

CITY OF DAWSON
AGENDA - COUNCIL MEETING #C24-15
TUESDAY, August 20, 2024 at 7:00 p.m.
Council Chambers, City of Dawson Office

Join Zoom Meeting

<https://us02web.zoom.us/j/83537772608?pwd=cUpbHqhCoCbq8b1caj45vvDv0oCo5p.1>

Meeting ID: 835 3777 2608

Passcode: 287069

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

1. Council Meeting Agenda #C24-15

3. DELEGATIONS & GUESTS

1. Susan Herrmann RE: Derelict Properties-Secondary Suites-Other Property Matters
2. Cud Eastbound Re: Waste Management

BUSINESS ARISING FROM DELEGATIONS & GUESTS

4. PUBLIC HEARINGS

1. Subdivision Application #24-074: Lot 6 and S'9 of Lot 7, Block B, Ladue Estate
2. Subdivision Application #24-075: Dredge Pond II Subdivision
3. Subdivision Application #24-076: Lot 34, Dredge Pond Subdivision
4. Consolidation Application #24-081: Lots 18 to 20, Block X, Ladue Estate
5. Subdivision Application #24-082: Block C, Ladue Estate

5. ADOPTION OF THE MINUTES

1. Council Meeting Minutes C24-11 of June 18, 2024
2. Special Council Meeting Minutes C24-12 of June 26, 2024
3. Special Council Meeting Minutes C24-14 of July 19, 2024

BUSINESS ARISING FROM MINUTES

6. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS

Subdivision Applications

1. #24-074: Lot 6 and S'9 of Lot 7, Block B, Ladue Estate
2. #24-075: Dredge Pond II Subdivision
3. #24-076: Lot 34, Dredge Pond Subdivision
4. #24-081: Lots 18 to 20, Block X, Ladue Estate
5. #24-082: Block C, Ladue Estate

7. BYLAWS & POLICIES

1. 2024 Municipal Election Bylaw (2024-09)-Third & final Reading
2. Official Community Plan Amendment No. 11 Bylaw (2024-07)-3rd & Final Reading
3. Zoning Bylaw Amendment No. 31 Bylaw (2024-08)-3rd & Final Reading
4. Development Incentive Policy #24-03
5. Correspondence Policy #24-02

8. PUBLIC QUESTIONS

9. ADJOURNMENT



NOTICE OF PUBLIC HEARING

Subdivision Application

(Consolidation Application #24-074)

Subject Property	Lot 6 and S'9 of 7, Block B, Ladue Estate
Date and Time	August 20th, 2024 at 7:00pm
Location	Council Chambers, City Hall
Listen to Public Hearing	Radio CFYT 106.9 FM or cable channel #11



As per Bylaw, S.5.1.4.II, upon receiving an application for consolidation, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the consolidation application of Lot 6 and S'9 of 7, Block B, Ladue Estate

For more information or to provide your input prior to the public meeting, please contact:

Planning Assistant
Box 308, Dawson, YT Y0B 1G0
PlanningAssist@cityofdawson.ca
867-993-7400 ext. 438

THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0
PH: 867-993-7400 FAX: 867-993-7434
www.cityofdawson.ca



NOTICE OF PUBLIC HEARING

Subdivision Application

(Subdivision Application #24-075)

Subject Property	Dredge Pond II Subdivision
Date and Time	August 20th, 2024 7:00pm
Location	Council Chambers, City Hall
Listen to Public Hearing	Radio CFYT 106.9 FM or cable channel #11



As per Bylaw, S.5.1.4.II, upon receiving an application for subdivision, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the subdivision application of Dredge Pond II

For more information or to provide your input prior to the public meeting, please contact:

Planning Assistant
Box 308, Dawson, YT Y0B 1G0
PlanningAssist@cityofdawson.ca
867-993-7400 ext. 438



NOTICE OF PUBLIC HEARING

Subdivision Application

(Subdivision Application #24-076)

Subject Property	Lot 34, Dredge Pond Subdivision
Date and Time	August 20th, 2024 7:00pm
Location	Council Chambers, City Hall
Listen to Public Hearing	Radio CFYT 106.9 FM or cable channel #11



As per Bylaw, S.5.1.4.II, upon receiving an application for subdivision, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the subdivision application of Lot 34, Dredge Pond.

For more information or to provide your input prior to the public meeting, please contact:

Planning Assistant
Box 308, Dawson, YT Y0B 1G0
PlanningAssist@cityofdawson.ca
867-993-7400 ext. 438



NOTICE OF PUBLIC HEARING

Subdivision Application

(Subdivision Application #24-081)

Subject Property	Lots 18 to 20, Block X, Ladue Estate
Date and Time	August 20th, 2024 7:00pm
Location	Council Chambers, City Hall
Listen to Public Hearing	Radio CFYT 106.9 FM or cable channel #11



As per Bylaw, S.5.1.4.II, upon receiving an application for subdivision, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the consolidation and subdivision application of Lots 18 to 20, Block X, Ladue Estate

For more information or to provide your input prior to the public meeting, please contact:

Planning Assistant
Box 308, Dawson, YT Y0B 1G0
PlanningAssist@cityofdawson.ca
867-993-7400 ext. 438

THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0
PH: 867-993-7400 FAX: 867-993-7434
www.cityofdawson.ca

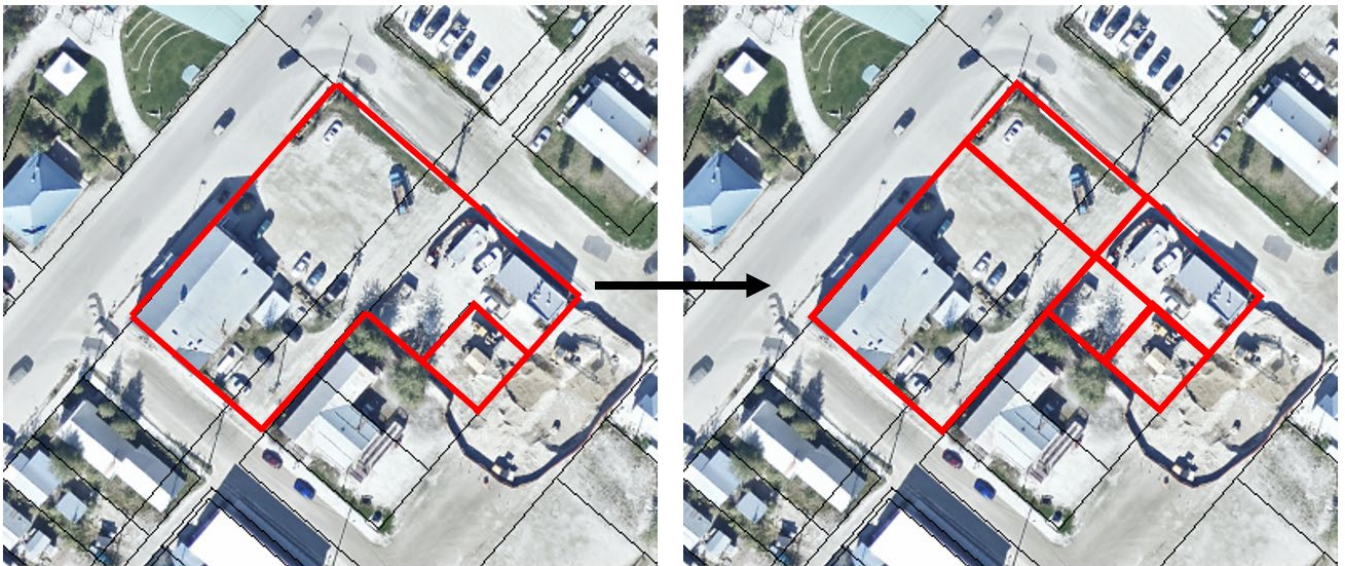


NOTICE OF PUBLIC HEARING

Subdivision Application

(Subdivision Application #24-082)

Subject Property	Block C, Ladue Estate
Date and Time	August 20th, 2024 7:00pm
Location	Council Chambers, City Hall
Listen to Public Hearing	Radio CFYT 106.9 FM or cable channel #11



As per Bylaw, S.5.1.4.II, upon receiving an application for subdivision, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the consolidation and subdivision application of Block C, Ladue Estate

For more information or to provide your input prior to the public meeting, please contact:

Planning Assistant
Box 308, Dawson, YT Y0B 1G0
PlanningAssist@cityofdawson.ca
867-993-7400 ext. 438

MINUTES OF COUNCIL MEETING C24-11 of the Council of the City of Dawson held on Tuesday, June 18, 2024 at 7:00 p.m. via City of Dawson Council Chambers.

PRESENT:

Mayor William Kendrick
 Councillor Alexander Somerville
 Councillor Brennan Lister
 Councillor Julia Spriggs
 Councillor Patrik Pikálek

REGRETS:

ALSO PRESENT:

CAO: David Henderson
 MC: Elizabeth Grenon
 PDM: Farzad Zarringhalam
 PWM: Jonathan Howe
 CFO: David Ni

1 CALL TO ORDER

The Chair, Councillor Somerville called Council meeting C24-11 to order at 7:01 p.m.

C24-11-01 2 ADOPTION OF AGENDA
Moved By: Councillor Spriggs
Seconded By: Councillor Pikálek

That the agenda for Council meeting C24-11 of June 18, 2024 be adopted as presented.

CARRIED UNANIMOUSLY

3 DELEGATIONS & GUESTS

The Chair, Councillor Somerville, declared a conflict of interest regarding the delegation and stepped out of the meeting.

Councillor Pikálek nominated Councillor Spriggs as chair of Meeting C24-11 until the return of Councillor Somerville.

Councillor Lister seconded the nomination. All members were in agreeance.

3.1 Delegate: John Mitchell RE: Horses in the North End

John Mitchell explained the history of horses being kept on their property and asked that the bylaws be changed to keep it status quo.

Councillor Somerville returned to the meeting and resumed as of Chair of the meeting.

4 PROCLAMATIONS

- C24-11-02** **4.1 Dawson City Pride Celebrations (June 28 - July 14, 2024)**
Moved By: Councillor Somerville
Seconded By: Councillor Spriggs
- That Council proclaim June 28-July 14, 2024 to be Dawson City Pride Celebrations, in the City of Dawson.
- CARRIED UNANIMOUSLY
- Mayor Kendrick read aloud the proclamation.*
-

5 PUBLIC HEARINGS

- 5.1 Subdivision Application #24-034: Lot 1021-2, Dome Road Subdivision**
- The Chair called for submissions. The Chair called for submissions a second time. The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.
-
- 5.2 Consolidation Application #24-037: W ½ of Lot 1 and W ½ of Lot 2, Block HJ, Harper Estate**
- The Chair called for submissions. The Chair called for submissions a second time. The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.
-
- 5.3 Consolidation Application #24-038: E ½ of Lot 1 and E ½ of Lot 2, Block HJ, Harper Estate**
- The Chair called for submissions. The Chair called for submissions a second time. The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.
-
- 5.4 Consolidation Application #24-039: Lots 7 and 3, Blocks C and 2, Government Addition**
- The Chair called for submissions. The Chair called for submissions a second time. The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.
-

6 ADOPTION OF MINUTES

- C24-11-03** **6.1 Council Meeting Minutes C24-09 of May 21, 2024**
Moved By: Councillor Pikálek
Seconded By: Councillor Lister
- That the minutes of Council Meeting C24-09 of May 21, 2024 be approved as presented.
- CARRIED UNANIMOUSLY
-

- C24-11-04** **6.2 Special Council Meeting Minutes C24-10 of May 29, 2024**
Moved By: Councillor Spriggs
Seconded By: Councillor Somerville
- That the minutes of Special Council Meeting C24-10 of May 29, 2024 be approved as presented.
- CARRIED UNANIMOUSLY
-
- 7 FINANCIAL & BUDGET REPORTS**
-
- C24-11-05** **7.1 Accounts Payables: Cheque #60518 to #60851 & EFTs**
Moved By: Councillor Pikálek
Seconded By: Councillor Spriggs
- That Council acknowledges receipt of Accounts Payable Cheques #60518-60851 and EFT's, provided for informational purposes.
- CARRIED UNANIMOUSLY
-
- 8 SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS**
-
- C24-11-06** **8.1 CBC Restoration Project Direction**
Moved By: Mayor Kendrick
Seconded By: Councillor Pikálek
- That Council direct administration to proceed with Option 2: Restoration plan to dedicate a portion of the 2024 project budget to the restoration of the exterior cladding.
- CARRIED UNANIMOUSLY
-
- C24-11-07** **8.2 Interim Landfill Agreement 2024 Renewal**
Moved By: Councillor Pikálek
Seconded By: Councillor Somerville
- That Council authorize the renewal of the Interim Regional Waste Management Facility Agreement for 2024.
- CARRIED UNANIMOUSLY
-
- C24-11-08** **8.3 Motion from Member of Council RE: City of Dawson Land Development Update**
Moved By: Mayor Kendrick
Seconded By: Councillor Somerville
- That Council direct administration to prepare a land development update regarding City of Dawson-owned lands, with the intent of obtaining further feedback and direction from Council on land development priority areas, next steps, and associated timelines.
- CARRIED 3-2
-

- C24-11-09** **8.4 Community Grants & Recreation Grants – May Intake**
Moved By: Councillor Pikálek
Seconded By: Mayor Kendrick
- That Council approve the Community Grants, as recommended by the Community Grant Committee in the amount of \$12,718.67 and approve the Level 2 Recreation Grants, as recommended by the Recreation Board in the amount of \$12,838.30.
- CARRIED UNANIMOUSLY
-
- 8.5 Subdivision Applications #24-034 to #24-039**
-
- C24-11-10** **8.5.1 Subdivision Application #24-034: Lot 1021-2, Dome Road Subdivision**
Moved By: Councillor Spriggs
Seconded By: Mayor Kendrick
- That Council grant subdivision authority to subdivide Lot 1021-2, Quad 166 B/03 into two lots, subject to the following conditions:
1. The applicant submits a Stormwater Management Plan to the satisfaction of the Planning Manager and Public Works Manager.
 2. The applicant submits an access plan to the satisfaction of the Planning Manager and Public Works Manager.
 3. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
 4. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.
- CARRIED UNANIMOUSLY
-
- C24-11-11** **8.5.2 Consolidation Application #24-037: W ½ of Lot 1 and W ½ of Lot 2, Block HJ, Harper Estate**
Moved By: Mayor Kendrick
Seconded By: Councillor Spriggs
- That Council grant subdivision authority to consolidate W ½ of Lot 1 and W ½ of Lot 2, Block HJ, Harper Estate subject to the following conditions:
1. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
 2. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.
- CARRIED UNANIMOUSLY
-
- C24-11-12** **8.5.3 Consolidation Application #24-038: E ½ of Lot 1 and E ½ of Lot 2, Block HJ, Harper Estate**
Moved By: Councillor Somerville
Seconded By: Councillor Spriggs
- That Council grant subdivision authority to consolidate E ½ of Lot 1 and E ½ of Lot 2, Block HJ, Harper Estate, subject to the following conditions:

1. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
2. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

CARRIED UNANIMOUSLY

C24-11-13 **8.5.4 Consolidation Application #24-039: Lots 7 and 3, Blocks C and 2, Government Addition**

Moved By: Councillor Spriggs

Seconded By: Mayor Kendrick

That Council grant subdivision authority to consolidate Lot 7 (remainder) Block C, Government Addition and Lot 31 Block 2, North End, subject to the following conditions:

1. The applicant submits a Stormwater Management Plan to the satisfaction of the Planning Manager and Public Works Manager.
2. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
3. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

CARRIED UNANIMOUSLY

9 BYLAWS & POLICIES

C24-11-14 **9.1 2024 Municipal Election Bylaw (#2024-09)- 2nd Reading**

Moved By: Councillor Somerville

Seconded By: Councillor Lister

That Council give bylaw #2024-09, being the 2024 Municipal Election Bylaw, second reading.

CARRIED 4-1

9.2 Zoning Bylaw Amendment No. 32 (#2024-11)- 2nd and 3rd Readings

C24-11-15 **9.2.1 Zoning Bylaw Amendment No. 32 (#2024-11)-Second Reading**

Moved By: Councillor Somerville

Seconded By: Mayor Kendrick

That Council give bylaw #2024-11, being Zoning Bylaw Amendment No. 32 Bylaw, second reading.

CARRIED UNANIMOUSLY

C24-11-16 **9.2.2 Zoning Bylaw Amendment No. 32 (#2024-11)-Third and Final Reading**

Moved By: Mayor Kendrick

Seconded By: Councillor Somerville

That Council give bylaw #2024-11, being Zoning Bylaw Amendment No. 32 Bylaw, third and final reading.

CARRIED UNANIMOUSLY

10 PUBLIC QUESTIONS

Sylvia Farr had questions regarding the development of the landfill and a question regarding a firebreak and parking on 5th Avenue between King Street and Queen Street.

Sue Lancaster had a question regarding rec grants and a question regarding why her letter wasn't included in the agenda package.

Brent Macdonald had a question regarding communication preferences of Council.

Diana Andrew had questions regarding the interim landfill agreement.

Kim Biernaskie had a question regarding the account payables cheque #60526.

11 CLOSED MEETING: A Matter Still Under Consideration (Section 213(3)(e) Municipal Act)

C24-11-17 **11.1 Extend Meeting**
Moved By: Councillor Pikálek
Seconded By: Mayor Kendrick

That Council meeting C24-11 be extended not to exceed one hour

CARRIED UNANIMOUSLY

C24-11-18 **11.2 Move into Closed Session of Council**
Moved By: Mayor Kendrick
Seconded By: Councillor Somerville

That Council move into a closed session of Council, as authorized by Section 213(3)(e) of the *Municipal Act*, for the purposes of discussing a matter still under consideration.

CARRIED UNANIMOUSLY

C24-11-19 **11.3 Revert to Open Session of Council**
Moved By: Councillor Somerville
Seconded By: Mayor Kendrick

That Council revert to an open session of Council to proceed with the agenda.

CARRIED UNANIMOUSLY

C24-11-20 **12 ADJOURNMENT**

That Council Meeting C24-11 be adjourned at 10:11 p.m. with the next regular meeting of Council being July 16, 2024.

CARRIED UNANIMOUSLY

THE MINUTES OF COUNCIL MEETING C24-11 WERE APPROVED BY COUNCIL RESOLUTION #C24-XX-XX AT COUNCIL MEETING C24-XX OF JULY 16, 2024.

Alexander Somerville, Chair

David Henderson, CAO

MINUTES OF SPECIAL COUNCIL MEETING C24-12 of the Council of the City of Dawson held on Wednesday, June 26, 2024 at 5:30 p.m. via City of Dawson Council Chambers

PRESENT:

Mayor William Kendrick
Councillor Julia Spriggs
Councillor Patrik Pikálek

REGRETS:

Councillor Alexander Somerville
Councillor Brennan Lister

ALSO PRESENT:

CAO: David Henderson
AMC: Shelly Musyj
CFO: David Ni

Councillor Pikálek nominated Councillor Spriggs to chair Special Council Meeting C24-12. Councillor Spriggs seconded the nomination. All members present were in agreeance.

1 CALL TO ORDER

The Chair, Councillor Spriggs called Special Council meeting C24-12 to order at 5:30 p.m..

2 SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS

C24-12-01 2.1 Receive and Approve the 2023 Draft Audited Statements of the City of Dawson

Moved By: Councillor Pikálek
Seconded By: Councillor Spriggs

That Council receive and approve the 2023 Draft Audited Statements of the City of Dawson.

CARRIED UNANIMOUSLY

C24-12-02 3 ADJOURNMENT

Moved By: Councillor Pikálek
Seconded By: Mayor Kendrick

That Special Council Meeting C24-12 be adjourned at 6:40 p.m. with the next regular meeting of Council being July 16, 2024.

CARRIED UNANIMOUSLY

THE MINUTES OF SPECIAL COUNCIL MEETING C24-12 WERE APPROVED BY COUNCIL RESOLUTION #C24-13-XX AT COUNCIL MEETING C24-13 OF JULY 16, 2024.

Julia Spriggs, Chair

David Henderson, CAO

CHAIR CAO

MINUTES OF SPECIAL COUNCIL MEETING C24-14 of the Council of the City of Dawson held on Friday, July 19, 2024 at 12:00 p.m. via City of Dawson Council Chambers

PRESENT:

Mayor William Kendrick

Councillor Alexander Somerville

Councillor Julia Spriggs

Councillor Patrik Pikálek

REGRETS:

Councillor Brennan Lister

ALSO PRESENT:

A/CAO: Paul Robitaille

AMC: Shelly Musyj

PDM: Farzad Zarringhalam

1 CALL TO ORDER

The Chair, Councillor Somerville called Special Council meeting C24-14 to order at 12:00 p.m..

2 SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS

C24-14-01 2.1 Motion to add a Regular Committee of the Whole Meeting on August 6, 2024

Moved By: Councillor Spriggs

Seconded By: Mayor Kendrick

That Council approve adding a regular Committee of the Whole meeting on August 6th and 15th, 2024.

CARRIED UNANIMOUSLY

C24-14-02 2.2 Heritage Advisory Committee Member Appointment

Moved By: Councillor Spriggs

Seconded By: Mayor Kendrick

That Council appoint Sylvia Soulliere to the Heritage Advisory Committee with term ending September 30, 2026.

CARRIED UNANIMOUSLY

3 BYLAWS & POLICIES

3.1 Zoning Bylaw Amendments No. 29 & 30

C24-14-03 3.1.1 Zoning Bylaw Amendment No. 29 (2024-05)- 2nd Reading (East Bench Mining Claims)

Moved By: Mayor Kendrick

Seconded By: Councillor Somerville

That Council give bylaw #2024-05, being the Zoning Bylaw Amendment No. 29 Bylaw, second reading.

CARRIED UNANIMOUSLY

C24-14-04 **3.1.1.1 Zoning Bylaw Amendment No. 29 (2024-05)- 3rd and Final Reading (East Bench Mining Claims)**

Moved By: Councillor Somerville

Seconded By: Mayor Kendrick

That Council give bylaw #2024-05, being the Zoning Bylaw Amendment No. 29 Bylaw, third and final reading.

CARRIED UNANIMOUSLY

C24-14-05 **3.1.2 Zoning Bylaw Amendment No. 30 (2024-06)- 2nd Reading (Lower Bench Mining Claims)**

Moved By: Councillor Somerville

Seconded By: Councillor Pikálek

That Council give bylaw #2024-06, being the Zoning Bylaw Amendment No. 30 Bylaw, second reading.

CARRIED UNANIMOUSLY

C24-14-06 **3.1.2.1 Zoning Bylaw Amendment No. 30 (2024-06)- 3rd and Final Reading (Lower Bench Mining Claims)**

Moved By: Mayor Kendrick

Seconded By: Councillor Pikálek

That Council give bylaw #2024-06, being the Zoning Bylaw Amendment No. 30 Bylaw, third and final reading.

CARRIED UNANIMOUSLY

C24-14-07 **4 ADJOURNMENT**

Moved By: Councillor Pikálek

Seconded By: Councillor Spriggs

That Special Council Meeting C24-14 be adjourned at 12:26 p.m. with the next regular meeting of Council being August 20, 2024.

CARRIED UNANIMOUSLY

THE MINUTES OF SPECIAL COUNCIL MEETING C24-14 WERE APPROVED BY COUNCIL RESOLUTION #C24-XX-XX AT COUNCIL MEETING C24-XX OF AUGUST 20, 2024.

Alexander Somerville, Chair

David Henderson, CAO

CHAIR CAO



City of Dawson Report to Council

Agenda Item	Subdivision Applications 24-074, 24-075, 24-076, 24-081, and 24-082
Prepared By	Planning and Development
Meeting Date	August 20, 2024
References (Bylaws, Policy, Leg.)	Subdivision Bylaw, Municipal Act, OCP, Zoning Bylaw
Attachments	Table 1 – Summary and Analysis

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council grant subdivision authority to

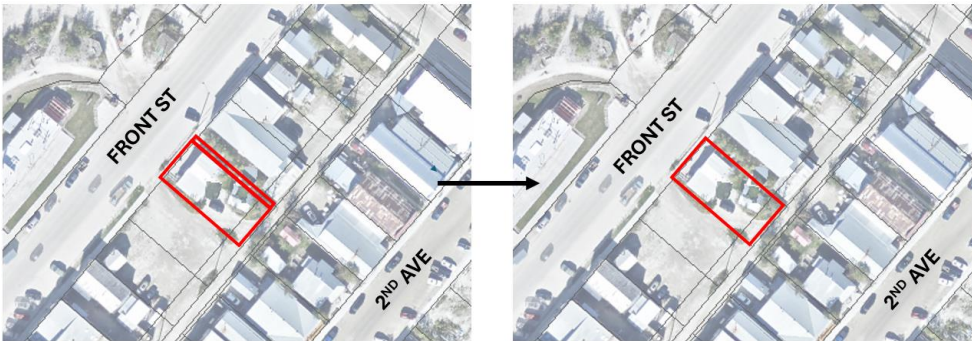
- 1) Consolidate Lots 6 and S'9 of Lot 7, Block B, Ladue Estate (DP #24-074)
- 2) Subdivide Dredge Pond II Subdivision (DP #24-075)
- 3) Subdivide Lot 34, Dredge Pond Subdivision (DP #24-076)
- 4) Consolidate Lots 18-20, Block X, Ladue Estate (DP #24-081)
- 5) Subdivide Lots 9 and 9-1, Block C, Ladue Estate (DP #24-082)

Executive Summary

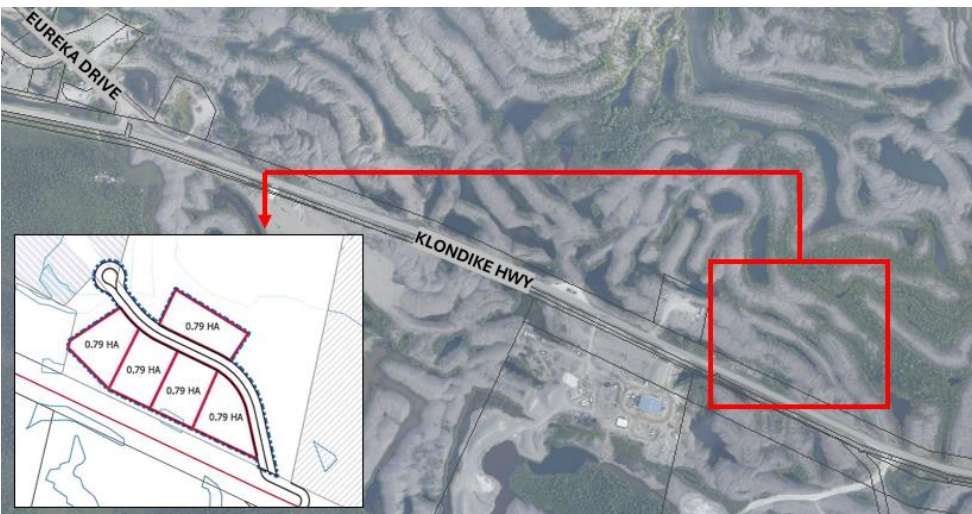
Table 1 in the attachment provides a summary of each application.

Background

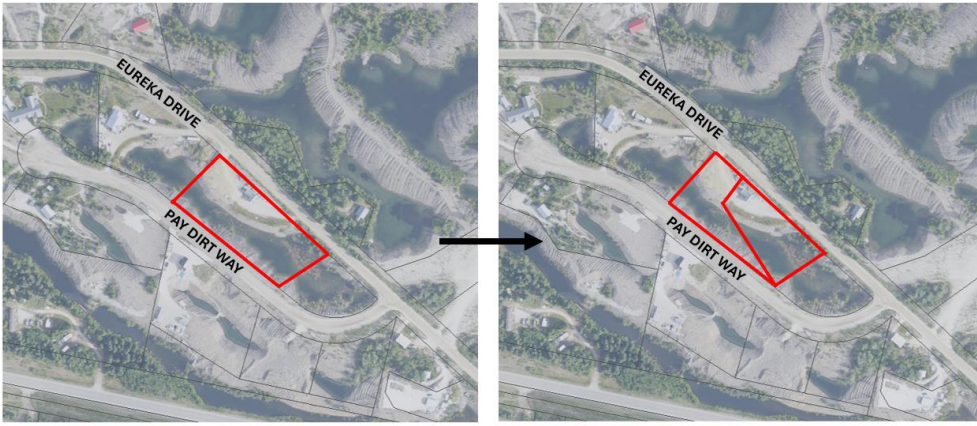
Planning and Development has received several subdivision applications in the last few weeks.



DP24-074 (metes and bounds)



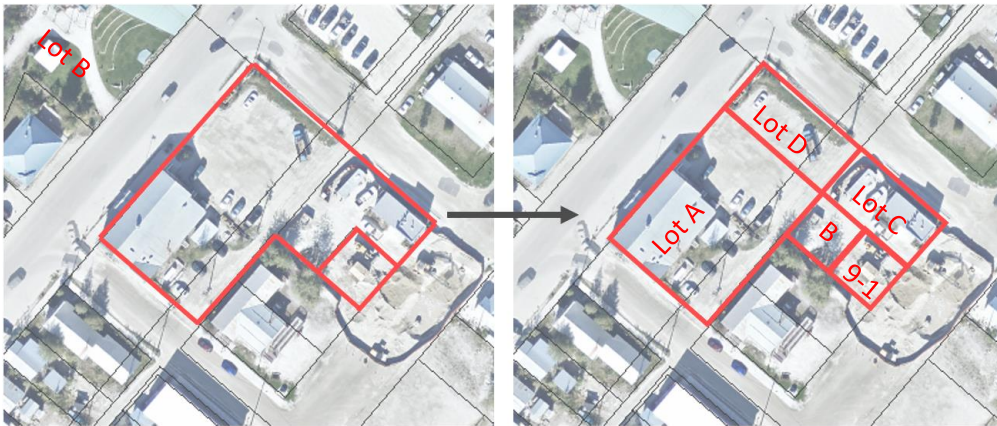
DP24-075 (Subdivision)



DP24-076 (Subdivision)



DP24-081 (Consolidation)



DP24-082 (Subdivision)

Discussion / Analysis

Table 1 in the attachment presents the results of the analysis.

Fiscal Impact

NA

Alternatives Considered

NA

Next Steps

Following the Council's decision, a subdivision approval letter will be provided to the applicants.

Approved by	Name	Position	Date
	David Henderson	CAO	Aug 16, 2024



City of Dawson

Report to Council

Table 1 – Summary and Analysis (Subdivision Applications 24-074, 24-075, 24-076, 24-081, and 24-082)

Application Number	Conformity				
	Purpose	Subdivision Bylaw	Municipal Act	Official Community Plan	Zoning Bylaw
24-074	<p>This consolidation is intended to relieve non-compliance and metes and bounds issues.</p>	<p>Subdivision Control Bylaw s. 3.01 states that every subdivision of land must be made in accordance with the Municipal Act, the Official Community Plan, the Zoning Bylaw, and the Subdivision Control Bylaw. The Analysis/Discussion section of this report is intended to discuss the proposal's conformity</p>	<p>In conformity to s.314* of the Municipal Act, access to these lots exist on Front Street and 2nd Avenue.</p>	<p>The properties are currently designated as DC – Downtown Core. This location is recognized as the heart of Dawson City since it accommodates a broad range of uses focusing on the commercial, cultural, and community needs of residents and visitors. While the area will predominantly consist of commercial and institutional uses, high- and low-density residential uses are also acceptable. This diverse mixture of uses is essential to the Downtown Core's vibrant, mixed-use character.</p> <p>The consolidated lot would retain the same designation and any new use or development on the proposed lot would be required to conform to the OCP</p>	<p>The Zoning Bylaw is intended to implement the goals of the OCP. Lots 6 and S'9 of Lot 7, Block B, Ladue Estate are currently zoned C1, Core Commercial. A shed currently encroaches across the boundary between Lot 6 and S'9 of Lot 7. All other setbacks and parcel size requirements for the lots are compliant to the Zoning Bylaw. The proposed subdivision removes the encroachment of the shed, while keeping the lots compliant.</p>

		with the provisions outlined in the relevant legislation, policies, and plans.		designation, or else apply for an OCP Amendment.	
24-075	This subdivision is intended to fulfill the objectives of the City of Dawson Council adopted Dredge Pond II Master Plan.		In conformity to s.314* of the Municipal Act, the applicant has proposed to create a new intersection on the North Klondike Highway to provide access to all parcels.	The property is currently designated as FP – Future Planning. An OCP Amendment is currently being processed to designate the area as Country Residential.	The Zoning Bylaw is intended to implement the goals of the OCP. Dredge Pond II Subdivision is zoned FP: Future Planning. A Zoning Bylaw Amendment is currently being processed to rezone the area to Country Residential. All proposed parcels conform to parcel size requirements.
24-076	This consolidation is intended to prepare the lots to facilitate the property owner's intension to sell the western lot.		In conformity to s.314* of the Municipal Act, access to the proposed lots exist on Paydirt Way and Eureka Drive.	The properties are currently designated as CR- Country Residential. Residential lots in these areas do not necessarily rely on being connected to municipal water and sewer infrastructure. Although the area will predominantly consist of low-density residential uses, small-scale open spaces and institutional uses such as childcare centres or religious assemblies may also be located in these areas. The subdivided lots would retain the same designation and any new use or development on the proposed lot would be required to conform to	The Zoning Bylaw is intended to implement the goals of the OCP. Lot 34, Dredge Pond is currently zoned R3: Country Residential. At 5m each, both the front and western side setbacks of the proposed eastern lot exceed the minimum setback requirement of the zone. Similarly, the rear and eastern side setbacks of the lot are greater than 5m and are therefore compliant. Because there are no structures located on the proposed western lot, all setbacks on said lot are compliant. The unusual shape was required in order to meet the minimum parcel size requirement for the zone. Although the unusually tapered shape of the proposed western lot may arise concerns, as development is unlikely to be possible on the Paydirt Way side of the river while meeting the minimum setback requirements, it is very unlikely to happen because the area is not suited for development.

				the OCP designation, or else apply for an OCP Amendment.	
24-081	<p>The property owner stated that this subdivision is intended to <i>“give the house [on lot 20] a bit more room for parking/yard in the event it is sold and the remaining 75 foot lot will be backfilled to an appropriate grade, and in doing so will have slopes or retaining structures that will eat up some of the width, leaving a reasonable 50’ plus, lot to build on, which we [the applicant] intend to do”.</i></p>		<p>In conformity to s.314* of the Municipal Act, access to the lots exist on York Street and 6th Avenue.</p>	<p>The properties are currently designated as UR- Urban Residential. Residential lots in these areas are intended to be smaller in size than Country Residential lots and will be designed for immediate or eventual connection to municipal water and sewer infrastructure. The consolidated lots would retain the same designation and any new use or development on the proposed lot would be required to conform to the OCP designation, or else apply for an OCP Amendment.</p>	<p>The Zoning Bylaw is intended to implement the goals of the OCP. Lots 18-20, Block X, Ladue Estate are zoned R1: Single Detached/Duplex Residential. All setbacks and parcel size requirements are currently compliant on all 3 lots, except for the southern side setback of lot 18, which fails to meet minimum setback requirements. The existence of a sole garage on Lot 18 is also noncompliant, as per S.7.1 of the ZBL:</p> <p><i>“unless otherwise specified in this bylaw, accessory buildings and structures are not permitted on any parcel unless the principal building to which the building or structure is accessory has already been erected or will be erected simultaneously”.</i></p> <p>However, s.5.1.1l of the Zoning Bylaw stipulates the following:</p> <p><i>“At the sole discretion of Council, parcels with a pre-existing legally non-conforming use or structure may be subdivided so long as the subdivision does not increase the legally non-conforming nature of the use or structure.”</i></p> <p>This section applies to the application because the non-conforming nature of the setback will be relieved with the proposed consolidation plan.</p> <p>Despite this, Section 5.1.2 of the Zoning Bylaw states that <i>“Spot land applications and parcel enlargements can be approved at the sole discretion of Council and will not be approved by Council unless the application conforms to the long-term plan for those lands, as described in the OCP or other applicable approved plans”.</i></p> <p>The application may not conform to OCP S.7.1 <i>“Provide sufficient land available for residential development.”</i>, as the proposed consolidation would lead to the loss of a developable lot (Lot 19). The applicant's justification is attached.</p>

24-082	This subdivision is intended to facilitate the property owner's intention to release sections of their lot.		In conformity to s.314* of the Municipal Act, access to the lots exist on Front Avenue, 2 nd Avenue and the laneway.	<p>The properties are currently designated as DC – Downtown Core. This location is recognized as the heart of Dawson City since it accommodates a broad range of uses focusing on the commercial, cultural, and community needs of residents and visitors. While the area will predominantly consist of commercial and institutional uses, high- and low-density residential uses are also acceptable. This diverse mixture of uses is essential to the Downtown Core's vibrant, mixed-use character.</p> <p>The subdivided lots would retain the same designation and any new use or development on the proposed lot would be required to conform to the OCP.</p>	<p>The Zoning Bylaw is intended to implement the goals of the OCP. Lots 6 and S'9 of Lot 7, Block B, Ladue Estate are currently zoned C1, Core Commercial. All uses, setbacks and parcel sizes on each lot are currently compliant, except for lot 9-1 which fails to meet the minimum parcel size requirements.</p> <p>The uses and setbacks of all lots proposed to be created by the subdivision would remain complaint, except for proposed lot B. However, this lot is intended to be sold and consolidated with Lot 9-1, allowing both parcels to meet the minimum required parcel size.</p>
--------	---	--	---	--	--

* The Municipal Act s. 314 details the requirements for any proposed plan of subdivision to have direct access to the highway to the satisfaction of the approving authority

August 8, 2024

To: City of Dawson Planning Board

Re: Martin and MaryAnn Knutson consolidation/subdivision of 3 lots Block X, Permit no. 24-081

We would like to expand on the reasoning for the consolidation/subdivision of Lot 20,19,18 in Block X Ladue subdivision.

As you are aware from the recent survey our house is on Lot 20 and is utilizing the all the available space of Lot 20. Lot 19, 18 are currently not being utilized for dwellings. We are proposing to build a house on these lots, but due to the topography and need to deal with the water run off problem in this area, we are proposing to make a larger building lot (Lot 18 and ½ of 19). This new lot will need to be backfilled considerably to match the grade of Sixth avenue to accommodate the sewer line.

To avoid an unsightly and potentially unstable retaining wall between the lots a slope can be incorporated into the separation of the two new lots. This will mean a larger footprint is needed to blend the grades of the proposed lots together.

Lot 20 and Lot17 are existing and to try and squeeze in 2 lots between would mean 3 retaining walls of approximately 5 feet in height each (due to the grade difference of approximately 15'). Not only are these unsightly but potentially unsafe when torrential water run off comes down Sixth Ave and heads directly to this area.

By making 2 larger lots instead of 3 the stability and aesthetics of the lots will be improved. The new house will not have to be right up beside a retaining wall that is so close to the front porch of the dwelling on Lot 17, as well the limited room for access to the porch of the house on Lot 20 will be improved with the larger lot proposal.

Currently the lots are under utilized and because we are the owners, we would like to develop them in a fashion that will not detract from the usefulness of any of the lots. We feel the extra room needed for each larger lot will be a safer option while retaining the historical feel of Dawson City Lots.

Thank you for your time and consideration, we will be looking forward to your response.

Martin and MaryAnn Knutson





THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

WHEREAS section 53 of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may by bylaw regulate the conduct of an election; and

WHEREAS section 60 (1)(a) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may dispense with the requirement of a list of electors for an election; and

WHEREAS section 61 (1)(b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may by bylaw provide for a system of registration of person entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote; now

THEREFORE, pursuant to the provisions of the *Municipal Act* of the Yukon, the council of the City of Dawson, in open meeting assembled, **ENACT AS FOLLOWS:**

PART I - INTERPRETATION

1.00 Short Title

1.01 This bylaw may be cited as the **2024 Municipal Election Bylaw**.

2.00 Purpose

2.01 The purpose of this bylaw is to regulate the conduct of the 2024 municipal election.



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

Table of Contents

PART I - INTERPRETATION 1

1.00 Short Title 1

2.00 Purpose 1

3.00 Definitions 3

PART II – APPLICATION 3

4.00 Election Officials 3

5.00 Nominations 3

6.00 Places and Hours of Polls 4

7.00 Registration of Voters 4

8.00 Notice to Electors 5

9.00 Challenged Electors 5

10.00 Fees 6

PART III – FORCE AND EFFECT 6

11.00 Appendices 6

12.00 Severability 6

13.00 Enactment 6

14.00 Bylaw Readings 6

PART IV – APPENDIX (APPENDICES) 8



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

3.00 Definitions

3.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretations Act (RSY 2002, c. 125)* shall apply;
- (b) “CAO” means the Chief Administrative Officer for the City of Dawson;
- (c) “city” means the City of Dawson;
- (d) “council” means the council of the City of Dawson.

PART II – APPLICATION

4.00 Election Officials

- 4.01 Pursuant to section 56(1) of the *Municipal Act*, Mr. Charles Brunner is hereby appointed as Returning Officer and is hereby responsible for the administration of the 2024 municipal election.
- 4.02 Pursuant to section 56 (1)(e) of the *Municipal Act*, the Returning Officer is hereby delegated the power to appoint Deputy Returning Officers.
- 4.03 For the purposes of fulfilling the requirements of Division 3 of the *Municipal Act*, the CAO or their designate shall serve as the Designated Municipal Officer.
- 4.04 Election officials shall, during their employment, refrain from any active or public support or criticism of any candidate.

5.00 Nominations

- 5.01 Nomination Day is Thursday, September 19, 2024.
- 5.02 Nomination proceedings shall take place in the City Council Chambers located on the upper floor of the City Administration Building located at 1336 Front Street.



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

- 5.03 The Returning Officer shall receive nominations no later than 12 noon on Thursday, September 26, 2024.
- 5.04 Nominations may be presented to the Designated Municipal Officer, or Returning Officer, or via fax.
- 5.05 All faxed nominations shall be clearly marked "ELECTION NOMINATION" and be sent to the attention of the Returning Officer or Designated Municipal Officer.
- 5.06 In all cases, it shall be the responsibility of the person presenting the nomination to ensure that the nomination is complete and presented prior to the deadline pursuant to this bylaw.

6.00 Places and Hours of Polls

- 6.01 The advanced polling place and the regular polling place shall be established at the Art and Margaret Fry Recreation Centre.
- 6.02 The advanced poll shall be held Thursday, October 10, 2024, and the hours of the poll shall be from 8 a.m. to 8 p.m.
- 6.03 Pursuant to section 53(d) of the *Municipal Act*, council does hereby establish a mobile polling station for the express purpose of attending health care and extended health care facilities within the City of Dawson or at residences of electors' incapable of attending a poll due to physical incapacity.
- 6.04 The mobile poll shall be conducted on Thursday, October 10, 2024.
- 6.05 The Returning Officer is hereby delegated the authority to determine the hours and manner of operation of the mobile poll within the constraints of the *Municipal Act* requirements for conducting an election.
- 6.06 The regular poll shall be held Thursday, October 17, 2024, and the hours shall be from 8 a.m. to 8 p.m.

7.00 Registration of Voters

- 7.01 Pursuant to section 60(1) of the *Municipal Act*, the city hereby dispenses with the requirement to produce a list of electors for the 2024 municipal election.



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

7.02 Pursuant to section 60(1)(b) and 61(1)(b) of the *Municipal Act*, the city does hereby establish the following procedures and forms to govern the conduct of the 2024 municipal election:

- (a) All individuals meeting the eligibility criteria contained in section 48 of the *Municipal Act* and wishing to cast a ballot shall be required to register by swearing or affirming the Oath of Elector Eligibility, contained in Appendix A of this bylaw, in the presence of a Deputy Returning Officer.
- (b) Once the Voting Register has been completed, the Deputy Returning Officer shall present the elector with ballot(s).

8.00 NOTICE TO ELECTORS

8.01 The Designated Municipal Officer shall supply to the Returning Officer signage to be displayed at all polling stations which shall inform voters of the following:

- (a) The offences contained in section 160 of the *Municipal Act*, and
- (b) The penalties associated with the offences contained in section 160 of the *Municipal Act*, and
- (c) A statement that, pursuant to this bylaw, the name of any individual challenged by a Deputy Returning Officer, a candidate or candidate's agent, or by an elector, who swears an oath of eligibility and votes in the election shall be forwarded to the appropriate authorities for investigation and possible prosecution.

9.00 Challenged Electors

9.01 Within 7 days of receipt of election records from the Returning Officer, the Designated Municipal Officer shall examine the Voting Register for the purpose of identifying any elector who was challenged at the poll.

9.02 The Designated Municipal Officer shall, within 5 days of examining the Voting Register, forward copies of the Voting Registrations of all challenged electors to the appropriate authorities for investigation and prosecution.



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

10.00 Fees

10.01 The following rates shall be paid to persons, other than full time officers or employees of the city, acting as election officials:

Returning Officer	as per contract \$6000
Deputy Returning Officer	\$29.00 per hour
Polling Clerk	\$23.00 per hour

PART III – FORCE AND EFFECT

11.00 Appendices

11.01 Appendix “A” attached to and referred to in this bylaw forms part of this bylaw and is to be read in conjunction with this bylaw.

12.00 Severability

12.01 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder unless the court makes an order to the contrary.

13.00 Enactment

13.01 This bylaw shall come into force on the day of the passing by council of the third and final reading.

14.00 Bylaw Readings

Readings	Date of Reading
FIRST	May 29, 2024
SECOND	June 18, 2024
THIRD and FINAL	



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

Alexander Somerville, Chair
Presiding Officer

David Henderson, CAO
Chief Administrative Officer

DRAFT



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

PART IV – APPENDIX A

DRAFT



City of Dawson

Report to Council

Agenda Item	OCP Amendment No.11; ZBL Amendment No.31
Prepared By	Planning and Development
Meeting Date	August 20, 2024
References (Bylaws, Policy, Leg.)	Municipal Act, OCP, ZBL
Attachments	Draft Bylaw 2024-07 and Bylaw 2024-08

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

1. That Council give Third Reading to OCP Amendment No.11 Bylaw (Bylaw #2024-07).
2. That Council give Third Reading to Zoning Bylaw Amendment No.31 (Bylaw #2024-08).

Executive Summary

These amendments to the Official Community Plan and Zoning Bylaw are to fulfill the vision and objectives of the Dredge Pond II Master Plan.

Background

Yukon Government Land Development Branch (YG LDB) submitted a joint OCP and ZBL Amendment application for Dredge Pond II area. The Dredge Pond II Master Plan is included in this package for Council discussion and adoption. Once adopted, amendments to the OCP and ZBL are required to proceed with the Plan implementation.

Discussion / Analysis

The OCP Amendment will amend the Dredge Pond II area in the Schedule B Map from FRP (Future Residential Planning) to CR (Country Residential) and P (Parks and Natural Space). Country residential development will align with the goals of the FRP designation. According to the Master Plan, geotechnical factors will render nearly half of the entire land unsuitable for residential development. Finally, little about a fourth of the area is set aside for historic purposes, including the protection of dredge tailings and cultural landscape.

To be consistent with the OCP, as required by the Municipal Act, the Zoning Bylaw Schedule B Map must change portions of the land from FP - Future Planning to R3 - Country Residential and P1 - Parks & Natural Spaces.

Fiscal Impact

NA

Alternatives Considered

NA

Next Steps

NA

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Aug 16, 2024



THE CITY OF DAWSON

Official Community Plan Amendment No. 11 Bylaw

Bylaw No. 2024-07

WHEREAS section 265 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council may pass bylaws for municipal purposes.

WHEREAS section 278 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council must, within three years of formation or alteration of municipal boundaries, adopt or amend by bylaw an official community plan.

WHEREAS section 285 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that an official community plan may be amended, so long as the amendment is made in accordance with the same procedure established for adoption of an official community plan.

THEREFORE, pursuant to the provisions of the *Municipal Act* of the Yukon, the council of the City of Dawson, in open meeting assembled, **ENACT AS FOLLOWS:**

PART I - INTERPRETATION

1.00 Short Title

This bylaw may be cited as the ***Official Community Plan Amendment No. 11 Bylaw***

2.00 Purpose

2.01 The purpose of this bylaw is to provide for

- (a) redesignating Dredge Pond II area from FRP - Future Residential Planning to CR - Country Residential and P - Parks and Natural Space



THE CITY OF DAWSON

Official Community Plan Amendment No. 11 Bylaw

Bylaw No. 2024-07

Table of Contents

PART I - INTERPRETATION	1
1.00 Short Title.....	1
2.00 Purpose.....	1
3.00 Definitions	3
PART II – APPLICATION.....	3
4.00 Amendment.....	3
PART III – FORCE AND EFFECT.....	3
5.00 Severability.....	3
6.00 Enactment.....	3
7.00 Bylaw Readings.....	4
PART IV – APPENDIX A.....	5
Figure 1. Location Map	5
Figure 2. Amended Area.....	5



THE CITY OF DAWSON

Official Community Plan Amendment No. 11 Bylaw

Bylaw No. 2024-07

3.00 Definitions

3.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretations Act*, RSY 2002, c. 125, shall apply;
- (b) “CAO” means the Chief Administrative Officer for the City of Dawson;
- (c) “city” means the City of Dawson;
- (d) “council” means the Council of the City of Dawson;

PART II – APPLICATION

4.00 Amendment

4.01 This bylaw redesignates Dredge Pond II Subdivision area from FRP - Future Residential Planning to CR - Country Residential and P - Parks and Natural Space, as shown in Appendix A of this bylaw.

PART III – FORCE AND EFFECT

5.00 Severability

5.01 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder unless the court makes an order to the contrary.

6.00 Enactment

6.01 This bylaw shall come into force on the day of the passing by Council of the third and final reading.



THE CITY OF DAWSON

Official Community Plan Amendment No. 11 Bylaw

Bylaw No. 2024-07

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	March 19, 2024
MINISTERIAL NOTICE	March 20, 2024
PUBLIC HEARING	May 7, 2024
SECOND	May 29, 2024
MINISTERIAL APPROVAL	July 21, 2024 as per S.282(3) of the <i>Municipal Act</i>
THIRD and FINAL	

Original signed by

Alexander Somerville, Chair

Presiding Officer

David Henderson, CAO

Chief Administrative Officer



THE CITY OF DAWSON

Official Community Plan Amendment No. 11 Bylaw

Bylaw No. 2024-07

PART IV – APPENDIX A

Figure 1. Location Map

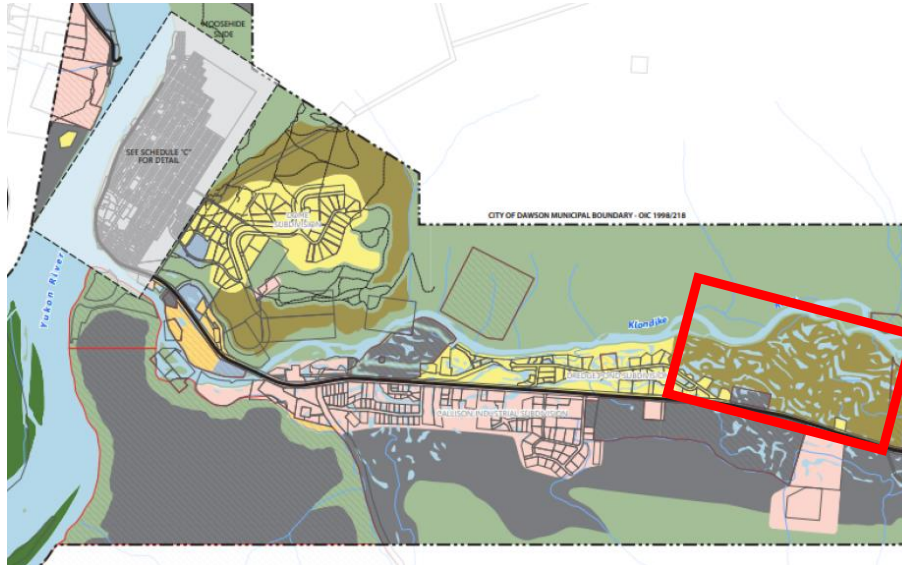
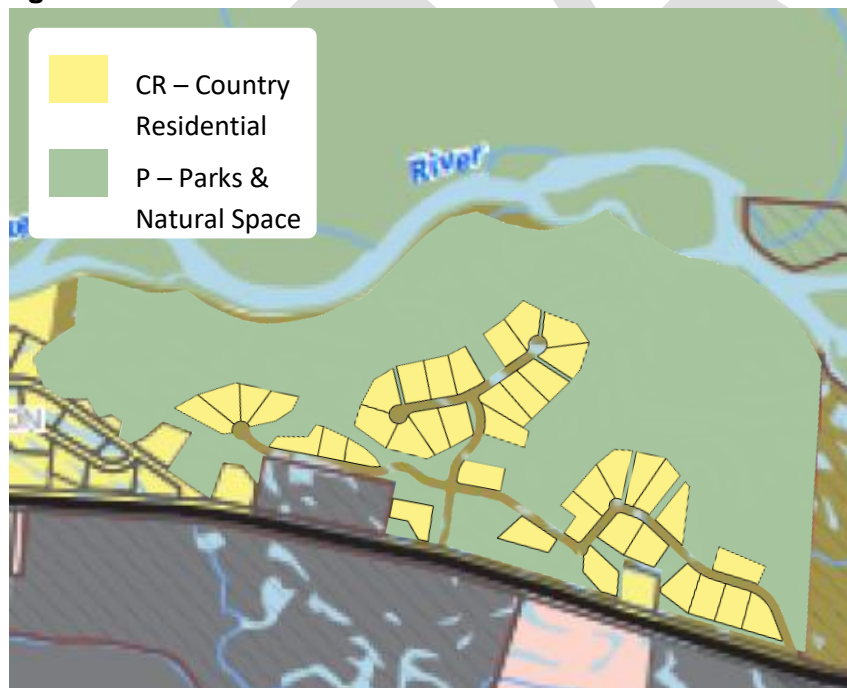


Figure 2. Amended Area





THE CITY OF DAWSON

Zoning Bylaw Amendment No. 31 Bylaw

Bylaw No. 2024-08

1.01 **WHEREAS** section 265 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council may pass bylaws for municipal purposes; and

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

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

THEREFORE, pursuant to the provisions of the Municipal Act of the Yukon, the council of the City of Dawson, in open meeting assembled, **ENACT AS FOLLOWS:**

PART I - INTERPRETATION

1.00 Short Title

This bylaw may be cited as the *Zoning Bylaw Amendment No. 31 Bylaw*

2.00 Purpose

2.01 The purpose of this bylaw is to provide for:

- (a) A series of text amendments.
- (b) An amendment to the Zoning Bylaw from FP to R3 and P1.



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 31 Bylaw

Bylaw No. 2024-08

Table of Contents

PART I - INTERPRETATION	1
1.00 Short Title	1
2.00 Purpose	1
3.00 Definitions	3
PART II – APPLICATION	3
4.00 Amendment	3
PART III – FORCE AND EFFECT	3
5.00 Severability	3
6.00 Enactment	4
7.00 Bylaw Readings	4



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 31 Bylaw

Bylaw No. 2024-08

3.00 Definitions

3.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretation Act*, RSY 2002, c. 125, shall apply;
- (b) “City” means the City of Dawson; and
- (c) “Council” means the Council of the City of Dawson.

PART II – APPLICATION

4.00 Amendment

4.01 This bylaw amends areas in Dredge Pond II Subdivision from FP - Future Planning to R3 - Country Residential and P1 - Parks & Natural Spaces, as shown in Appendix A of this bylaw.

4.02 Insert the following:

“11.0.3 Special Modifications:

.1 The following applies to all developments in Dredge Pond II Subdivision:

- Buildings shall not be constructed in regions where tailing ponds have been infilled due to anticipated settlement.
- For habitable buildings, the underside of wooden floor systems or top of concrete slab are required to be constructed at or over the 200-year flood elevation plus 1 m of freeboard.
- For habitable manufactured homes, the ground level or top of concrete or asphalt pad on which it is located shall be constructed at or over the 200-year flood elevation plus 1 m of freeboard.”

PART III – FORCE AND EFFECT

5.00 Severability



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 31 Bylaw

Bylaw No. 2024-08

5.01 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder unless the court makes an order to the contrary.

6.00 Enactment

6.01 This bylaw shall come into force on the day of the passing by Council of the third and final reading.

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	March 19, 2024
PUBLIC HEARING	May 7, 2024
SECOND	May 29, 2024
THIRD and FINAL	

Alexander Somerville, Chair
Presiding Officer

David Henderson, CAO
Chief Administrative Officer



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 31 Bylaw

Bylaw No. 2024-08

8.00 Appendix A

Figure 1. Location Map

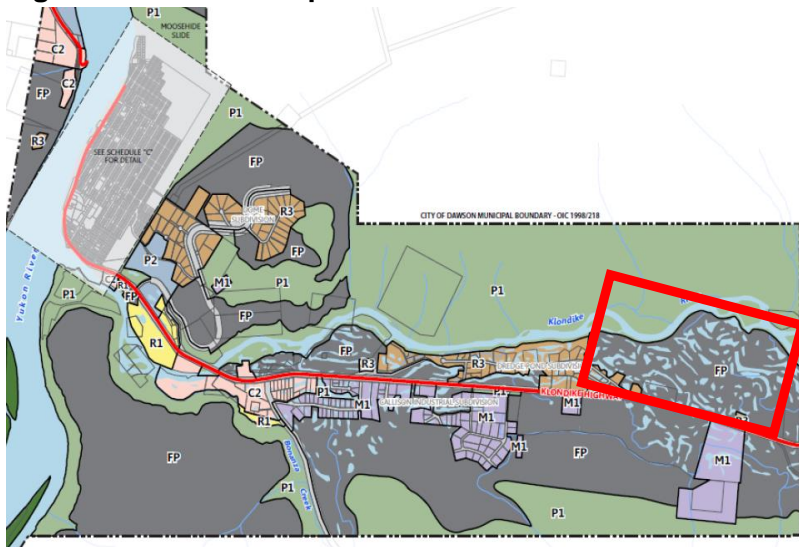
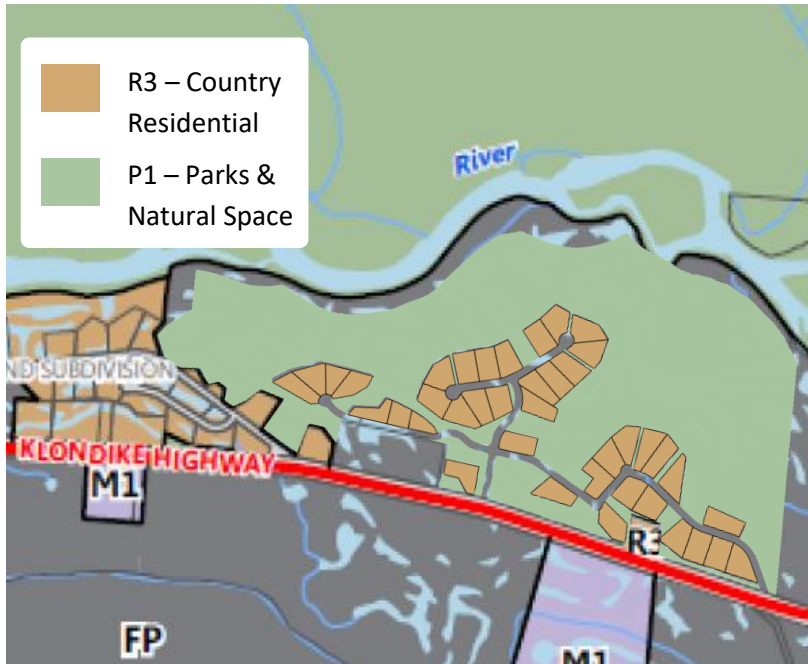


Figure 2. Amended Area





City of Dawson Report to Council

Agenda Item	Development Incentive Policy Review
Prepared By	Planning and Development
Meeting Date	August 20, 2024
References (Bylaws, Policy, Leg.)	Development Incentive Policy
Attachments	Draft Development Incentive Policy #2024-03

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council adopt Development Incentive Policy #2024-03.

Executive Summary

The purpose of reviewing the Development Incentive Policy is to identify revisions, address existing challenges, and introduce new incentives that encourage development of a variety of housing types to meet the community’s needs.

Background

On August 6, the administration presented changes and recommendations for Development Incentive Policy to the Committee of the Whole. The attached draft Policy was created in accordance with Council direction.

Discussion / Analysis

Challenges

The City of Dawson staff has identified the following challenges, which will be addressed throughout the review.

1. Funding becomes tied-up with ineligible applicants

Applicants enter into multi-year agreements with the City to obtain incentive funds; this earmarks a certain dollar value of the total development incentive program budget to that applicant for up to ten years. For example, when an applicant does not comply with requirements of their Development Permit, such as those required by the Heritage Advisory Council, they are ineligible for funding. If the applicant continues to have outstanding requirements, they do not receive the funding, but it is still earmarked for them for up to ten years, anticipating future compliance.

2. The total available funds are low

The City has a limited and prescriptive amount of funding to be used each year for the Development Incentives Program; this funding comes from the City’s operational budget. Currently, the available funds associated with the Development Incentives Program are completely earmarked for existing multi-year agreements, even if those applicants are no longer eligible under the program criteria. This means there is no opportunity to fund other projects for the next several years.

3. Incentives do not adequately encourage missing middle housing types

Dawson is facing significant housing challenges and has recently received funding from the Housing Accelerator Fund (HAF), intended to encourage initiatives to build more homes. These funds are intended to diversify the type of housing available in Dawson, specifically introducing housing types that fill the “missing middle” between low-rise single-family houses and mid-rise apartment buildings.

4. Consider alternative incentives

The existing Development Incentive Program offers primarily multi-year tax grants, as well as waiving parking requirements. To further incentivize development, additional incentives should be considered.

New changes (also highlighted in the attached draft Policy):

- Declining abatement for tax-based incentives
- Development Incentive Reserve provisions
- Removing the \$100,000 limit on Active Tax Grant and allowing Council to determine the amount annually during the budget approval process
- Adding garden suite as an eligible development for incentives
- Adding building conversion (accessory to dwelling) as an eligible development for incentives
- Adding missing middle housing as an eligible development for incentives
- Offering a Development Grant of up to \$40,000 to encourage multi-unit developments

Notes:

- Administration confirmed with YG Property Assessment and Taxation that converting an accessory building into a dwelling unit will impact the property assessment. As a result, instead of a tax credit, the same incentive as the garden suite has been provided for this conversion.
- After reviewing the taxes applied to mixed-use developments, it was found that providing tax grants for such developments can consume a considerable percentage of the available funds, leaving no funds to pay grants for residential developments in the future. As a result, it is recommended that we do not provide tax incentives for mixed-use development at this time.
- The administration intends to present a proposal to Council during the next Committee of the Whole meeting for budget allocation for the Development Grant.

Fiscal Impact

Detailed in the draft Policy.

Alternatives Considered

NA

Next Steps

NA

Approved by	Name	Position	Date
	<i>David Henderson</i>		Aug 16, 2024



City of Dawson

Development Incentives Policy

2024-03

BACKGROUND

There is currently a need for rental housing – including supportive, affordable rental, and market rental housing, - in the City of Dawson. These needs can be addressed through a variety of options including mixed-use and multi-unit residential buildings, secondary suites, and other types of housing developments. Increased Historic Townsite development would further the City’s sustainability objectives for a more compact development pattern and take advantage of existing services; further, the conversion of underdeveloped and vacant properties increases economic and community vitality. These types of development help to meet the Official Community Plan goals and policies.

Council recognizes that land constraints, high construction costs, and other factors pose serious constraints to the supply of housing and optimum land use in Dawson City, and that a subsidy may be required. The City does have a role in land development, permitting, and taxation, through which it may encourage development where it is not being initiated under normal market conditions.

City of Dawson fees and charges are low relative to other jurisdictions, and many fees are based on cost recovery, making it challenging to reduce or grant these costs without impacting operating budgets. It is desirable for the City to use a model that provides significant financial incentives for strategic development, while limiting the short-term financial impact on the operational budget.

The Development Incentives offered through this Policy aim to encourage the construction of multi-unit, rental, or supporting housing, and increase future tax income for the City.

POLICY STATEMENT

The City of Dawson will provide INCENTIVES for projects that provide rental units, supportive housing, and multi-unit residential buildings and/or convert vacant and/or derelict properties into more beneficial land uses.

1.00 Definitions

1.1. The following terms are used within this policy and are defined as follows:

- a. "ACTIVE TAX GRANT" means the total value of tax-based INCENTIVES allocated by the City of Dawson under this Policy.
- b. "ACCESSORY BUILDING OR STRUCTURE", as defined by the City of Dawson *Zoning Bylaw*, means a separate building or structure, on the same lot as a primary building, which is ancillary or subordinate to the PRIMARY BUILDING or structure. Examples of accessory structures include garages, gazebos, garden sheds, greenhouses, and storage sheds.
- c. "AFFORDABLE RENTAL HOUSING" means RENTAL HOUSING that is provided at or below the median market housing rents for comparable housing as presented by the Yukon Bureau of Statistics in the Yukon Rent Survey. In the event that this definition conflicts with that of a funding program through which an owner is seeking financial support for the same development, the definition of the other funding program shall apply.
- d. "AGREEMENT" means a Development Incentive Agreement made between an applicant and the City of Dawson under this Policy.
- e. "ASSESSED VALUE", as defined by the *Assessment and Taxation Act*, means the value of LAND or IMPROVEMENTS, or both (PROPERTY), as determined by the Assessment and Taxation Act.
- f. "BASE RATE" is calculated in Policy 2.1 d); intended to be used to reflect the value of IMPROVEMENTS prior to the proposed development, as outlined in an AGREEMENT.
- g. "DECLINING ABATEMENT" is calculated in Policy 2.1 f) and refers to the annual reduction in the percentage assigned to tax-based INCENTIVES.
- h. "DEVELOPMENT GRANT" refers to a lump-sum financial payment made by the City of Dawson to applicants meeting the eligibility criteria provided in this policy, as detailed in an AGREEMENT.
- i. "DEVELOPMENT FEE" means the fee(s) associated with applying for a Development Permit and the Development Incentive Program, as outlined in the City of Dawson *Fees and Charges Bylaw*.
- j. "CONDOMINIUM" as defined by the Condominium Act.
- k. "INCENTIVE" means either a financial or non-financial support made by the City of Dawson to applicants for developments meeting the eligibility criteria provided in this policy, as detailed in an AGREEMENT.
- l. "DEVELOPMENT INCENTIVE RESERVE" refers to the specific account as outlined within the City of Dawson *Reserve Funds Bylaw*, which is intended to fund

INCENTIVES described in this policy.

- m. "DOWNTOWN" means the area defined within the City of Dawson *Official Community Plan* as the Downtown Core.
- n. "DWELLING UNIT", as defined by the City of Dawson *Zoning Bylaw*, means a self-contained building or portion of a building, whether occupied or not, that is used or intended to be used as a residence. Dwelling units usually contain cooking, eating, living, sleeping, and sanitary facilities.
- o. "FULLY SERVICED" means a PROPERTY that is connected to the City of Dawson's community water and sewer infrastructure systems.
- p. "GARDEN SUITE", as defined by the City of Dawson *Zoning Bylaw*, means a self-contained secondary DWELLING UNIT that is in an ACCESSORY BUILDING OR STRUCTURE, located on a lot where the principal use is either a single detached dwelling unit or a duplex and where both dwelling units are registered under the same land title. A GARDEN SUITE can be up to 100% of the floor area of the ACCESSORY BUILDING OR STRUCTURE.
- q. "HISTORIC TOWNSITE" means the area defined within the City of Dawson *Official Community Plan* as the Historic Townsite.
- r. "IMPROVEMENT", as defined by the *Assessment and Taxation Act*, means an improvement to PROPERTY and includes (a) anything erected or placed in, on or under land or affixed to land so that without special mention it would be transferred by a transfer of land, and (b) anything erected or placed in or on, or affixed to an improvement so that without special mention it would be transferred by a transfer of land.
- s. "LAND", as defined by the *Assessment and Taxation Act*, means physical land and includes land covered by water, but does not include coal, minerals, oil, gas, gravel or other substances occurring naturally in or under land.
- t. "LOAD CAPACITY CHARGE" means the charge, as listed in the City of Dawson *Fees and Charges Bylaw*, levied against new development by the City of Dawson to recover costs associated with increased load on the water/sewer system.
- u. "MARKET RENTAL HOUSING" means housing that is provided at above the median market housing rents for comparable housing as presented by the Yukon Bureau of Statistics in the Yukon Rent Survey.
- v. "MISSING MIDDLE HOUSING" generally refers to residential buildings with more than 1 dwelling unit, but less than those associated with an apartment building. In Dawson, missing middle housing may be considered residential development resulting in between 3 to 8 dwelling units.
- w. "MIXED-USE" means a building containing a mixture of commercial and residential uses.

-
- x. “MUNICIPAL BOUNDARY” refers to the geographical boundary over which the City of Dawson has local government jurisdiction. The City of Dawson MUNICIPAL BOUNDARY can be found in the *Official Community Plan or Zoning Bylaw*.
 - y. “PARCEL”, as defined by the City of Dawson *Zoning Bylaw*, means any lot, block, or other area in which land is held, or into which land is subdivided. This definition does not include a highway, street, or lane.
 - z. “PREFERRED TAX GRANT” means an annual monetary INCENTIVE as calculated in Policy 2.1 e); intended to be used to reflect development changed undertaken for PRIMARY DWELLING UNITS, and outlined in an AGREEMENT.
 - aa. “PRINCIPAL BUILDING”, as defined by the City of Dawson *Zoning Bylaw*, means a building that contains floor space, the majority of which is used for the permitted principal use on the LAND.
 - bb. “PRIMARY DWELLING UNIT” means a DWELLING UNIT that has a greater floor area than any other DWELLING UNIT on the parcel.
 - cc. “PROPERTY”, as defined by the *Assessment and Taxation Act* as real property, means LAND and IMPROVEMENTS.
 - dd. “RENTAL HOUSING” means any formation of multi-unit residential housing, as defined by the *Zoning Bylaw*, that is retained by a single owner, with units that are available to rent on a monthly or semi-monthly basis. Rental units must be retained as one legal entity and cannot be subdivided through a CONDOMINIUM process, even if all units are retained by one owner.
 - ee. “SECONDARY SUITE”, as defined by the City of Dawson *Zoning Bylaw*, means a self-contained DWELLING UNIT that is located within a PRIMARY DWELLING UNIT and is less than 40% of the total floor area of the building. A SECONDARY SUITE has its own cooking, sleeping, and sanitary facilities. Both dwelling units are registered under the same land title. A secondary suite is not a DUPLEX.
 - ff. “STANDARD TAX GRANT” means an annual monetary INCENTIVE as calculated in Policy 2.1 c); intended to be used to reflect development changes not associated with PRIMARY DWELLING UNITS, undertaken and outlined in an AGREEMENT.
 - gg. “SUPPORTIVE HOUSING” means the use of a building for residential dwelling units that is owned and operated by a non-profit agency or non-government organization and designed to accommodate tenants who require assistance. Typical uses would include assisted housing for seniors or assisted housing for people with disabilities.
 - hh. “SHORT TERM VACATION RENTAL” means the provision of rental accommodation for less than 30 consecutive days to a primary tenant whose purpose for residing in Dawson City is vacationing.
 - ii. “TAX” means taxes as defined by the Municipal Government Act.
 - jj. “UNDERDEVELOPED PROPERTY” means a PROPERTY for which the value of

assessed IMPROVEMENTS is less than \$35,000 in a Residential Zone, as identified in the City of Dawson Zoning Bylaw, or less than \$60,000 in any other zone.

- kk. "VACANT PROPERTY" means a PROPERTY that does not contain a PRIMARY BUILDING OR STRUCTURE aligned with the intended use of the PROPERTY as set out in the City of Dawson Zoning Bylaw. A PROPERTY may be considered vacant if an ACCESSORY BUILDING OR STRUCTURE, as defined in the Zoning Bylaw, is present.

2.00 DEVELOPMENT INCENTIVES – GENERAL

2.1. Based on the eligibility criteria listed in this policy, an applicant may apply for an INCENTIVE as follows:

- a. INCENTIVES as outlined in the following section will be considered by the City and, if granted, will be incorporated in a Development Incentive Agreement ("AGREEMENT").
- b. TAX applied to the value of LAND are not eligible available for reduction or grant.
- c. The value of a STANDARD TAX GRANT will be calculated annually by subtracting the BASE RATE and the portion of the TAX levied on the value of the LAND from the full ANNUAL TAX paid on July 2nd for the duration of the AGREEMENT.
- d. The BASE RATE will be calculated as the value of TAX to be collected (levied) for IMPROVEMENTS, as established through the Tax Levy Bylaw, to be paid on the first July 2nd following the AGREEMENT coming into effect. In the case where IMPROVEMENTS were demolished prior to the AGREEMENT coming into effect, the BASE RATE would be zero.
- e. The value of a PREFERRED TAX GRANT will be calculated annually by subtracting the portion of TAX levied on the value of the LAND from the full ANNUAL TAX as paid on July 2nd for the duration of the AGREEMENT.
- f. DECLINING ABATEMENT for tax-based INCENTIVES shall be reduced in value annually by 10%. For example, a 7-year DECLINING ABATEMENT of the STANDARD TAX GRANT would see the applicant receiving a 100% INCENTIVE in year one, a 90% INCENTIVE in year 2, and so on.
- g. Payment of tax-based INCENTIVES will begin once an eligible development has received occupancy for all units. Any TAX paid to the City prior to occupancy will not be eligible for a grant under this policy.
- h. Tax-based INCENTIVES will be implemented through a grant to the property owner, processed after July 2nd annually.
- i. The value of the DEVELOPMENT GRANT shall be a maximum of \$40,000, issued as a one-time payment to the applicant following completion of construction in compliance with a Development Permit. The actual amount of the DEVELOPMENT

GRANT may vary based on the amount of funding available, as determined by Council annually through the budget approval process.

- j. INCENTIVES will not be applied retroactively for projects which have already received a Development Permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an INCENTIVE.
- k. The terms of payment of the INCENTIVES will be specified in AGREEMENT as further described in this Section 6.00 Procedure of this Policy.
- l. If an eligible SECONDARY SUITE, GARDEN SUITE, AFFORDABLE RENTAL, MARKET RENTAL or SUPPORTIVE HOUSING development becomes part of a CONDOMINIUM corporation or ceases to function as rental or supportive housing prior to completion of the term set out in the AGREEMENT, the AGREEMENT will become void and the owner will be required to repay the monetary INCENTIVES received to date.
- m. The use of SECONDARY SUITE, GARDEN SUITE, AFFORDABLE RENTAL, MARKET RENTAL, or SUPPORTIVE HOUSING units for SHORT-TERM VACATION RENTALS at any point during the term of the AGREEMENT without the permission of the City of Dawson will render the AGREEMENT for the entire development void and the owner will be required to repay the monetary INCENTIVES received to date.
- n. Receipt of an INCENTIVE outlined in this policy does not disqualify an applicant from receiving a different incentive, grant, or funding opportunity provided for by another bylaw, policy, or organization. A development is only eligible to receive one tax INCENTIVE enacted under this policy.
- o. City Council shall determine the value of the ACTIVE TAX GRANT on an annual basis, based on the number of eligible applications (existing and anticipated), the City's operational budget, funds in the DEVELOPMENT INCENTIVE RESERVE, and available external funding.
- p. Administration shall report on the total INCENTIVES (including financial amounts of tax grants and fee/ charge waivers, and non-financial INCENTIVES) applied for through the Development Incentives Program on an annual basis and update Council in January of each year. This information will be used to identify if there is any available funding in the DEVELOPMENT INCENTIVE RESERVE to grant INCENTIVES for the upcoming year.
- q. Any unused funds associated with the ACTIVE TAX GRANT, such as those not granted due to applicants' lack of compliance, shall be transferred to the DEVELOPMENT INCENTIVE RESERVE for reallocation.
- r. Applications will be accepted and processed on first-come, first-serve basis.
- s. No exceptions shall be made to this policy without the consent of Council.

3.00 GENERAL ELIGIBILITY CRITERIA

3.1. The following eligibility criteria apply to all developments to be considered for an AGREEMENT under this Policy:

- a. Proposed developments must be in compliance with the City of Dawson *Official Community Plan* and *Zoning Bylaw*; which may also require adherence with the *Heritage Management Plan* and other neighborhood plans as applicable.

- 3.1.a.1. As outlined in Policy 5.6.a, exceptions may be considered for applications associated with building conversions that transform ACCESSORY BUILDINGS OR STRUCTURES into GARDEN SUITES.

- b. A development proposal that includes more than one eligible PROPERTY, contiguous or otherwise, will be considered in its entirety for an INCENTIVE so long as all applicable Development Permits are obtained within a two-month period, all development components are undertaken by the same developer/owner, and all construction has commenced within one year of issuance of Development Permits.
- c. INCENTIVES for VACANT and/ or UNDEVELOPED PROPERTIES apply to the creation of new housing units in renovated, redeveloped and/or newly constructed buildings.
- d. Applicants receiving the DEVELOPMENT GRANT shall not be eligible for additional financial INCENTIVES.
- e. MARKET RENTAL, AFFORDABLE RENTAL, and SUPPORTIVE HOUSING units that are part of a MIXED-USE DEVELOPMENT in the HISTORIC TOWNSITE may be eligible for INCENTIVES subject to the City's ability to calculate the portion of IMPROVEMENTS attributable to the residential uses versus the commercial use (for which no INCENTIVE shall apply).
- f. Any MARKET RENTAL, AFFORDABLE RENTAL, and SUPPORTIVE HOUSING developments that are part of a CONDOMINIUM corporation will be ineligible for Development Incentives.
- g. Government agencies, at all levels of government, will not be eligible for the INCENTIVES under this policy, excepting thereout First Nation development corporations.
- h. Organizations that enter into a long-term lease (minimum 20 years) for development and/or use of a government-owned property and will be registered with the City of Dawson as the taxpayer for the leased property are eligible.
- i. Any applicant with outstanding taxes or other monies owing to the City of Dawson shall be ineligible.

4.00 TYPES OF INCENTIVES

4.1. Based on the type of development proposed there are seven different types of INCENTIVES that can be granted under this Policy.

Proposed Development	General Eligibility Criteria	Types of INCENTIVES
1. AFFORDABLE RENTAL HOUSING	<ul style="list-style-type: none"> • Minimum of four AFFORDABLE RENTAL HOUSING units • Located anywhere within the HISTORIC TOWNSITE that is FULLY SERVICED 	<ul style="list-style-type: none"> a) 7-year DECLINING ABATEMENT of the STANDARD TAX GRANT b) Waiver of LOAD CAPACITY CHARGE c) Waiver of DEVELOPMENT FEES
2. MARKET RENTAL HOUSING	<ul style="list-style-type: none"> • Providing a minimum of four MARKET RENTAL HOUSING units • Located anywhere within the HISTORIC TOWNSITE that is FULLY SERVICED 	<ul style="list-style-type: none"> a) 7-year DECLINING ABATEMENT of the STANDARD TAX GRANT
3. MISSING MIDDLE HOUSING	<ul style="list-style-type: none"> • Providing a minimum of three, up to a maximum of eight new DWELLING UNITS • Located anywhere within the MUNICIPAL BOUNDARY that is FULLY SERVICED 	<ul style="list-style-type: none"> a) 7-year DECLINING ABATEMENT of the STANDARD TAX GRANT b) Waiver of one parking space requirement per 4 DWELLING UNITS
4. Multi-Unit Development	<ul style="list-style-type: none"> • Providing a minimum of four new DWELLING UNITS as one development • Located anywhere within the MUNICIPAL BOUNDARY that is FULLY SERVICED 	<ul style="list-style-type: none"> a) DEVELOPMENT GRANT
5. SECONDARY SUITE or GARDEN SUITE	<ul style="list-style-type: none"> • Providing a new SECONDARY SUITE or GARDEN SUITE • Located anywhere within the MUNICIPAL BOUNDARY 	<ul style="list-style-type: none"> a) 4-year DECLINING ABATEMENT of the PREFERRED TAX GRANT b) Waiver of LOAD CAPACITY CHARGE c) Waiver of DEVELOPMENT FEES d) Waiver of parking requirements for additional DWELLING UNITS e) Relaxation of building setback requirements f) Relaxation of building size and height requirements
6. SUPPORTIVE HOUSING	<ul style="list-style-type: none"> • Providing a minimum of four SUPPORTIVE HOUSING units • Located anywhere within the MUNICIPAL 	<ul style="list-style-type: none"> a) 7-year DECLINING ABATEMENT of the STANDARD TAX GRANT b) Waiver of LOAD CAPACITY CHARGE c) Waiver of DEVELOPMENT FEES

Proposed Development	General Eligibility Criteria	Types of INCENTIVES
	BOUNDARY that is FULLY SERVICED	
7.VACANT and/ or UNDER-DEVELOPED PROPERTY	<ul style="list-style-type: none"> • Development with a minimum construction value of \$75,000 • Located on a VACANT or UNDERDEVELOPED PROPERTY within the HISTORIC TOWNSITE 	a) 7-year DECLINING ABATEMENT of the STANDARD TAX GRANT

4.2. Granting of INCENTIVES shall be considered based on the location of the development, adherence with the *Official Community Plan and Housing Needs Assessment*, and number of DWELLING UNITS proposed.

5.00 SPECIFIC ELIGIBILITY CRITERIA AND CONDITIONS

In addition to the General Eligibility Criteria outlined in Section 3, the following conditions must be met to be eligible for specific INCENTIVES.

5.1. AFFORDABLE RENTAL HOUSING INCENTIVES

- a. A minimum of four new AFFORDABLE RENTAL HOUSING units must be provided anywhere within the HISTORIC TOWNSITE that is FULLY SERVICED; and
- b. Rents must be kept affordable for the entire duration of the AGREEMENT term.
 - 5.1.b.1. Affordability shall be determined by the City through comparison of rents on an annual basis against the most recent Rent Survey issued by the Yukon Bureau of Statistics.
 - 5.1.b.2. Rents must be reduced if found to exceed median market rates, whereas owners are encouraged to maintain current rents should they be below median market rates.
 - 5.1.b.3. Recipients are to provide this information with their grant request on an annual basis.

5.2. MARKET RENTAL HOUSING INCENTIVE

- a. A minimum of four new MARKET RENTAL HOUSING units must be provided anywhere within the HISTORIC TOWNSITE that is FULLY SERVICED.

5.3. MISSING MIDDLE HOUSING INCENTIVE

- a. A minimum of three, up to a maximum of eight, new DWELLING UNITS must be provided as one development, anywhere within the City of Dawson MUNICIPAL BOUNDARY that is FULLY SERVICED.

5.4. Multi-Unit Development INCENTIVE

- a. A minimum of four new DWELLING UNITS must be provided as one development, anywhere within the City of Dawson MUNICIPAL BOUNDARY that is FULLY SERVICED.

5.5. SECONDARY SUITE or GARDEN SUITE INCENTIVES

- a. Building conversions may be eligible for non-financial INCENTIVES such as relaxation of setbacks, building heights, and size restrictions only if the built structure does not encroach on other properties and roadways.

1.2. SUPPORTIVE HOUSING INCENTIVES

- a. A minimum of four new SUPPORTIVE HOUSING units must be provided anywhere within the City of Dawson MUNICIPAL BOUNDARY that is FULLY SERVICED.

2.00 PROCEDURE

2.1. Application

- a. To receive an INCENTIVE as laid out in this policy, Developers must complete a Development Incentive Application, available from the City of Dawson.

2.2. Screening

- a. Applications must include a development plan and will not be eligible for consideration unless they meet the minimum eligibility criteria as listed in this policy.
- b. Both administration and Council retain the right to decline an application that conforms with the policy in wording but it deems does not meet its intent.

2.3. Approval

- a. The terms of SECONDARY SUITE or GARDEN SUITE INCENTIVES will be approved by the Planning and Development Officer. INCENTIVES totaling \$100,000 or less in combined value will be approved by the Chief Administrative Officer, and all other INCENTIVES will be approved by Council.

2.4. Administration

- a. The terms of all INCENTIVES will be outlined in the AGREEMENT signed by the City of Dawson and the applicant.
- b. Granting of INCENTIVES will be done only after the applicant has received a Development Permit for their eligible project. This milestone can be considered when AGREEMENTS come into effect.
- c. For annual tax INCENTIVES, the City will provide a grant in the applicable amount each year until the end of the AGREEMENT term, following an annual request from the recipient made from the applicant to the City in writing.

- d. Annual requests must include the following:
 - 2.4.d.1. A request for the annual tax INCENTIVE amount, as prescribed in their AGREEMENT;
 - 2.4.d.2. A declaration confirming their PROPERTY's continued compliance with this policy; and
 - 2.4.d.3. A list of rents demonstrating compliance with policy 5.1.b.2, if applicable.
- e. Grants will be processed after property owners have paid their taxes in full.
 - 2.4.e.1. If a property owner is in arrears of their property taxes they will no longer be eligible for an INCENTIVE.

3.00 TERMINATION OR EXPIRATION OF AGREEMENTS

- 3.1. The AGREEMENT shall be revoked if the Development Permit is revoked.
- 3.2. The AGREEMENT may be revoked if:
 - a. construction for the development has not commenced within one year of issuance of Development Permits, unless the applicant is able to prove an extraordinary circumstance which caused construction delay;
 - b. the Development Permit has expired or lapsed;
 - c. there are outstanding open Building Permits remaining one year after occupancy is given for the development;
 - d. at anytime the PROPERTY is no longer in compliance with the eligibility criteria outlined in this Policy.
- 3.3. When an AGREEMENT is revoked, the City shall provide written confirmation of such to the applicant within 14 days, clearly stating the reason(s) for the termination.
- 3.4. Municipal funds associated with AGREEMENTS that have been revoked or expired shall be returned to the Reserve Fund for reallocation to other projects.

POLICY TITLE: *Development Incentives Policy*
POLICY #: 2024-03
EFFECTIVE DATE: August X, 2024
ADOPTED BY COUNCIL ON: August X, 2024
RESOLUTION #: C24-XX-XX

 Alexander Somerville, Presiding Officer

Original signed by _____
 David Henderson, CAO



City of Dawson

Report to Council

Agenda Item	Correspondence and Communications Policy
Prepared By	David Henderson CAO / Liz Grennon Municipal Clerk
Meeting Date	Aug. 20, 2024
References (Bylaws, Policy, Leg.)	
Attachments	Mayors email, Correspondence Policies from Haines Junction, Watson Lake, Whitehorse, Nanaimo, Pemberton, Township of Southgate

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendations

That Council adopt Policy #2024-02, being the Correspondence and Communications Policy.

Executive Summary

1. Correspondence addressed to “Mayor and Council” is forwarded to the Municipal Clerk, a copy will be kept on file, and *where the sender is an individual resident, local business, or local organization where acknowledgment of receipt is appropriate or desired* receipt acknowledged by the Municipal Clerk or designate.
2. Such correspondence is then:
 - a. Vetted to determine appropriateness. (i.e. language, accusations, jurisdiction, commercial pitch)
 - b. Vetted to determine if a staff response is appropriate/ sufficient. (i.e. simple question, request for a program letter of support)
 - c. Presented to the next scheduled Committee of the whole meeting.
 - d. Or alternatively presented to a meeting dealing with the topic of the correspondence if such a meeting is planned.
 - e. Correspondence is received for information and council members receive for Information only or determine further action if necessary
 - f. Place “Correspondence” earlier on the agenda, immediately following delegations.
 - g. Correspondence should be in hand by Wed morning preceding CoW meeting unless considered time sensitive

Background

March 5, 2024, Council, at a committee of the whole passed the following motion:

That Committee of the Whole adopt the policy or practice outlined in the executive summary regarding the receipt of correspondence and direct administration to present a draft policy for council.

The practice referred to in the executive summary and as adopted is as follows:

Correspondence addressed to “Mayor and Council” is forwarded to the Clerk, a copy will be kept on file, and receipt acknowledged by the Municipal Clerk.

Such correspondence is then:

1. Vetted to determine appropriateness. (i.e. language, accusations, jurisdiction, commercial pitch).
2. Vetted to determine if a staff response is appropriate/ sufficient. (i.e. simple question, request for a program letter of support, etc).
3. Presented to the next scheduled Committee of the whole meeting.
4. alternatively presented to a meeting dealing with the topic of the correspondence if such a meeting is planned.
5. Correspondence is received for information and council members determine further action if necessary.
6. “Correspondence” to be placed earlier on the agenda, immediately following delegations.
7. Correspondence should be in hand by Wed morning preceding CoW meeting unless considered time sensitive.

Current situation

The City of Dawson does not have a specific policy on correspondence. Correspondence is noted on the agenda template used for Council and committee meetings. Generally, Correspondence is “Received For Information Only” to formally acknowledge receipt, on the public record and to note that all of council has had an opportunity to read and ingest the information therein. It is assumed that Council members and staff, thus informed, will incorporate such correspondence in their decision making, where appropriate.

In Practice, Dawson Council sometimes has general discussion on Correspondence items and / or entertains “**Business Arising from Correspondence**” although such an item is not included within the Procedural bylaw. Such discussions have at times been extensive enough to push the meeting times beyond the 10pm and 11 pm time limits, extending meetings to 4hrs and cutting off other scheduled business.

Recent correspondence has tended to cover multiple issues and concerns with an expectation of formal response or interaction via correspondence and/or the public meeting. Concerns have been noted about formal acknowledgement of receipt, response, publishing, and vetting by administration.

Best Practices

There is a wide range of practice amongst municipalities. Larger municipalities do not receive correspondence on their meeting agenda and instead staff distribute correspondence to the appropriate recipients. Smaller municipalities tend to receive some forms of correspondence at meetings. All municipalities vet incoming correspondence before putting it on a public agenda.

Municipalities that do receive correspondence at meetings generally receive **Formal Correspondence** – Formal Correspondence includes letters from Upper levels of Government identifying funding approvals, policy changes, announcement, etc.

Correspondence is vetted for various reasons:

Jurisdiction – Municipalities have jurisdiction or decision-making capacity over a defined range of services and issues – correspondence urging municipal action on National Defense, Yukon Government Staffing policies, or First Nation governance would likely be considered outside the municipal jurisdiction and not something that should tie up municipal resources. We note “likely” because individual circumstances vary.

Appropriateness – The Council Chamber is a workplace and is governed by workplace legislation and municipal policies prohibiting harassing or violent activity or comments derogatory to the public, council members or staff. There are privacy issues that deal with personal information of council, staff or residents. Inappropriate language or unsubstantiated accusations are not accepted in the workplace and would not be accepted in correspondence in a meeting of council.

Matters already considered or information already provided – Municipal councils operate under parliamentary procedures to ensure fairness in the discussion (each member is provided equal time, and access) , transparency in in the process (decisions are made in public, after public debate) , and due consideration of decisions (decisions require consideration multiple times before being finalized) and bringing an issue back to the municipal table via correspondence is generally considered redundant once a decision has been made. Alternatively, if correspondence is seeking information that was previously identified through council consideration and staff reports it would be considered redundant to assign resources to it again and may be simply referred to previous information.

Effective Disposition – Correspondence that can effectively be dealt with by staff is generally redirected to staff, departmentally, and then CAO. This may involve identifying policy or process, decisions previously made, or dealing with a specific concern. If a staff response does not satisfy an issue, it can be elevated further.

Relevancy – Subjectively, a decision is sometimes necessary by the CAO or Mayor as to the relevancy of a piece of correspondence to the wellbeing of the Municipality.

Nature of Correspondence - The municipality receives a large volume of correspondence on a daily basis, primarily via email. These emails are formal correspondence from other levels of government and agencies; business correspondence regarding contracts, services, and finance; discussions with various stakeholders on municipal issues; and concerns from residents.

- Correspondence that identifies specific questions or issues that can be addressed with information from staff are most often referred to staff for a response.
- Correspondence that states a position on an issue that is being debated by council is generally received for Information - doing so notes that the authors position on an issue has been received and presumably incorporated in councils' information gathering process on the issue.
- Correspondence that wishes to engage in ongoing discussion or debate with Council is more challenging. The municipal Council has 5 members and their position on an issue is determined through a process of information gathering, feedback, forming the question, debating the question, and resolution by vote. Residents can participate in this process through correspondence at various stages but should recognize that a response identifying the will of council is reflected in the debate and outcome of the debate on a particular issue. Councils' positions is a collective Position of the whole as determined by resolution

Legislation

The posting of Correspondence by a municipality on the agenda of Council or Committee meetings is not a requirement under legislation.

Correspondence Management

Staff Response - If the goal of correspondence is to get information on an issue, then one of the more productive steps in managing correspondence is having staff respond to the author addressing the questions asked, to the extent possible. It may be helpful at times to include a staff information item with correspondence for clarification.

Council Distribution or Access - If the goal of correspondence is to inform Council members of information or the authors position on an issue then a commonly used step is to share correspondence with all council members outside of the meeting structure. An option may be identified for Council members to request a certain piece of correspondence be included in a meeting package or a council member may introduce a related item of business for discussion or deliberation.

Committee of the Whole – Receiving Correspondence at a committee of the whole offers a formal, on the record acknowledgment and an opportunity for council to develop further action related to correspondence if desired. Such correspondence is formally received and now forms part of the information available.

Committee of the Whole Meetings

Dawson has adopted the usage of Committee of the whole meetings. In practice, all items go to the committee of the whole meeting first where further action, if necessary, is determined. Not all business goes on to council. Receipt of Items for Information Only, Direction to Staff or Direction for further steps prior to Council consideration can be determined at the committee level without going to council. Committee of the Whole meetings are officially documented, are public, and consist of the entire council.

Committee of the Whole meetings are considered a less formal meeting than a Council Meeting and a meeting where the question on an issue to be debated at a Council meeting can be formulated. This format lends itself to receiving correspondence and should Council feel that a specific action or resolution is warranted based on correspondence received, a resolution can be formed through discussion at the Committee of the Whole meeting. Council can ask staff for additional research or work or can refer correspondence to staff for a response. If a resolution is forwarded from CoW to a subsequent council meeting, Council, Staff, and the public will have had due notice to research, prepare, and familiarize themselves with the resolution leading to an informed discussion and outcome.

A principle of parliamentary procedure for Council meetings is that no discussion (or limited discussion) takes place without a resolution. A resolution, debated under procedural rules, keeps the discussion focused, fair, and transparent. When a committee of the Whole structure is used to develop resolutions that are then forwarded to council, council meetings are more productive and effective in dealing with the many facets of business that come before Council.

Deadlines for inclusion on the agenda

Regular City of Dawson Council and Committee of the Whole meetings are held on Tuesday's. The goal of staff is to release for distribution the meeting package by the end of the business day on the Friday preceding the scheduled meeting. The package must be released and posted at a minimum of 24 hours prior to the meeting.

The package preparation process involves receiving all reports, resolutions, and documentation; reviewing and editing where appropriate, reformatting and adding attachments, adding or removing some items based on available staff, critical timing, and how busy the agenda is or isn't. While this is happening, staff must also maintain day-to-day administrative responsibilities and meetings.

This process requires all items to be available by the Wednesday morning preceding the meeting.

Highlights of policies from other Municipalities

Haines Junction

- Staff vets' material for relevance, jurisdiction, source etc. with primarily formal correspondence to the Municipality included in the council meeting package. – Correspondence is shared with Council prior to meeting.

Whitehorse

- Administration acknowledges receipt of correspondence in 7 days, responds within 30 days, primarily by staff, department, or Senior Admin.
- Correspondence is not regular agenda item.

Carmacks

- Correspondence is generally formal.

Watson Lake

- CAO, in consultation with Mayor, determines which correspondence is placed on the Council agenda. Enquiries or complaints will be forwarded to department Managers for follow up.

"Allowable" correspondence will be added to agenda if received 3 business days prior to meeting.

- From other governments or agencies
- Dealing with Councils role under section 177 of the Municipal act
- Issues dealing with the Municipality of Watson Lake specifically
- Proclamation requests
- Government Reports
- Other correspondence as requested by a member of council or as determined by the CAO
- Correspondence not considered confidential

Correspondence deemed unallowable:

- Text messages on personal telephones
- Anonymous correspondence
- Correspondence that does not specifically refer to Watson Lake
- Where content contains obscene or defamatory language
- Related to a matter that had been previously acknowledged or responded to and provides no additional information for consideration or review

Southgate Township

- Correspondence shall be vetted for defamatory comments, allegations, inferences, disrespectful, improper matters, confidential or personal material, content that violates the municipalities violence & harassment policy.
- Correspondence received by the Clerks Email account, and cleared for distribution will be distributed to all members of council, with receipt to sender acknowledged by email. Item may be attached to related staff reports.
- Staff may respond to correspondence if deemed appropriate by CAO. Sender will be advised who their correspondence has been directed to - not all correspondence will receive a response. Correspondence dealing with operational matters will be directed to the appropriate department and if necessary escalated to the CAO.
- Correspondence related to a pending development application, public hearing, or staff report for council will be held until that item is brought forward and the correspondence will be attached to said item.
- The CAO may redact inappropriate comments and identify such to sender before processing further.

Pemberton

- Correspondence is vetted for appropriateness
- Operational matters are referred to staff
- Correspondence related to a decision already made are shared with Council and placed on an agenda at the discretion of the CAO
- Correspondence on an issue with a pending report or process will be attached at that time
- Nanaimo
- Correspondence on Unsolicited Goods and services will not be acknowledged or retained

Analysis

Committee of the Whole - The City of Dawson operates a Committee of the Whole System whereby business is primarily directed to the Committee of the Whole first for discussion or review. The CoW process is ideal for the receipt of correspondence and disposition as appropriate. If a Council member feels that a piece of correspondence requires additional action they can discuss and or introduce such in a committee of the whole process.

Committee meetings are scheduled monthly - excepting Jan/Jul/Aug. in these months the recommendation is to include correspondence in the regular council meeting when a Committee meeting is not scheduled.

If correspondence leads to discussion of further action such discussion can happen immediately at the Committee meeting with either a motion drafted for the following council meeting or direction to staff to investigate or develop further.

Acknowledgement of Receipt- The current recommendation mirrors practice in Whitehorse with acknowledgment within 7 days and response within 30 - it is assumed that most response will be within a few days but there may be situations where individuals are not at their desks for extended periods or where some review is necessary before acknowledgement

As noted elsewhere the majority of correspondence received does not expect nor warrant a specific acknowledgement of receipt

Vetting of Correspondence- Correspondence is received by the City for a variety of purposes. Prior to considering correspondence in a public forum there is a need to vet it for a number of reasons: language, defamatory or derogatory comments, privacy, jurisdiction of the municipality, etc. This role generally falls on senior staff on a day-to-day basis.

Correspondence is often vetted on the basis that the question has already been answered or the issue has been determined by council and the correspondence is no longer relevant to council.

Correspondence Management - For effective management of correspondence, referral to staff where information is asked for or operational concerns are identified will often satisfy the purpose of the correspondence.

For efficient management of Correspondence Council can receive vetted correspondence at the Committee of the Whole and if a member of council deems it appropriate to take action related to a specific piece of correspondence the Chair may entertain discussion to formulate a resolution for council, to request further research or actions by staff, or take other action.

Council may further consider circulation of vetted correspondence and only correspondence requested by council be brought to the Committee of the whole.

Correspondence submission Deadline - Identifying a deadline for receipt of correspondence to be considered at a designated meeting is important. The work required to assemble and distribute the meeting package is considerable and last-minute changes complicate the process. The deadline for presenting as a delegation at Council has been identified for practical purposes as Monday Morning prior to a meeting and offers an alternative for a resident who cannot submit correspondence by the deadline for inclusion in the package.

Defining Correspondence – It is not always clear that correspondence is intended for inclusion at a public meeting. Some correspondence is sent to all of council, some of council, some staff and council, etc. Sometimes the author does not realize that the correspondence will be put into the public realm. A practical step identified in discussion is to establish a “Council” email for correspondence and to promote such in municipal communications.

Fiscal Impact

Managing correspondence requires staff resources thus requiring a degree of efficiency to ensure we are not wasting resources.

Managing Correspondence at the Council level effectively ensures the efficient usage of meetings and the ability of Council to effectively deal with necessary business

Alternatives Considered

- Circulate Correspondence to Council members and add items to the next designated meeting when requested by a council member.
- Circulate to council members and add items to the Committee of the Whole agenda when requested by a council member.
- Add only official Formal Correspondence to a meeting agenda and delegate balance of correspondence to staff.
- Include Correspondence on both Council and Committee agendas
- Identify alternative response time parameters

Next Steps

If council adopts policy as is or with amendments, it goes into effect.

If council refers/defers to a future Council meeting, then Council should identify additional information desired from staff.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Aug 16, 2024



City of Dawson

Correspondence Policy

2024-02

POLICY STATEMENT

The City of Dawson is committed to ensuring that communications/correspondence received by the City is addressed consistently and efficiently, and filed, tracked, and dispositioned in accordance with the City of Dawson Records Management Bylaw, policies, and procedures.

1.0 Purpose

1.1 This Policy is meant to cover correspondence received by the City of Dawson. Providing a clear and objective policy for the handling of correspondence facilitates good governance and amplifies public engagement in relation to City services, operations, and statutory requirements.

2.0 Application

2.1 This policy applies to all employees and elected members of Council of the City of Dawson.

3.0 Definitions

The following terms are used within this policy and are defined as follows:

- a) "CAO" means the Chief Administrative Officer for the City of Dawson.
- b) "CITY" means the City of Dawson.
- c) "CORRESPONDENCE" means any written communication, including letters, emails, faxes, petitions, and other forms of written expression sent to the City of Dawson from someone outside of the organization.
- d) "COUNCIL" means the elected members of Council for the City of Dawson.
- e) "MEETING" means regular Council or Committee of the Whole (COW) meeting.

4.0 Procedures

- 4.1 Correspondence addressed to “Mayor and Council “or “City of Dawson” will be forwarded to the Municipal Clerk, a copy will be kept on file, and where the sender is an individual resident, local business, or local organization where acknowledgment of receipt is appropriate or desired, receipt will be acknowledged to the sender/author.
- 4.2 Such correspondence will then be reviewed by the Municipal Clerk and/or the CAO to determine:
 - a. appropriateness. (i.e. obscene or defamatory language, accusations, insinuations, jurisdiction, unsolicited commercial product or service, confidential matter, content contrary to municipal violence and harassment policy, and anonymity).
 - b. if the question has been answered or addressed previously or the issue determined by Council. In such cases, the correspondence will be shared with Council but not added to a meeting agenda as it is no longer relevant to current decision making.
 - c. If a staff response is appropriate/ sufficient. (i.e. simple question, request for letter of support, operational concern).
- 4.3 If correspondence deals with a pending development application, public hearing, or a matter that is awaiting a staff report for council consideration, the correspondence will be held until such time as the item comes before council. At that time, the correspondence may be attached as background to the corresponding agenda item.
- 4.4 If correspondence is determined appropriate, current, and not dealt with by staff, it will then be added to Correspondence at the next scheduled **Committee of the Whole** meeting
 - 4.4.1 The municipal Clerk and/or the CAO may add a response to the correspondence for inclusion in the meeting package if it is deemed helpful in clarifying the issues identified
- 4.5 If no Committee of the Whole meeting is scheduled in a given month, correspondence may be added to a regular Council meeting agenda at the discretion of the CAO, in consultation with the Mayor; or forwarded to the next scheduled Committee of the Whole meeting
- 4.6 Correspondence is received for information only. The receipt of correspondence for information purposes is a public acknowledgment of receipt and Council awareness of the content of the correspondence therein when discussing or debating related issues. Council members may determine further action related to the correspondence by resolution.
- 4.7 The deadline for receipt of correspondence to be included in a meeting package is the Wednesday morning prior to the Council meeting, unless identified by the CAO as time sensitive.

4.8 Correspondence addressed to a specific staff member or department will be provided to the identified member or department manager and a copy of the correspondence will be maintained in the appropriate department and made available to the CAO upon request.

4.9 Such correspondence will then:

- a. Be reviewed by the department manager to determine appropriateness. (i.e. obscene or defamatory language, accusations, insinuations, jurisdiction, unsolicited commercial product or service, confidential matter, content contrary to municipal violence and harassment, anonymity).
- b. And where the sender is an individual resident, local business, or local organization where acknowledgment of receipt is appropriate or desired Receive acknowledgment from the department manager or CAO within 7 days and a response within 30 days
- c. The responding Department Manager or CAO will consider all relevant municipal policies, Bylaws, upper government legislation and pertinent information in responding.

5.0 Force and Effect

5.1 This policy shall come into full force and effect upon adoption by Council.

Alexander Somerville, Presiding Officer

David Henderson, CAO

POLICY TITLE	Correspondence Policy
POLICY NO.	2024-02
EFFECTIVE DATE	
ADOPTED BY COUNCIL ON	
RESOLUTION NO.	



Correspondence Policy

To Date

1. Interim Practice adopted by Council

1. Mayor and Council – Clerk – Acknowledged - vetted
 1. Next committee of the whole
 2. Else attached to appropriate report /
 3. Wed prior to meeting

Correspondence Policy

Goals

1. Receive written communication in a timely manner
2. Acknowledge receipt of communication where appropriate
3. Ensure that Written communication gets to the desired recipient
4. Vet written communication to ensure efficient management of Council Business and Effective decision making by council
5. Formally receive appropriate communication in a public meeting
6. Respond to written communication as appropriate

Correspondence Policy

Challenges

1. Processing Correspondence inevitably requires an element of staff decision making
 1. Some correspondence does not require acknowledgment or a response.
 2. Some correspondence is addressed to “Mayor & Council “ by default (YG notices)
 3. Some Correspondence wants a response from Mayor and Council – but council determines its collective position by resolution and debate and ideally will collectively take in comments in correspondence and include consideration of such comments in developing resolutions or in taking a position on a pending resolution or discussion – receiving for information purposes is the traditional acknowledgment of receipt

Correspondence Policy

Types of correspondence

1. Formal Correspondence – Intergovernmental official letters identifying funding or significant announcements - sometimes relevant and sometimes not.
2. Reports - May be relevant for information but do not require acknowledgment of receipt or response
3. Discussions – Email threads where staff or council have discussions with residents, companies, agencies – working discussions can be correspondence but would not normally be included in a meeting package
4. Unsolicited Goods or services - companies or non profits offering their goods or services - not usually acknowledged or replied to

Correspondence Policy

Types of correspondence cont....

5. Written Correspondence (versus email) – not necessarily acknowledged except by officially receiving for information purposes
6. Operational question or concern – usually directed to staff to be dealt with
7. Input on a pending question or discussion – ideally attached to a report on the issue.
8. General Comment on a City Issue –
9. Email Threads – Discussions
10. Correspondence related to decisions made by council

Correspondence Policy

Council Vs Committee of The Whole

Recommendation is to deal with at a committee of the whole

- Monthly
- Opportunity to discuss and develop a resolution if desired
- Formally receiving in a public meeting on the record

Correspondence Policy

Response Methods

1. Staff
2. Receipt for information purpose
3. Individual response
4. resolution

Village of Haines Junction
Incoming Correspondence Policy

Policy #27-20

Objective

This policy defines the process of handling correspondence (both electronic and paper) addressed to: 1) Mayor and/or Council and 2) specific staff or the Village of Haines Junction as a whole. This policy is to ensure that incoming correspondence received by the Village of Haines Junction is distributed to its intended recipients so that it is acted upon in a timely manner and that appropriate record-keeping policies are applied.

Parameters

General

All paper correspondence will be received, opened and date-stamped by the Corporate Administrator or their designate.

A copy of all paper correspondence will be filed in the Correspondence binder.

The greater Haines Junction/Dakwākāda Region extends from Alaska Highway km 1568, east of Pine Lake, to km 1590, near Bear Creek.

Council Correspondence

The Corporate Administrator in consultation with the Chief Administrative Officer shall decide which correspondence is placed on Regular Council Meeting Agendas.

The following types of correspondence will be placed under the Correspondence section of Regular Council Meeting Agendas unless the correspondence is embargoed or confidential:

- Correspondence addressed or carbon-copied to Mayor and/or Council from elected officials, the Association of Yukon Communities or the Federation of Canadian Municipalities;
- Correspondence addressed to Mayor and/or Council that addresses issues relating to Council's role as defined in Section 177 of the Municipal Act;
- Correspondence addressed to Mayor and/or Council that addresses issues specifically related to the greater Haines Junction/Dakwākāda area;
- Government-issued reports and updates specifically relating to the municipality or Council's role as defined in Section 177 of the Municipal Act;
- Petitions that have the names of the signatories attached; and
- Any other correspondence as requested by a Member of Council or as determined by the Chief Administrative Officer.

Correspondence that meets the above parameters for inclusion on Regular Council Meeting Agendas and is embargoed or confidential will be presented to Mayor and Council during Closed Meeting.

Correspondence addressed to an individual Member of Council that does not meet the above parameters for inclusion on Regular Council Meeting Agendas will be forwarded to the individual recipient.

Correspondence that will be not placed on Regular Council Meeting Agendas include:

- Correspondence that is anonymous;
- Petitions that do not have the names of the signatories attached; and
- Correspondence that addresses issues which are not specifically related to the greater Haines Junction/Dakwākāda area.

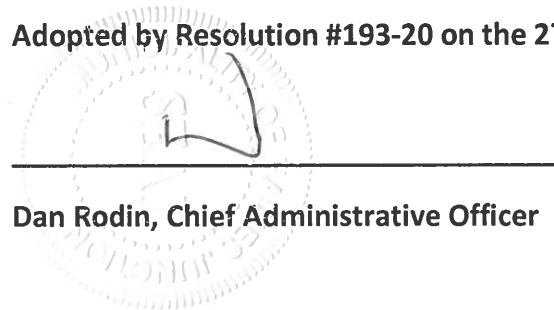
Where uncertainty exists, the Correspondence item will be included on the Regular Council Meeting Agenda.

Non-Council Correspondence

Correspondence addressed to an individual staff member will be provided to the staff member and a copy will be provided to the Chief Administrative Officer.

Correspondence addressed to the municipality will be provided to the Chief Administrative Officer.

Adopted by Resolution #193-20 on the 27th day of May, 2020.



Dan Rodin, Chief Administrative Officer



RCRS Secondary:	GOV-02	Effective Date:	2023-NOV-20
Policy Number:	COU-238	Amendment Date/s:	
Title:	Council Correspondence Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	2023-NOV-20

PURPOSE:

To establish protocols for handling electronic and paper Correspondence addressed to the Mayor and/or Council.

DEFINITIONS:

Correspondence	Means all letters or requests addressed to Mayor and Council from an individual or organization either electronically (via email) or via Canada Post, fax, or hand delivery.
Meeting Agenda	Means a Regular Council or Committee Meeting Agenda.

POLICY:

The Council Correspondence Policy establishes a formalized process to ensure all Correspondence received by the City of Nanaimo addressed to Mayor and/or Council is addressed consistently and efficiently, and filed, tracked, and dispositioned in accordance with the City of Nanaimo Records Management Bylaw, policies, and procedures.

APPLICATION:

This policy is applicable to all Correspondence received addressed to Mayor and/or Council. This does not include correspondence sent to individual Council members, or sent to some but not all Council members, unless that Correspondence is forwarded to the Mayor’s office for response.

Mailed Correspondence addressed to individual Council members and marked “confidential” or “private” will be unopened and placed in that individual’s mailbox at City Hall.

PROCESS:

1. Correspondence Addressed to Mayor and Council (for action)
 - 1.1 Correspondence related to operational matters, including letters of inquiry and/or complaints from the public will be acknowledged and directed to the applicable staff for resolution and response. Copies of the request, and response, will be circulated to Council for information. Matters left not responded to will be escalated to the Chief Administrative Officer.
 - 1.2 Correspondence related to a matter that is awaiting a staff report for Council’s consideration will be held until that item is brought forward on a Meeting Agenda. At that time, the Correspondence will be attached as background to the corresponding agenda item.

- 1.3 Correspondence related to public hearings will be dealt with as per the Public Hearing Process Policy.
- 1.4 Requests for letters of support, in-kind contributions, support in principle, or funding will be dealt with as per Council's Support Policy or Grants Policy as applicable.
- 1.5 Correspondence requiring an action to be taken by Council that is not covered in sections 1.1 through 1.4, will be reviewed by the Corporate Officer and where applicable, placed on a future Meeting Agenda for consideration.

2. Correspondence to Mayor and Council (for information)

- 2.1 Correspondence addressed to Mayor and Council that does not require action will be circulated to Council for information via the weekly Council Information Package with a link to Council's SharePoint page. Examples include:
 - An event invitation
 - A letter of thanks, appreciation or commendation
 - Newsletters, annual reports, conference information and updates
 - Memos and updates from senior staff

3. Correspondence Addressed to the Mayor

- 3.1 All correspondence addressed to the Mayor shall be dealt with at the Mayor's discretion and a copy, as appropriate, circulated to Council members for information.

4. Correspondence Received by a Member of Council

A Council member that has received Correspondence directly or has identified an item of Correspondence from the Council Information Package that they wish to bring forward for consideration by Council, shall submit the Correspondence to the Corporate Officer who will add it to a Meeting Agenda in accordance with the procedures outlined in this policy.

5. Correspondence for a Meeting Agenda

- 5.1 Correspondence considered on a Meeting Agenda forms part of the public record and will be published. The author's name and address are relevant to Council's consideration of the matter and will be disclosed through the process. House numbers, phone numbers, and personal email addresses will be redacted pursuant to the *Freedom of Information and Protection of Privacy Act*.
- 5.2 In the event Correspondence requests consideration of a particular topic, without providing any background information or additional commentary, staff will request additional supporting information from the letter writer(s) prior to placing the Correspondence on the next available Meeting Agenda.
- 5.3 Any inappropriate, offensive, misleading, harassing or threatening Correspondence need not be acknowledged and will be filed.

6. Late Correspondence

- 6.1 All correspondence received after the stipulated deadline shall be forwarded by the Corporate Officer to the following Meeting, with the exception of correspondence that is deemed by the Corporate Officer to fall within the definition of a “Late Item” as outlined in Council’s Procedure Bylaw.

7. Petitions

- 7.1 Petitions presented to Council must meet the criteria as set out in Council’s Procedure Bylaw.

8. Anonymous Correspondence

- 8.1 No action will be taken on anonymous complaints except where there is reason to believe that the situation involves life and/or safety issues.

9. Unsolicited Goods and Services

- 9.1 Correspondence regarding unsolicited goods and services will not be acknowledged or retained.

RELATED DOCUMENTS:

Council Procedure Bylaw No. 7272
COU-185 - Grants Policy
COU-237 - Council Support Policy
COU-233 - Public Hearing Process Policy

REPEAL or AMENDMENT:

N/A

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate & Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>17 October 2023</u>	Amendment:	<u></u>
Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

POLICY PURPOSE

To establish a protocol for receipt of and response to Village correspondence and to ensure such correspondence will be handled in a consistent manner.

DEFINITIONS

Correspondence means all letters or requests sent to the Village of Pemberton from someone outside of the organization addressed to “Mayor”; “Council”; “Mayor and Council”, “Village Council”; or “Councillors” either via paper, or electronically (email)

Council Meeting means any Regular Council meeting scheduled on the annual Council Meeting Schedule.

Corporate Officer means the person appointed to this role by Council or their delegate.

REFERENCES

This Policy makes reference to the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, and Village of Pemberton Council Procedure Bylaw No. 788, 2015.

POLICY

All Council and Mayor’s Correspondence shall be logged in a manner that will track the correspondence item, as well as all responses.

Correspondence considered on a Meeting Agenda forms as part of the public record and will be published. The author’s name and address is relevant to Council’s consideration of the matter and will be disclosed through this process, and the house number and any phone numbers or personal email addresses will be redacted pursuant to section 22 of the *Freedom of Information and Protection of Privacy Act*.

Correspondence submitted relating to a matter under Section 90 of the *Community Charter* that is not of an operational nature will be considered at a closed meeting of Council.

PROCEDURES

Correspondence received by the Village of Pemberton

Staff will acknowledge the sender by confirming receipt of their Correspondence.

The Correspondence will be time-stamped upon receipt and should the Correspondence be

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate & Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>17 October 2023</u>	Amendment:	<u></u>
Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

received outside of regular business hours the Correspondence will be time-stamped the following day.

The Correspondence will be filed within the general filing system and:

- Will be referred to the Corporate Officer for determination of next steps;
- When addressed to Council, be circulated to Council as soon as possible, a copy will be forwarded for inclusion on the next Council Agenda package subject to the terms of this Policy
- Should the correspondence in the opinion of the Corporate Officer or Chief Administrative Officer deemed to constitute as inappropriate remarks about an individual(s) of Council or Municipal Staff, the Corporate Officer shall be authorized to withhold the Correspondence on any agenda;
- Correspondence received late pursuant to the Village of Pemberton’s Council Procedure Bylaw No. 788, 2015 for the next Council Meeting shall be forwarded by the Corporate Officer to the following meeting;
- Correspondence received by a staff member but includes a member(s) of Council and is deemed operational will be handled by staff and the remaining Council members will be included in the initial email; or
- Correspondence addressed to an individual Council member and marked “confidential” or “private” shall be considered to be private correspondence and directed unopened to that individual’s mailbox at Municipal Hall.

Correspondence received by Council

When Correspondence is received by a member of Council or has identified an item from public that they may wish to bring forward to Council. The member shall submit the Correspondence to the Corporate Officer to be added to a Council Meeting Agenda in accordance with the procedures outlined in this policy. Further, when the Correspondence is referred to staff, staff will respond to the author of the Correspondence requesting permission to publish the Correspondence on a public agenda.

When Correspondence is received by a member of Council but is operational in nature the Correspondence will be referred to the Corporate Officer or the Chief Administrative Officer where the Correspondence will be forwarded to the appropriate manager equipped in responding.

Correspondence for Agenda Packages

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate & Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>17 October 2023</u>	Amendment:	<u></u>
Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

- Correspondence to be included in a Council Meeting Agenda package must:
- Not pertain to any business addressing a pending development application that has yet to be brought forward to Council;
- Contain the name and preferably the civic address of the correspondent;
- Be addressed to Mayor and Council, or members of Council;
- Be respectful and free of personal attacks;
- Correspondence that was sent to a Council Member but forwarded to staff to be included on a Council agenda, staff will request consent from the author for their correspondence to be published on a Council agenda;
- Pertain to matters that are within the purview of the Village Council; and
- Be received prior to the deadline established by the Village of Pemberton Council Procedure Bylaw No. 788, 2015.

Correspondence Related to a Development Application

All correspondence regarding a Development Application shall be considered as Council Correspondence.

When Correspondence relating to a pending development application, a public hearing, or a matter that is awaiting a staff report for Council’s consideration, will be held until that item is brought forward on a Council or Committee of the Whole Meeting Agenda. At that time, all correspondence pertaining the presented development application will be attached as background to the corresponding item.

Development related correspondence will be referred to the Development Services where the correspondence will be filed and the author of the Correspondence will be notified of the next steps pertaining to their development related Correspondence. Should Correspondence be received and pertains to a multitude of Municipal related matters but a portion of the Correspondence pertains to an ongoing Development Application the Correspondence will be deemed as Correspondence Related to a Development Application and will be withheld from being published on a Council Agenda until the next time the Development Application is being brought up on a Council agenda. The author will be notified and staff will work with the author to either:

- Requesting the author to draft an additional letter that discusses the matters outside of the Development related matters can be addressed by Council; or



Council Correspondence Policy

Purpose

This policy is meant to cover all communications/correspondence received by the Township of Southgate addressed to Council and/or any correspondence requested to be included on a Council agenda. This Policy is to ensure that the communications are dealt with in an efficient and consistent manner.

Application

This policy applies to all communications/correspondence received by direct mail, hand delivery, fax, courier or electronic means.

Procedures

Communications shall be processed as soon as possible after they are received. Once received, the communications shall be date stamped (if not already provided for electronically).

Any communication that contains defamatory statements, allegations, inferences, disrespectful or improper matter shall not be forwarded to Council or staff and shall be handed over to the CAO for review and returned to the sender.

General correspondence from the public shall not be included on the Council agenda; unless:

1. used as supporting information to a staff report; or
2. it is the topic for a scheduled delegation as per the procedural by-law;
or
3. included as supporting information to a Notice of Motion by Council.

Communications shall be distributed as follows:

Invoices:

Any invoices addressed to any member of Council shall be stamped with the invoice approval stamp and are to be distributed to the appropriate member for sign off and then forwarded to the treasurer.

General Communication:

Any communication received by the Township through the Clerk's office or the information email account and directed to Council, shall be forwarded to all members of Council at the same time. If received via email, a reply email shall be provided stating that the email was forwarded on for Council's information and filed accordingly. Current or past communication items may be pulled from the files and placed on an upcoming agenda either through the consent agenda or as an attachment to a staff report as required.

Inquiries or Complaints:

Any communications in relation to an inquiry or a complaint shall be dealt with, or forwarded to, the appropriate department for first consideration.

Resolutions from other municipalities:

Any communications from other municipalities requesting support shall be forwarded to all of Council for their information. Should any Council member or staff wish to support the recommendation, they shall contact the Clerk to ask for inclusion on the next available agenda under Notice of Motion with the motion of support. Council are requested to provide the information on the appropriate template for inclusion on the agenda.

Updates from associations or organizations:

Correspondence provided for Council and public update (i.e. association update newsletters or minutes from meetings) shall be placed on the Council consent agenda and received for information only.

Proclamations:

All requests for proclamation endorsement shall be placed on the consent agenda of a Council meeting close to the date requested for proclamation. Once approved, the Mayor shall sign the proclamation and a signed copy of the proclamation shall be forwarded to the requesting organization and placed on the Township website.

Funding Requests:

Any and all requests for funding shall be forwarded to the treasurer for consideration as per the associated policy. Communications requesting funds after the deadline for applications has closed may be brought forward to Council through a staff report process.

Individuals who submit communications and other information to council and its Committees or Boards should be aware that any personal information contained within their communications including name, email and/or mailing address or phone number, may become part of the public record and may be made available through the agenda process which includes publication on the Township's website.



Town of Watson Lake

Incoming Correspondence Policy #2022-03

PURPOSE

The purpose of this policy is to define the process of handling correspondence received by the Town of Watson Lake addressed to any municipal employee or member of Council. This includes correspondence received by way or email, direct mail, hand delivered, and couriered.

1. POLICY AND PRINCIPLES

1.1 Policy Statement

The Town is committed to ensuring that incoming correspondence received by the Town of Watson Lake is distributed to its intended recipients and is acted upon in a timely manner.

2. INTERPRETATION AND APPLICATION

2.1 Definitions

In this policy:

CAO means the Chief Administrative Officer of the Town, appointed by bylaw pursuant to the *Municipal Act*;

Complainant means the individual filing a complaint with the Municipality;

Complaint means an issue or concern raised with a municipal program, service, or operation which is not resolved at the time of the incident and for which the complainant submits their concerns to the Municipality in accordance with this policy;

Correspondence means a written exchange of communication by way of letter or email;

Council means the elected members of Council for the Town of Watson Lake;

Designated Officer means the Chief Administrative Officer or Town employee appointed by the Chief Administrative Officer;

Unallowable Correspondence means a correspondence that is not acceptable and will not be acted upon due to the nature of the content or means of receipt.

2.2 Application

2.2.1 This policy applies to all employees and elected members of Council for the Town of Watson Lake.

2.2.2 This policy applies to incoming correspondence received by way of mail, email, or hand delivered.

3. ROLES AND RESPONSIBILITIES

3.1 CAO or Designated Officer shall:

- Receive, open, and date stamp all paper correspondence addressed to any member of Council or to the Town of Watson Lake;
- In consultation with the Mayor decide which correspondence is placed on Council Meeting Agendas;
- Forward on enquiries and complaints to the appropriate Department Manager for response or follow-up;
- Ensure prompt confirmation of receipt of correspondence is communicated to sender, within regular business hours of the Town of Watson Lake, and indicate an approximate timeline for response, if warranted; and,
- Maintain a filing system of all incoming correspondence received by members of Council and the Town of Watson Lake.

3.2 Council shall:

- Add correspondence to Council Meeting Agendas if received within 3 business days prior to the Council Meeting and is not deemed a confidential or unallowable correspondence; and,
- Respond to all correspondence that are deemed allowable, in as timely a manner that the situation allows.

4.0 COUNCIL CORRESPONDENCE

4.1 The following types of correspondence will be placed under the Correspondence section of Council Meeting Agendas and acted upon, unless the correspondence is confidential:

- Correspondence addressed to Mayor and/or Council from elected officials, the Association of Yukon Communities, or the Federation of Canadian Municipalities;
- Correspondence addressed to Mayor and/or Council that addresses issues relating to Council's role as defined in *Section 177 of the Municipal Act*;
- Correspondence addressed to Mayor and/or Council that addresses issues specifically related to the municipality of Watson Lake;
- Proclamation requests addressed to Mayor and/or Council;
- Government issued reports and updates specifically related to the municipality or Council's role as defined in *Section 177 of the Municipal Act*;
- Petitions that have the names of the signatories attached; and,
- Any other correspondence as requested by a member of Council or as determined by the CAO.

4.2 Correspondence deemed confidential will be presented to Mayor and Council during Closed

Meeting.

4.3 The following types of correspondence will be deemed an unallowable correspondence and may not be acted upon:

- Text messaged received on personal telephones;
- Correspondence that are sent anonymously;
- Petitions that do not list the names of signatories;
- Correspondence that does not specifically relate to matters of the Town of Watson Lake;
- Correspondence that contains obscene or defamatory language or threats; and,
- Correspondence that relates to a matter that had previously been acknowledged or responded to and provides no additional information for consideration or review.

5. NON-COUNCIL CORRESPONDENCE

5.1 Correspondence addressed to an individual staff member will be provided to the staff member, filed in an appropriate folder, and a copy will be provided to the Chief Administrative Officer upon request.

5.2 Correspondence addressed to the municipality will be provided to the Chief Administrative Officer or Designated Municipal Officer.

5.3 The following types of correspondence will be deemed an unallowable correspondence and may not be acted upon:

- Text messaged received on personal telephones;
- Correspondence that are sent anonymously;
- Petitions that do not list the names of signatories;
- Correspondence that does not specifically relate to matters related to the Town of Watson Lake;
- Correspondence that contains obscene or defamatory language or threats; and,
- Correspondence that relates to a matter that had previously been acknowledged or responded to and provides no additional information for consideration or review.

6. COMPLAINT HANDLING

6.1 It is the responsibility of all Town employees to attempt to resolve issues or concerns as they arise and before they become complaints, and identify opportunities to improve municipal services.

6.2 Where frontline resolution cannot be achieved, complaints should be submitted to the Department Manager, CAO, or Designated Officer and include:

- The name, phone number, and other contact information available of the individual submitting the complaint;

- The nature of the complaint including any related background information;
- Dates, times, and locations of the incident;
- Names of any employees previously contacted regarding the issue; and,
- Any actions being requested of the Municipality.

6.3 The Department Manager, CAO, or Designated Officer shall acknowledge in writing that the Complaint has been received within 5 business days of receipt of the complaint.

6.4 The Department Manager, CAO, or Designated Officer shall review the issues identified by the complainant and in doing so may:

- Review relevant municipal and territorial legislation;
- Review the Municipality's relevant policies and procedures;
- Review any existing file documents;
- Interview employees or members of the public involved in the issue;
- Identify actions that may be taken to address the complaint or improve municipal operations; or,
- Escalate the issue to Mayor and Council for resolution.

6.5 The Department Manager, CAO, or Designated Officer shall respond to the complainant in a timely manner. The response shall include:

- Whether the complaint was substantiated;
- If the complaint is not substantiated, the reasons for the decision; and,
- Any actions that Municipality has or will take as a result of the complaint.

7.0 **GENERAL**

7.1 Individuals who submit correspondence and other information to the Town of Watson Lake or elected Council should be aware that any personal information contained within their correspondence may become a part of public record and may be made available through Council Meeting Agendas or packages.

7.2 Every correspondence, written or otherwise, included on an agenda for consideration in an open session of Council shall be deemed to be a correspondence in the public domain.

7.3 All incoming and outgoing correspondence shall be filed in an appropriate municipal property file or folder.

POLICY TITLE: Incoming Correspondence Policy

POLICY #: 2022-03


EFFECTIVE DATE: December 21, 2022

ADOPTED BY COUNCIL ON: December 20, 2022

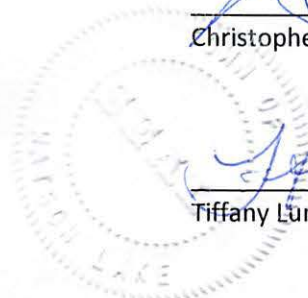
RESOLUTION #: 2022-22-195



Christopher Irvin – Mayor



Tiffany Lund – Municipal Clerk





Communications Policy

Policy Number:	2024-04
Approved by:	Council Resolution 2021-05-06 dated March 11, 2024
Effective date:	March 11, 2024
Department:	Financial Services

PURPOSE

This policy is to establish guidelines for external communication for the City of Whitehorse.

POLICY STATEMENT

Council is committed to supporting responsive, accountable, and transparent communications about the City of Whitehorse

SCOPE

This policy applies to City Council, City staff, as well as contractors employed by the City.

OBJECTIVES

The objectives of the Communications Policy are to provide a framework for communications which ensures the City will:

1. Be responsive, accountable and transparent;
2. Provide clear, accurate and timely information about the City's policies, programs, services and initiatives to residents, business owners and visitors;
3. Continually strive for high quality client-service by:
 - a. Working closely with departments to support and implement their communications needs.
 - b. Listening and being responsive to public feedback and concerns and incorporating it into our work whenever possible.
 - c. Showing respect for differences in race, skin colour, place of origin, religious viewpoint, immigrant or newcomer status, ethnic origin, language, ability, mobility, sex, sexual orientation, gender identity, gender expression, age, or income level.
 - d. Ensuring our communication is inclusive and accessible to residents and visitors across our various platforms and materials are in-line with best practices.
4. Work to advance reconciliation by supporting and promoting City-led reconciliation initiatives and programs;

5. Use plain language in all our public-facing materials. 'Plain language' can be broadly described as any writing designed to ensure the average reader understands the message as quickly, easily and completely as possible;
6. Promote public engagement and involvement in decision-making processes where appropriate when establishing or developing priorities, policies, programs and services including engaging with the public and stakeholders whenever possible;
7. Provide clear communication on how accomplishments, initiatives, and/or programs/projects fit within the City's vision, plans and strategic priorities;
8. Create clear links between accomplishments, initiatives, and/or programs/projects and the City's plans and guiding documents.

RESPONSIBILITIES

The City is responsible for communicating a wide variety of information to all members of the public, across a variety of demographics, through a wide variety of mediums.

Working with the City Manager, the Strategic Communications Department is responsible for communicating the priorities set by Council along with information it deems in the public interest. While the priorities of Council may change, the Strategic Communications Department is responsible for providing a consistent, community-focused voice in line with this policy's objectives.

The City employs a wide variety of platforms for communicating to the public where it may provide information and education about City programs and services.

These platforms include, among other things:

- City website: whitehorse.ca;
- Public engagement site;
- Social media accounts;
- The City's emergency alert system;
- Public service announcements and news releases;
- Press conferences and technical briefings;
- Mail outs and inserts;
- Bulletin boards;
- Various newsletters; and
- Local media.

The City will strive to use appropriate visuals for its external communications, wherever possible, to further support the public in understanding the desired message.

MEDIA RELATIONS AND SPOKESPEOPLE

All media releases and queries are managed by the Strategic Communications Department.

The department will work with media outlets to help ensure accuracy, ensure City-wide coordination and a timely response to meet media deadlines whenever possible; and maintain a respectful, professional working relationship with the media.

All news releases and public service announcements will receive final approval from the Strategic Communications Manager, the appropriate department Directors and Managers, as well as the City Manager when applicable.

The Strategic Communications Department will monitor media coverage and, in its discretion, may seek corrections if it deems content to be incorrect, misleading or a misrepresentation. The Strategic Communications Department reserves the right to stop accommodating media requests in cases where the respective media outlet continues to publish false or misleading information within their stories, or if their staff are abusive and/or uncooperative.

The City will maintain, on its website, an archive of our media releases, advisories and public service announcements to the extent possible related to:

- Newsworthy events involving the City;
- City initiatives and programs;
- Notifications that materially affect residents (excluding construction related updates and notices).

Spokespeople

Unless otherwise stated, and in accordance with the *Municipal Act* and the City' bylaws, the designated spokesperson for the City of Whitehorse will be the Mayor, the City Manager or, where delegated by the Mayor or the City Manager, the Manager of Strategic Communications.

The Mayor is the City Council spokesperson when discussing decisions of Council, unless the Mayor has expressly delegated this to another Council member or City staff.

When appropriate, and where approved by the City Manager and/or the Manager of Strategic Communications, program staff may speak to projects within their purview; however this is not an expectation.

Council Communication

Where an individual member of Council expresses an opinion, it should be made clear to the audience they are not speaking on behalf of the City or Council as a body. Unless they have been authorized to speak on behalf of the City or Council as a body, individual members of Council, including the Mayor, should state that their comments and opinions reflect their own personal opinion. City resources should not be used by members of Council for public communications or events where they are not acting or speaking on behalf of the City.

The decisions of Council shall be reflected as collective corporate decisions.

Council Social Media

Social media pages created by Mayor or Councillors to represent themselves for political purposes will be self-administered, and do not belong to, or reflect the positions of, City of Whitehorse.

CORPORATE SOCIAL MEDIA

Social media can be utilized as a two-way communication tool between the City and the public, providing valuable interaction in real-time and with important information.

At all times the City welcomes feedback and provides the following platforms to communicate with City administration and/or City Council:

- The 'Contact Us' page on whitehorse.ca, which may provide phone numbers and email addresses for all City departments;
- The 'City Council' page on whitehorse.ca, which lists the public phone numbers and email addresses of the Mayor and City Council;
- Through social media 'direct message' features; and
- Through project pages on the City's engagement platform under 'Who's Listening'.

The City's social media accounts also provide an opportunity to support community-based initiatives in line with the goals and strategic priorities of Council. While content is controlled solely by the Strategic Communications Department, the City strives to create a supportive, collaborative, and informative social media space that highlights all the City has to offer.

The City reserves the right to delete posts that contain, without limitation, any of the following:

- Violent, obscene, profane, hateful, racist, abusive, pornographic or sexual posts, links or images;
- Degrading or offensive posts targeting City of Whitehorse staff;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, national or ethnic origin, age, creed, gender or identity, marital status, socio-economic status, physical or mental disability, or sexual orientation;
- Comments that threaten or defame any person or organization;
- Solicitations, advertisements, or endorsements of any financial or commercial organizations;
- Comments promoting or opposing any person campaigning for election to a political office;
- Comments that suggest or encourage illegal activity or posting of material that violates copyrights or trademark rights of others;
- Content containing spam or posted by anonymous or robot accounts;
- Repetitive posts copied and pasted or duplicated by single or multiple users; and/or unintelligible messages.

PUBLIC ENGAGEMENT

An open and responsive engagement process with the community is vital for effective public policy development and for gaining public support for decisions.

When appropriate, the City will engage with residents and make reasonable efforts to:

- Inform the community of opportunities to participate in public consultation and resident engagement initiatives;
- Use communication methods that will reach key stakeholders, elicit their concerns, involve them in the decision-making process, and provide feedback on how their input was incorporated;
- Ensure communications or information materials prepared for engagement purposes are presented and identified as being from the City; and
- Provide public engagement training opportunities to staff.

Research and public surveys are used to gain a better understanding of the needs, expectations, and emerging concerns of the residents in our community.

Information and feedback collected through public engagement initiatives may be used to:

- Assess the public's response to proposals or to possible changes or initiatives;
- Assess the effectiveness of policies, programs and services;
- Measure progress in service improvement; and
- Evaluate the effectiveness of communications activities, such as advertising.

The City uses a number of tools to engage on civic matters. Input shared with the City will be forwarded to administration and City Council in their decision-making process.

Some tools used to solicit information and feedback include:

- Social media;
- The City's engagement platform;
- Targeted surveys;
- Open house-style information sessions;
- Town Hall-style sessions; and
- City staff booths at public events.

CITY BRANDING

For its role and responsibilities to be clearly recognized, it must have a single and consistent visual identity.

The City logo reflects the organization's role as the accountable and authoritative body and distinguishes the City from other organizations and groups. The logo is protected by copyright and trademark, and cannot be used without the express written consent of the City.

City logo use by outside organizations must reflect the City's official role or partnership in a program, service, or event. Logo use requests by outside organizations must be directed to the Strategic Communications Department for consideration and written approval where deemed appropriate.

The City of Whitehorse Brand Identity Guide provides details on logo placement, colours, typography and other branding elements.

CRISIS AND EMERGENCY COMMUNICATION

The City strives to provide timely, effective communication before, during, and after an emergency. An "emergency" is defined as any situation that may threaten the life, health, property or environment of members of the public.

Emergencies

Responding to media inquiries at fires and other emergency and/or public safety situations is dependent on the nature and severity of the emergency.

It is always preferred that media reach out to the Strategic Communications Department on inquiries related to emergencies. In the event members of the Whitehorse Fire Department receive questions from the media or the public, they should direct those questions to the Platoon Chief, Fire Chief, and/or the Strategic Communications Department.

The Manager of Strategic Communications should be notified in all instances where there is media coverage in respect of an emergency, and the Manager of Strategic Communications will come to the scene of the emergency when able and appropriate to do so.

Crisis Communications Team

When a state of emergency is declared, the City's Public Information Officer (PIO) will work with the City's Emergency Operations Centre (EOC) to alert residents and detail the safety measures being enacted.

During or following an emergency, the spokesperson on behalf of the City may be the PIO, the City Manager, or a designate.

Emergency Materials

The City should make reasonable efforts to provide prepared materials (brochures, fact sheets, etc.) to members of the media, City Council and the public in the event of an emergency. The materials would detail, among other things, the nature of the emergency and the safety measures being enacted.

The City may use the following platforms to communicate information related to an emergency:

- Local radio stations;
- The City's emergency alert system;
 - *Requires citizens to register in advance to receive these alerts*

- City website (whitehorse.ca/emergency);
- An EOC Public Information Telephone Line;
- City social media platforms;
- Canada Games Centre exterior pylon sign;
- City employee email distribution;
- Transit bus digital display messages;
- Northwestel Community TV; and/or
- By any other means deemed necessary.

In the event of a larger emergency and the need to partner with the territorial government's Emergency Measures Organization (EMO), additional messaging may be communicated via:

- Electronic highway signs;
- Alert Ready;
- Yukon.ca/emergencies;
- The Government of Yukon's social media platforms; and/or
- by any other means deemed necessary.

The City's emergency plans and strategies can be found at whitehorse.ca/emergency.

REPEAL OF EXISTING POLICY

The Communications Policy adopted by Council resolution 2010-04-07, including all amendments thereto, is hereby repealed.

SUPPORTING REFERENCES

Please note that some of the items below may not be publicly available.

City of Whitehorse - Brand Identity Guide

History of Amendments

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>
March 11, 2024	2024-05-06	Initial adoption.

▣