

*What We Heard*  
*November 2024*

# Heritage Management Plan and Heritage Bylaw Review and Update Project





# INTRODUCTION



## About the Project

A consultant team led by Giaimo + Associates Architects Inc. ("Giaimo") with sub-consultants M.R. Letourneau and Associates Inc. and Narratives Inc. has been engaged by the City of Dawson to undertake a comprehensive review and update of the Dawson Heritage Management Plan (HMP) and Heritage Bylaw (HB). A project kick-off meeting was held on June 26, 2024.

The project scope is to complete a comprehensive review of the HMP and HB and update these to reflect practical and forward-thinking strategies and policies to improve heritage conservation initiatives, while actively involving and engaging the wider community:

- **Heritage Management Plan, 2008:** The City of Dawson's local guiding document for overseeing development in Dawson. Includes vision and objectives, character areas, procedures for heritage management, tools for heritage conservation, design guidelines, and incentives for conservation of historic places and process for recognizing heritage places.

- **Heritage Bylaw, Bylaw No. 2019-04:** Bylaw that outlines the duties and obligations of the Heritage Advisory Committee; the designation and protection of municipal historic resources; and the framework of a Heritage Fund program.

The updated HMP will specifically focus on the historic townsite.

## Working Group and Advisory Committee

A Working Group and Advisory Committee have been established for this project. The Working Group includes representatives from Tr'ondëk Hwëch'in (Heritage), Yukon Government (Historic Sites), Parks Canada (Klondike National Historic Site), and City of Dawson (Planning and Development). The Advisory Committee includes 10 volunteer community members from diverse industries and backgrounds to provide local insights and knowledge and act as a sounding board for the project; the Advisory Committee Terms of Reference is included in the Appendix.

# PROCESS



## Community Engagement

A public meeting was held on Tuesday, August 27, 2024. It was attended by 20 community members, as well as members of the Working Group, HMP consultant team, and OCP consultant team. The format was a brief 15-minute project presentation by the HMP consultant team followed by a 1-hour co-creation session which focused on two topics: 1) what we've heard (challenges) and 2) where we're going (priorities). Interactive engagement boards, as well as printed out sheets, were used during the co-creation session to help prompt discussion and gather community inputs. The goal was not to develop solutions in the moment, but rather to understand the limitations and frustrations with the current HMP and what community members would like to see addressed and achieved through the new HMP.

Additionally, a drop-in session was held on Thursday, August 29, 12-1pm at Council Chambers, City Hall, which was attended by 3 people. The interactive engagement boards and sheets remained in-person at Council Chambers for 7 days, so that community members could drop by and add comments on their own time. Digital copies of the engagement sheets were also uploaded to the City's website and shared on Facebook, allowing community members to submit feedback via email, however none were received. The presentation and interactive engagement boards are included in the Appendix as reference.

## Meetings, Tours, and Discussions

The consultant team was in-person in Dawson from August 27-30, during which time they also had meetings and tours with a number of key community interest groups, organizations, and representatives, including:

- Parks Canada, Klondike National Historic Sites
- Yukon Government, Historic Sites
- Tr'ondëk Hwëch'in, Heritage
- Tr'ondëk Hwëch'in, Housing and Infrastructure
- Tr'ondëk Hwëch'in, National Resources
- City of Dawson, staff (CAO Office, Bylaw Services, Parks and Recreation, Planning and Development)
- Stantec, Official Community Plan (OCP) Consultant team
- City of Dawson, Fire Department
- Yukon Energy
- Klondike Development Organization

During this in-person visit, the consultant team also made an effort to discuss the HMP casually with residents, staff, and tourists at various establishments in Dawson including coffee shops, restaurants, Dänojà Zho Cultural Centre, Yukon School of Visual Arts, and Klondike Institute of Art and Culture, to gain additional insights. We also met with developers and architects who have built projects in Dawson, to understand their experience following the HMP & HB.



# SUMMARY OF KEY THEMES



Based on this variety of input channels, a number of key themes emerged in relation to *challenges* and *priorities*:

## Format and User Experience

*Challenge:* the HMP is not seen as user-friendly, particularly due to:

- Length: residents found that the extensive length, order of content, and overall process is not easy to navigate or understand
- Lack of clarity: There are a number of sections in the HMP that community members expressed confusion over both application and relevancy, including the purpose of the 8 character areas vs 3 management areas

*Priority:* focus on creating a practical guide that provides tools to the community by:

Communicating clear process

- Ease of access to information
- Better graphic design and visual aids such as flowcharts, timelines, diagrams, and images
- Consider other forms of info sharing such as a website, podcast, video, etc

## Development Process

*Challenge:* concern that the HMP makes the development process difficult by:

- Delaying new housing: going through the HAC process is too slow, a frustration further amplified by the brief construction period which means projects easily get pushed back by a year if they don't receive feedback and approvals promptly
- Lack of clarity: feeling that the design guidelines and HAC process are well-intentioned but too subjective, inconsistent, and/or confusing, making it difficult to follow and thus not always resulting in high quality projects
- Lack of Indigenous considerations: The design guidelines, with their emphasis on Gold Rush Era colonial architecture, are not relevant or appropriate for Tr'ondëk Hwëch'in developments

*Priority:* there was overall agreement that the new HMP must provide new Design Guidelines with greater clarity that help streamline the process, but the preferred approach to achieving this varied between:

- Stricter design guidelines: about half of respondents felt that more explicit, direct, clear guidelines that specify building material and ratio requirements would solve the above challenges
- Flexible approvals: about half of respondents felt that approvals should be more flexible, focusing on sense of place and thematic values as opposed to specific architectural requirements, to respond to the above challenges
- Visual aids: there was widespread agreement that better visual aids, graphics, and drawings were needed
- Revise HAC process: reassess the HAC process to provide greater clarity and consistency
- Tr'ondëk Hwëch'in jurisdiction: acknowledge that Settlement Land is Tr'ondëk Hwëch'in jurisdiction and thus the Design Guidelines and HAC process are not applicable to development on Settlement Land

### Tr'ondëk Hwëch'in Heritage

*Challenge:* there is an overall lack of Tr'ondëk Hwëch'in heritage, style, and cultural expression in the plan:

- Missing Values: the HMP is missing focus on heritage as a living thing; not only the historical and architectural aspects of heritage but also the cultural, spiritual, and environmental dimensions
- Outdated: A lot of progress was made in conservation efforts through the Tr'ondëk-Klondike UNESCO designation, which isn't reflected in the HMP

*Priority:* work with Tr'ondëk Hwëch'in to ensure the HMP takes a more holistic approach to heritage conservation:

- Update policy framework: Settlement Agreement, the Tr'ondëk Hwëch'in Heritage Act (2016), Tr'ondëk-Klondike World Heritage Site Management Plan (Draft December 2020), 2022 Yukon's Living Heritage campaign, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada Reports, at minimum should be integrated into the HMP policy framework
- Living heritage: recognition that heritage is not historic and static, but is living and we must focus on moving forward together. Ensuring citizens are able to access the land they need, for housing, traditional pursuits etc
- Defining Tr'ondëk Hwëch'in Jurisdiction: Clearly defining jurisdiction as per the Tr'ondëk-Klondike World Heritage Site Management Plan to prevent appropriation of TH styles by external developers

### Living Community

*Challenge:* given that the plan is from 2008, it no longer reflects the current social and economic state of 2024:

- Lack of relevance: concern that there isn't a point in the heritage conservation of Dawson if no one can afford to live here
- Demo by neglect: concern over both safety and loss of heritage of derelict properties; at the same time it is frustrating that so many buildings are vacant when there is a need for space for housing, community gathering, arts activities, and other possibilities



*Priority:* focus on how the HMP impacts quality of life:

- Livability: update to include key topics that must be addressed such as affordability, climate, and housing
- Community collaboration: explore opportunities of mutual benefit in leveraging local heritage and conservation efforts in collaboration with local groups, such as with the arts community
- Sense of place: important to consider not only individual buildings, but the urban fabric as a whole including the walkable scale, community gathering spaces, and other important elements that contribute to sense of place

## Environment & Climate

*Challenge:* The HMP does not address the implications of climate change:

- Heritage at risk: concern that historic structures are at higher risk of loss due to extreme weather and natural disasters
- Sustainability-led decision making: as the environment impacts all aspects of livability, any Plans must integrate decarbonization strategies

*Priority:* integrate more recent climate crisis considerations:

- Risk Management: consider strategies for responding to the increases in forest fires, flooding, rising temperatures, and other natural disasters
- Retrofit design guidelines: consider guidelines for how to undertake retrofits while still conserving heritage value of structures, such as for energy upgrades, fire protection, and integrating new green technologies in historic contexts





## Financial Sustainability

*Challenge:* concern over the number of historic structures being lost to neglect and abandonment, due to high cost of restoration and reuse.

*Priority:* explore models that encourage more affordable conservation methods, so that community members can afford to reuse vacant historic buildings

## Tourism

*Challenge:* tourism is a significant economic driver for Dawson, however there is concern that it may be put at risk due to:

- New developments: if not designed well, new developments dilute the heritage value and historic authenticity of Dawson and thus the tourism appeal
- Relevance: concern for future potential decline in interest in Gold Rush era tourism
- Livability: tourism industry cannot grow due to lack of affordability resulting in not enough people to work in the industry

*Priority:* addressing the needs of a living community is essential in supporting the tourism industry.

- Diversify: Diversify Dawson's tourism appeal by incorporating TH cultural histories and landscape. Balance the preservation of Gold Rush heritage with evolving community identities (arts, Indigenous culture, music).

## Accessibility

*Challenge:* concern that living and visiting Dawson isn't inclusive of all abilities due to historic features such as unpaved roads and uneven terrain.

*Priority:* explore options for improving accessibility while still maintaining heritage value and character.

## Education & Capacity-Building

*Challenge:* it's unclear how community members can learn more about conservation processes and use the HMP as a practical tool due to:

- Difficulty navigating resources: while there is an extensive wealth of historical research resources, many community members were unaware of how to find and use these resources or didn't have time to sort through all resources
- Lack of professional heritage expertise: concern that across HAC, municipal staff, and contractors, there wasn't sufficient heritage knowledge to actually abide by the intent of the HMP

*Priority:* use this project as an opportunity to support educational efforts including:

- Knowledge-sharing: creating space and resources for citizens to be stewards of their city

# NEXT STEPS



## Draft Report

This community feedback is essential in guiding the direction of the HMP and HB. Given that a majority of the priorities express expand beyond the scope of a typical HMP, it has become clear that there is a need to align the HMP and HB closely with the OCP project which is currently also underway.

While numerous approaches to heritage management exist internationally, understanding community concerns and goals have highlighted how unique Dawson is and how the HMP and HB play an important role in supporting Dawson as a living community. As a next step in analysis, a precedent study was completed by the consultant team, but differed from typical precedent studies in that it had to recognize

that no single precedent will be found that can offer all the solutions needed in Dawson. Rather, a large number and variety of precedents were researched related to each key theme.

Based on this community feedback, in combination with research, analysis, and previous professional experience and expertise, the consultant team has developed proposed approaches for the HMP and HB update. These proposed approaches will be presented to the WG and AC in December 2024 for feedback, prior to developing each approach into a draft report. A draft report will then be prepared in Q1 2025, submitted to the City, and presented to the WG, AC, and Council. Based on Council direction, any updates to the draft, if needed, will be made to work towards a final report.



*What We Heard*  
*November 2024*

# **Heritage Management Plan and Heritage Bylaw Review and Update Project**

*Appendix*

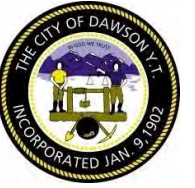


# CITY OF DAWSON HERITAGE MANAGEMENT PLAN AND HERITAGE BYLAW REVIEW AND UPDATE PROJECT

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Public Meeting, August 27, 2024

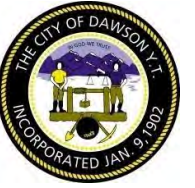




# Land Acknowledgement

*With gratitude, we acknowledge that this work and project takes place on the traditional territory of the Tr'ondëk Hwëch'in, who have lived along the Yukon River for millennia.*



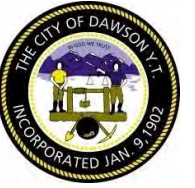


# Agenda

- 01 Team Introduction**
  - Consultants
  - Working Group & Advisory Committee
- 02 About the Project**
  - Background
  - Changing Context
  - Scope and Goal
  - Schedule and Status
- 03 Co-creation Session**
  - What we've heard (challenges)
  - Where we're going (priorities)
- 04 Next Steps**







# Team Introduction

## Giaimo



**Stephanie Mah,**  
CAHP, Project  
Manager & Cultural  
Heritage Lead



**Mitchell May,**  
OAA, CAHP, Lead  
Heritage Architect

## Narratives



**Desirée Theriault,**  
MLARCH, Land  
Relations Lead



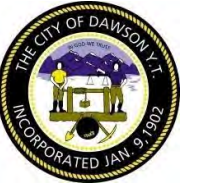
**Dr. Lydia  
Schoeppner, PhD,**  
Land Use  
Researcher

## M.R. Letourneau



**Dr. Marcus Letourneau,**  
PhD, MCIP, RPP, CAHP,  
CIPM I, Heritage  
Planner and Policy  
Lead





# Team Introduction

## Working Group

City of Dawson



Tr'ondëk Hwëch'in



Parks Canada



Government of Yukon

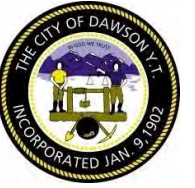


## Advisory Committee

Volunteer committee of 10 community members from diverse industries and backgrounds who will share local insights and knowledge and act as a sounding board for the project.







# Project: Background

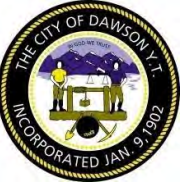
## **Heritage Management Plan (HMP), 2008**

The City of Dawson's local guiding document for overseeing development in Dawson. Includes vision and objectives, character areas, procedures for heritage management, tools for heritage conservation, design guidelines, and incentives for conservation of historic places and process for recognizing heritage places.

## **Heritage Bylaw (HB), Bylaw No. 2019-04**

Bylaw that outlines the duties and obligations of the Heritage Advisory Committee; the designation and protection of municipal historic resources; and the framework of a Heritage Fund program.





# Changing Context



Dawson City Historic Townsite

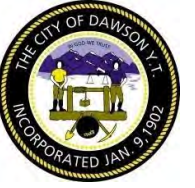
## Tr'ondëk Hwëch'in Heritage Act (2016)

Includes preservation and promotion of the Tr'ondëk Hwëch'in's heritage in and on the Traditional Territory of the Tr'ondëk Hwëch'in, in a manner that is consistent with Chapter 13 (and the inherent right);

## Tr'ondëk-Klondike UNESCO World Heritage Site (2023)

The Memorandum of Understanding (MoU) concerning the Joint Management and Protection of Tr'ondëk-Klondike and the "Tr'ondëk-Klondike World Heritage Site Management Plan" provide a framework for the four levels of government that have regulatory, management, or administrative responsibilities for the property.





# Changing Context



## Extreme Weather

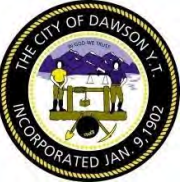
Recent increase in floods, forest fires, and other climate related disasters.

## Need for Housing

Living community and growing population with need for more housing.







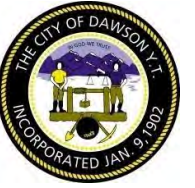
# Project Scope



## Scope

To complete a comprehensive review of the HMP and HB and update these to reflect practical and forward-thinking strategies and policies to improve heritage conservation initiatives, while actively involving and engaging the wider community.





# Project Goal



## Goal

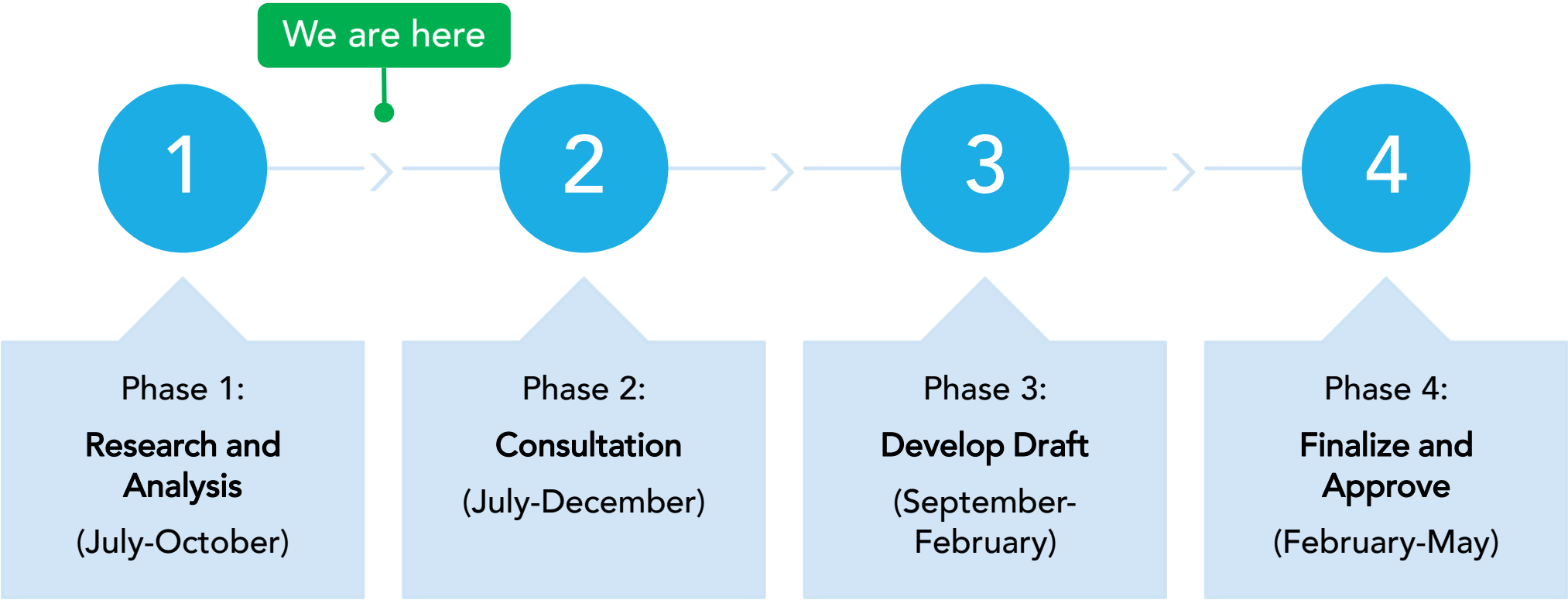
To establish deeper comprehension and sustained preservation of the City of Dawson's valuable heritage resources, as well as the refinement of the municipal heritage management program.

Final format of the Plan is to be determined through this process to align with community needs; could include a planning document, toolkit, website, etc.





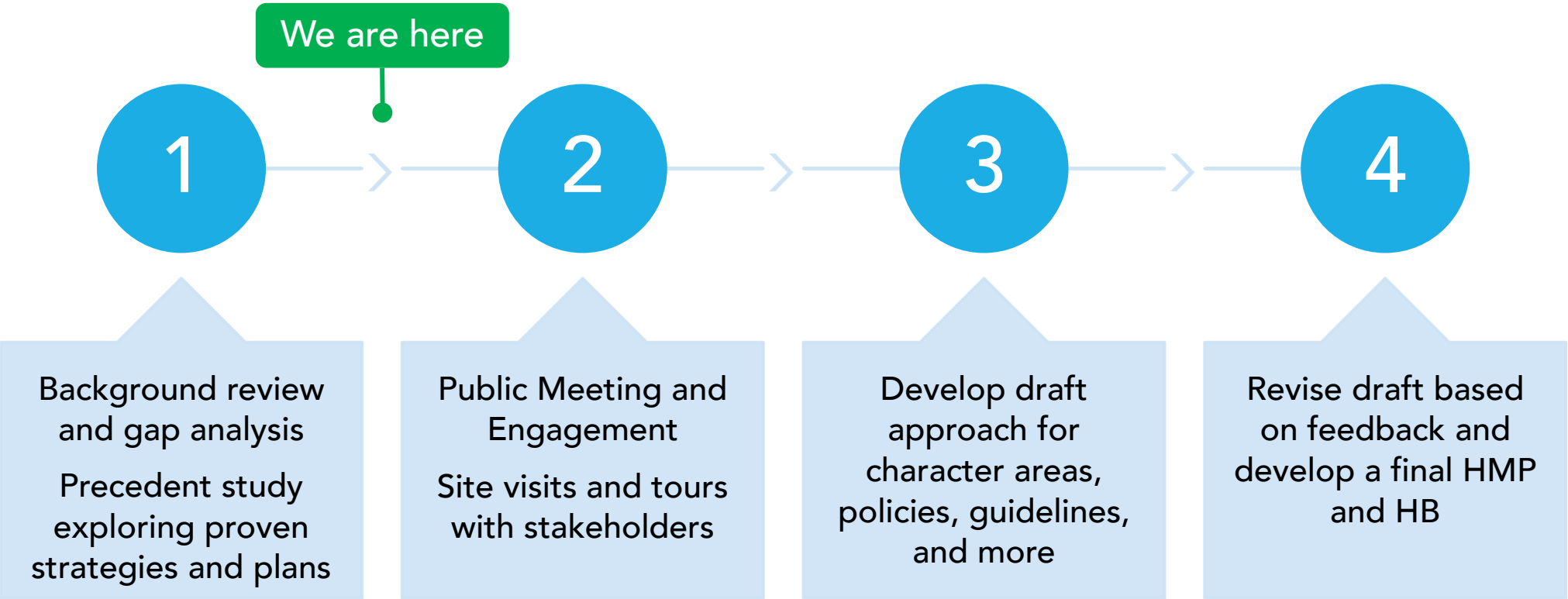
# Schedule

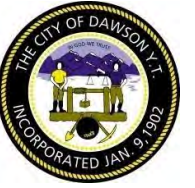






# Schedule





# Status

## Phase 1: Background Research and Analysis

Dawson City Heritage Management Plan, 2008;

Parks Canada Dawson City Design Guidelines, c. 1980s;

Dawson City Heritage Bylaw, 2019;

Websites of City of Dawson, Tr'ondëk Hwëch'in Government, Dawson Regional Planning Commission, and UNESCO Tr'ondëk-Klondike;

Dawson City Approved Fonts for signs;

Dawson NE Character Area Update;

City of Dawson Official Community Plan and Zoning Bylaw;

City of Dawson Downtown Revitalization Plan, 2014;

After the Gold Rush: The Integrated Community Sustainability Plan, City of Dawson and Tr'ondëk Hwëch'in Community Vision, 2005;

Yukon Historic Resource Act;

Tr'ondëk Hwëch'in Heritage Act, 2016;

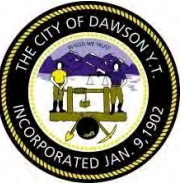
Tr'ondëk Hwëch'in Final Agreement, Chapter 13, 1998;

Tr'ochëk Heritage Site Management Plan, 2018;

Yukon Register of Historic Places;

Tr'ondëk-Klondike UNESCO World Heritage Site Nomination Report, 2020;





# Status

Tr'ondëk-Klondike World Heritage Site Management Plan, Draft December 2020;

Tr'ondëk Hwëch'in First Nation Cultural Orientation and Protocols Toolkit, 2011;

Incorporating Tr'ondëk Hwëch'in knowledge into Dawson historic sites research, (2018)

Guidelines Review of Material Usage in Dawson City, 2016:

The Architecture of Tr'ondëk-Klondike, ERA, 2016;

Klondike National Historic Sites of Canada Management Plan 2018;

Forty Mile, Fort Cudahy and Fort Constantine Historic Site management Plan, 2006;

Dawson Heritage Advisory Committee (HAC) meeting minutes and packages, 2023 and 2024;

Klondike National Historic Site, What We Heard Report, Parks Canada, 2023;

Klondike National Historic Site, Best Use Evaluation Draft Report, 2024 (CONFIDENTIAL – NOT PUBLIC);

Yukon Living Heritage Campaign ([website](#)), [2022](#) ; and

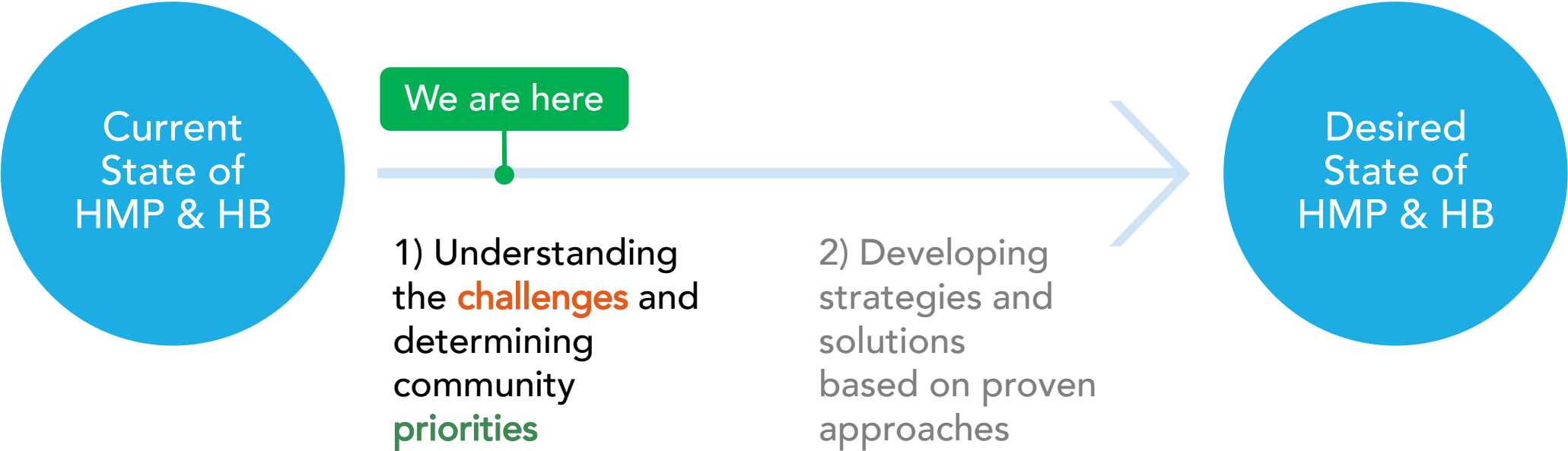
[Carleton University History and Theory of Architecture Blog](#), "Dawson City's Enclave of Power", "Bridging the Gulf of Incomprehension", "Dredging for Dollars", "'Possession', 'Ownership', and Tr'ochëk National Historic Site", 2024.

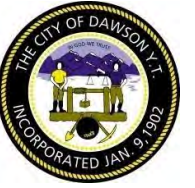






# Co-creation session





# Group Discussion

## Challenges: What We've Heard

Outdated and doesn't reflect current social and economic state of 2024

Difficult to conform to design guidelines due to vague and complicated rules and restrictions

Lacking representation of Tr'ondëk Hwëch'in heritage, style, and cultural expression

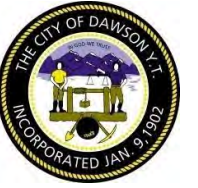
Lengthy document results in poor ease of use for those going through the development process

Lack of climate change considerations or guidelines for sustainability and risk mitigation

Other: what's missing?

Do you agree or disagree with these? Why? What's missing?





# Group Discussion

## Priorities: Where We're Going

Other: There are several known challenges that this project will address. But what's missing?

Environmental stewardship: integrate sustainable design practices for climate risk mitigation

Tourism: further leverage heritage to help increase annual visitors for economic growth

Format: create a Plan that is easier to read and explore alternative formats (toolkit, website, etc)

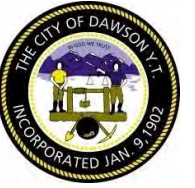
Development process: revise to include clearer guidelines and allow for more efficient approvals

Housing: develop flexible design guidelines that help support the creation of more housing

Do you agree or disagree with these? Why? What's missing?







# Next Steps

Gather more community inputs!

Review and analyse public engagement results

Precedent research to explore proven strategies

Develop approaches and solutions based on research and inputs

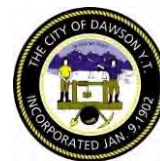
Present a Draft HMP and HB to Council in February 2025

Revise draft based on feedback

Final HMP and HB completed in May 2025

# Thank you!



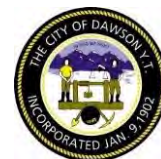


City of Dawson Heritage Management Plan (HMP) and Heritage Bylaw (HB) Project

*August 2024 Community Co-creation Feedback Form: Your feedback will help shape the direction of this project and the future HMP and HB. Thank you for your contributions.*

Challenges: We’ve identified potential challenges with the current HMP and HB. Do you agree or disagree with these challenges? Why? What examples of these challenges have you experienced? What’s missing?

Potential Challenges	Your Feedback
Outdated and doesn’t reflect current social and economic state of 2024, from climate to housing	
Lacking representation of Tr’ondëk Hwëch’in heritage, style, and cultural expression	
Lack of climate change considerations or guidelines for sustainability and risk mitigation	
Difficult to conform to design guidelines due to vague and complicated rules and restrictions	
Lengthy document results in poor ease of use for those going through the development process	
Other: what’s missing?	



## City of Dawson Heritage Management Plan (HMP) and Heritage Bylaw (HB) Project

*August 2024 Community Co-creation Feedback Form: Your feedback will help shape the direction of this project and the future HMP and HB. Thank you for your contributions.*

Priorities: In addition to developing solutions for the various challenges already identified, we are looking to better understand local needs, preferences, and ideas, to ensure the project reflects community priorities. Below are some potential priorities, do you agree or disagree? Why? What's missing?

Potential Priorities	Your Feedback
Format: create a Plan that is easier to read and explore alternative formats (toolkit, website, etc)	
Tourism: further leverage heritage to help increase annual visitors for economic growth	
Development process: revise to include clearer guidelines and allow for more efficient approvals	
Environmental stewardship: integrating sustainable design for climate risk mitigation	
Housing: develop flexible conservation strategies that help support the creation of more housing	
Other: what's missing?	







# **CITY OF DAWSON**

## **HMP & HB Advisory Committee**

### **Terms of Reference**

## **1 Background**

The City of Dawson (CoD) is undertaking a renewal of the Heritage Management Plan (HMP) and Heritage Bylaw (HB) to guide the future of Dawson. The project area is the City of Dawson, with a focus on the historic townsite. Dawson, recognized as one of the eight heritage locations in the Tr'ondëk-Klondike World Heritage site, was added to the UNESCO World Heritage List in 2023.

The goal of this project is to complete a comprehensive review of the HMP and HB and update these to reflect practical and forward-thinking strategies and policies to improve heritage conservation initiatives, while actively involving and engaging the wider community. This will result in a deeper comprehension and sustained preservation of the City's valuable heritage resources, as well as the establishment of a well-functioning municipal heritage management program. This renewal project focuses on two items:

- The HMP, which includes the Design Guidelines for Historic Dawson, is the City of Dawson's local guiding document for overseeing development in Dawson. The current HMP is from 2008 and includes vision and objectives, character areas, procedures for heritage management, tools for heritage conservation, and incentives for conservation of historic places and process for recognizing heritage places.
- The HB, Bylaw No. 2019-04, which outlines: the duties and obligations of the Heritage Advisory Committee; the designation and protection of municipal historic resources; and the framework of a Heritage Fund program.

To assist in reflecting local preferences and priorities during the creation of the new HMP and HB, an HMP and HB Advisory Committee (Committee) will be formed.

## **2 Advisory Committee Overview**

### **2.1 Purpose**

The purpose of forming an Advisory Committee (Committee) is to leverage local knowledge and gain insights into the needs, interests, and preferences of community members, impacted, and interested parties. To adequately represent the distinct needs, interests, and preferences of various community interest holders; a diverse membership for the Committee is preferred. The Committee will act in a volunteer advisory capacity to assist and support the HMP and HB Project Team (which includes the CoD Planning Manager, hired consultants Giaimo + Associates Architects Inc., M.R. Letourneau and Associates Inc., and Narratives Inc. and a Working Group with departmental representatives from Tr'ondëk Hwëch'in, Government of Yukon, and Parks Canada) in achieving a representative and community informed HMP and HB for the CoD.



## **CITY OF DAWSON**

### **HMP & HB Advisory Committee**

#### **Terms of Reference**

### **2.2 Role**

The Committee's primary role is to share local insights and act as a sounding board for the HMP & HB Project Team during the creation of the renewed HMP & HB; as such, they will provide high-level feedback on: the public meeting format, opportunities and challenges of the current HMP & HB, and visioning and direction for the renewed HMP & HB. The Committee will also be asked to act as champions for the project by encouraging community participation during engagement and sharing information about the projects as they are able. While the HMP & HB Project Team will carefully consider the recommendations or comments provided to them by the Committee, they will not be bound by such suggestions.

### **2.3 Reporting**

Notes will be taken by a representative from the HMP & HB Project Team during all Committee meetings which will capture all suggestions and recommendations provided by the Committee. These meeting notes will be circulated to all Committee members, shared with the full HMP & HB Planning Team for their consideration, and provided to CoD Council for their reference.

## **3 Membership and Composition**

To gain a balanced perspective on the diverse interests of the community, membership on the Committee will attempt to represent the demographic, cultural, and economic diversity of Dawson residents and interest holders.

As a starting point, the Committee shall be comprised of a maximum of approximately ten (10) individuals who represent or have experience in one or more of the following areas:

- **Interests & Industries**
  - Heritage
  - Culture
  - Tourism
  - Builders/developers/contractors
  - Museums
  - History
  - Arts
  - Architecture
  - Housing
  - Planning
  - Environment
  - Sustainability
- **Socio-Economic Lifestyle Perspectives**
  - Age spectrum
  - Cultural and Indigenous backgrounds
  - Community connection (long-standing residents, year-round/ seasonal residents, newcomers)
  - Family types (singles, those with children and those without, multi-generational)
  - Income and living tenure diversity (homeowner, unit renter, room renter, landlord)
  - Gender and sexuality spectrums
  - Mobility and developmental spectrums



## **CITY OF DAWSON**

### **HMP & HB Advisory Committee**

#### **Terms of Reference**

## **4 Application and Recruitment Process**

Application for membership on the Committee is open to the public and all those interested. Interested individuals shall apply for membership on the Committee by completing the online application form. This form will assist in identifying what interests, industrial, and socio-economic lifestyle perspectives each applicant would represent.

Additionally, the HMP & HB Project Team may reach out to known organizations in the community with connections to the above-listed experience areas to solicit voluntary applications from their members.

As applications are received, the HMP & HB Planning Team will review applications against the Membership and Composition criteria outlined above and offer membership to those who qualify. Applying for membership does not guarantee that the individual will be selected for the Committee.

## **5 Responsibilities**

Members of the Committee are responsible for representing the community's best interest during the creation of the HMP & HB. The Committee will work with the HMP & HB Project Team to review and provide feedback on various HMP & HB related topics.

At a minimum, Committee members will:

- Review meeting agendas and information packages in advance of the meeting.
- Attend all scheduled meetings to the best of their ability, which may be scheduled during weekdays or evenings.
- Conduct themselves to ensure the meetings have a safe and respectful environment where all members feel welcome to speak and share their perspectives and ideas.
- Participate in and promote community outreach and engagement through their formal and informal networks as they are able.
- Provide anecdotal insights as available to assist with discussions.
- Provide input and suggestions on how their respective interests and related interest groups may be reflected in the HMP & HB.
- Help balance conflicting priorities and considering new ideas.





## **CITY OF DAWSON**

### **HMP & HB Advisory Committee**

#### **Terms of Reference**

#### **5.1 Conduct**

To maintain a positive and collaborative working environment for all those involved, all Committee members are expected to:

- Participate in group discussions respectfully and productively,
- Remain respectful to other committee members and any others who are in attendance of any meetings,
- Not speak on behalf of the Committee or HMP & HB Project Team,
- Respect confidentiality,
- Represent themselves as having any authority beyond that delegated by this document, and
- Not speak in an unfairly disrespectful manner of any decisions made by the HMP & HB Project Team that they do not agree with.

Failure to comply with the above-listed expectations will result in removal from the Committee.

#### **5.2 Term**

While it is desired that Committee members attend all meetings as scheduled and participate to the best of their ability, members may choose to leave the Committee at any time.

- The expected duration of the Committee is August 2024-May 2025 (10 months).
- Any and all participation on the Committee is voluntary, no members will receive monetary payment for their service.

### **6 Meetings**

At this time, it is anticipated that three (3) Committee meetings will be held, virtually, in addition to one (1) in-person Public Meeting which will be open to the public. All meetings will fall within the estimated project timeline of July 2024-May 2025. Coordination for the meetings will happen electronically via email.



## **CITY OF DAWSON**

### **HMP & HB Advisory Committee**

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The tentative meetings/events that Committee members are expected to participate in are identified for the following months:

- Virtual Meeting #1 – 2<sup>nd</sup> week of August 2024, time/date TBD  
*Project launch, discussion about upcoming Public Meeting*
- In-Person Public Meeting – August 27-29, time/date TBD  
*Public launch focusing on collecting inputs and developing an understanding of opportunities and constraints*
- Virtual Meeting #2 – November 2024, time/date TBD  
*Review of project progress including visioning, direction, and recommendations*
- Virtual Meeting #3 – February 2025, time/date TBD  
*Review of Draft HMP and HB*

All meeting materials requiring review prior to scheduled meetings will be circulated to Committee members via email no later than five working days before each meeting with clear guidance given to what type of feedback members should prepare before the meeting.