



## Minutes of the meeting of the Corporate Services Committee

<b>Date</b>	January 19, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Jocelyn Curteanu – Chair Mayor Dan Curtis Councillor Betty Irwin Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron Councillor Mike Gladish Councillor Dave Stockdale
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations

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

### **1. Public Input Report – 2015 to 2017 Annual Operating Budget**

The 2015 – 2017 operating and maintenance budget was presented on December 8, 2014, published on the City's website, and made available at City facilities. In addition to a number of opportunities provided for citizen involvement in the budget process, a public input session was scheduled for the regular council meeting on January 12<sup>th</sup>. Three delegates appeared at the public input session.

A delegate from the recycling industry requested that the City continue to support recycling by amending the diversion credit system that addresses materials that do not have an associated system. The delegate suggested that the present cap should be doubled, that the amount paid per tonne diverted should be increased, and that the timing of payments be changed.

The Whitehorse Chamber of Commerce noted the enhanced opportunities for public input into the budget process and encouraged the review of City services with consideration being given to outsourcing as an option that might lower costs. The Chamber also suggested that any discussion on sustainability and long-term planning should consider the effect to taxpayers.

A delegate appeared to speak to trail maintenance issues, noting 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 also encouraged the allocation of funds for trail maintenance to enhance commuting opportunities.

Committee members commented on the strong support for Raven Recycling shown in the survey results, but noted that there are no easy solutions and the City has to make decisions based on available resources.

Administration confirmed that survey results will be available on the City's website.

### **Recommendation**

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.

## **2. Summary of Properties Subject to Tax Lien**

Each year the City is required to prepare a list of properties that have taxes outstanding from the previous year. The list requires the approval of council before being published in the local papers. Each property is levied an administrative fee and will be subject to further collection procedures if the account is not paid within 60 days. The tax lien list will be published in February, and will be updated prior to publication to remove those properties whose outstanding taxes have been paid.

### **Recommendation**

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

## **3. Information Sharing Agreement with Elections Canada**

The *Municipal Act* provides that the City may enter into agreements with Canada or Yukon to obtain data to be used in the preparation of a list of electors. There are many benefits to using Canada's list of electors to prepare the preliminary list for the upcoming municipal election, including significant savings in both time and money. It is also anticipated that using the federal list will help to reduce the number of swear-ins at the polls and improve the voting experience for electors.

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. An in-house computer-based system will be used that is anticipated to improve voter turnout. The proposed agreement has been reviewed by City administration, the City's legal counsel, and Elections Canada.

Administration confirmed that under the term of this agreement and the proposed new voting system, voting will continue to remain private and secret. As with past practice, there will be plenty of opportunities to update the list of electors before the election, and eligible electors who are not on the list on polling day can be sworn in at the poll.

**Recommendation**

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

**4. Amendments to Procedures Bylaw**

Pursuant to the provisions of the *Municipal Act*, council adopted a bylaw governing its proceedings, the conduct of its members, the appointment of committees and generally for the transaction of its business. At a legislative review session last October council indicated a desire to amend 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.

**Recommendation**

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

**5. Council and Senior Management Meeting Process Policy**

The City has been holding Council and Senior Management meetings for a number of years in an effort to ensure that council is kept informed about City operations and progress on City initiatives. The existing CASM Policy was adopted in 2011 and is required to be reviewed during each council's term of office.

CASM meetings provide Council with opportunities to keep informed on the progress of City initiatives. 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 proposed policy also codifies a specific meeting order to ensure that

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Council has sufficient time to ask questions, discuss and debate with Council colleagues, and provide clear direction to administration.

Administration confirmed that the policy does not preclude in-camera meetings, but the City adheres to the provisions of the *Municipal Act* when closed meetings are scheduled.

**Recommendation**

That the CASM Process Policy dated January 2015 be adopted as presented



## Minutes of the meeting of the City Planning Committee

<b>Date</b>	January 19, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron Councillor Mike Gladish Councillor Dave Stockdale
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations Patrick Ross, Manager of Planning Services

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

### **1. Public Hearing Report – Zoning Amendment (7 Roundel Road)**

The potential purchaser of the lot located at the intersection of Roundel and Burns Roads in Hillcrest has applied to change the zoning of the lot in order to develop a commercial garden centre. The purchase is contingent on zoning approval. The current zoning is residential. The Official Community Plan designation supports residential land uses, community facilities, and neighbourhood-serving commercial uses. The proposed zoning is Comprehensive Neighbourhood Commercial (modified). The applicant is seeking to relocate her business to the subject lot, repurpose the site's existing building, construct a storage shed and two large greenhouses, and develop a show garden. There was no one present to speak to the bylaw at the public hearing held on January 12<sup>th</sup>. Seven written submissions were received, all in support of the bylaw.

Administration confirmed that the notification area was expanded to ensure that the whole neighbourhood was aware of the proposed amendment.

**Recommendation**

THAT Bylaw 2014-33, a bylaw to amend the zoning of 7 Roundel Road in Hillcrest to allow for the development of a commercial garden centre, be brought forward for second and third reading under the bylaw process.



## Minutes of the meeting of the City Operations Committee

<b>Date</b>	January 19, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor Betty Irwin – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor John Streicker
<b>Absent</b>	Councillor Kirk Cameron Councillor Mike Gladish Councillor Dave Stockdale
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations

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



## Minutes of the meeting of the Community Services Committee

<b>Date</b>	January 19, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor John Streicker – Chair Councillor Betty Irwin – Vice-Chair Mayor Dan Curtis Councillor Jocelyn Curteanu
<b>Absent</b>	Councillor Kirk Cameron Councillor Mike Gladish Councillor Dave Stockdale
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations

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

### **1. Name Change of Society**

The Adaka Cultural Society submitted an application for Festivals and Special Events grant funding last August, and a grant was approved by council resolution in October. Since that time the Society has dissolved the Adaka Cultural Society name and merged their operation into 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. A resolution is required to transfer the funding to the society under the new name.

### **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.

**2. Community Events** – For Information Only

A councillor acknowledged the Rendezvous Kick-off and expressed support for the upcoming festival.

The mayor advised that a series of Town Hall Meetings are planned to allow the public opportunities to bring their issues, interests or concerns to council's attention. The first meeting is scheduled for the Whitehorse South area, and will take place in the gym at Golden Horn School on Thursday, January 22, beginning at 6:30 p.m.



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

<b>Date</b>	January 19, 2015
<b>Location</b>	Council Chambers, City Hall
<b>Committee Members Present</b>	Councillor John Streicker – Chair Mayor Dan Curtis Councillor Jocelyn Curteanu Councillor Betty Irwin
<b>Absent</b>	Councillor Kirk Cameron Councillor Mike Gladish Councillor Dave Stockdale
<b>Staff Present</b>	Robert Fendrick, Acting City Manager Linda Rapp, Director of Community and Recreation Services Mike Gau, Director of Development Services Brian Crist, Director of Infrastructure and Operations

Your Worship, there is no report from the Public Health and Safety Committee



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

**Date** January 19, 2015  
**Location** Council Chambers, City Hall  
**Committee Members Present** Councillor Jocelyn Curteanu – Chair  
Mayor Dan Curtis  
Councillor Betty Irwin  
Councillor John Streicker  
**Absent** Councillor Kirk Cameron  
Councillor Mike Gladish  
Councillor Dave Stockdale  
**Staff Present** Robert Fendrick, Acting City Manager  
Linda Rapp, Director of Community and Recreation Services  
Mike Gau, Director of Development Services  
Brian Crist, Director of Infrastructure and Operations

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

There being no further business, the meeting adjourned at 6:36 p.m.

*ORIGINAL DOCUMENT SIGNED BY:*

"Dan Curtis"

Dan Curtis, Mayor

"R. I. Fendrick"

Robert I. Fendrick, FCGA, City Clerk