

# **CITY OF WHITEHORSE – STANDING COMMITTEES**

Monday, January 19, 2015 – 5:30 p.m.

Council Chambers, City Hall

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## **CALL TO ORDER**

## **ADOPTION OF AGENDA**

## **PROCLAMATIONS**

## **DELEGATIONS**

### **CORPORATE SERVICES COMMITTEE**

1. Public Input Report – 2015 to 2017 Annual Operating Budget
2. Summary of Properties Subject to Tax Lien
3. Information Sharing Agreement with Elections Canada
4. Amendments to Procedures Bylaw
5. Council and Senior Management Meeting Process Policy
6. New Business

### **CITY PLANNING COMMITTEE**

1. Public Hearing Report – Zoning Amendment (7 Roundel Road)
2. New Business

### **CITY OPERATIONS COMMITTEE**

1. New Business

### **COMMUNITY SERVICES COMMITTEE**

1. Name Change of Society
2. New Business

### **PUBLIC HEALTH AND SAFETY COMMITTEE**

1. New Business

### **DEVELOPMENT SERVICES COMMITTEE**

1. New Business

CITY OF WHITEHORSE  
CORPORATE SERVICES COMMITTEE AGENDA

Date Monday, January 19, 2015  
Location: Council Chambers, City Hall



Chair: Mike Gladish      Vice Chair: Jocelyn Curteanu

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6. New Business	

**Chairperson shall ask if there is anyone present who wishes to speak to the Committee**

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 19, 2015
<b>RE:</b> Public Input Report – 2015 to 2017 Annual Operating Budget

### **ISSUE**

Consideration of the public feedback on the Operating Budget and the Fees and Charges and Tax Levy bylaws that were presented as part of the budget process

### **HISTORY**

Prior to and following presentation of the Operating Budget on December 8, 2014:

- Finance department staff were available at an information booth throughout October encouraging citizens to participate in the input process
- The City hosted a budget Open House on October 1 and used an online budget tool to build awareness of the City's budget process and collect input from citizens
- The proposed budget was placed on the City's website, and an email address for public input was set up for the public's use
- Budget packages were made available at City facilities, and
- Advertisements requesting public input also provided a date for a public input night at a Regular Meeting of Council, January 12, 2015

### **ALTERNATIVES**

Option 1: Bring forward the bylaws for 2<sup>nd</sup> and 3<sup>rd</sup> reading under the bylaw process

Option 2: Amend the bylaws at 2<sup>nd</sup> reading

Option 2: Refer the bylaws back to administration

### **ANALYSIS**

Three delegates appeared at the opportunity for public feedback at the January 12, 2015 council meeting, and an additional 44 comments were received in writing. Further, as part of the 2015 budget process Council committed to expand opportunities for public input to the City's budgets. As part of this strategy responses from 173 residents to the online budget tool (Citizen Budget) were collected.

**Input received has been summarized as follows:**

#### **1. Recycling**

38 submissions were received in writing, via telephone and email in regards to waste reduction and recycling efforts. Of these, 92% urged the City to continue supporting Raven Recycling directly.

The Citizen Budget tool asked respondents how much they would be willing to pay monthly to support a recycling service. The results are as shown below with over 54% indicating they would be willing to pay between \$10 and \$25 per month. However, 35% or 61 respondents are not willing to pay any additional fees for this service.



The survey also asked respondents who were business owners how much were they were willing to pay for enhanced recycling collection. Of the 31 respondents, 17 indicated they would be willing to pay up to \$50/month, 5 indicated they would pay more, and the remaining 9 did not provide a response.

Raven Recycling appeared in delegation to request that the City continue their support of the recycling industry by amending the diversion credit system. The delegation said they were also appearing on behalf of P&M Recycling, and explained that these credits are meant to address materials that do not have an associated system. Suggestions were made to double the \$150,000 cap on the credit, change the timing of payments, and increase the amount paid per tonne.

**Response:**

The City is committed to and has supported waste diversion efforts for many years. The 2013 Solid Waste Action Plan outlined a plan for getting to 50% diversion by 2015. Recognizing that the existing system for funding recycling in the territory is not sustainable, administration researched other options for funding and supporting recycling. The most viable option is a residential recycling collection service that would fund both the collection and processing of recyclable materials.

With the results of the recent study demonstrating the viability of a recycling collection service in Whitehorse, and the strong public support of recycling, administration proposed initiating program design for a recycling collection service immediately.

Accordingly, on November 3<sup>rd</sup>, 2014 the 2014 to 2018 Capital Budget was amended in the amount of \$100,000.00 to provide for the commencement of a Recycling Program Design; the contract is being undertaken by Morrison Hershfield Ltd. As part of the development of a new program a survey on residential curbside recycling collection was undertaken; this resulted in over 1,900 responses. Survey results are posted at [www.whitehorse.ca/recycle](http://www.whitehorse.ca/recycle)

Diversion credits are recognized by the City as forming part of the City’s strategy to meet the 50% diversion goal. As such, staff will continue to explore options as part of the City’s integrated approach to waste management. No increase to diversion credits is included as part of the proposed 2015 operating budget.

**2. Citizen Budget Input**

A number of questions were asked in the survey tool regarding items classified as forced growth in the City’s budget process. These items are ones that require additional resources to establish or maintain services that the municipality must or may provide to meet strategic needs, obligations or taxpayer expectations. Administration used these budget submissions to develop questions for the Citizen Budget tool. The input which included 173 responses received is summarized below.

Item	Citizen Budget Input	Response/budget status
Increased bylaw enforcement on waterfront and trails	<ul style="list-style-type: none"> <li>• 97 out of 173 respondents said zero officers should be added to the budget</li> <li>• The average choice was to add .5 officers</li> </ul>	No service level increase was built in due to lack of strong support
Increased resources for Bylaw investigations	<ul style="list-style-type: none"> <li>• 125 respondents were not in favor, 48 were</li> </ul>	No service level increase was built in
Increase lifeguarding for the pool	<ul style="list-style-type: none"> <li>• 99 respondents chose to add 0 lifeguards</li> <li>• The average choice was to add .2 lifeguards</li> </ul>	No service level increase was built into the proposed budget
Increased Winze Park maintenance	<ul style="list-style-type: none"> <li>• 134 respondents said no while 39 were in favor</li> </ul>	Comments from the Neighborhood Association resulted in a clarification of costs; a reduced amount is built into the 2016 and 2017 provisional operating budgets
Winter trail clearing	<ul style="list-style-type: none"> <li>• 88 respondents said no</li> <li>• 85 were in favor</li> </ul>	For accessibility reasons this amount was built into the proposed budget. However, the program was reduced on a trial basis for 2015
Emergency measures operations training	<ul style="list-style-type: none"> <li>• 88 respondents said no</li> <li>• 85 were in favor</li> </ul>	Included for community safety reasons
Pumphouse safety inspections	<ul style="list-style-type: none"> <li>• 59 said no</li> <li>• 114 were in favor</li> </ul>	Included for water license and resident safety reasons
Water & Waste additional training costs	<ul style="list-style-type: none"> <li>• 77 said no</li> <li>• 96 were in favor</li> </ul>	Included for water license and resident safety reasons
Additional snow clearing	<ul style="list-style-type: none"> <li>• 119 said no additional funds</li> </ul>	No service level increase was

Item	Citizen Budget Input	Response/budget status
	should be spent on this activity <ul style="list-style-type: none"> <li>• 54 chose to allocate additional resources</li> </ul>	built into the proposed budget
Sponsorship	<ul style="list-style-type: none"> <li>• 50% were not in favor of any sort of sponsorship with the balance of respondents split among the various options</li> </ul>	No new sponsorship revenue was built into the proposed budget
Grants	<ul style="list-style-type: none"> <li>• 74 people chose to leave grants as previously budgeted</li> <li>• the remaining responses were nearly evenly split between reducing and increasing the amounts</li> </ul>	The proposed budget maintains grants at the previous levels

A number of comments were also submitted as part of the consultation. These comments are attached as Appendix A.

### **3. Whitehorse Chamber of Commerce**

A delegate speaking on behalf of the Whitehorse Chamber of Commerce noted that the City has made a noticeable improvement in their efforts to enhance opportunities for public input on the budget and suggested that the results of the survey part of the consultation should be released to the public. The Chamber encouraged the City to review City services considering outsourcing as an option to possibly lower costs and suggested that any discussion on sustainability and long-term planning should consider the effect to taxpayers.

#### **Response:**

In the planning stages of the 2015 budget process, the City identified a desire to increase budget communications and opportunities for public input into the budget. Significant changes were initiated. It is acknowledged that this work is ongoing, and City departments remain committed to working with the Finance Committee, Council, other organizations and citizens to continue to improve communications.

The practice of the City is to bring forward the results of public input to a bylaw in the form of a report to Council. This report attempts to do so. This report and the online survey results will be made available on the City’s website.

City services will be reviewed as part of a new approach to strategic planning that is commencing shortly at the City. As the City strives to efficiently deliver services to its citizens the option of outsourcing will be examined.

The 2015 operating budget is presented by the City as another belt-tightening budget that still manages to advance the City’s strategic priorities. Council is very aware of the impact increasing taxes has on the citizens of Whitehorse; the result is a proposed operating budget which reflects Council’s continued effort to keep cost increases as low

as possible and again achieve the lowest tax increase in the past 10 years by holding the increase to 1.7%.

#### **4. Trails**

A delegate appeared to speak to trail maintenance issues and spoke of the health benefits of an effective trail network as well as the safety and accessibility concerns resulting from less than optimal trail maintenance. Written submissions were received to encourage the City to allocate funds to increase its walking focus, and a second to install snow fencing and pack the non-motorized airport trail shortly after a snowfall to enhance commuting opportunities

#### **Response:**

The Community and Recreation Services Division continues to work closely with the Whitehorse Trails and Greenways Committee which was established to oversee the planning and respectful use of Whitehorse trails. The suggestions made will be referred to this Committee for future implementation.

In addition, the City of Whitehorse 2015 – 2018 Capital Budget allocates \$425,000 to trail plan implementation and paved trail resurfacing. Recognizing the accessibility issues which hinder year-round trail usage, the proposed 2015 – 2017 Operating Budget allocates new funds to clear a portion of the Millennium Trail on a trial basis in 2015. Further funds are also provisionally proposed to expand this program in 2016 and 2017 if the trial results are favorable. As well, the Environmental Sustainability Department is undertaking a 2 year project to determine rates of active transportation methods (walking & cycling) in to and out of the downtown core.

#### **5. Other**

Written input was received on the following items:

- The Utilities Consumers' Group wrote in expressing concern with current and future utility rate increases for the purpose of maintaining a reserve which they feel is unnecessary.
- The Copper Ridge Neighbourhood Association requested that the City cover the additional operation and maintenance costs of the Winze Lane Park should they be successful in their application to the Community Development Fund to expand the current park.
- A submission suggested that in order to raise additional tax revenue mobile home parks should be taxed at a commercial instead of a residential rate.

#### **Response:**

The City's Reserve Bylaw requires 20% of annual water sales and any surplus from prior years be allocated to a reserve to fund future replacement of water and sewer infrastructure. The balance of this reserve is estimated to be approximately \$5 million once the 2014 year-end entries have been made. With an estimated replacement value of nearly \$56 million on the pump stations and reservoirs alone (replacement cost on over \$80 million worth of water distribution system infrastructure is not yet known) the balance in the Water & Sewer reserve is consistent with prudent management.

Clarification on the project from the Copper Ridge Neighbourhood Association resulted in the City's original cost estimate decreasing significantly. If the Association is successful in their funding request, it is anticipated that construction would occur in 2015 and City maintenance would be required starting in 2016. Therefore, the smaller budget estimate has been built into the provisional 2016 and 2017 operating budgets.

The annual tax levy bylaw establishes classes of property with a tax rate for each as per section 55(3) of the *Assessment and Taxation Act*. Properties with residential units within a mobile home park are being taxed appropriately according to the bylaw.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2014-35, the 2015 annual Operating Budget and the 2016 and 2017 provisional budgets, be brought forward for second and third reading under the bylaw process, and

THAT Bylaw 2014-36, the Fees and Charges Bylaw reflecting annual budget changes, be brought forward for second and third reading under the bylaw process, and

THAT Bylaw 2014-37, a bylaw to levy taxes for 2015, be brought forward for second and third reading under the bylaw process.



APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<ul style="list-style-type: none"> <li>- I am happy with the level of snow removal that the City currently provides.</li> <li>- The City has done a great job with the Canada Games Center, it has excellent programming for all ages and the staff is excellent.</li> <li>- I like the interactive budgeting consultation process the City is trying; very innovative.</li> <li>- Curb side recycling from the City would be great.</li> <li>- It is not included on the list, but I would be very supportive of the City directly funding Mount Sima. I would be willing to increase my property taxes for Mount Sima. It is great facility and I believe it adds significantly to the livability of the City in the Winter.</li> <li>- I believe that I get good value for money for my property taxes with the City.</li> </ul> <p>increase taxes to keep Raven Recycling open</p> <p>What about recycling of items. Raven Recycling was good- why notkeep it going? I do not want to pay for Whistle Bend but have no help for recycling! It is not acceptable</p>
<ol style="list-style-type: none"> <li>1. A general comment: our municipal taxes are a fraction of jurisdictions in the south.</li> <li>2. Why is there a Senior Utility Charges Rebate gift to any owner/renter as a birthday gift at 65 and every year after? This should be sensitive to income.</li> <li>3. Pumphouse inspections are mandated - why ask "if"? Didn't understand snow clearing item - would support present budget but question looks like you ask about increasing up to 100% more.</li> </ol> <p>1. With regard to the Copper Ridge Park: if new facilities are being developed using CDF funding, part of the project proposal should include the sustainability of the project. Any discussion about ongoing funding should take place before the project gets underway. That way, when the project is complete, all stakeholders know how the project will be funded, and this should not involve relying on regular funding from the City. Perhaps the group behind the project could take on the maintenance (as far as they are able) on a volunteer basis (same way as the rinks in the winter).</p> <p>2. Development services - recycling: I have just signed up to the Blue Bin service, so would not be prepared to pay on top of that. It is a tricky question to answer, given recent developments with Raven.</p> <p>3. Snow clearing - It was not clear to me from the question if I had to select the \$3.3 million to maintain the current budget, and so I did not adjust that. I am happy with the current snow clearing job that the City undertakes - you do a great job!</p> <p>4. Grants - Might be worth reducing the level of funds available. Groups could also fundraise, increase their user fees, and look for corporate sponsors for example, as alternatives to municipal grants. The City Litter Pick-up program: this is a program that is a great community service, and I think it would be worth reviewing (with a view to increasing) the level of grant awarded to the groups who carry this out. Are there other similar community services that could be carried out by volunteer groups? Perhaps you need to say that if you want to apply for the City grants, your group needs to do at least one litter pick-up? Funding for capital projects - groups should be required to show their proposed ongoing (O&amp;M) funding model prior to funding being awarded. And the proposal needs to be reviewed by a few sets of eyes to ensure that the proposal is feasible.</p>
<p>Businesses and multi-dwelling buildings need to start recycling and composting. There should be a fee or fine for those that don't and a tax credit for those that do. Stop tipping fees!!! The long term costs of the current level of garbage dumping in wilderness areas in the city aren't worth the escort term budget gain tipping fees are just deterrent fees and cost way more long term.</p> <p>Oh and PPPs are a rip off for citizens. Some company that did not build the facility, like the CGC, gets to donate a pittance comparatively to the actual capital and O and M costs, for perpetuate. That isn't right. Corporate donations should get a tax credit and use it I their advertising but citizen owned facilities should stay that way. Thanks.</p>

APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>City grants to community groups encourage general wellbeing in the City, and this is my key support issue!</p> <p>Completely ridiculous survey obviously skewed to meet bureaucrats "wants". Why no options to decrease number of overpaid staff? Ridiculous that city council plays benevolent dictator and gives away my taxes to their pet groups and friends when we don't even have snow clearing services? Why no option for zero dollars for dumping recycling fees on small business?</p> <p>Your policies and taxes and a major reason why most business have left town resulting in a bedroom community for overpaid bureaucrats. Ever questions why most billion dollar mines have their staff located in Vancouver or Calgary or more and more office and retail space remains unoccupied?</p> <p>We are in the process of moving our own company out of Whitehorse but will of course enjoy the perks provided by the City and YTG to extraterritorial companies while we live in bliss in the Okanagan Valley. See yah suckers!</p> <p>Core funding to Mt Sima would be good, as it is a city facility.</p> <p>Don't see how anyone could complain about an extra \$33.00 a year in order to get the extras we have selected above. One less latte a week would probably cover it for me!</p> <p>Forgive taxes for MCBRIDE museum.</p> <p>Fund culture and heritage</p> <p>Funding for not-for-profit organizations is very important. If the City were to discontinue the grant that covers the property tax of places like MacBride Museum it would jeopardize the service offered by many NFPs in the city. MacBride Museum currently holds the largest collection of artefacts in the Yukon, they are the largest museum in the Yukon, and they are open more often than any other museum in the territory. If you were to discontinue the grant which helps with their property taxes this would eat up 90% of their core funding (literally - this is not an exaggeration). They might not be able to stay open 5 days/week through the winter offering programs and tours to schools and tourists. They might not be able to install shows around the city and the territory as they do now. And they might not be able to offer the variety of programming they do throughout the summer.</p> <p>And, though I don't know a lot about other NFPs in Whitehorse, I am sure that the removal of this grant will affect them, too. We already have Raven Recycling and Many Rivers limiting their services due to lack of funding - we cannot afford to have this grant taken away.</p> <p>And, yes, if it means raising my taxes, I am okay with that. I am willing to pay a little more to support what I believe is an excellent cause - and the NFPs like MacBride Museum are definitely worth it.</p> <p>Having more Bylaw is a total waste of time and money. People should govern themselves more, ie talk to the neighbour don't just call bylaw. Maybe some education around that is a good idea. Government and Bylaw can't solve all of peoples problems. I live on the trails in Riverdale and the large majority of people are fine with what's happening especially now that you have designated trails. I don't want to be walking around feeling like I am being watched!!! What percentage of people are actually complaining? There's the lady from England and a couple of her friends. It would be a total waste of money!! I am a father and live on the green belt in Riverdale</p> <p>I am on a fixed income and a 12.5% tax increase is outrageous to me. When I see 3 guys doing a job one man should be doing and transit buses running around empty or with one passenger in it I get upset.</p>
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APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>I briefly reviewed the 2013 financial report. On p55, I assume that "environmental services" include water and sewer and solid waste. Unfortunately there is insufficient detail to show how much each of these functions costs. It shows environmental services at about 18% of expenses. But the piechart in the consultation flyer shows environment at 1/2227 or &lt;1%, and operations at 808/2227 or ~36%. It looks like these stats were made up by two different accountants. I need to know how much City spends in direct grants to Raven recycling, and P&amp;M recycling; and how much the city saves by diverting recyclables in this way. Without sufficient detail the budget consultation may not be very meaningful. It may just amount to a lot of talk about generalities. If the city and YTG allow Raven to fail, I and many other people will be very disappointed. Who will gain by limiting funding to Raven? I note that a private company that collects recyclables for \$20 a month may have connects to the Yukon Party. If I find out that there is conflict of interest involved with these funding arrangements, I will raise hell.</p>
<p>I did not find your budget input tool to be very intuitive. I hope the City will continue with street and sub-surface infrastructure improvements in the residential areas of Old Town and the main arteries like 6th avenue. It would be a welcome change having proper streets with sidewalks and improvements to water and sewer lines. increased density in Old Town equals increased use to roads that are in appalling condition excepting the improvements to Black, Olgivie and parts of 6th Avenue. Please keep the improvements coming!</p>
<p>I don't know what kind of bylaw investigation services you are referring to- I don't think you had a category for 'cyclist' issues but don't think resources should be used to monitor cyclists use of roadways/sidewalks. The Although there was on unfortunate incident where a cyclist was very inappropriately using the sidewalk and involved in an incident with an elderly walker, this is a very rare incident. Really, how much damage can a cyclist do to a pedestrian? This vs the injury that a cyclist is subject to on the roadway- the sidewalks here are rarely so 'crowded' that we can surely accommodate both cyclists and pedestrians without peril to either.(Have you ever actually seen someone walking on the sidewalk that extends the length of Range Road from 2 mile hill to Mountain View drive?) It really is a mindset and we need to encourage cyclists instead of making it more and more difficult/hazardous to use bicycles.</p>
<p>I don't understand how you can pose a question about a legal requirement (annual inspection of pump houses) unless the City is prepared to violate the law: are you suggesting there is a choice about compliance? However, I would like the mayor and council to know that in my household we are prepared to pay an additional property tax or dedicated levy to insure that a robust recycling program continues to operate. Our preference would be to support a not-for-profit or city operated program. Taxes in Whitehorse are modest compared to most other cities we have lived in.</p>
<p>I don't understand why the pump house inspection was included in here. If the city is required to do the inspection then is it really a choice? Also, the people doing enforcement on waterfront and trails, are they actually allowed to do any enforcement or will they just call the RCMP, increasing there workload?</p>
<p>I found this survey does not really present the citizen with the opportunity to present appropriate feedback on the budget considering the size of the city's total budget and the few items that are presented here. It may have been more helpful if after each question there was the opportunity to provide a comment allowing the participant to explain their reasoning on their response and to also be asked the question on whether the respondent would be willing to see a tax increase to cover any increases. Or perhaps provide other viable options. I.e....the city could perhaps partner with third parties on some of the mentioned items.</p>

APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>I have just returned from Montreal, where a conference of cities from around the world were discussing programs and policies and plans to make their cities more resilient and sustainable. Here are some that I thought Whitehorse should consider:</p> <ol style="list-style-type: none"> <li>1. cities are adopting a "people first" policy when it comes to things like traffic/ cars and related things like public health. With regards to traffic and cars Montreal will or already has established that after a snow fall the clearing priorities will be sidewalks, bicycle paths, bus lanes, and then major arteries. The health related advantages are that the city is encouraging people to walk as a form of exercise, they are encouraging the all-weather use of bikes, and the use of public transportation. Any visitor to Montreal will notice that it is easily the biking capital of NA, with bike paths being given a high priority, and the public transportation system is excellent, with express bus lanes everywhere.</li> <li>2. More and more major streets are being turned into pedestrian walkways. Again this encourages people to walk. Initially there was objections from some small business owners, but in fact business has improved because of these changes.</li> <li>3. Given the comments above, Keeping the riverside walkways plowed in winter as a PRIORITY is a no-brainer</li> <li>4. Raven recycling should be given whatever support it needs to continue and expand its social enterprise operations. The garbage generated by business should be paid for by business...as well as condos, etc. No doubt some of these services could be integrated into Ravens operations.</li> <li>5. Some of these ideas fall under the heading of community economic development, i.e encouraging some of the organizations supported by grants to become more like social enterprises, i.e., supporting the Raven recycling as an example. One also wonders why many of the organizations do not get together under one location, to save administration costs such as rents, phones, technology, printers, etc, but above all to improve communications between themselves.</li> <li>6. The city took a number of outstanding steps this year, including supporting a private developer to set up a roof top solar system, and waving city property taxes for a developer to build affordable housing. As regards the first of these, the city should build solar parks on their own buildings, and use policies like waving property taxes, and by laws to address some aspects of the affordable housing situation.</li> <li>7, the city should join the \$15 dollar minimum wage campaign. Other cities have already done this, and although it might only be symbolic because the city already pays more than that to all its employees, nevertheless it will show the way and also because it could include that requirement in any of the contracts it lets out to the many companies it purchases products and services from.</li> </ol>	<p>I like the idea of sponsorship of facilities, but he amount needs to be significant for the amount of visibility especially if it's renaming the CGC. The survey item was not exactly clear about what was being asked.</p> <p>Snow removal needs to be overhauled completely, but not at an increased cost. Current program is labour and equipment intensive. Better equipment (snow blowers + trucks) instead of front end loaders, graders and trucks would improve efficiencies on all fronts greatly. It's how every other Canadian city deals with snow.</p> <p>Your survey only allowed me to consider tax increases, I would prefer to consider tax cuts.</p> <p>Why can the garbage folk pick up my can at 10 am on a holiday, when it takes them til 3 pm on a regular day? Because the crews are highly motivated to finish their runs and return to their families on a holiday, not so on a regular day. Changes to the city budget should look at these and other inefficiencies.</p>
<p>I strongly support increase in taxes. It is crazy that we have such low taxes when living in such a remote, harsh environment, so it should cost more to live here. There are so many issues we need to invest in more as a community. Sustainability, reducing our environmental impact, reducing our reliance on automobiles, reduce our community's energy vulnerability, not to mention all of the social ills and housing crisis we need to address.</p> <p>Increase snow clearing by making all cycling routes priority 1A (after emergency routes) - same priority as transit. This include bike paths. Clear bike paths and routes before all suburban streets.</p>	

APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>I think some of the enforcement costs could be offset if fines were actually imposed for more issues than just parking transgressions. Enough with just warning people as an education measure. Handing them a fine is also a way to educate. I could have made a lot of money this summer handing out \$50 fines to all the riders not wearing bike helmets. If they're not going to bother issuing fines, then never mind hiring extra constables. As for snow clearing, the city does not need to raze the banks along all the streets so often outside of the downtown core. Perhaps when we can't see over the banks, but sometimes there's only a little bit of a bank which doesn't need to be scraped to pavement.</p>
<p>I think that people live in Whitehorse because of services and lifestyle. The City does a good job providing services. The challenge will be to look at being adaptable and change with expectations and demands so it's limited resources are being used efficiently. Thanks</p>
<p>I thought it was RIDICULOUS when I heard on the radio yesterday that the bowling alley in Riverdale said there is no longer a business case for this to be a private enterprise and that it therefore should be taken on by the City! If there is not a business case (i.e., not the demand) why would the city waste it's precious resources on it and take \$ away from other important areas? Also, this tool is very cool and a great way for citizens to be involved, have their voices heard and also see that when you increase \$ in one area it has to come from somewhere.</p>
<p>I would love to see the compost collection program expanded to Apartment buildings and businesses. It is a cost I would be willing to pay extra for in order to reduce our waste at the landfill.</p>
<p>I would also like to see the city proceed with the orderly improvements to the streets and underground infrastructure of the oldtown area of downtown. These streets and infrastructure are in terrible shape and their upgrading should be looked at as a priority by the city.</p>
<p>I would be very frustrated and angry if we began to rename buildings, parks, equipment or anything else after businesses! ... especially for that minuscule amount of money! We need more snow clearing of pedestrian and bike trails! Ideally I would like to see the Hamilton Blvd trail, the Millennium Trail the Waterfront Trail and the paved trail from Takhini North to Porter Creek all regularly groomed or cleared of snow at a reasonable priority level. Perhaps instead of or complimentary to the above suggestion would be a city-wide network of multi-use trails that are for non-motorized use and would accommodate not only pedestrians in the winter but also skiers and cyclists. For the amount of time that our city spends in winter conditions, these types of alternatives to driving are mandatory to enabling people to commute under their own power. Cycling in the winter may be a challenge for many but Imagine how many Whitehorse citizens would commute on skis if a groomed network with minimal road crossings were established. This network would also benefit summer commuters.</p>
<p>I would like to only have garbage collected once per month, and the other time have recycling picked up. This consultation is weirdly set up because these options are not pre-set. Also some of your options aren't really options - i.e. inspecting the pump house. I only want to say how much I want to pay for recycling in relationship to how much I pay for garbage and compost - it should be the same, but again, I think 2x per month garbage collection is excessive. People shouldn't be generating that much garbage - we can recycle and compost. PLEASE don't leave our only recycling option in the hands of the private sector. This is a municipal responsibility</p>

APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>I'd like the City to identify more cost savings initiatives. For example: what are the options to lower costs (efficiency) and prevent costs from increasing ?</p> <p>Most of the choices appeared to be more services and higher taxes, or cuts to programs/services.</p> <p>I fully support recycling efforts/facilities - why would more recycling (collection) automatically increase costs ? Why couldn't the existing dump which is staffed, not be used for non-refundable recycling at no dump fee charge?</p> <p>What is the City investing in to lower costs ? (IE. Electricity, equipment, automation, etc ?)</p> <p>What happens to the programs/facilities/services with declining membership/utilization and how much expenses could be reduced if cancelled ?</p>	<p>In Budgeting, Job one is O&amp;M-roads, sewer &amp; water, parks, transportation, law enforcement, emergency service. Job two is a long term plan for infrastructure replacement and up-grading and each year there should be a project identified to do this. This is on-going. Job three is everything else starting with land development, City Plan update and going out from there.</p> <p>Property Tax is not a penalty on property owners, it is the price we pay for all the services provided in our City, some of these services we may not use but other will need them, it's all about being a society. The Cost of everything is going up, we as home owners see it every time we go to the store, pay our oil bill, light bill, take a trip, stay in a hotel, rent or buy a car so why would we not expect the services we receive, as being citizens of an incorporated City, not to go up as well. We have a beautiful City, the Parks staff do a superb job keeping it looking that way. Citizens resist infill but expansion into new subdivision is an additional cost on us all. In the awarding of Grants, question one is "What is its value to the City", ie special events, these bring a lot of dollars into the City, recreation, also dollars with national and international events, but our facilities add to the health and wellness of our young and old. Everyone benefits, if not directly, then indirectly. A % increase should be build into the budget each year, I do not think we will ever reach the point where we will have to many tax dollars.</p>
<p>Keep investing in trail development and maintenance that balances the needs of all user groups. Enforcement is a waste of money and a knee-jerk reaction to a few very noisy people.</p>	<p>Look at new ways to increase the revenues no tax increases. In fill the existing City with more housing units. This means the cost to housing unit as it relates to service lower the costs of services and increase the revenue base. Look at freezing wages. Tax increases should follow the inflation rate at most that is just less than 2%. Find the savings in the budget 12% is not possible. Contract out service instead of having to purchase and maintain all the equipment. Contract out all the planning and engineering services much more cost effective. The old way of doing municipal business is gone. Look at what New Zen-land 20 years ago cut the amount governments from 93 to 22 and saved millions. No Sima or anything like it. Change the costly sink holes like the transit service that does not work because it is not set up to operate properly. Put out an RFP to have someone build a parking garage in the down town. Need more business to finance none municipal service not the COW.</p>
<p>More parks with berry gardens, please support a new skatepark!</p>	<p>Need programs for youth that don't have parents that can pay these kids hang around the game centre doing nothing when there could be some free programs for them</p>
<p>Non-profit societies should get property tax abatement. It will be crippling to many organizations if the City stops property tax abatement.</p>	

APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>Once again a poorly worded City survey. e.g. why give a choice about something that is required such as pumphouse. Corporate sponsorship seems low. How does it compare to what other cities receive. The City should focus on core municipal responsibilities. This is why I decreased grants. In lean economic times families are cutting back expenses and the City should do the same, not continually expand. Re lifeguards, no one in my family uses anything at Canada Games Center. We have wilderness for free at our doorstep. Beyond basic coverage of the Center to encourage active living and subsidizing low income users, why should everyone have to pay for increases. User fees should cover inflation at minimum and increases in services too. Re Winze Park, the City seems to be unable to maintain current trails. Many trails have insufficient woodchips to cover tree roots that have become exposed over time from compaction (tripping hazard for runners). Many are eroded and this will only increase because the City is allowing motorized users on trails. Perhaps the Copper Ridge Comm Assoc should consider other sources of funding, volunteer labour for the ice rink, or scale back their plans and prioritize. I support some bylaw enforcement increase because it generates revenue and is needed. However, I prefer user education, effective barriers (widely spaced boulders do not work), signage, and City policies that reflect the majority of users not just lobby groups such as KSA. Bylaw cannot possibly cover the vast area within the City boundary. I do not support paying for curbside recycling when we have at least 3 alternative methods available now to those who choose to recycle (take to Raven or P&amp;M, to the landfill, or use the private blue bin company for curbside pickup in 3 neighbourhoods). Those who are not recycling will not likely start. The refund is an incentive that is not working for them and neither is the private company offering curbside pickup conveniently without the need to sort. The City should not compete with this private company. I do not support winter trail clearing as I prefer to snowshoe or ski. Sections of Millennium Trail that are cleared become icy for walking. Are home and business owners required to clear their sidewalks of snow. Some cities require this within 48 hrs of a snowfall or they clear it and add the cost to the owners property tax bill. Whitehorse should consider this. Sorry this all reads so negative. I DO appreciate the hard work of City staff and Council, and all that Whitehorse offers!</p>
<p>Pay to support the raven recycling. It is ridiculous that our "wilderness city" is prepared to put it all in the landfill. The city council should be embarrassed. I did not vote you in to increase our landfill. We need to think this through. I am very disappointed.</p>
<p>Please no more spending increase! We're not Vancouver and we never will be. If you continue to do this and raising taxes every year, more people will move away from here!!</p>
<p>Please spend the tax money more responsibly! Transit for example: Why running such a luxurious system with such poor scheduling and routes and empty buses outside peak times? Also, dear council: How about listening to your "employers" (taxpayers) a little better??? Don't only do what you want - do more what your citizens want!</p>
<p>Please stop trying to balance the budget by hurting non-profits that perform critical roles in the city. I would definitely support paying for the city to run a recycling pick up program.</p>
<p>Prioritize roads with bike lanes and bike paths for winter snow removal as well as Millennium trail from Riverdale, up two-mile hill to Copper ridge. The millennium trail is by far the safest way to get through downtown in the winter without having to ride on the sidewalks with pedestrians. I have commuted in the winter by bicycle in many cities in Canada and I find Whitehorse to be worst. I often have to resort to driving my car as the bus service is only once/hr, and in Riverdale that just adds to the congestion and frustration of driving.</p>
<p>Property tax grants/relief for downtown not-for-profits should be maintained (e.g. McBride Museum). Careful and considered development should continue at shipyards.</p>
<p>property taxes should be lower not raised every year. The city should start living within their means and cut expenses including staff</p>

APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>quit funding special interest groups and consultants. i am so sick and tired of constantly paying more and more taxes all the while city of Whitehorse is frittering the money away. no more parks or trails to nowhere. if people want these services i suggest they pay for them out of their own pockets. charge kids \$25 per use at the cgc. city management and council don't seem to get it that the money they are wasting is my money to. it should be run like a business. I don't see a single Councillor that deserves to be re-elected</p>
<p>Recycling a priority and I believe should be paid for with taxes in an overall waste strategy</p>
<p>Reinstate the recycling program at raven recycling, find a way to budget for this very important service.</p>
<p>restore and support the existing recycling program offered by Raven Recycling or enhance the program with roadside mandatory recycling (blue bin) as is practiced in southern cities e.g. Winnipeg. Such a program is a social and environmental responsibility of an informed and healthy community. The costs of such a program should be a line item of the city's overall waste management program and not be a surcharge on residents who wish to be environmentally responsible.</p>
<p>Senior utility rebate should be income restricted</p>
<p>Seniors utility grants and benefits offered by the government should be income tested for eligibility. For abuse of walking trails by motorized vehicles, increase the fines so they are punitive.</p>
<p>slider does not work re by-law investigations</p>
<p>Snowplow ONLY the Waterfront Trail for wheelchair access, but not the Millennium Trail as this would be too expensive and hazardous. More education needed for snowmobile &amp; ATV bylaws: distributing flyers to all homes twice a year would probably be less costly than hiring more constables, and probably more effective. Amend the snowmobile bylaw so that it matches the City's Trail Plan requirement, and prevent damage to non-motorized trails and greenspaces by simply adding "non-motorized trails" and "greenbelts" to the list of prohibited areas. This will help educate snowmobilers about the impacts of their machines on the environment. Community greenhouses would be greatly appreciated, especially near the major apartment buildings in Riverdale. This was a concept outlined in the Riverdale Neighborhood Plan.</p>
<p>Some of the questions on this survey are ridiculous. For example, asking if we should fund EMO training -- as a taxpayer, I would hope we are already funding this type of training, therefore we shouldn't have to increase taxes. Just as ludicrous is asking whether or not we should fund training that is required by Occupational Health &amp; Safety - doesn't sound like much of an option for me. On a related note, why would the City build a park then ask whether or not it should be maintained???? As a taxpayer, I'd like to see LESS money allocated to Bylaw for "trail enforcement" and a downsizing of the staffing levels at the City overall through attrition. The focus should be on a leaner, more efficient administration; not additional bureaucracy. It would also be nice to have a means of providing input on the poor design of the roundabouts being put in this City -- I realize they are supposed to "calm" traffic, but they the majority of motorists still don't have a clue as to how to drive through them.</p>



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<p>Stop giving grants to Raven recycling. They spend way too much money on executive salaries. Also, stop giving grants to developers. There is already too much subsidized rental in Whitehorse...the 2011 National Housing Survey shows over 20 percent of rental units are subsidized here.</p> <p>Re more lifeguards at the pool..I swim every day and there are always 3 or 4 of them at least on deck, and often there's only one or two of us swimming lanes with lots of these lifeguards around... so I don't know what time frame has only one on deck. I suggest more effort be put into properly scheduling these resources.</p> <p>One more thing, I think there was a legal commitment made back in 2007 regarding naming of the Canada Games Center so you might want to do your homework before suggesting that changing it is possible. I support sponsorship renaming for smaller places but definitely not renaming the CGC.</p>	<p>Sufficient funding must be provided to support recycling programs. The loss of Raven as a recycle drop-off is pitiful. Curbside recycle pickup makes a lot of sense to me. The easier it is, the more it will be done.</p> <p>As far as snow clearing goes, the sidewalks downtown need to be maintained. I remember a couple of years ago pushing a gentleman in a wheelchair through the unplowed snow. I have not found street maintenance to be my greatest concern, but sidewalk maintenance.</p>	<p>Support recycling processing (raven)</p>	<p>Survey is skewed to give answers that administration wants. Why no options to eliminate numerous overpaid positions such as env coordinator multiple 6 figure "directors" positions, largest and worst planning department of any municipality in Canada, hundreds of millions in vehicles and equipment, etc etc?</p> <p>Bloated overpaid bureaucracy results in one of the highest tax rates in Canada based on services provided (i.e. no snow clearing, YTG paying for police, libraries civic centres, etc.) City pays massive amounts of rate payers taxes for services it has no business to be in including low cost housing, policing, environment etc which is covered by territorial or federal governments.</p> <p>Ever think of providing basic services such as snow cleaning, road and sewer maintenance and then looking to reduce our taxes.</p>	<p>The city could likely realize significant savings by tendering essential services to the private sector. This would minimize the O&amp;M and capital cost to the city while ensuring quality-of-service is upheld through oversight of the contract. It's disappointing that privatization failed to play a factor in this mock budget.</p>	<p>The city has professional engineers on staff, so why would there be additional costs for inspection of pumphouses? Even if they are only civil engineers, surely one of them can take a course on it??? Downsize Environmental Coordinators department. They have not had an innovative idea in years and years. My age is not pertinent to this survey. Does my opinion matter less if I'm 25, more if I'm 40?</p>	<p>The idea of CORPORATE sponsorships for our community facilities is appalling. We are primarily a community of citizens who provide services for each other, not consumers in a world dominated by corporations. I was dismayed by the commercialization of our public civic space when I saw Booster Juice, Subway and Physio Plus advertising on signs outside the Games Centre. This is entirely inappropriate in a tax payer funded community centre. I pay my taxes to provide services to my community. Corporations whose fundamental purpose is to promote consumerism have no place in our public facilities.</p> <p>On the subject of recycling, providing pick-up for ALL materials which can be recycled is now a basic community service which should be provided to ALL homes including apartments, condos, and trailer parks as well as all businesses. If there is to be any increase in bylaw enforcement it should be to ENFORCE recycling; anyone not complying should be subject to stiff fines.</p> <p>As for snow removal... I think our current level of service is excessive. The city could cut back on removal contracts and we wouldn't suffer.</p>
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APPENDIX "A" – Public Input received with respect to the 2015 Operating Budget

<p>The slider for bylaw investigations is broken. I would have increased funding for bylaw.</p>
<p>The slider for recycling doesn't seem to be working - it doesn't change the overall budget or the specific tax dollars. A good useful tool - nice work! I would welcome a more expanded version that touched on additional categories / themes.</p>
<p>There are numerous ways the city could better manage tax payers dollars. I chose not to increase the budget for recycling as the Blue Society is already offering a pick-up at your door service and is doing an incredible job. No more funds should be granted to Raven Recycling or Sima as its an abuse of funds and poorly managed. There is no reason these entities should receive funding when others have figured out how to do the same thing for profit (i.e. P&amp;M recycling). Thank you for the opportunity to comment.</p>
<p>These are very limited choices on a few specific items. There are other ways to increase revenue such as raising the minimum property tax level on under-utilized and vacant property in the downtown. For example, property vacant for 3 years would see a 5% increasing each year by the rate of inflation plus 2%. Changing equipment amortization rates from 5 to 7 years, leasing and renting could be looked at. Reducing council and senior management travel is another area.</p>
<p>This is a great tool! I do not know enough about some of the issues surveyed, so was selective in where I offered input. Thank you for using this innovative tool.</p>
<p>This is an extremely flawed consultation tool. I would like the city get back to basics. I would like to see city grants completely eliminated not just a 10% reduction. I would also like to see funding substantially reduced to both the Transit system and the Canada Games Centre. I would like to see increased cleaning of streets and alleys. Volunteers should not have to pick litter off the streets, sidewalks and public areas of the city - that is why I pay taxes. However these options were not provided. This was not a proper consultation.</p>
<p>This on-line budget consultation is a great idea - I don't mind paying for this consultation. I wouldn't mind seeing additional items that citizens are asking for included in the next consultation. I often don't think they realize the implications of what they are asking for, but it is good to have the conversations.</p> <p>I looked at the "more information" re snow removal but it was limited. I presume the increase costs, as suggested, would be the costs for additional equipment and probably O&amp;M as well.</p> <p>Being on a relatively fixed income I am continually looking at ways to reduce automated monthly fees and go the more flexible "cash as you go" approach, but this would not be at all workable for shared community services.</p> <p>I rarely use the black garbage box - more than 90% of my "garbage" is recycled in my own compost, wood fire, or the recycling centre (plastic, glass and tins). I sometimes wonder if some business could convert the cardboard to burnable pellets. Some businesses down south convert straw to pellets. Good work, City! Thank you.</p>
<p>This survey does not address where the City of Whitehorse could find savings within their existing services, infrastructure and operations and maintenance. My municipal taxes have increased by 4.5% to 5% each year over the last 10 years excluding 2014 and does not include sharp rises in user fees. Stick with the basics of providing municipal infrastructure, do it well and to regulation.</p>
<p>This survey is a joke and an insult to rate payers. Blatantly worded to support more "pet projects" from the over paid administration staff while providing no basis for input for real tax cuts such as eliminating most of the dead wood in the City.</p>
<p>Turn off ALL Christmas festive lights mid-January instead of leaving them on until Rendezvous!</p>

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<p>We are already overtaxed compared to other jurisdictions - our taxes were over \$4000 last year (\$11 per thousand). In other jurisdictions the rate is lower and more services provided for that lower rate. The spending in our city needs to be seriously re-evaluated as everything seems to be a cash-grab yet the party line is if we want more we have to pay even more. We pay more than our family down south yet they have a paved road, sidewalks, street lights and recycling collected at the curb...</p>
<p>We cannot afford to lose Raven Recycling and P+M in terms of keeping toxics out of our open-bottomed landfill. The city needs to play a role to make this happen.</p>
<p>We live rural residential and it aggravates me no end that I pay more taxes then folks closer to downtown and I don't get garbage pick up. Nor bus service. Also, since Raven Recycling is shutting down how is the City proposing to fill that void?</p>
<p>We need lights on the Millennium Trail near Spook Creek Station</p>
<p>We need to get recycling under control with a sustainable means of funding for both processors.</p>
<p>Why would you even consider not fully funding MacBride Museum? Our MacBride lumped along as a community project in Laurent Cyr's day and with professional management and expertise has been named Whitehorse's best museum. The MacBride provides important programs year-round for all ages and is an important part of tourism enhancement with excellent exhibits, energetic staff, walking tours and live talks.</p>
<p>You say my choices have increased required revenue, but you have not given me options to cut or spend other money more efficiently</p>
<p>Your questions are hard to decipher. For example snow clearing: are you asking how much more we want to spend (up to another 3.3million), assuming that we still spend the current 3.3 million? Same with the question about grants: do you want to know if we want to keep spending the same (leave slider at zero) or increase another 100,000 to 200,000 or decrease 100,000 for a total of \$0 dollars spent on grants. The -10% on one end of the scale and the number 10 on the other end of the scale just make things more confusing. They should both be scaled as a percentage or neither should. In other words: back to the drawing board! This "budget" widget will not give you any useful information.</p>
<p>Also, you should not ask a question about "enhanced" recycling collection when currently the City provides none.</p>

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 19, 2015
<b>RE:</b> Summary of Properties Subject to Tax Lien

### **ISSUE**

Approval of the Tax Lien Summary List for the 2014 tax year.

### **REFERENCE**

Section 83 of the *Assessment and Taxation Act*

### **HISTORY**

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. Note: tax arrears on titled properties are managed through the tax lien process. Arrears on tenured properties, e.g. mobile homes, are managed through a separate distress process as outlined in the *Act*.

This list requires the approval of Council before being published in a newspaper having general circulation in the municipality. The list is updated right up until publishing time to avoid having citizens listed who have paid recently.

### **ANALYSIS**

Each property is levied an administration fee and will be subject to further collection procedures if the account is not paid within 60 days. Those steps include initial application for title to the property after 12 months and final application for title to the Mediation Board after a further 6 months. If the taxes remain outstanding, the title to the property is transferred to the City and, assuming the City has no use for the property, it is disposed of at fair market value with any surplus returned to the previous owner.

At the time of preparation the 2014 list included 79 properties with a total outstanding tax, penalty and interest balance of \$261,895.87. In comparison, the 2013 list included 87 properties with a total of \$203,053.12 outstanding.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that the City Seal be affixed to the 2014 Tax Lien Summary List to authenticate the list.

Schedule II  
Yukon Territory And Taxation Act  
Section 83 (1)  
Form TLI

Tax Lien Summary  
City of Whitehorse

2014  
Arrears of Property Tax

Roll #	Title Holder	Location	Certificate of Title	Legal Description			Tax	Penalty	Interest	Balance	
				LOT	BLK	PLAN					
3010080100	RIVERVIEW HOTEL INC	YT	97Y264	IT071617LN.A8B	8	3807	54,617.25	4,185.45	380.21	59,182.91	
3010202049	FULLER, C STANLEY & JOYCE ELEANOR	YT	CC202-083	UNIT 49		CC202	2,729.01	272.90	18.76	3,020.67	
3010310900	MALEFRBY, VERONICA	YT	2002Y1172		31	3807	1,820.94	85.74	17.08	1,923.76	
3010601100	DROUIN, CATHERINE MONA & DONALD DENNIS JOSEPH	YT	2002Y0418		60	18415	2,712.03	122.90	26.60	2,861.53	
3010700200	EDZERZA, FREDRICK F	YT	2009Y0509		2	17459	2,759.36	139.89	23.76	2,923.01	
3011310500	ROBINSON, DENIS M	YT	2007Y1447		5	131	3,985.82	233.28	33.22	4,252.32	
3011320900	GREEN, SUZANNE & QUOCK, TYLER	YT	2009Y1050		9	132	1,276.36	127.64	8.76	1,412.76	
3013000400	43224 YUKON INC	YT	2009Y0544		4	300	827.90	493.13	33.88	5,458.29	
3013210900	37053 YUKON INC	YT	2004Y0131		9	321	2001-0172	6,714.64	612.95	47.59	7,375.18
3022022600	KOBAYASHI, JOHN	YT	2008Y1127		26	202	21312	450.00	45.00	3.10	498.10
3022297150	ALLAIN, CAMILLE & LEGOFFE, DJANNE L	YT	CC01-249	UNIT 24		CC01	2,054.54	110.41	17.46	2,182.41	
3022562300	MCKINNON, ALEXIA RAE & MOCK, KELLY	YT	2008Y0426		23	256	43515	1,300.60	130.06	8.94	1,439.60
3040002600	SHER, DEBBIE	YT	2012Y0046		26	93-03	4,178.53	301.91	32.80	4,513.24	
3040003300	HAMPTON, CRAIG ORLIN	YT	2003Y1024		33	93-03	4,868.80	380.75	35.16	5,284.71	
3040013784	SMART, BRIAN	YT	CC95-211	UNIT 84		CC95	2,039.21	203.92	14.02	2,257.15	
3050001200	VULLINGS, FRANK	YT	2010Y1260		12	92-114	3,448.06	267.75	25.60	3,741.41	
3050002200	GAIE, DANIELLE MAV & DANNY CUARESMA	YT	2013Y0690		22	94-26	1,011.86	121.19	7.08	1,140.13	
3050002500	CARTER, PAKORN	YT	2005Y0571		25	94-26	1,088.99	108.90	7.50	1,205.39	
3050005100	HVATT, KELCIE MICHELLE & KENNETH J	YT	2005Y1227		51	94-26	2,197.25	113.79	18.84	2,329.88	
3050007900	GRANT, EVAN GORDON MATTHEW	YT	2008Y0793		79	94-26	1,652.36	115.08	13.12	1,780.56	
3060080120	GRIFFIS, ASHELY & HADLEY, CLAYTON	YT	2007Y0516		1-2	8	2002-0202	2,001.70	200.17	13.74	2,215.61
3060110200	HOLMES, OWEN & CHARITY	YT	2014Y0363		2	11	53422	1,235.11	123.51	8.46	1,367.08
3060110600	FOURNIER, MARY LOUISE	YT	90Y419		6	11	53422	2,195.61	113.52	15.50	2,324.63
3060112400	MCKENNA, NIKOLOS	YT	2009Y0638		24	11	53422	2,315.40	125.61	19.64	2,460.65
3060114100	MCKENNA, SHANNON GAY	YT	2010Y0964		41	11	53422	435.07	113.51	6.63	555.21
3060114700	KOWALCHUK, JEFFREY & TERRI-LYNN	YT	2010Y0626		47	11	53422	2,072.34	207.23	14.22	2,293.79
3060194017	651680 N.B. LTD	YT	CC194-018	UNIT 17		CC194	2,463.97	246.40	16.92	2,727.29	
3060194100	651680 N.B. LTD	YT	CC194-036	UNIT A		CC194	6,932.49	693.25	47.62	7,673.36	
3070000108	RENSHAW, STEVEN EARL	YT	CC132-046	UNIT 108		CC132	519.98	52.00	3.58	575.56	
3070000205	BENONI, BRUNO DANIEL	YT	CC132-026	UNIT 205		CC132	702.52	70.25	4.80	777.57	
3070002200	GRAHAM, DIANE	YT	94Y368		22	30131	2,243.54	118.42	19.16	2,381.12	
3070012620	ROBERT, FREDERIK	YT	2005Y0317		126-2		2005-0037	1,668.10	166.57	9.05	1,843.72
3090018100	FUERSTNER, AMANDA & MAX LEOPOLD	YT	94Y1259		181		54813	11,543.21	935.32	235.09	12,713.62
3090018900	DITTKRIST, VERNA DARLENE & WHITEHOUSE, RONALD THOMAS JAMES	YT	2005Y0533		189		54813	3,740.69	303.52	28.18	4,072.39
3090023200	LACHANCE, GARY R & KRISTINE R	YT	2006Y0301		232		54813	3,970.77	291.14	31.02	4,292.93
30900097100	CHILES, ROBBY NOLA GAYE	YT	2010Y0387		971		58904	2,573.23	257.32	17.68	2,848.23
3100055900	TIPPING, JULIE ANNE	YT	2012Y0887		559		32022	1,226.12	122.61	8.40	1,357.13
3100068100	ERNEWEIN, BARRY F & RAY BETTY	YT	86Y1227		681		32022	1,745.44	174.54	12.00	1,931.98
3100093400	CARRIEDO, DANILLO CRUZ & GERTRUDES LAJE	YT	2004Y0555		934		49036	1,054.92	230.42	13.82	1,299.16
3100104200	MASON, ROBERT BRUCE	YT	2010Y1303		1042		52035	1,778.65	227.70	17.78	2,024.13
3100142900	CROMARTY, TAMMY ELAINE & WIDRIG, CHARLES CORBIN	YT	98Y107		1429		57388	3,602.61	254.33	28.50	3,885.44
3100152110	ANDERSON, JASON GRANT	YT	2013Y0297		1521-1		2004-0096	8,119.88	811.99	55.78	8,987.65
3100157300	ACORN AUTO CENTRE LTD	YT	2002Y157		1573		94-12	3,180.27	318.03	21.84	3,520.14
3100162300	CARLETON, MICHELLE L & CAVANAGH, CATHERINE ANNE	YT	CC8Y00396		1623		2005-0133	2,097.24	209.09	7.95	2,314.28
3100175001	SULYMA, DANVEA	YT	CC175-004	UNIT 1		CC175	2,923.46	215.11	19.53	3,158.10	
3113005600	DANELLE FRANCOISE EXECUTOR FOR ESTATE OF PAMELA FRASER	YT	2008Y0755		56		1,113.50	134.35	8.84	1,256.69	
3113007800	MILLS, MALCOLM & RENEE	YT	2007Y0627		78		95-17	624.46	132.27	15.01	771.74
3113008600	STEHLEIN, PAUL DAVID TURNER & WALCHUK, JENNA LEE	YT	2014Y0538		86		95-17	1,414.14	141.41	9.72	1,565.27
3114008800	HAMILTON, TAMARA F	YT	2012Y0505		88		29819	1,239.33	228.84	25.98	1,494.15
3114037800	BORGFORD, SHARI LYNNE	YT	2011Y0623		378		2010-0183	450.00	210.70	4.14	664.84

3130002200	SYMROZUM, MICHAEL B	2014Y0102	22			1,903.73	190.37	13.08	2,107.18
3130003300	TIPPETTE, STEPHEN A	2012Y0663	33			3,708.30	236.79	30.20	3,975.29
3130005700	WILDSTONE CAPITAL LTD	2014Y0188	57			2,280.83	228.08	15.66	2,524.57
3130009300	JOHNSTON, PAULINE & THOMAS RODGER	2009Y0607	93			1,485.19	211.02	13.05	1,709.26
3130009600	VAN DER KLEY, HONANNES JACOBUS & MARIA JOHANNA	2002Y1019	96			450.00	45.00	3.10	498.10
3130013220	MACINTYRE, W. JAMES	CC32-005	UNIT B			1,265.72	126.57	8.70	1,400.99
3130014400	GISKEMO, CAROL	2009Y0817	144			1,047.19	244.13	9.42	1,300.74
3130021000	BOHNET, SEVN GARY & MCNALLEY, STACEY	2011Y0872	210			2,449.49	244.95	19.66	2,714.10
3130021900	RICHTER, PRESTON	2009Y0577	219			712.55	245.32	13.35	971.22
3130026900	FRASER, SHAYNE	2014Y0630	269			2,701.25	270.13	21.42	2,992.80
3130032700	CHEN, YAN WEN & LI, PEI YING	2009Y1066	327			450.00	45.00	3.10	498.10
3130041200	JACKSON, CLAYTON	2013Y1102	412			2,381.92	238.19	16.36	2,636.47
3130053600	CAMILLERI, JORDAN & TRACY	2013Y0929	536			3,288.08	408.81	27.27	3,724.16
3140000500	HILL, MARK AARON	2013Y0990	5			2,984.83	298.48	20.50	3,303.81
3140002200	WILNEFF, JASON & WILSON, TARA	2014Y0215	22			450.00	177.45	6.70	634.15
3140018812	PIKE, TRUDY L	CC188-031	UNIT 12			2,390.58	239.06	16.42	2,646.06
3300002200	HOWATT, CHARLENE & DARREN	CC69-281	UNIT 22			1,501.13	150.11	10.32	1,661.56
3300133013	WURFBAUM, DORIS	CC133-086	UNIT 13			1,389.90	138.99	9.54	1,538.43
3420005300	GILBERTSON, JO ANNE	2000Y1156	53			1,600.63	136.50	9.86	1,746.99
3460155101	NORTHROCK DRYWALL LTD	CC155-014	UNIT 101			1,261.57	126.16	8.64	1,396.37
3460183005	763834 ALBERTA LIMITED	CC183-018	UNIT 5			1,315.63	131.56	9.06	1,456.25
3470002000	STINSON, WALTER ELDON & WILLENA DARLENE	90Y1044	20			1,615.55	161.56	11.10	1,788.21
3480002400	TAYLOR, JASON S	99Y710	24			2,023.20	202.32	13.90	2,239.42
3510001000	DRIFT, WYATT BOYD	2013Y0116	10			2,434.68	243.47	16.74	2,694.89
3540002200	LOVOIE, DYLAN SAMUEL	2008Y0135	22			2,986.36	298.64	20.52	3,305.52
3560000700	ALARIC, GEORGINA MAY & KENNETH JAMES	2008Y1119	7			3,360.55	336.06	23.08	3,719.69
3560005800	BECKETT, ROWENA LYNN & LEFEBVRE, JACQUES	2011Y1362	58			5,944.35	589.93	40.79	6,575.07
3571000300	KERR, DAVID	2013Y1095	3			1,073.41	107.34	7.38	1,188.13
3701111670	NORTHERN SUSTAINABLE DEVELOPMENT	2013Y0527	1167			5,623.80	562.38	38.62	6,224.80
3714100710	AATELIMA, HELI MARKETTA & WALLINGER, KEVIN NOEL	2014Y0052	1007-10			2,828.18	282.82	19.44	3,130.44
						247,929.24	22,518.96	1,991.04	261,895.87

Dated this 31st day of December, 2014

Collector of Taxes

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 19 <sup>th</sup> , 2015
<b>RE:</b> Information Sharing Agreement with Elections Canada

### **ISSUE**

Authorization of an Information Sharing Agreement (ISA) with Elections Canada

### **BACKGROUND**

The City of Whitehorse is authorized to enter into this ISA to collect and disclose Electors' Personal Information to Elections Canada pursuant to subsection 61(2) of the Yukon *Municipal Act*. The agreement has been reviewed by City administration, the City's legal counsel, and Elections Canada's legal counsel.

### **ALTERNATIVES**

1. Approve the ISA as presented for signing
2. Suggest amendments to the ISA and approve the amended ISA for signing
3. Refer back to administration

### **ANALYSIS**

#### **Benefits:**

- It is in the City's interest to use Canada's elector's list for the next election to avoid an enumeration. This will save two months' work and \$70 to \$80,000
- The list will also reduce voter frustration due to swear-ins; in 2012 there were 11,831 names on the revised list of electors but total of 1,082 electors or 9% had to be time-consumingly sworn in right at the polls
- Funding will be made available to support a new ballot scanning and tabulation system which should facilitate speed and accuracy of voting at the polls and shorten the counting and reporting time from 4 hours to less than an hour
- The City is also developing in-house a computer-based electors' list system that will increase the number of polls overall and improve the electors' voting experience
- City election information from 2012 indicates voter turnout was 43.7%; the improved electors' list, the ballot scanning system, and the increase in the number of polls should ultimately facilitate voter turn-out

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council authorize the Director of Corporate Services to sign an Information Sharing Agreement with the Deputy Chief Electoral Officer of Canada with respect to elector information.

**THIS INFORMATION SHARING AGREEMENT** is made in duplicate

**BETWEEN**

**THE CHIEF ELECTORAL OFFICER OF CANADA**

Acting through and as represented by the  
Office of the Chief Electoral Officer of Canada

(hereinafter referred to as “Elections Canada”)

**AND**

**THE CITY OF WHITEHORSE, YUKON**

(hereinafter referred to as “Whitehorse”)

**PART I – INTERPRETATION**

**1. Purpose**

1.1 The purpose of this ISA is to establish a secure and efficient method for the transfer of Electors’ Personal Information in order for Whitehorse to update and maintain its List of Electors and Elections Canada to maintain and update the National Register.

**2. Authority**

2.1 Elections Canada is authorized to enter into this ISA to collect and disclose Electors’ Personal Information pursuant to sections 44, 48 and 55 of the Canada Elections Act, and in accordance with section 4 and subsection 8(2) of the *Privacy Act*.

2.2 Whitehorse is authorized to enter into this ISA to collect and disclose Electors’ Personal Information to Elections Canada pursuant to subsection 61(2) of the *Yukon Municipal Act*.

**3. Definitions**

3.1 In this ISA, unless the context otherwise requires:

“**Addressee**” means a person listed in Annex A who is authorized to receive Electors’ Personal Information under this ISA;

“**Authentication**” means the method used to verify the identity of the person initiating a transfer of information using the Secure FTP Services;

“**Authentication Factors**” means the factors used to generate the Authentication, namely a password and the physical possession of an object (e.g. token or bingo card);

“**Business Day**” means a day other than a Saturday, Sunday or statutory holiday in the Territory of the Yukon and the Province of Quebec;

“**Canada Elections Act**” means the *Canada Elections Act*, S.C. 2000, c. 9, as amended from time to time;



**“Certificate of Destruction”** means the certificate of destruction template attached hereto as Annex C;

**“Electoral Event”** means an election, a by-election, a referendum or any such types of activities prescribed under the *Canada Elections Act*, the *Referendum Act*, S.C. 1992, c. 30, the *Municipal Act*, or any of their regulations;

**“Electors’ Personal Information”** means the information of electors identified in Subsections 6.2 and 6.3, or either of them, as the context requires;

**“ISA”** means this information sharing agreement as amended from time to time;

**“Legislative Framework”** means the laws, regulations and policies applicable to Elections Canada and identified in Paragraph 10.6(a) and those applicable to Whitehorse as identified in Paragraph 10.6(b).

**“List of Electors”** means the list of electors described in sections 59 to 73 of the *Municipal Act*;

**“Municipal Act”** means the *Municipal Act, RSY 2002, c.154; amended by SY 2003, c.11; SY 2007, c.13; SY 2008, c.18; SY 2012, c.14; SY 2014, c.15*, as amended from time to time;

**“National Register”** means the Register of Electors as defined in section 2 of the Canada Elections Act;

**“Original Data File”** means the file, in whatever format, containing Electors’ Personal Information transferred under this ISA using the Secure FTP Services or the services of a Reliable Carrier, as the case maybe, and any copy thereof;

**“Party”** means Elections Canada or Whitehorse, and “Parties” means both of them;

**“Privacy Act”** means the *Privacy Act*, R.S.C., 1985, c. P-21, as amended from time to time;

**“Privacy Assurance Declaration”** means the privacy assurance declaration template attached hereto as Annex D;

**“Reliable Carrier”** means any delivery service that provides proof of shipping and, on request, a routing slip and acknowledgement of delivery;

**“Secure FTP Services”** means secure “File Transfer Protocol” services, which consist of a protocol made available by Elections Canada to the other Party for the secure transfer of information under this ISA;

**“Secure FTP Site”** means Elections Canada’s infrastructure used to offer Secure FTP Services;

**“Sender”** means a person within Elections Canada or within Whitehorse who is authorized to send Electors’ Personal Information to the other Party; and

**“Sensitive Information and Assets Receipt Notification”** means the sensitive information and assets receipt notification template attached hereto as Annex B.

3.2 The definitions in Subsection 3.1 shall apply equally to both the singular and the plural forms of the terms defined, and words of any gender shall include each other gender when appropriate.

#### **4. Duration and Termination**

4.1 This ISA shall come into effect on the day it is signed by the last Party to do so, and shall remain in effect until December 31, 2019, unless it is terminated by either Party in accordance with Subsections 4.2 or 15.2.

4.2 This ISA may be terminated at any time by mutual written consent of the Parties or by one Party giving 90 days' written notice to the other Party.

#### **5. Roles and Responsibilities**

5.1 The Parties are responsible for the actions of their employees, agents and contractors with respect to the use, disclosure and disposition of Electors' Personal Information transferred under this ISA.

5.2 The Parties shall make reasonable efforts to promptly resolve any dispute arising between them in relation to this ISA. A Party shall send a written notice to the other Party of any unresolved dispute for consideration and resolution.

5.3 The Parties are responsible for their own costs associated with the execution and implementation of this ISA.

### **PART II – INFORMATION TO BE TRANSFERRED**

#### **6. Electors' Personal Information**

6.1 Whitehorse shall transfer to Elections Canada its Electors' Personal Information. Elections Canada shall transfer to Whitehorse only its Electors' Personal Information of electors residing within the geographical limits of the city of Whitehorse, Yukon.

6.2 Electors' Personal Information to be transferred by Elections Canada to Whitehorse shall include the following information:

- (a) surname;
- (b) given name;
- (c) middle name (if available);
- (d) gender;
- (e) civic address;
- (f) mailing address (if applicable);
- (g) status code;
- (h) date of birth; and
- (i) date of last update

6.3 Electors' Personal Information to be transferred by Whitehorse to Elections Canada shall include the following information:

- (a) surname;
- (b) given name;
- (c) middle name (if available);

- (d) gender;
- (e) date of birth (if available);
- (f) civic address; and
- (g) mailing address (if applicable).

## **PART III – TRANSFER OF INFORMATION**

### **7. Frequency of Transfer**

- 7.1 Subject to subsection 7.2, either Party may request, at any time, by written notice delivered to the other Party, the transfer of the Electors' Personal Information. The Party receiving such written request shall transfer such information within a reasonable time following receipt of the notice.
- 7.2 The Parties reserve the right to postpone the transfer of Electors' Personal Information prior to, during or immediately following an Electoral Event, whether such transfer was scheduled or unscheduled. To exercise such right, the Party shall provide a written notice to the other Party.

### **8. Method of Transfer**

- 8.1 Electors' Personal Information shall be transferred on Business Days and, subject to Subsection 8.8, by using the Secure FTP Services.
- 8.2 Within a reasonable time following this ISA coming into effect, Elections Canada shall assign distinct Authentication Factors to each Addressee of Whitehorse. Prior to accessing the Secure FTP Site, each Addressee shall perform Authentication using the Authentication Factors.
- 8.3 In the event that the list of Addressees is amended in accordance with Subsection 10.2 Elections Canada shall assign new Authentication Factors to each new Addressee. The Authentication Factors assigned to the former Addressee will no longer be valid and shall cease to be used by Whitehorse.
- 8.4 At least one Business Day prior to transferring Electors' Personal Information using the Secure FTP Services, a Party shall send a confirmation by e-mail to the other Party indicating the date and time when the information will be transferred on the Secure FTP Site. E-mails to Elections Canada shall be sent to [nroe\\_prod\\_me@elections.ca](mailto:nroe_prod_me@elections.ca) and e-mails to Whitehorse shall be sent to [cityclerk@whitehorse.ca](mailto:cityclerk@whitehorse.ca)
- 8.5 The Parties shall collect the Electors' Personal Information transferred to the Secure FTP Site within two Business Days of the date and time set-out in the confirmation e-mail referred to in Section 8.4. Following such two Business Days, Elections Canada shall permanently remove from the Secure FTP Site the transferred Electors' Personal Information.
- 8.6 In the event that an Addressee of Whitehorse is having problems using the Secure FTP Services, Whitehorse shall inform Elections Canada by sending an e-mail to [nroe\\_prod\\_me@elections.ca](mailto:nroe_prod_me@elections.ca). Elections Canada shall take the necessary measures to resolve the problem.

## Information Sharing Agreement with Elections Canada

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- 8.7 In the event that Elections Canada becomes aware of technical problems with the Secure FTP Services, it shall inform Whitehorse by e-mail at [cityclerk@whitehorse.ca](mailto:cityclerk@whitehorse.ca). Elections Canada shall take necessary measures to resolve the problem.
- 8.8 If due to technical failure of the Secure FTP Services, the Parties are unable to use the Secure FTP Services, the transfer of Electors' Personal Information will be postponed until the Secure FTP Services are reestablished or the transfer of Electors' Personal Information will be done using the services of a Reliable Carrier in the manner described in Subsection 8.9. In such case, the Addressee of the Electors' Personal Information shall send a confirmation to the Sender indicating whether the Addressee wishes to wait for the reestablishment of the Secure FTP Services or to have the transfer done by Reliable Carrier.
- 8.9 If the Parties are required under Subsection 8.8 to transfer Electors' Personal Information using the services of a Reliable Carrier, the Sender shall:
- (a) use two envelopes for the same shipment: an outer envelope bearing the address of the Addressee and an inner envelope containing the Electors' Personal Information;
  - (b) the Sender shall mark "PROTECTED B" on the inner envelope;
  - (c) complete and sign Part 1 of the Sensitive Information and Assets Receipt Notification and include it with the Electors' Personal Information;
  - (d) seal the inner envelope; and
  - (e) obtain, from a Reliable Carrier, proof of shipping and acknowledgement of delivery.
- 8.10 The Addressee shall:
- (a) immediately upon receipt, complete and sign Part 2 of the Sensitive Information and Assets Receipt Notification and return it to the Sender without delay; and
  - (b) prior to opening the inner envelope, ensure that it is intact and shows no sign of tampering.
- 8.11 The Parties shall keep a record of each transfer of Electors' Personal Information, which must include the following:
- (a) the date of each transfer;
  - (b) the name, title, function and address of the Addressee and the Sender;
  - (c) a general description of the Electors' Personal Information;
  - (d) the Reliable Carrier proof of shipping and acknowledgement of delivery; and
  - (e) a copy of the signed Sensitive Information and Assets Receipt Notification.

## **PART IV – SECURITY OF ELECTORS’ PERSONAL INFORMATION**

### **9. Confidentiality**

- 9.1 The Parties acknowledge the confidential nature of Electors’ Personal Information transferred under this ISA.
- 9.2 The Parties are responsible for the security and integrity of Electors’ Personal Information entrusted to them under this ISA and shall safeguard such information against accidental or unauthorized access, disclosure, use, modification and disposal.

### **10. Safeguards**

- 10.1 The Parties shall use encryption or another form of technical safeguard acceptable to the Parties when transferring Electors’ Personal Information under this ISA. When encryption is used, the Addressee shall contact the Sender to obtain the key required for the decryption upon receipt of the Electors’ Personal Information.
- 10.2 Each Party shall notify the other Party in writing of any changes to the lists of Addressees. Within a reasonable time following receipt of such notice, the other Party shall deliver a written acknowledgement of receipt to the Party that delivered the notice. Upon delivery of such written acknowledgement, the list of Addressees shall be deemed amended.
- 10.3 Electors’ Personal Information shall only be accessed by the Addressee and persons assigned by the Parties to maintain and update such information to the extent that the performance of their duties so requires.
- 10.4 The Parties shall keep an up-to-date record of the names, work addresses and work telephone numbers of all persons provided access to Electors’ Personal Information pursuant to Subsection 10.3. A Party may request, by written notice to the other Party, a copy of that record, which shall be delivered by the other Party to the requesting Party within a reasonable time following receipt of the notice.
- 10.5 The Parties shall inform the persons identified in Subsection 10.3 that Electors’ Personal Information transferred under this ISA is subject to requirements of confidentiality and protection against unauthorized access, disclosure, use, modification and disposal as set out in this ISA and as established by the Legislative Framework.
- 10.6 The Parties shall securely hold, collect, disclose, use and dispose of Electors’ Personal Information in accordance with this ISA and the laws, security policies, guidelines and directives applicable, from time to time, to each Party as follows:
- (a) in the case of Elections Canada as of the effective date of this ISA, the applicable laws and policies as of the effective date of this ISA are the *Canada Elections Act*, the *Privacy Act*, the *Access to Information Act*, R.S.C. 1985, C. A-1, the *Library and Archives of Canada Act*, S.C. 2004, C. 11, the Treasury Board Policy on Access to Information, the Treasury

Board Policy on Information Management, the Treasury Board Policy on Management of Information Technology, the Treasury Board Policy on Privacy Protection, and the Treasury Board Policy on Government Security, all as amended from time to time; and

- (b) in the case of Whitehorse as of the effective date of this ISA, the applicable law is the *Municipal Act*,

(collectively, the “Legislative Framework”)

- 10.7 Each Party shall notify the other Party in writing of any changes to the Legislative Framework applicable to it. Within a reasonable time following receipt of such notice, the other Party shall deliver a written acknowledgement of receipt to the Party that delivered the notice. Upon delivery of such written acknowledgement, subsection 10.6 shall be deemed to be amended.

### **PART V – DISCLOSURE, USE AND DISPOSAL OF ELECTORS’ PERSONAL INFORMATION**

#### **11. Disclosure and Use of Electors’ Personal Information**

- 11.1 The Parties shall not disclose, use or retain Electors’ Personal Information for purposes other than those identified in this ISA or as permitted by law.
- 11.2 The Parties shall not transfer Electors’ Personal Information if the elector to whom it pertains has requested in writing that it be removed from either the National Register or the List of Electors, or that it not be shared with other electoral agencies.
- 11.3 If a Party is legally obliged to disclose Electors’ Personal Information collected pursuant to this ISA to a third party, it must:
  - (a) notify the other Party prior to taking any actions to comply with the request; and
  - (b) provide the other Party with a reasonable opportunity to intervene, if it deems necessary, prior to such disclosure.
- 11.4 The obligations set out in Subsection 11.3 do not apply:
  - (a) if the disclosure of the Electors’ Personal Information is to the individual to whom the information pertains; and
  - (b) if the disclosure of the Electors’ Personal Information is done in accordance with the Party’s Legislative Framework.
- 11.5 For greater certainty, the Parties are not precluded to use Electors’ Personal Information that is either already incorporated or has been incorporated as a result of this ISA into the National Register or the List of Electors for the purpose of an Electoral Event or for any other purpose for which provincial or federal legislation imposes an obligation on a Party to do so.

**12. Disposal of the Original Data File Containing Electors' Personal Information**

- 12.1 Each Party shall retain and dispose of the Original Data File in accordance with its Legislative Framework.
- 12.2 If a Party's Legislative Framework does not provide specific obligations regarding the disposal of Electors' Personal Information, such Party shall dispose of the Original Data File on the later of:
- (a) when it is no longer required, or
  - (b) two years after the date of receipt by the Party of the Original Data File.
- 12.3 The purpose of this Section 12 is to ensure that the Parties dispose of the Original Data File in which the Electors' Personal Information was transferred from one Party to the other.
- 12.4 The Parties shall dispose of the Original Data File in such a way that re-identification is not possible after disposal and shall complete, sign and return to the other Party the Certificate of Destruction.

**PART VI – PRIVACY BREACH**

**13. Notification**

- 13.1 In the event that a Party becomes aware of an unauthorized access, disclosure or use of the Original Data File or the other party's Elector' Personal Information, it shall promptly take all reasonable steps to:
- (a) contain the breach;
  - (b) mitigate the harm resulting from the breach;
  - (c) retrieve any lost Electors' Personal Information, if applicable;
  - (d) prevent a recurrence of the event; and
  - (e) promptly send a written notice to the other Party describing the breach.
- 13.2 The written notice referred in Paragraph 13.1(e) shall, at a minimum, include the following information:
- (a) a description of the Personal Information involved in the breach;
  - (b) the date and place the breach took place;
  - (c) the circumstances surrounding the breach;
  - (d) the extent of known or probable risks of ongoing breach of further exposure of Electors' Personal Information; and
  - (e) the actions taken and/or contemplated to remedy the breach.
- 13.3 A Party receiving a notice under subsection 13.1(e) may, at its discretion, terminate this ISA immediately by written notice to the other Party and may request in writing that the other Party return, within a time frame specified in the request, the Original Data File.

## **PART VII – COMPLIANCE AND AUDITS**

### **14. Compliance Monitoring**

- 14.1 Each Party shall, on an annual basis, complete the Privacy Assurance Declaration to ensure compliance with this ISA. Upon receipt by a Party of a written request from the other Party, the Party receiving the request shall provide a copy of its completed Privacy Assurance Declaration to the requesting Party within a reasonable time frame following receipt of the request.
- 14.2 Each Party shall, within one year from the date on which Electors' Personal Information is transferred by the other Party, conduct a review of its practices and procedures referred to in or relating to the implementation of this ISA and document such review. Upon receipt by a Party of a written request made by the other Party, the Party receiving the request shall deliver to the requesting Party a report detailing the result of such review within a reasonable time frame following receipt of the request.

### **15. Audits**

- 15.1 Each Party may conduct a compliance audit of the other Party whereby it may inspect and review the security and confidentiality policies, procedures and practices of the other Party and it may conduct an on-site audit of the other Party's premises. A Party may exercise such rights upon giving the other Party five Business Days' notice to that effect.
- 15.2 Each Party reserves the right to postpone the conduct by the other Party of an audit under Subsection 15.1 prior to, during or immediately following an Electoral Event. To exercise such postponement right, the Party must give a written notice to the other Party within two Business Days after receipt of a notice under Subsection 15.1.
- 15.3 When conducting an audit pursuant to Subsection 15.1, the Party conducting the audit must, prior to commencing the audit, obtain from its auditors a signed non-disclosure and confidentiality agreement for the benefit of the Party subject to the audit. The audit shall be conducted during the regular business hours of the Party being audited.
- 15.4 If an audit conducted pursuant to Subsection 15.1 discloses deficiencies in the security and confidentiality policies, procedures and practices of the audited Party, the Party that conducted the audit may, by notice to the audited Party, require the audited Party to take steps to remedy such deficiencies. Subject to its Legislative Framework and governmental security policies, the audited Party must, within a reasonable time frame following receipt of the notice, take steps to remedy such deficiencies and to deliver to the Party that conducted the audit a report detailing the steps taken.



## **PART VIII – LIABILITY**

### **16. Limitation of Liability**

- 16.1 Neither Party warrants the completeness or accuracy of information transferred under this ISA. Each Party uses such information at its own risk. Neither Party shall
- (a) be liable to the other Party for any damages, costs, losses or expenses, or
  - (b) commence or otherwise maintain against the other Party any claim, action, suit or other proceeding,
- resulting from or related to the disclosure to, or the use of such information by, the other Party.
- 16.2 Regardless of whether a third party makes its claim against Elections Canada or Whitehorse, each Party agrees that it is liable for any damages that it causes to any third party in connection with this ISA, either as set out in a settlement agreement or as finally determined by a court of competent jurisdiction. The amount of the liability will be the amount set out in the settlement agreement, or the amount determined by the court as follows:
- (1) where the Parties are jointly and severally liable, each Party's portion of the damages to the third party; or
  - (2) where a Party is solely and directly liable to the third party, the full amount of the damages. No settlement agreement is binding on a party unless its authorized representative has approved the agreement in writing.

## **PART IX – GENERAL PROVISIONS**

### **17. Annexes**

- 17.1 The following annexes form an integral part of this ISA:
- Annex A Persons Authorized to Receive Electors' Personal Information
  - Annex B Sensitive Information and Assets Receipt Notification
  - Annex C Certificate of Destruction
  - Annex D Privacy Assurance Declaration
- 17.2 This ISA is binding upon, and enures to the benefit of, the Parties and the respective successors of the Parties.
- 17.3 Section 13 (Notification), Section 14 (Compliance Monitoring), Section 15 (Audits) and Section 16 (Limitation of Liability), as well as any other provision which by the nature of the rights or obligations might reasonably be expected to survive, shall survive the termination or expiry of this ISA.
- 17.4 Neither Party shall be permitted to assign any of its rights or delegate any of its obligations under this ISA without the prior written consent of the other Party.

**18. Notice**

18.1 All notices, requests, reports and forms necessary for or to be delivered or provided under this ISA shall be in writing and shall be delivered either in person, by courier, by registered mail, by prepaid post, by facsimile or by e-mail to:

(a) in the case of Elections Canada:

Attention: Partnerships Advisor, National Register of Electors  
Address: 30 Victoria Street  
Gatineau, QC K1A 0M6  
Facsimile: (819) 939-1702  
E-mail: carole.maurice@elections.ca

or to such other address, e-mail address or facsimile number or addressed to such other person as Elections Canada may, from time to time, designate in writing to Whitehorse;

(b) in the case of Whitehorse:

Attention: Director of Corporate Services  
Address: 2121 Second Avenue  
Whitehorse, Yukon  
Y1A 1C2  
Facsimile: 867-668-8639  
E-mail: cityclerk@whitehorse.ca

or to such other address, e-mail address or facsimile number or addressed to such other person as Whitehorse may, from time to time, designate in writing to Elections Canada.

18.2 Any notice shall be considered to have been received:

(a) in the case of facsimile, on actual receipt; and

(b) in all other cases, on the date of delivery.

If the postal service is interrupted, is threatened to be interrupted or is substantially delayed, any notice shall be delivered personally, by e-mail or by facsimile.

18.3 The transfer of Electors' Personal Information to an Addressee must be conducted in accordance with Section 8. The transfer is not considered a notice for the purpose of this Section 18.

**19. Amendments**

19.1 To be effective, an amendment to this ISA must be in writing and be signed by an authorized representative of each Party.

**20. Applicable Laws**

20.1 This ISA shall be governed by and construed in accordance with the applicable laws of the Territory of the Yukon and the applicable laws of Canada applicable therein, subject to federal paramountcy.

**PART X – SIGNATURE**

This ISA is signed in duplicate by an authorized signatory of each Party, each copy being equally authentic.

**FOR THE CHIEF ELECTORAL OFFICER OF CANADA**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Michel Roussel**  
Deputy Chief Electoral Officer,  
Electoral Events

**FOR THE CITY OF WHITEHORSE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Robert Fendrick, FCGA**  
Director of Corporate Services

**Annex A**

***Persons Authorized to Receive Electors' Personal Information***

**On behalf of Elections Canada:**

1. Richard Chiasson  
Manager, Data Management, National Register of Electors  
**Telephone:** 819-939-1708
  
2. Jean Roy  
Chief, Data Management, National Register of Electors  
**Telephone:** 819-939-1712  
**Mailing Address**  
Elections Canada  
National Register of Electors  
30 Victoria Street  
Gatineau, Quebec  
K1A 0M6  
**Facsimile:** (819) 939-1732  
**E-mail Address:** [nroe\\_prod\\_me@elections.ca](mailto:nroe_prod_me@elections.ca)

**On behalf of the City of Whitehorse:**

1. Mike Merrett  
GIS / Database Specialist, Business and Technology Systems  
**Telephone:** 867-334-2104  
**E-mail Address:** [mike.merrett@whitehorse.ca](mailto:mike.merrett@whitehorse.ca)
  
2. Robert Fendrick  
Director of Corporate Services  
**Telephone:** 867-334-2122  
**E-mail Address:** [robert.fendrick@whitehorse.ca](mailto:robert.fendrick@whitehorse.ca)  
**Mailing Address**  
City of Whitehorse  
2121 Second Avenue  
Whitehorse, Yukon  
Y1A 1C2  
**Fax:** (867) 668-8639

**Annex B**

***Sensitive Information and Assets Receipt Notification***

**PART 1 – TO BE COMPLETED BY SENDER / À REMPLIR PAR L'EXPÉDITEUR**

Sender / Expéditeur	Addressee / Destinataire
---------------------	--------------------------

INFORMATION CLASSIFICATION / CLASSIFICATION DE L'INFORMATION	
<b>Classified / Classifiée</b>	<b>Protected / Protégée</b>
<input type="checkbox"/> Confidential / Confidentiel <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret / Très secret	<input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C"

INFORMATION OR ASSETS TRANSMITTED / RENSEIGNEMENTS OU BIENS TRANSMIS		
Quantity Quantité	Reference and File Numbers Numéros de référence et de dossier	Description

Sender's Signature / Signature de l'expéditeur _____	Date : _____
---	--------------

**PART 2 – TO BE COMPLETED BY ADDRESSEE / À REMPLIR PAR LE DESTINATAIRE**

Does the appearance of the packaging suggest that it has been tampered with during handling? L'envoi présentait-il un indice permettant de croire que quelqu'un ait tenté de l'ouvrir au cours de la manutention?	<input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non
<b>If yes, please explain / Si oui, s.v.p. expliquer :</b>	

Addressee's Signature / Signature du destinataire _____	Date : _____
--	--------------

**Annex C**  
***Certificate of Destruction***

TO: [INSERT NAME OF PARTY  
RECEIVING THE CERTIFICATE]

FROM: [INSERT NAME OF PARTY  
SENDING THE CERTIFICATE]

I, \_\_\_\_\_ (Given name) \_\_\_\_\_ (Surname)

of [Insert name of the Party sending the certificate], certify that all originals and copies of the following Original Data File pursuant to the Information Sharing Agreement between Elections Canada and [Insert name of the other Party] dated [Insert date], have been permanently deleted from the information holdings of [Insert name of the Party sending the certificate].

Description of information/records destroyed:

Date information/records were destroyed:

Method used to destroy the information/records:

Location where the information/records were destroyed:

Name of the individual who destroyed the information/records:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Original: Send to Other Party  
Copy: Signatory of Certificate

**Annex D**

**Privacy Assurance Declaration in relation to the  
Information Sharing Agreement between Elections Canada  
and Whitehorse dated [Insert date] (“ISA”)**

1. Is the information regarding the Addressees in Annex A of the ISA up to date?

Yes  No      If no, please provide updated information:

---

---

2. Have individuals assigned by both Parties to have access to Electors’ Personal Information in accordance with Subsection 10.3 of the ISA been informed that such information is confidential, can only be used or disclosed for purposes identified in the ISA and must be protected from accidental or unauthorized access, disclosure and use?

Yes  No      If no, please indicate planned corrective action:

---

---

3. Is Electors’ Personal Information (regardless of the format in which it is transferred) kept in a secure location (e.g. locked cabinet) to which access is restricted solely to individuals authorized to receive and access such information?

Yes  No      If no, please indicate planned corrective action:

---

---

4. Are the computer(s) and systems used for storing and processing Electors’ Personal Information secure (e.g. located in a secure room, and access to the system/data is restricted by the use of passwords)?

Yes  No      If no, please indicate planned corrective action:

---

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## Information Sharing Agreement with Elections Canada

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5. Subject to the Parties' obligations as set out in Section 12, are procedures and processes in place to dispose of Electors' Personal Information?

Yes  No      If no, please indicate planned corrective action:

---

---

6. Was your organization legally obliged to disclose Electors' Personal Information to a third party?

Yes      No      If yes, please list recipients or categories of recipients:

---

---

7. Is your organization required to comply with the applicable privacy legislation for your jurisdiction?

Yes No      If no, please explain:

---

---

I hereby certify that all information provided in this declaration is true to the best of my knowledge.

---

(Signature)

---

(Title)

---

(Date)

---

(Name of the Party)

**Please remit to the appropriate Party:**

<b><i>Elections Canada</i></b> Carole Maurice Partnerships Advisor 30 Victoria Street Gatineau, QC K1A 0M6	<b><i>City of Whitehorse</i></b> Robert Fendrick Director of Corporate Services 2121 Second Avenue Whitehorse, YK Y1A 1C2
--	---

Original:      Send to Other Party  
Copy:          Signatory of Declaration



## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 19, 2015
<b>RE:</b> Amendments to Procedures Bylaw

### **ISSUE**

Amendments to Procedures Bylaw 2013-22

### **REFERENCE**

- Section 217 of the *Municipal Act*
- Procedures Bylaw 2013-22

### **HISTORY**

The *Municipal Act* provides that council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees and generally for the transaction of its business. The *Act* also provides that no bylaw relating to council procedures shall be amended except under notice given in writing to the members of council and openly announced at a regular meeting of council preceding the first reading of the amendment.

### **ALTERNATIVES**

1. Bring forward a bylaw to amend the Procedures Bylaw
2. Amend the proposed bylaw and bring forward as amended
3. Refer the bylaw back to administration

### **ANALYSIS**

At the legislative review session last October Council indicated a desire to amend section 63 of the Procedures Bylaw to clarify the provisions around speaking times and speaking opportunities.

Administration also reviewed the existing bylaw and is proposing the addition of appeal procedures to clarify the process to be used when dealing with appeals to Council.

The proposed amendments to the bylaw reflect good governance and recommended practices for parliamentary procedures.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Bylaw 2015-06, a bylaw to amend the Procedures Bylaw, be brought forward for due consideration under the bylaw process

63. The time of speaking for any person or delegation appearing before council or committee shall be limited to five minutes, and each delegate may speak to any topic only once per meeting. Notwithstanding this restriction, council may by majority vote agree to extend the time period for delegates who have given advance notice to the City Clerk that they have a presentation that will take longer than five minutes.
- ~~(1) When council members direct questions to delegates for clarification purposes, the time period for the delegate to reply to each question shall be limited to five minutes.~~
- (1) Council members may direct questions to delegates for clarification purposes only. The time period for the delegate to reply to each question shall be limited to five minutes.
- (2) Notwithstanding section 63(1) of this bylaw, any member may appeal whether the question should be allowed, and the chairperson shall cause the appeal to be voted on by the members present.
64. Delegates may also participate in a regular or standing committee meeting by electronic means if arrangements to do so are made with the City Clerk prior to 4:00 p.m. on the day of the meeting at which they wish to speak.
65. Upon being recognized by the chairperson, a member may direct questions to a delegate or to administration for clarification purposes only. At no time shall a member, a delegate or administration enter into discussion or debate during the delegation section of the agenda, and all parties shall refrain from comment on the issues being presented.
66. Upon the request of the chairperson, any person disrupting the proceedings of council or committee shall be removed from council chambers.

- 
139. In accordance with the provisions of the *Municipal Act*, the previous readings of a proposed bylaw are rescinded if the bylaw does not receive third reading within two years after first reading.

#### “PROCEDURES FOR THE CONDUCT OF APPEALS

140. Where a matter is appealed to council in accordance with any bylaw or Act, the proceedings shall be heard by council in a committee of the whole meeting.
141. The Mayor shall chair committee of the whole meetings called for the purpose of hearing appeals.
142. A notice of the day, hour, and place of the committee of the whole meeting and the nature of the business to be transacted at the meeting shall be given at least 24 hours before the time of the meeting by posting a copy of the notice at the municipal office and by leaving a copy of the notice for each member of council at the place to which the member has directed such notices to be sent.
143. No business other than that stated in the notice for such committee of the whole meeting shall be transacted at that meeting.

144. Upon the committee of the whole meeting being called to order the by chairperson, the following shall be the order of business on the agenda unless otherwise determined by unanimous consent of the members present at the meeting:
- (1) Adoption of the Agenda
  - (2) Presentation from Administration – administration will present the administrative report providing details of the issue, background information, and the reason for the appeal.
    - (a) The chairperson will ask if council members have any questions for administration. Such questions shall be used for clarification and/or investigation purposes only.
  - (3) Presentation from Appellants – the chairperson will call for delegations to speak to the appeal;
    - (a) Electronic participants, if any, will be asked to speak first;
    - (b) Delegates will be limited to five minutes for their presentations but should be prepared for questions from council members. Such questions shall be for clarification and/or investigation purposes only;
    - (c) Each delegate will be limited to only one presentation, but delegates will be permitted to respond to questions that may arise.
  - (4) Clarification from Administration – when all delegates have spoken, the chairperson will ask if administration has any clarification to add in response to the presentations from the delegates.
  - (5) Clarification from Appellants – the chairperson will ask the appellants if they have any clarification to add.
  - (6) In-Camera – the committee will go in-camera to deliberate and make a decision, and will leave council chambers for their deliberations.
    - (a) Only members of council and a legal representative, if desired by council, shall be present at the in-camera portion of the meeting.
    - (b) All persons present at the meeting apart from members of council will be invited to remain in council chambers while deliberations take place.
    - (c) If questions arise while council members are deliberating, the committee will return to chambers to ask their questions in open meeting. When council members have the answers they need, they will leave again to continue their deliberations in-camera.
  - (7) Open Meeting – the committee will return to council chambers and revert to open meeting.
  - (8) Announcement – the chairperson will announce that the decision of council will be brought forward for ratification at an open meeting and then communicated in writing to the appellant.
  - (9) Adjournment

145. The decision of Council made at the in-camera meeting shall be brought forward to a regular or special council meeting for ratification in a timely fashion.
146. The appellant will be advised in writing within 60 days of Council's decision on this matter unless a more restrictive time limit is specified in the bylaw or Act that provided for the appeal."

REPEAL

- 147 Bylaw 2012-07, including all amendments thereto, is hereby repealed.

COMING INTO FORCE

- 148 This bylaw shall come into full force and effect upon the final passing thereof.
- 149 Notwithstanding section 148, the start time for meetings as established in sections 46 and 85 of this bylaw shall come into force and effect on and from the fifth day of August, 2013.

# **CITY OF WHITEHORSE**

## **BYLAW 2015-06**

A bylaw to amend Procedures Bylaw 2013-22

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WHEREAS section 217(1) of the *Municipal Act* provides that council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

WHEREAS section 217(2) of the *Municipal Act* states that no bylaw relating to council procedures shall be amended except under notice given in writing to the members of the council and openly announced at a regular meeting of council preceding the first reading of the amendment; and

WHEREAS council deems it appropriate to amend the Procedures Bylaw;

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

1. Section 63(1) of Procedures Bylaw 2013-22 is hereby deleted and replaced by new sections 63(1) and 63(2) as follows:

“63 (1) Council members may direct questions to delegates for clarification purposes only. The time period for the delegate to reply to each question shall be limited to five minutes.”

“63 (2) Notwithstanding section 63(1) of this bylaw, any member may appeal whether the question should be allowed, and the chairperson shall cause the appeal to be voted on by the members present.”

2. Bylaw 2013-22 is hereby amended by adding new sections 140 to 146 as follows and renumbering the remaining sections accordingly:

### **PROCEDURES FOR THE CONDUCT OF APPEALS**

140. Where a matter is appealed to council in accordance with any bylaw or Act, the proceedings shall be heard by council in a committee of the whole meeting.

141. The Mayor shall chair committee of the whole meetings called for the purpose of hearing appeals.

142. A notice of the day, hour, and place of the committee of the whole meeting and the nature of the business to be transacted at the meeting shall be given at least 24 hours before the time of the meeting by posting a copy of the notice at the municipal office and by leaving a copy of the notice for each member of council at the place to which the member has directed such notices to be sent.

**Bylaw 2015-06**  
**Amendment to Procedures Bylaw 2013-22**

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143. No business other than that stated in the notice for such committee of the whole meeting shall be transacted at that meeting.
144. Upon the committee of the whole meeting being called to order the by chairperson, the following shall be the order of business on the agenda unless otherwise determined by unanimous consent of the members present at the meeting:
  - (1) Adoption of the Agenda
  - (2) Presentation from Administration – administration will present the administrative report providing details of the issue, background information, and the reason for the appeal.
  - (3) Questions from Council Members – the chairperson will ask if council members have any questions for administration. Such questions shall be used for clarification or investigation purposes only.
  - (4) Presentation from Appellants – the chairperson will call for delegations to speak to the appeal;
    - (a) Electronic participants, if any, will be asked to speak first;
    - (b) Delegates will be limited to five minutes for their presentations but should be prepared for questions from council members. Questions from council members shall be used for clarification or investigation purposes only;
    - (c) Each delegate will be limited to only one presentation, but delegates will be permitted to respond to questions that may arise.
  - (5) Clarification from Administration – when all delegates have spoken, the chairperson will ask if administration has any clarification to add in response to the presentations from the delegates.
  - (6) Clarification from Appellants – the chairperson will ask the appellants if they have any clarification to add.
  - (7) In-Camera – the committee will go in-camera to deliberate and make a decision, and will leave council chambers for their deliberations.
    - (a) Only members of council and a legal representative, if desired by council, shall be present at the in-camera portion of the meeting.
    - (b) All persons present at the meeting apart from members of council will be invited to remain in council chambers while deliberations take place.

**Bylaw 2015-06**  
**Amendment to Procedures Bylaw 2013-22**

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- (c) If questions arise while council members are deliberating, the committee will return to chambers to ask their questions in open meeting. When council members have the answers they need, they will leave again to continue their deliberations in-camera.
  - (8) Open Meeting – the committee will return to council chambers and revert to open meeting.
  - (9) Announcement – the chairperson will announce that the decision of council will be brought forward for ratification at an open meeting and then communicated in writing to the appellant.
  - (10) Adjournment
145. The decision of council made at the in-camera meeting of the committee of the whole shall be brought forward for ratification at the next regularly-scheduled council meeting.
- (1) Where council's meeting schedule does not permit timely ratification, the decision of council may be ratified at a special meeting called for that purpose at the discretion of council.
146. The appellant will be advised in writing within 60 days of Council's decision on this matter unless a more restrictive time limit is specified in the bylaw or Act that provided for the appeal."
3. This bylaw shall come into full force and effect upon the final passing thereof.

**NOTICE OF INTENT GIVEN:** January 12, 2015  
**FIRST and SECOND READING:**  
**THIRD READING and ADOPTION:**

\_\_\_\_\_  
Mayor

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

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Corporate Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 19, 2015
<b>RE:</b> CASM Process Policy

### **ISSUE**

To amend a policy that ensures Council and Senior Management Meetings (CASMs) are carried out in a consistent way that provides Council with timely information and ample time for discussion

### **REFERENCE**

- CASM Process Policy, as amended

### **BACKGROUND**

The City of Whitehorse has been holding CASMs for a number of years in an effort to ensure Council is kept informed about City operations and progress on City initiatives. The existing CASM Policy was adopted in May 2011 and requires minor housekeeping amendments.

### **ALTERNATIVES**

1. Adopt the CASM Process Policy as presented
2. Amend the CASM Process Policy and adopt as amended
3. Refer back to administration

### **ANALYSIS**

CASM meetings provide Council with opportunities to keep informed on the progress of City initiatives and give administration the opportunity to provide information updates to Council. With so many initiatives underway, CASM information packages are occasionally provided in a timeframe that may not give Council sufficient time to absorb information and formulate questions and opinions.

The CASM Process Policy provides information deadlines that ensure Council receives information in advance of a CASM meeting.

The policy also codifies a specific meeting order that ensures that Council has sufficient time to ask questions, discuss and debate with Council colleagues, and provide clear direction to administration.

### **ADMINISTRATIVE RECOMMENDATION**

That Council adopt the CASM Process Policy dated January 2015 as presented



# CITY OF WHITEHORSE

## COUNCIL POLICY

**POLICY:**        **CASM PROCESS POLICY**

**PURPOSE:**      To provide a universal understanding of the Council and Senior Management (CASM) process and procedures

**AUTHORITY:**    Council Resolution #2011-10-16 dated May 24, 2011  
Amended by Council Resolution # \_\_\_\_\_ dated \_\_\_\_\_

## CASM PROCESS POLICY

### POLICY STATEMENT

Council and Senior Management (CASM) meetings are designed to ensure that council is kept aware of all major activities being undertaken by administration and are thereby able to provide proactive direction to administration on major city initiatives, projects, programs and services.

This direction provides administration with the guidance and assurance necessary to carry out City business in accordance with council's vision and direction.

It is important that CASMs are carried out in a manner that facilitates discussion, debate and understanding among council members. It is also important that that maximum time is available during the CASM process to ensure that the individual information needs of all members of council are met.

### PURPOSE

1. The purpose of this policy is to:
  - (1) Provide a universal understanding of the CASM process;
  - (2) Ensure that council members receive background information in a timely manner;
  - (3) Ensure that all members of council have an opportunity to discuss and debate points of interest in an organized manner;
  - (4) Ensure that council discussion, priorities, and concerns take precedence during the CASM process; and
  - (5) Ensure that administration receives direction from council.

## DEFINITIONS

2. In this policy,

**Background information** – Refers to the information compiled by administration to accompany a Council Direction Request form, and is presented to council in advance of a CASM. Background information is meant to inform council and promote discussion.

**Chair** – means the chairperson (or designate) of the Standing Committee under which the CASM issues fall. **The mayor will chair Open Agenda CASM meetings.**

**Council and Senior Management Meeting (CASM)** – means a meeting that provides a venue for informal discussion on matters that are not at a point of decision. CASM meetings are issue-based and are designed to allow council to receive information updates from staff, clarify expectations, explore options, and provide administration with clear direction from council. CASM meetings are designed to enhance council members' understanding of an issue and allow council members to explore their understanding of an issue through discussions with council colleagues.

**Council Direction** – means the individual acknowledgement by each council member as to which way they would like to proceed on a given issue. Direction to proceed can only be obtained if there is a quorum present and the majority of council members present at a CASM meeting agree on a direction.

**Council Direction Request (CDR)** – means the document that accompanies the background information that clearly outlines the key points to consider as well as the direction being sought.

**Deadline** – Refers to amount of time before a CASM that council should be provided with background information on the issue being discussed. Deadlines for the submission of CASM information for council's consideration shall be 12:00 noon on the last business day of the week before a CASM. Failure to meet the deadline will cause the CASM to be postponed.

**Essential Question** – means the direction from council being sought by administration.

**In-camera** – means a meeting closed to the general public or municipal employees as deemed appropriate in accordance with section 213 of the *Municipal Act*.

**Open Agenda CASM** – means a CASM meeting chaired by the mayor with no specific items on the agenda, and allowing individual members of council an opportunity to bring forward items of interest or concern for discussion with council members.

**Quorum** – means a majority of the whole council or whole committee.

**Strategic Questions** – means the key questions that must be considered when making a decision on the topic under discussion.

## **RESPONSIBILITIES**

3. City Council shall:
  - (1) Adopt the CASM Process Policy and any amendments thereto.
  - (2) Support the committee chair or designate as the chair of the CASM meeting.
  - (3) Provide the view of the individual members of council at the CASM regarding which way they would like administration to proceed with the matter at hand.
  - (4) Review all background material prior to the CASM.
  - (5) Review the CASM Process Policy **at least** once per term of council.
  
4. The City Manager shall:
  - (1) **Ensure that all CASM agendas are proofed and approved prior to distribution.**
  - (2) Ensure the CASM Process Policy is included on the agenda of the initial legislative workshop of a new council's term of office for review.
  - (3) Recommend changes to the process.
  - (4) Ensure the CASM Process Policy is implemented and that administration complies with the information requirements of the policy.
  - (5) Assist council with interpretation of the policy.
  - (6) Assign the issues to the appropriate administrative resource.
  
5. The Senior Management Team shall:
  - (1) Review background materials being prepared for CASM and ensure that they present fairly the spectrum of information necessary for council to give direction.

## **PROCEDURES**

6. Order of CASM Agendas
  - (1) Chair's Call to Order – CASM meetings will be chaired by the standing committee chair or designate. Open CASMs will be chaired by the mayor. The chair will ensure there is a quorum, which will allow the meeting to proceed.
  - (2) Key Points Review (15 minutes) – At the beginning of each CASM, administration will provide an abridged version of the background material previously provided to council. Key points of consideration – the Strategic Questions – will be reviewed and clarified.
  - (3) Essential Question – Following the review of background information, administration will pose the essential question to council. The essential question represents the specific direction being sought by administration from council.

- (4) Discussion Phase (35 minutes) – The discussion phase is council's opportunity to discuss and explore their understanding of the subject matter with their council colleagues. Administration is to play a supporting role in these discussions by providing council with information when requested to do so. Each council member is encouraged to speak his/her thoughts during this phase.
  - (5) Direction (10 minutes) – During the direction phase the chair will receive input from each individual council member as to their views and their position on the essential question. Only a majority view of council members present can result in administrative direction.
  - (6) Summary and Confirmation of Direction – At the final stage of the meeting the chair will review key points discussed and provide confirmation to administration of the direction that is to be taken according to the majority of the council members present, which must represent a quorum. Minutes will clearly outline the direction given.
7. A follow-up email will be sent to council by the minute taker and will document the meeting, including a summary of direction given.
  8. Where there are two **or more** topics of discussion at the same CASM the timeframe of individual procedures will be **pro-rated**.
  9. Information CASMs where no direction is required from council will be deemed exempt from the procedural timeframes outlined in this policy.

■2015-01-13

**CITY OF WHITEHORSE  
CITY PLANNING COMMITTEE AGENDA**

**Date**                      Monday, January 19, 2015

**Location:**                Council Chambers, City Hall

**Chair:** Kirk Cameron      **Vice Chair:** Dave Stockdale



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**Pages**

- |  |       |
|--|-------|
| 1. Public Hearing Report - Zoning Amendment (7 Roundel Road) | 1 - 2 |
| 2. New Business  |       |

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Planning Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 19 <sup>th</sup> , 2015
<b>RE:</b> Public Hearing Report – Zoning Amendment (7 Roundel Road)

### **ISSUE**

Public Hearing Report for an application to amend the zoning of 7 Roundel Road (Hillcrest) to allow for a commercial garden centre.

### **REFERENCE**

- *Municipal Act*
- Hillcrest Neighbourhood Plan (2014)
- Zoning Bylaw 2012-20
- Bylaw 2014-33
- Access Consulting Group, Phase 1 Environmental Site Assessment
- Project Renderings
- Appendix A

### **HISTORY**

Fay Branigan, on behalf of Ray Caron (E. Caron Diamond Drilling Ltd.), has applied to change the zoning of 7 Roundel Road from RCM–Comprehensive Residential Multiple Family to CNCxb–Comprehensive Neighbourhood Commercial (modified). The lot is located at the corner of Roundel Road and Burns Road in the Hillcrest neighbourhood.

Originally a church site, the lot has been used since the 1960s for industrial purposes and is considered to be a non-conforming industrial use within a residential zone. The intent of the amendment is to allow for a commercial garden centre use to occur at the site.

Ms. Branigan is the owner of Cliffside Country Store and Greenhouse located on the Alaska Highway, next to the Bethany Church. The applicant is seeking to relocate her business to the subject lot with development plans to: repurpose the site's existing building; construct two large greenhouses (approximately 7 m in height), build a storage shed, and develop a show garden.

A Phase 1 Environmental Site Assessment was completed for the property by Access Consulting Group in July 2014. The assessment report indicated no major findings.

The application was reviewed at the September 3<sup>rd</sup>, 2014 meeting of the Development Review Committee. No servicing issues were identified. Bylaw 2014-33 received 1<sup>st</sup> Reading on December 8<sup>th</sup>, 2014. Notices were published in the newspapers on December 12<sup>th</sup>, 19<sup>th</sup> (2014) and January 2<sup>nd</sup> (2015). A zoning amendment sign was placed on the lot. A total of 214 notification letters were sent to property owners within the Hillcrest Neighbourhood and Industrial Area. Yukon Government Lands Department, Kwanlin Dün First Nation, and Ta'an Kwäch'än Council were notified by mail. The Hillcrest Community Association was notified by email.

A Public Hearing was held for the Bylaw on January 12<sup>th</sup>, 2015. Seven written submissions were received all of which expressed support for the application. One zoning-related

concern was raised related to the potential for a gas bar to occur at the site, under the proposed CNC zoning. No one appeared to address City Council at the Public Hearing.

### **ALTERNATIVES**

- Option 1: Proceed with 2<sup>nd</sup> and 3<sup>rd</sup> Reading under the bylaw process.
- Option 2: Amend the bylaw at 2<sup>nd</sup> Reading and proceed with 3<sup>rd</sup> Reading.
- Option 3: Do not proceed with 2<sup>nd</sup> and 3<sup>rd</sup> Reading.

### **ANALYSIS**

Garden centre is not a permitted use in the CNC zone, but would be added through a spot zone modification. An additional modification is being included to require a 4 m front yard setback on the property. This is consistent with recent zoning changes that resulted from adoption of the Hillcrest Neighbourhood Plan in January 2014.

#### **Support**

Seven written submissions were received during the public hearing process, all expressing support for a garden centre use to occur at 7 Roundel Road. Attention was drawn to the following merits of the application:

- Repurposing of the site's existing building, which helps to achieve sustainability objectives;
- Preservation of the heritage values associated with the building's former church and industrial uses;
- Aesthetic contribution that a garden centre may bring to the neighbourhood's Roundel Road entrance, given that the site is visible from the Alaska Highway;
- Compatibility of a garden centre use with the neighbouring commercial uses located in the Hillcrest Industrial Area; and
- Availability of on-site parking and street parking on Roundel Road to service a commercial use.

#### **Concern**

One submission mentioned concern for the potential future use of the site as a gas bar. Gas bar is listed as an allowable principal use within the CNC–Comprehensive Neighbourhood Commercial zone. The applicant does not currently have any plans for this use.

### **ADMINISTRATIVE RECOMMENDATION**

THAT Council direct that Bylaw 2014-33, a bylaw to amend the zoning of 7 Roundel Road (Lot128, Plan 30131 LTO), be brought forward for 2<sup>nd</sup> and 3<sup>rd</sup> Reading under the bylaw process.

CITY OF WHITEHORSE  
CITY OPERATIONS COMMITTEE AGENDA

Date Monday, January 19, 2015  
Location: Council Chambers, City Hall

Chair: Betty Irwin Vice Chair: Mike Gladish



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Pages

1. New Business



CITY OF WHITEHORSE  
COMMUNITY SERVICES COMMITTEE

Date Monday, January 19, 2015

Location: Council Chambers, City Hall

Chair: John Streicker Vice Chair: Betty Irwin



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Pages

1. Name Change of Society
2. New Business

1 - 1

## **ADMINISTRATIVE REPORT**

<b>TO:</b> Community Services Committee
<b>FROM:</b> Administration
<b>DATE:</b> January 19, 2015
<b>RE:</b> Name Change for Society

### **ISSUE**

Adaka Cultural Society name change

### **REFERENCE**

- Resolution 2014-24-05 approving Festivals and Special Events Grant Funds
- Email from Yukon First Nations Culture and Tourism Association

### **HISTORY**

Adaka Cultural Society submitted an application for funding support through the Festivals and Special Events Grant Fund last August, and funding was approved in the amount of \$4,000.00 on October 27, 2014. Since that time the Society has notified the City that they have dissolved the Adaka Cultural Society name and merged their operation to the Yukon First Nations Culture and Tourism Association. The Council resolution is utilized as back up for the funding release, and the organization's name must match the Council resolution.

### **ALTERNATIVES**

1. Approve transfer of approved grant to Yukon First Nations Culture and Tourism Association
2. Do not approve transfer of the approved grant

### **ANALYSIS**

There are no changes to the project that was submitted and approved. The only change is the official name of the recipient organization.

### **ADMINISTRATIVE RECOMMENDATION**

THAT the \$4,000.00 Festivals and Special Events Grant authorized for the Adaka Cultural Society under council resolution 2014-24-05 be transferred to the Yukon First Nations Culture and Tourism Association due to the recipient organization's name change.

CITY OF WHITEHORSE  
PUBLIC HEALTH AND SAFETY COMMITTEE

Date Monday, January 19, 2015

Location: Council Chambers, City Hall

Chair: Dave Stockdale Vice Chair: John Streicker



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Pages

1. New Business

CITY OF WHITEHORSE  
DEVELOPMENT SERVICES COMMITTEE AGENDA

Date Monday, January 19, 2015

Location: Council Chambers, City Hall



Chair: Jocelyn Curteanu Vice Chair: Kirk Cameron

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Pages

1. New Business