only

A Committee member asked for additional information regarding the proposed disbanding of the Whitehorse Trail and Greenways Advisory Committee. Administration confirmed that existing advisory committee members were advised that a proposal to disband the committee will be brought forward to council in September. The committee as it stands has fulfilled the original purpose for which it was formed under the terms of the 2007 Trail Plan, and any new trail development will be done in consultation with neighbourhood working groups.

TRAIL AND GREENWAYS  
ADVISORY COMMITTEE  
For Information Only

**Public Health and Safety Committee**

Emily Jones addressed the Committee on behalf of the Blood Ties Four Directions Centre to promote the upcoming International Overdose Awareness Day.

EMILY JONES  
Overdose Awareness  
For Information Only

Ms. Jones provided information on some of the activities proposed by the Centre to promote awareness, and thanked the City for supporting the Centre's activities.

Marlene Koppang addressed the Committee to express concerns regarding the enforcement of bylaws, including the restrictions on cyclists and skateboarders in the Downtown area and speed zones in various neighbourhoods.

MARLENE KIPPANG  
Various Bylaw Issues  
For Information Only

Activity reports for May to July 2017 were received from Bylaw Services and the Fire Department.

ACTIVITY REPORTS  
For Information Only

Councillor Curteanu provided notice that she would bring forward at the regular council meeting on August 7, 2017 a motion to reconsider a motion that was defeated on July 24<sup>th</sup>, 2017.

NOTICE OF MOTION  
TO RECONSIDER  
RESOLUTION 2017-15-09

The motion to be reconsidered is:

“THAT the City of Whitehorse contribute \$5,000.00 to the Canadian Red Cross in support of the BC Wildfire Relief efforts.”

**Development Services Committee**

An activity report for May to July 2017 was received from the Director of Development Services

ACTIVITY REPORT  
For Information Only

**Corporate Services Committee**

Activity reports for May to July 2017 were received from

- City Manager
- Council Strategic Priorities
- Director of Corporate Services
- Business and Technology Systems
- Financial Services
- Human Resources
- Legislative Services
- Strategic Communications

ACTIVITY REPORTS  
For Information Only

**NEW & UNFINISHED BUSINESS**

**2017-16-06**

It was duly moved and seconded  
THAT resolution 2017-15-09 which reads, "THAT the City of  
Whitehorse contribute \$5,000.00 to the Canadian Red Cross in  
support of the BC Wildfire Relief Efforts", be reconsidered.

RECONSIDER  
RESOLUTION 2017-15-09

Carried Unanimously

Council members thanked administration for identifying funds that will  
allow the City to make this contribution within the constraints of the  
budget.

Discussion

**2017-16-07**

It was duly moved and seconded  
THAT the City of Whitehorse contribute \$5,000.00 to the Canadian  
Red Cross in support of the BC Wildfire Relief Efforts.

DONATION TO BC  
WILDFIRE RELIEF

Carried Unanimously

**BYLAWS**

**2017-16-08**

It was duly moved and seconded  
THAT Bylaw 2017-23, a bylaw to amend the Vehicle for Hire Bylaw,  
having been read a first and second time, now be given third reading.

**BYLAW 2017-23**

Amend Vehicle for  
Hire Bylaw

THIRD READING

Carried Unanimously

**2017-16-09**

It was duly moved and seconded  
THAT Bylaw 2017-24, a bylaw to provide for the licensing and  
regulating of businesses in the City of Whitehorse, having been read a  
first and second time, now be given third reading.

**BYLAW 2017-24**

Business License Bylaw

THIRD READING

Carried Unanimously

Council members noted that some of the issues raised by the delegate  
concern matters that have been embedded in the Business License  
Bylaw for many years. This new bylaw was created in response to  
issues that arose from a review of the Vehicle for Hire Bylaw, and a  
more comprehensive review may be brought forward in the future.

Discussion

**2017-16-10**

It was duly moved and seconded  
THAT Bylaw 2017-26, a bylaw to amend the 2017 to 2020 Capital  
Expenditure Plan by increasing the 2017 budget for the Marwell Lift  
Station Upgrade project, having been read a first and second time, now  
be given third reading.

Carried Unanimously

**BYLAW 2017-26**

Budget Amendment  
Marwell Lift Station

THIRD READING

There being no further business, the meeting adjourned at 6:00 p.m.

**ADJOURNMENT**



## Minutes of the meeting of the City Planning Committee

**Date** Tuesday, September 5, 2017

**Location** Council Chambers, City Hall

**Committee Members Present**  
Councillor Betty Irwin – Chair  
Councillor Robert Fendrick – Vice-Chair  
Mayor Dan Curtis  
Councillor Jocelyn Curteanu  
Councillor Samson Hartland  
Councillor Roslyn Woodcock

**Absent** Councillor Dan Boyd

**Staff Present**  
Linda Rapp, City Manager  
Krista Mroz, Acting Director of Community and Recreation Services  
Valerie Braga, Director of Corporate Services  
Mike Gau, Director of Development Services  
Richard Graham, Acting Director of Infrastructure and Operations  
Jessica Apolloni, Manager of Strategic Communications  
Patrick Ross, Manager of Land and Building Services

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

**1. Zoning Amendment – 51 Sunset Drive South**

The owner of 51 Sunset Drive South has applied for a zoning amendment to relax the setback on the south side of her corner lot to allow for renovations to the existing home. The building is classified as non-conforming due to a change in zoning regulations made after the residence was built, and the *Municipal Act* prohibits alterations except to increase conformity.

The same situation of corner lot non-conformance likely exists for many other properties facing Hillcrest Drive that were built before the setback was increased. The situation was not discussed during consultation for the Hillcrest Neighbourhood Plan because it was not apparent at that time. Administration intends to investigate this further with the intent to bring as many houses as possible into a state of zoning conformance. This zoning amendment is being brought forward at this time because the applicant would like to begin building improvements this fall.



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

THAT Bylaw 2017-31, a bylaw to amend the zoning at 51 Sunset Drive South to reduce the corner setback allowance for the frontage facing Hillcrest Drive, be brought forward for consideration under the bylaw process.

**2. Subdivision Approval – Lot 1545 Hidden Valley Subdivision**

The owner of Lot 1545 in Hidden Valley has applied for subdivision approval to create six new country residential lots, one walkway, one public utility lot, one future development lot, and a new roadway called Stehelin Drive. The area consists of approximately 14 hectares of land designated as country residential in the Official Community Plan. The area is zoned Country Residential 1 and all of the proposed lots will conform to applicable zoning regulations.

All proposed lots will be accessed from Stehelin Drive and serviced through on-site septic systems, water wells or water delivery systems. Residential development cost charges will apply, but the requirement for public use land dedication has already been satisfied through an earlier subdivision application.

Administration has recommended that development of two of the proposed lots be postponed for two years to allow for planned improvements to the area's storm drainage system. The public utility lot will provide the City with better access to the existing drainage ditch and storm water retention pond, and an application for acquisition of this parcel is being brought forward concurrently with this request for subdivision approval.

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

THAT the subdivision of approximately 14 hectares of land for the creation of six new country residential lots, one walkway, one public utility lot, one future development lot, and Stehelin Drive in the Hidden Valley Subdivision, be approved as shown on the proposed subdivision sketch, subject to the following conditions:

1. THAT EVEM Ltd. provide the City with a geotechnical/hydrological report that demonstrates the feasibility and adequacy of on-site servicing; and
2. THAT EVEM Ltd. enter into a Development Agreement with the City for:
  - a) development responsibilities related to the construction of six country residential lots and associated road, public utility lot and walkway infrastructure;
  - b) deferring Development Cost Charges until the time of Building Permit application; and
  - c) limiting the timing for development of proposed Lots 'E' and 'F' as shown on the application sketch.

**3. Land Acquisition – Utility Lot in Hidden Valley**

As part of the subdivision of Lot 1545 in Hidden Valley, a public utility lot adjacent to the existing storm drainage system is being created. This parcel of land will provide additional utility to the City and will significantly improve access to the existing storm drainage infrastructure. A current fair market appraisal has determined the value of the parcel to be \$15,600.00. No budget has been approved for this purchase, and administration proposes that it be funded by the reserve created by cash-in-lieu received under public use land dedication requirements for new developments.

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

THAT Bylaw 2017-30, a bylaw to authorize the acquisition of a portion of Lot 1545, Quad 105D/14 in the Hidden Valley Subdivision for utility purposes, be brought forward for consideration under the bylaw process; and

THAT the 2017 to 2020 capital budget be increased in the amount of \$15,600.00 for the acquisition of a public utility lot in Hidden Valley, funded by the cash-in-lieu portion of the public use land dedication reserve.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	Tuesday, September 5, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Samson Hartland – Chair Councillor Roslyn Woodcock – Vice Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Betty Irwin
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications

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

**1. Marwell Lift Station Project – For Information Only**

In response to questions raised, administration confirmed that the Marwell Lift Station Upgrade project continues to proceed. Additional information will be provided regarding the proposed schedule for completion.



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	Tuesday, September 5, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Robert Fendrick – Chair Councillor Samson Hartland – Vice-Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications

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

**1. Proclamations – For Information Only**

Mayor Curtis proclaimed the month of September 2017 to be *Prostate Cancer Awareness Month* in the City of Whitehorse.

Mayor Curtis proclaimed Saturday, September 9<sup>th</sup>, 2017 to be *Fetal Alcohol Spectrum Disorder Awareness Day* in the City of Whitehorse.

**2. The Push for Change – For Information Only**

Representatives from the Boys and Girls Clubs of Yukon addressed the Committee in support of “*The Push for Change*” movement to raise awareness and funds to prevent youth homelessness.



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

<b>Date</b>	Tuesday, September 5, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications

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

**1. Firefighter Issues – For Information Only**

Gary Pettifor addressed the Committee as a firefighter with 37 years of service for the City of Whitehorse. As a result of this work he now has multiple occupational health-related issues. Mr. Pettifor alleged City wrongdoing with respect to Fire Service operations and stated that he is looking for the City to accept responsibility for destroying his health. He gave the City seven days to respond to his allegations.



## Minutes of the meeting of the Development Services Committee

<b>Date</b>	Tuesday, September 5, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Councillor Betty Irwin – Vice Chair Mayor Dan Curtis Councillor Robert Fendrick Councillor Samson Hartland Councillor Roslyn Woodcock
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications

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Your Worship, there is no report from the Development Services Committee



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	Tuesday, September 5, 2017
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Roslyn Woodcock – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Robert Fendrick Councillor Samson Hartland Councillor Betty Irwin
<b>Absent</b>	Councillor Dan Boyd
<b>Staff Present</b>	Linda Rapp, City Manager Krista Mroz, Acting Director of Community and Recreation Services Valerie Braga, Director of Corporate Services Mike Gau, Director of Development Services Richard Graham, Acting Director of Infrastructure and Operations Jessica Apolloni, Manager of Strategic Communications Douglas Hnatiuk, Manager of Parks and Community Development

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

### **1. Council Remuneration Bylaw – 2018 to 2021 Term**

Council's Remuneration Bylaw requires that the current council set the remuneration to be paid to council members for the next term of office prior to the start of their final year in office. The current bylaw provides for one-third of their total annual remuneration to be tax-free, meaning that it is paid as compensation for necessary expenses incidental to the discharge of their duties as council members. This provision of the bylaw will be nullified by changes to federal legislation that will take effect during the next council's term of office.

Administration surveyed comparable communities to find out how they will be dealing with the change to legislation, and the majority of those communities plan to raise the base salary to account for the tax-free portion. The same approach has been taken with the proposed bylaw, and no other increases are proposed.

Other changes to the bylaw include incorporating the provisions of the current council expense policy into the bylaw to eliminate overlap and duplication. The proposed bylaw provides clarity with respect to when approval for travel outside the city or for funding or reimbursement of expenses may be provided by the mayor instead of by resolution of council, and includes special provisions so that travel within the territory by designated council representatives to the Association of Yukon Communities requires a simpler approval process.

**The recommendation of the Corporate Services Committee is**

THAT a bylaw to provide for the remuneration to be paid to the mayor and councillors for the 2018 to 2021 term of office be brought forward for due consideration under the bylaw process.

**2. Disband Trail and Greenways Advisory Committee**

The Whitehorse Trail and Greenways Advisory Committee was established in 2013 to discuss and make recommendations to council on the achievement of the 2007 Trail Plan's guiding principles of sustainability, inclusiveness, diversity and accessibility. The specific purpose of the committee was to provide advice to council and administration related to the development, maintenance, promotion and encouragement of a sustainable, inclusive, diverse and accessible Whitehorse trail network for all trail users, stakeholders and stewards.

The Whitehorse Trail and Greenways Advisory Committee has served the purpose for which it was originally formed. New issues regarding trail development are being dealt with by neighbourhood task force working groups.

Keith Lay spoke on behalf of the Active Trails Whitehorse Association to express concern regarding the lack of a Trail Development Policy and a defined process to deal with applications for new trails. Mr. Lay stated that these issues need to stay in the public domain and requested that the public be advised of the new processes to deal with these issues.

**The recommendation of the Corporate Services Committee is**

THAT the Whitehorse Trail and Greenways Advisory Committee be disbanded, effective immediately.

**3. Second Quarter Capital Variance Report**

As part of the City's second quarter variance reporting there is a requirement for Managers to review their planned capital spending. Most projects are proceeding as planned and a few have been successfully completed under budget.

A budget amendment is required in order to reduce the 2017 capital budget by \$1,579,490 with most of the funds being grants from the Yukon Government that will not be expended.



**The recommendation of the Corporate Services Committee is**

THAT the following amendments to the 2017 to 2020 capital expenditure plan be authorized:

1. Amend the funding of the completed and under budget Pumper–Tanker Replacement project with \$30,045.00 remaining in the Equipment Reserve.
2. Amend the funding of the completed and under budget Long Term Land Planning project with \$87,948.00 remaining unexpended against contribution agreements with the Yukon Government.
3. Amend the funding of the reduced scope Livingstone Trail Lagoon Odour Mitigation project with \$976,496.00 remaining unexpended against contribution agreements with the Yukon Government
4. Amend the funding of the cancelled Hillcrest Reconstruction project with \$485,000.00 remaining in the Capital Reserve.

**4. Second Quarter Operating Variance Report – For Information Only**

The 2017 second quarter variance projection shows that total operating revenues and expenses will be under budget. Operating projections to December 31, 2017 as compared to the revised budget indicate an operating surplus of \$548,111.

Building Permit fees are anticipated to be lower than budget, but this may change if lots in Whistle Bend phase 3 are brought to market in the fall. Planned transfers from the capital reserve are not expected to occur in 2017 as these amounts were to offset debenture interest for the new Operations Building project and borrowing will not occur until 2018. Wages and benefits are expected to come in lower than anticipated due primarily to corporate vacancies.

Overall department spending is controlled. Based on the total operating budget, the second quarter positive variance is well within 1% of the City's total operating budget.

**5 2017 Union Negotiations**

The Collective Agreements between the City of Whitehorse and the Public Service Alliance of Canada Locals Y022 and Y023 expired August 31, 2017. Both locals have served notice to bargain collectively as required under the existing agreements and initial preparation to do so has begun. To date the City's negotiating team has been established, a lead negotiator contracted, and the current agreements have been reviewed. Managers have been consulted and initial research and proposal preparation has begun.

In order for the negotiating team to proceed it is necessary for council to confirm the team's terms of reference. The proposed terms of reference establish the authority, powers and duties of the negotiating team, including authorization to enter into a memorandum of settlement that will be subject to council ratification.

**The recommendation of the Corporate Services Committee is**

THAT the terms of reference for the City's 2017 negotiating team for the Public Service Alliance of Canada Locals Y022 and Y023 Collective Agreements be adopted as presented.

**6 Authorize Council Travel – AYC Board Meeting**

Council's Expense Policy requires prior approval by council resolution for all requests for funding or reimbursement of expenses incurred in conjunction with travel by members of council outside the City of Whitehorse. Councillor Boyd is a designated council representative on the Board of the Association of Yukon Communities and is expected to attend board meetings. The Board's September meeting will be held in Carmacks.

**The recommendation of the Corporate Services Committee is**

THAT travel expenses from the council representative allocation and honorarium expenses from the councillor-initiated allocation be authorized for Councillor Boyd to attend the Association of Yukon Communities September Board Meeting in Carmacks.

There being no further business, the meeting adjourned at 6:50 p.m.

# CITY OF WHITEHORSE

## BYLAW 2017-29

A bylaw to provide for remuneration to be paid to the mayor and councillors

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

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

### Short Title

1. This bylaw may be cited as the “**Council Remuneration Bylaw**”.

### Definitions

2. Wherever the singular, masculine or feminine is used in this bylaw they shall be construed as being plural, feminine or masculine as the context of the bylaw so requires.
3. In this bylaw, unless the context otherwise requires:  
“CITY” means the City of Whitehorse.  
“COUNCIL” means the duly elected council of the City of Whitehorse.  
“HONORARIUM” means a daily stipend paid to councillors in recognition of time spent while representing the city.

### Annual Remuneration

4. The basic annual remuneration for the mayor for the 2018 – 2021 term of office shall be \$100,100.00, effective from October 30, 2015 to October 31, 2021 inclusive.
5. The basic annual remuneration for each councillor during the 2018 – 2021 term of office shall be \$24,315.00, effective from October 30, 2015 to October 31, 2021 inclusive.
6. The annual remuneration shall be paid bi-weekly and, where a member of council fails for any reason to serve in office for a full twelve months, the remuneration shall be pro-rated on a bi-weekly basis for the period served.

### Remuneration Increases

7. Following the completion of 18 months in office, council shall review the council remuneration bylaw and may, by bylaw, amend the remuneration for the next term of council based on the average Consumer Price Index for Whitehorse for the previous three year period. This average shall be applied annually.

## **Mayor and Council Remuneration Bylaw 2017-29**

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- (1) The review of the bylaw shall be completed within a six month period so that the remuneration for the next term of council is established before the final year of the current council's term.

### Additional Benefits for Councillors

8. Councillors are entitled to Extended Health Care, Dental Care, Weekly Accident Indemnity, Accidental Death and Dismemberment Insurance, a Childcare Allowance, and the Employee Assistance Program.
  - (1) Premiums for Extended Health Care and Dental Care will be paid 90% by the employer and 10% by the councillor.
  - (2) Dental coverage includes 100% basic unlimited and 50% major restorative to a yearly maximum of \$2,500.00 per person.
  - (3) Weekly Accident Indemnity coverage in the amount of \$300.00 per week is available to councillors injured in an accident who are gainfully employed on a full-time basis immediately before the date of injury.
  - (4) Accidental Death and Dismemberment (\$100,000.00 Policy) includes 24 hour coverage.
  - (5) Councillors with dependents living in their home who are younger than 13 years of age will be eligible to claim a childcare allowance for all official meetings of council. For the purposes of the 2018 – 2021 term of office, the childcare allowance will be equal to the established minimum wage as at May 1, 2015, and the rate shall be \$10.30 per hour.
    - (a) Official meetings shall include Standing Committee and Regular Council meetings, Council and Senior Management meetings other than noon-hour meetings, and all training, meetings, events or business functions where the attendance of council members is required by the mayor or council.

### Additional Benefits for the Mayor

9. The mayor is entitled to the benefits of the Management and Management Staff Bylaw and is considered a contract employee entitled to Extended Health Care, Dental Care, Short Term Disability, Long Term Disability, Group Life Insurance, Accidental Death and Dismemberment Insurance, and the Employee Assistance Program.
  - (1) Premiums for Extended Health Care, Dental Care, and Group Life Insurance will be paid 90% by the employer and 10% by the mayor.
  - (2) Dental coverage includes 100% basic unlimited, 50% major restorative to a yearly maximum of \$2,500.00 per person, and 50% orthodontic to a lifetime maximum of \$1,500.00 per person.
  - (3) Group Life/Accidental Death and Dismemberment is two times the annual salary rounded up to the next highest thousand.

## **Mayor and Council Remuneration Bylaw 2017-29**

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- (4) Short Term Disability (Weekly Indemnity) coverage is 100% employer paid. The mayor qualifies after the sixth day of illness and a physician's statement is required.
- (5) The mayor pays 100% of the premium for Long Term Disability coverage. Payments will be based upon 65% of the first \$4,500.00 monthly earnings and 55% of the remaining monthly earnings to a maximum benefit of \$5,000.00 per month.
- (6) The mayor is entitled to time off with pay for periods of absence of three working days or less by reason of bonafide non-occupational illness or accident, medical, dental and optical appointment, or illness of a member of the mayor's immediate family.
- (7) The mayor is entitled to the above-noted benefits as per the Management and Management Staff Employee Bylaw, but is not entitled to any of the other benefits outlined in the bylaw.
- (8) With respect to vacation time, the mayor is permitted to take paid personal leave as he sees fit, and at the end of the mayor's term of office there will not be any entitlement to a vacation pay-out.
- (9) A vehicle allowance in the amount of \$450.00 per month is included in the basic annual remuneration for the mayor.

### Appointment of Deputy Mayor

10. Council shall annually, by resolution, appoint councillors to perform the duties of deputy mayor and reserve deputy mayor.

### Additional Payments for Councillors

11. In addition to the annual remuneration provided for in section 5 of this bylaw, and subject to section 13 below, a councillor shall be paid an honorarium for periods when the councillor is engaged in representing the city at any business function or event, or attending a meeting or training. The honorarium shall be paid as follows:
  - (1) For periods of between one and four hours: \$100.00
  - (2) For periods of four hours or more \$150.00
12. No honorarium shall be paid to councillors when they are:
  - (1) Representing the city or attending a meeting or training for periods of less than one hour, or
  - (2) Attending noon hour meetings of council and senior management, or
  - (3) Attending regularly scheduled standing committee and council meetings, or special council meetings; or
  - (4) Attending regularly scheduled meetings of committees to which they have been appointed as a council representative.

## Mayor and Council Remuneration Bylaw 2017-29

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13. The honorarium provided for in section 11 of this bylaw shall be paid with respect to periods when a councillor is:
  - (1) Representing the city at a business function or event that is authorized or approved in advance by the mayor or council; or
  - (2) Attending a scheduled evening or weekend meeting of council and senior management, a strategic planning workshop, a legislative workshop, or a council training session; or
  - (3) Travelling for six or more hours for the purpose of representing the city at a business function or event that is authorized or approved in advance by the mayor or council; or
  - (4) Is required to act as deputy mayor during the absence of the mayor.
14. Approval by the mayor for the payment of honorariums is reserved for councillors attending local business functions or events, or for the designated Association of Yukon Communities representative travelling to another Yukon community to attend a board meeting. All other approvals require a council resolution.

### Expenses

15. Council expenses include, but are not limited to ground transportation (taxis, rental vehicles, and mileage), air fares, registration fees, meals, lodgings, and honorariums.
16. For an expense to be funded it must be incurred in order to assist the council member in performing the duties of mayor or councillor. Eligible expenditures would normally include costs incurred for training, travel, events, functions, promotion and other direct out-of-pocket expenses.
17. Eligible criteria will include training, events or functions that:
  - (1) Maintain council's profile in the community;
  - (2) Demonstrate council's interest in community issues;
  - (3) Maintain or enhance council's ability to make informed decisions on community issues;
  - (4) Maintain or enhance the skills required by individual council members to effectively serve the community;
  - (5) Involve liaising with other elected officials;
  - (6) Involve representing the corporation on city business; and
  - (7) Any travel approved by the mayor or council.
18. Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with travel by the mayor or councillors outside the City of Whitehorse.

## Mayor and Council Remuneration Bylaw 2017-29

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19. Notwithstanding the provisions of section 18 of this bylaw, where a councillor is designated as a city representative to the Association of Yukon Communities and expected to attend regular board meetings that may require travel to other Yukon communities, requests for funding or reimbursement of expenses may be approved by the mayor. In such circumstances, the councillor shall give advance notice to all members of council that he will be out of town for this purpose.
20. In situations where timing prohibits prior council approval for travel by councillors outside of the city, the mayor may approve such travel for the purposes of funding or reimbursement of expenses. In such circumstances, councillors are required to give notification to other members of council of the training, event or function that requires travel outside the city.
21. Should any member of council oppose a request for funding or reimbursement of expenses incurred with respect to travel approved by the mayor, it must be brought forward for approval by resolution of council prior to the funding or reimbursement being paid out.
22. Council members shall be reimbursed for travel expenses in accordance with the City of Whitehorse Travel Expenses Administrative Directive.
23. In order to claim reimbursement of expenses other than honorariums, members of council shall submit to the Legislative Services Department a "Travel Expense Claim" form as required under the Administrative Directive for Travel Expenses.
24. In order to claim honorariums, councillors shall submit to the Legislative Services Department a "Council Honorarium Claim" form.

### Allocation of Budget Dollars

25. Each year during annual budget discussions council will set the amount determined appropriate for council expenses. Subject to change at that time, the current allocation of funding is as follows:

Mayor's Expenses	\$10,500.00
Council Expenses	\$28,500.00
26. Each councillor may be funded for eligible expenditures initiated by the councillor to a maximum of \$3,750.00 annually. Included in this \$3,750.00 is a \$300.00 annual allocation for incidental expenses incurred during the performance of their duties as a councillor.
  - (1) In order to claim reimbursement for incidental expenses, an expense claim with backup must be submitted to the Finance Department.
  - (2) Incidental expenses do not require the approval of the mayor or council.
27. All costs incurred by a councillor that are in excess of his annual allocation will be the personal responsibility of said councillor unless prior approval of council is received authorizing the use of another councillor's unexpended allocation.

## Mayor and Council Remuneration Bylaw 2017-29

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28. The \$6,000.00 balance of the council expenses budget is to be used to reimburse councillors for expenses incurred when an invitation or obligation of the entire council is delegated to one or more of its members.
29. Unless agreed otherwise by the mayor or council, where all council members have an invitation or obligation to attend a scheduled local meeting or function and no specific council member is delegated to attend on council's behalf, no expenses shall be funded.
30. Councillors shall be paid an honorarium in accordance with section 11 of this bylaw. All honorarium claims shall be paid from councillor-initiated funds, even when the claim is made with respect to a city-representative function or event.

### Repeal

31. Bylaw 2015–22, including all amendments thereto, is hereby repealed.
32. The Council Expense Policy adopted by council resolution 2007-07-06 is hereby repealed.

### Coming Into Force

33. This bylaw shall come into full force and effect on and from the 30th day of October, 2018.

**FIRST and SECOND READING:**

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**CITY OF WHITEHORSE**

**BYLAW 2017-30**

A bylaw to authorize the acquisition of a public utility lot located in the Hidden Valley Subdivision  
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WHEREAS section 265 of the *Municipal Act* (2002) provides that council may pass bylaws respecting the municipality's acquisition of land for municipal purposes; and

AND WHEREAS it is deemed desirable that the City acquire title a public utility lot adjacent to an existing storm drainage pond in the Hidden Valley Subdivision;

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

1. The City of Whitehorse is hereby authorized to accept title to a parcel of land comprising approximately 0.42 hectares more or less of Lot 1545, Quad 105D/14, Plan 2012-0063, Hidden Valley Subdivision, City of Whitehorse, as shown on the sketch attached hereto as Appendix "A" and forming part of this bylaw. The said land is to be acquired from EVEM Ltd. for the sum of Fifteen Thousand Six Hundred Dollars (\$15,600.00) exclusive of goods and services tax.
2. The Mayor and Clerk are hereby authorized to execute on behalf of the City of Whitehorse all documentation necessary to complete the acquisition of title for the said lands in an expeditious manner.
3. This bylaw shall come into full force and effect upon the final passing thereof.

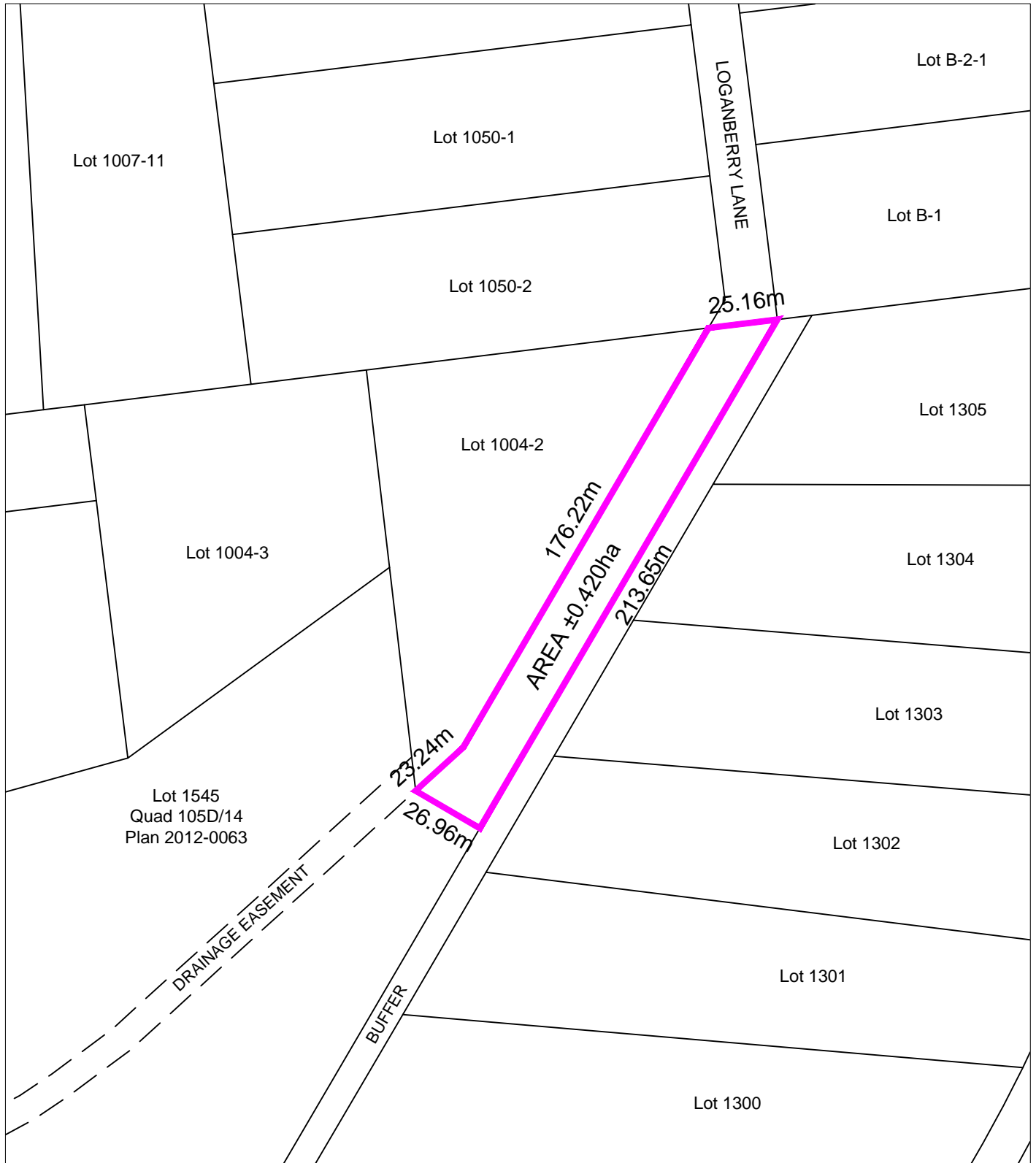
**FIRST and SECOND READING:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk




CITY OF WHITEHORSE  
BYLAW 2017-30  
APPENDIX 'A'



Proposed acquisition of a portion of Lot 1545, Quad 105D/14,  
Hidden Valley Subdivision, Plan 2012-0063, from EVEM Ltd.

LEGEND

 SUBJECT AREA

**CITY OF WHITEHORSE**  
**BYLAW 2017-31**

A bylaw to amend Zoning Bylaw 2012-20

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

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

WHEREAS it is deemed desirable that the City of Whitehorse Zoning Bylaw be amended to allow for the alteration of an existing non-conforming building;

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

1. Section 9.16.7 of Zoning Bylaw 2012-20 is hereby amended by adding a new section 9.16.7 c) as follows:
  - “c) Lot 51, Plan 30131 LTO, located at 51 Sunset Drive South, is designated RS2x(c) with the special modifications being that the corner lot setbacks are as follows:
    - (1) 3.0 m for the side facing Hillcrest Drive;
    - (2) 6.0 m for the side facing Sunset Drive South; and
    - (3) 1.5 m from all other sides.”
2. The zoning maps attached to and forming part of Zoning Bylaw 2012-20 are hereby amended by changing the zoning of Lot 51, Plan 30131 LTO, located at 51 Sunset Drive South, from RS2–Residential Single Detached 2 to RS2x(c)–Residential Single Detached 2 modified(c), as indicated on the sketch attached hereto as Appendix “A” and forming part of this bylaw.
3. This bylaw shall come into force and effect upon the final passing thereof.

**FIRST READING:**

**PUBLIC NOTICE:**

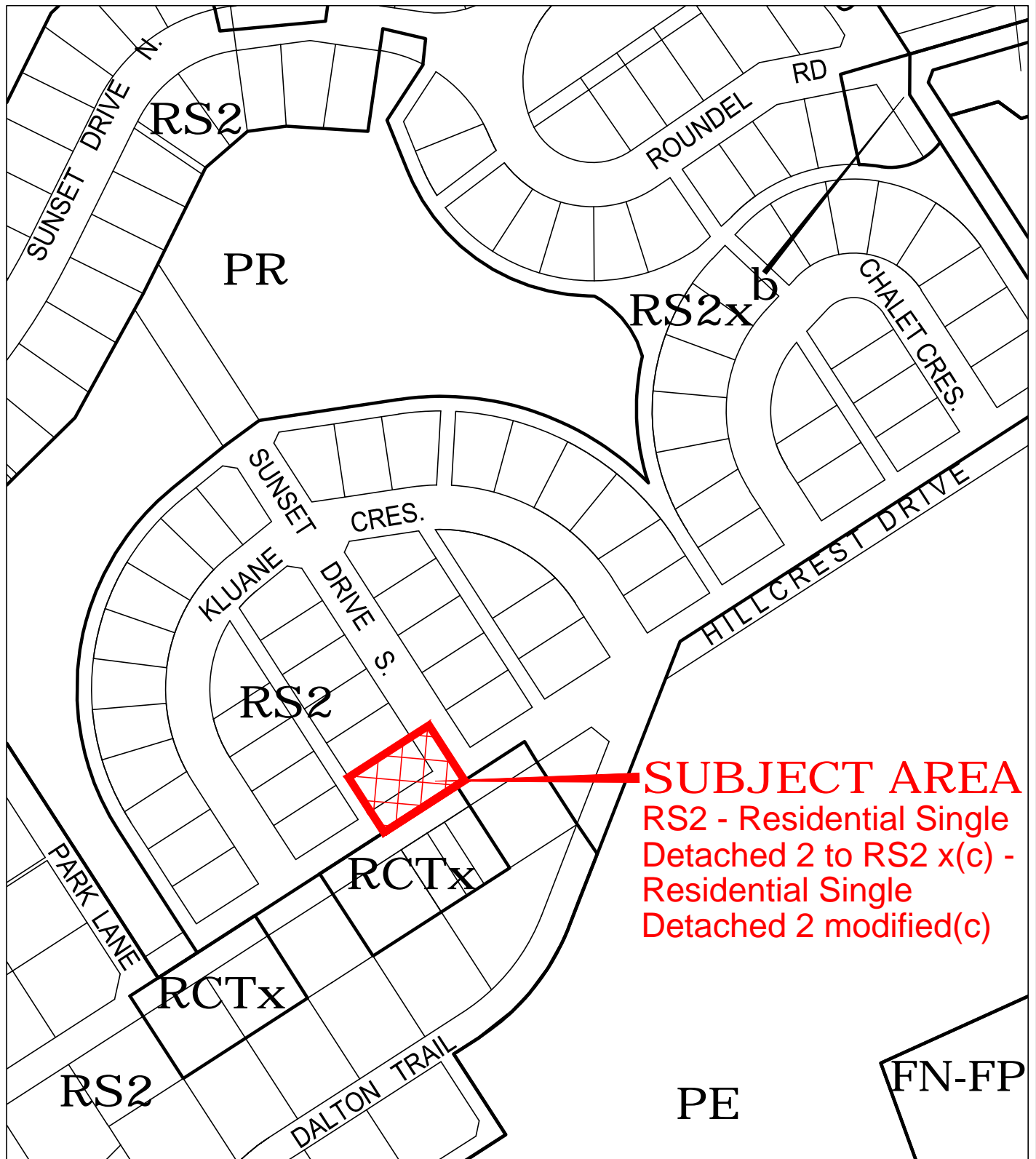
**PUBLIC HEARING:**

**SECOND READING:**

**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**SUBJECT AREA**  
 RS2 - Residential Single  
 Detached 2 to RS2 x(c) -  
 Residential Single  
 Detached 2 modified(c)

Bylaw 2017-31  
 A bylaw to amend the zoning of Lot 51, Plan 30131 LTO (51 Sunset  
 Drive South) to reduce the corner lot setbacks from 6 m to 3 m.

**LEGEND**



SUBJECT AREA