



# THE CITY OF DAWSON

## AGENDA - COUNCIL MEETING #C23-17

TUESDAY, October 17, 2023 at 7:00 p.m.

Council Chambers, City of Dawson Office

Join Zoom Meeting

<https://us02web.zoom.us/j/86233971637?pwd=UUZhVm83M3JidDUzRTV0UGRjVkpZz09>

Meeting ID: 862 3397 1637

Passcode: 696756

### 1. CALL TO ORDER

### 2. ADOPTION OF THE AGENDA

1. Council Meeting Agenda #C23-17

### 3. PUBLIC HEARINGS

1. Subdivision Application #23-057-Lots 6 & 7, Block 5, Day's Addition
2. Subdivision Application #23-071-Lots 5 and S 15' of Lot 6, Block HB, Harper Estates

### 4. PETITIONS & QUESTIONS

### 5. ADOPTION OF THE MINUTES

1. Council Meeting Minutes C23-16 of October 4, 2023

### 6. BUSINESS ARISING FROM MINUTES

### 7. FINANCIAL & BUDGET REPORTS

1. Variance Report

### 8. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS

1. Subdivision Application #23-071-Lots 5 and S 15' of Lot 6, Block HB, Harper Estates
2. Official Community Plan Comprehensive Review
3. Emergency Plan Status Update

### 9. BYLAWS & POLICIES

1. Bylaw #2023-16 Council Proceedings Bylaw Amendment No. 1-Second Reading
  - i. Notice of Motion to Amend the Amendment Bylaw

### 10. CORRESPONDENCE

1. Hähkè Darren Taylor RE: Hähkè Issac Statue Design & Location
2. Rod Dewell RE: Arena Concession Lease
3. Amelie Morin RE: Arena Concession Lease
4. Corbin Murdoch, Executive Director, DCMF RE: Open House Invitation
5. Lambert Curzon RE: Fire Break & Channel 12 Council Meetings
6. Heritage Advisory Committee Minutes #23-14 and #23-15

### 11. IN CAMERA-LEGAL & PERSONNEL MATTERS

### 12. ADJOURNMENT



## NOTICE OF PUBLIC HEARING

### Subdivision Application

(Subdivision Application #23-057)

<b>Subject Property</b>	<b>Lots 6 and 7, Block 5, Day's Addition</b>
<b>Date and Time</b>	<b>October 17, 2023, 7:00pm</b>
<b>Location</b>	<b>Council Chambers, City Hall</b>
<b>Listen to Public Hearing</b>	<b>Radio CFYT 106.9 FM or cable channel #11</b>



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 Lots 6 and 7, Block 5, Day's Addition.

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

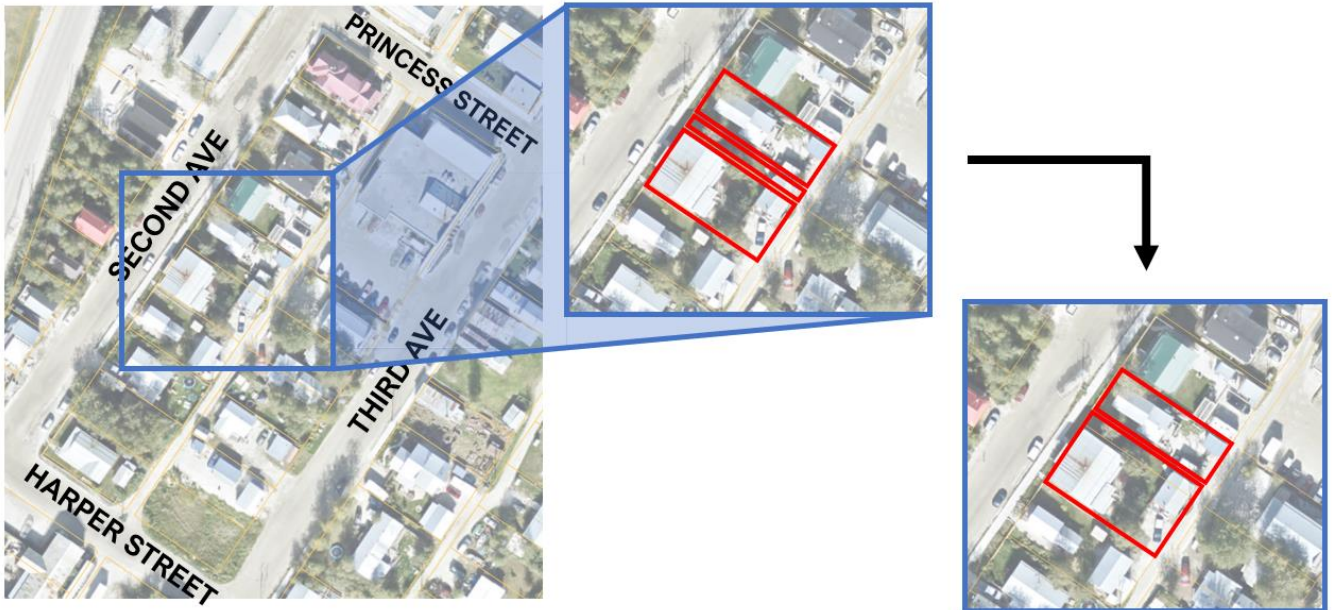


## NOTICE OF PUBLIC HEARING

### Subdivision Application

(Subdivision Application #23-071)

<b>Subject Property</b>	<b>Lots 5 &amp; S 15' of Lot 6, Block HB, Harper</b>
<b>Date and Time</b>	<b>October 17, 2023, 7:00pm</b>
<b>Location</b>	<b>Council Chambers, City Hall</b>
<b>Listen to Public Hearing</b>	<b>Radio CFYT 106.9 FM or cable channel #11</b>



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 Lots 5 and the Southern 15' of Lot 6, Block HB, Harper 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 C23-16** of the Council of the City of Dawson held on Wednesday, October 4, 2023 at 7:00 p.m. via City of Dawson Council Chambers.

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**PRESENT:**

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

**ALSO PRESENT:**

CAO: David Henderson  
 MC: Elizabeth Grenon  
 PDM: Farzad Zarringhalam  
 PWM: Jonathan Howe  
 PJM: Owen Kemp-Griffin

	<b>1</b>	<b>Call To Order</b> The Chair, Mayor Kendrick called Council meeting C23-16 to order at 7:00 p.m.
<b>C23-16-01</b>	<b>2</b>	<b>Adoption of the Agenda</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Pikálek  That the agenda for Council meeting C23-16 of October 4, 2023 be adopted as presented.  CARRIED 5-0
	<b>3</b>	<b>Public Hearings</b>
	<b>3.1</b>	<b>Zoning Bylaw Amendment No. 24 RE: Add Microbrewery/Craft Distillery to zone C1 as a permitted use</b>  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.
	<b>3.2</b>	<b>Boundary Adjustment Application #23-091 RE: Lots 6, 7 &amp; 8, Block 9, Days Addition</b>  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.
	<b>4</b>	<b>Adoption of the Minutes</b>
<b>C23-16-02</b>	<b>4.1</b>	<b>Council Meeting Minutes C23-12 of July 12, 2023</b> <b>Moved By:</b> Councillor Pikálek <b>Seconded By:</b> Councillor Spriggs  That the minutes of Council Meeting C23-12 of July 12, 2023 be approved as amended.  CARRIED 5-0

C23-16-03	4.2	<b>Special Council Meeting Minutes C23-13 of August 11, 2023</b> <b>Moved By:</b> Councillor Spriggs <b>Seconded By:</b> Councillor Somerville	<p>That the minutes of Special Council Meeting C23-13 of August 11, 2023 be approved as amended.</p> <p>CARRIED 5-0</p>
C23-16-04	4.3	<b>Council Meeting Minutes C23-14 of September 6, 2023</b> <b>Moved By:</b> Councillor Spriggs <b>Seconded By:</b> Councillor Pikálek	<p>That the minutes of Council Meeting C23-14 of September 6, 2023 be approved as presented.</p> <p>CARRIED 5-0</p>
C23-16-05	4.4	<b>Special Council Meeting Minutes C23-15 of September 29, 2023</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs	<p>That the minutes of Special Council Meeting C23-15 of September 29, 2023 be approved as presented.</p> <p>CARRIED 5-0</p>
	5	<b>Business Arising From Minutes</b>	
	6	<b>Financial and Budget Reports</b>	
C23-16-06	6.1	<b>Accounts Payable Cheques and EFT's from #59621–59876</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs	<p>That Council acknowledges receipt of the Accounts Payables 23-16 to 23-19 Cheques #59621-59876 and EFT's, provided for informational purposes.</p> <p>CARRIED 5-0</p>
	7	<b>Special Meeting, Committee, and Departmental Reports</b>	
C23-16-07	7.1	<b>Council &amp; Committee of the Whole Meeting Schedule Change</b> <b>Moved By:</b> Councillor Pikálek <b>Seconded By:</b> Councillor Spriggs	<p>That Council change, by resolution, the meeting day for council and committee of the whole meetings from Wednesday to Tuesday. And that Council Change, by resolution, the meeting schedule for Council committee meetings and committee of the whole meetings, effective October 4, 2023 or immediately following the passing of such resolution by council, to the following:</p> <ul style="list-style-type: none"> <li>-Committee of the Whole meetings will be scheduled for the first Tuesday of the Month excepting the months of July, August, and January.</li> <li>-Council Meeting will be scheduled for the 3rd Tuesday of the month.</li> </ul> <p>CARRIED 5-0</p>

C23-16-08	7.1.1	<b>Recess</b> <b>Moved By:</b> Mayor Kendrick <b>Seconded By:</b> Councillor Somerville	<p>That Council take a five minute recess.</p> <p>CARRIED 5-0</p>
<hr/>			
C23-16-09	7.2	<b>Arena Concession Lease</b> <b>Moved By:</b> Councillor Spriggs <b>Seconded By:</b> Councillor Pikálek	<p>That Council approves leasing the Recreation Centre Kitchen to Tr'ondëk Hwëch'in (TH) for the provision of their Nutrition Program for a monthly lease rate of \$950 plus propane cost for a term commencing October 5th, 2023, and expiring August 31, 2024.</p> <p>CARRIED 4-0</p> <p>Councillor Somerville came back into the meeting.</p>
<hr/>			
C23-16-10	7.3	<b>Proposed Amendments to the Council Proceedings Bylaw (#11-12)</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs	<p>That Council give Bylaw 2023-16, being the Council Proceedings Bylaw Amendment No. 1, first reading, as amended.</p> <p>CARRIED 4-1</p>
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C23-16-11	7.3.1	<b>Amendment 1</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs	<p>That Council amend Section 4.04(a) to add the following: "and not more often than once a quarter thereafter."</p> <p>CARRIED 4-1</p>
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C23-16-12	7.3.2	<b>Amendment 2</b> <b>Moved By:</b> Councillor Pikálek <b>Seconded By:</b> Councillor Spriggs	<p>That Council direct staff to amend the wording of Section 4.04(a), prior to second reading, to enable the action immediately and when a new Council is elected.</p> <p>CARRIED 3-2</p>
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C23-16-13	7.4	<b>Contract Award: Administration Building HVAC Upgrades</b> <b>Moved By:</b> Mayor Kendrick <b>Seconded By:</b> Councillor Spriggs	<p>That Council award the Administration Building HVAC Upgrade contract to Borealis Fuels &amp; Logistics for \$480,585.00 plus GST as per their submitted bid.</p> <p>CARRIED 5-0</p>



C23-16-14	7.5	<b>Contract Award: Boiler Servicing</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs	<p>That Council award the annual Boiler Service 3-year contract to CCI Combustion Control Inc for \$125,198.00 as per their submitted bid.</p> <p>CARRIED 5-0</p>
C23-16-15	7.6	<b>Long-Term Recycling Planning</b> <b>Moved By:</b> Mayor Kendrick <b>Seconded By:</b> Councillor Somerville	<p>That Council receive this report and attachment for information purposes prior to discussion on November 7, 2023.</p> <p>CARRIED 5-0</p>
C23-16-16	7.7	<b>Boundary Adjustment Application #23-091 RE: Lots 6, 7 &amp; 8, Block 9, Days Addition</b> <b>Moved By:</b> Councillor Spriggs <b>Seconded By:</b> Councillor Pikálek	<p>That Council grant subdivision authority to adjust the boundaries of Lots 6,7, and 8, Block 9, Day's Addition (Subdivision Application 23-091) subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1.The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.</li> <li>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.</li> </ol> <p>CARRIED 5-0</p>
C23-16-17	7.8	<b>Pre-Approval of Expenses and Per Diem for Attendance at Chief and Mayor Forum in Whitehorse</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs	<p>That Council authorize the reimbursement of expenses and per diem for the Mayor to attend the Chief and Mayor Forum on October 24, 2023 in Whitehorse from 9:00 a.m. to 4:00 p.m.</p> <p>CARRIED 5-0</p>
8	<b>Bylaws &amp; Policies</b>		
C23-16-18	8.1	<b>Bylaw #2023-09 Official Community Plan Amendment No. 10- (Dome Rd.) Third &amp; Final Reading</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs	<p>That Council give Bylaw #2023-09, being Official Community Plan Amendment No. 10 Bylaw, third and final reading.</p> <p>CARRIED 5-0</p>

	<b>8.2</b>	<b>Bylaw #2023-13 Zoning Bylaw Amendment No. 24- (Microbrewery/Craft Distillery) Second &amp; Third Reading</b>
<b>C23-16-19</b>	<b>8.2.1</b>	<p><b>Bylaw #2023-13 Zoning Bylaw Amendment No. 24-Second Reading</b>  <b>Moved By:</b> Councillor Pikálek  <b>Seconded By:</b> Mayor Kendrick</p> <p>That Council give Bylaw #2023-13, being the Zoning Bylaw Amendment No. 24 Bylaw, second reading.</p> <p>CARRIED 5-0</p>
<b>C23-16-20</b>	<b>8.2.2</b>	<p><b>Bylaw #2023-13 Zoning Bylaw Amendment No. 24-Third Reading</b>  <b>Moved By:</b> Councillor Somerville  <b>Seconded By:</b> Councillor Spriggs</p> <p>That Council give Bylaw #2023-13, being the Zoning Bylaw Amendment No. 24 Bylaw, third and final reading.</p> <p>CARRIED 5-0</p>
<b>C23-16-21</b>	<b>8.3</b>	<p><b>Bylaw #2023-14 Zoning Bylaw Amendment No. 25- (C1 to R1-5th Avenue) First Reading</b>  <b>Moved By:</b> Mayor Kendrick  <b>Seconded By:</b> Councillor Somerville</p> <p>That Council refer bylaw #2023-14, being the Zoning Bylaw Amendment No. 25 Bylaw to the next Committee of the Whole meeting.</p> <p>CARRIED 5-0</p>
<b>C23-16-22</b>	<b>8.3.1</b>	<p><b>Refer to Committee of the Whole Meeting</b>  <b>Moved By:</b> Mayor Kendrick  <b>Seconded By:</b> Councillor Somerville</p> <p>That Council refer bylaw #2023-14, being the Zoning Bylaw Amendment No. 25 Bylaw to the next Committee of the Whole meeting.</p> <p>CARRIED 5-0</p>
<b>C23-16-23</b>	<b>8.4</b>	<p><b>Bylaw #2023-15 Zoning Bylaw Amendment No. 26 (North End R2) First Reading</b>  <b>Moved By:</b> Councillor Spriggs  <b>Seconded By:</b> Councillor Lister</p> <p>That Council give Bylaw #2023-15, being the Zoning Bylaw Amendment No. 26 Bylaw, first reading.</p> <p>CARRIED 4-1</p>
	<b>9</b>	<p><b>Public Questions</b></p> <p>Brent McDonald had a question in regards to the lack of consultation with user groups of the recreation center in relation to the recently approved concession lease.</p> <p>Diana Andrew had a question regarding delegations. She also had a question on why the Council members want to chair the meetings and on what the role of the rec board is currently.</p>



Dan Davidson had a question regarding the cable system. He also had a question regarding a house being built on 7th avenue.

Kim Biernaskie had questions regarding the Council Proceedings Amendment Bylaw, the Council Chambers AV, and the Action Review Report.

George Filipovic had a question regarding the Public Questions process.

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**C23-16-24**

**10**

**Adjournment**

**Moved By:** Councillor Spriggs

**Seconded By:** Councillor Pikálek

That Council Meeting C23-16 be adjourned at 10:04 p.m. with the next regular meeting of Council being October 17, 2023.

CARRIED 5-0

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**THE MINUTES OF COUNCIL MEETING C23-16 WERE APPROVED BY COUNCIL RESOLUTION #C23-17-XX AT COUNCIL MEETING C23-17 OF OCTOBER 17, 2023.**

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William Kendrick, Mayor

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David Henderson, CAO

**2023 Variance Report  
August 31, 2023**

		2023 Final Reading	YTD Aug 31	% remaining
<b>REVENUE:</b>				
<b>General Municipality:</b>				
	General Taxation	2,515,346	2,505,628	
	Grants in Lieu of Taxes	1,145,983	1,149,270	
	Grants	2,640,150	2,686,173	
	Penalties and Interest	16,600	18,273	
	Other Revenue	12,000	32,393	
	Sale of Services	128,046	100,060	
	<b>Total General Municipality:</b>	<b>6,458,125</b>	<b>6,491,797</b>	<b>-1%</b>
	<b>Cable</b>	<b>257,108</b>	<b>149,748</b>	<b>42%</b>
<b>Protective Services:</b>				
	Fire Protection	81,955	59,390	
	Emergency Measures	-	-	
	Bylaw Enforcement	6,000	2,810	
	<b>Total Protective Services:</b>	<b>87,955</b>	<b>62,200</b>	<b>29%</b>
<b>Public Works:</b>				
	Water Service	1,002,059	891,821	
	Sewer Service	679,948	609,624	
	Waste Management	523,724	354,811	
	Other Revenue	111,500	64,600	
	<b>Total Public Works:</b>	<b>2,317,231</b>	<b>1,920,856</b>	<b>17%</b>
	<b>Public Health - Cemetery</b>	<b>4,300</b>	<b>3,500</b>	<b>19%</b>
	<b>Planning</b>	<b>94,300</b>	<b>29,794</b>	<b>68%</b>
<b>Recreation:</b>				
	Recreation Common	64,051	-	
	Programming & Events	65,579	33,912	
	AMFRC	59,805	47,726	
	Water Front	50,150	27,696	
	Pool	20,388	17,241	
	Green Space	39,761	8,074	
	<b>Total Recreation:</b>	<b>299,734</b>	<b>134,649</b>	
	<b>TOTAL REVENUE:</b>	<b>9,518,753</b>	<b>8,792,544</b>	<b>8%</b>
<b>EXPENDITURES:</b>				
<b>General Municipality:</b>				
	Mayor and Council	193,204	124,885	
	Council Election	-	-	
	Grants/Subsidies	200,523	99,857	
	Administration	1,325,250	931,570	
	Other Property Expenses	24,100	8,301	
	Computer Information Systems	104,000	54,742	
	Communications	29,700	16,684	
	Municipal Safety Program	4,477	4,113	
	<b>Total General Municipality:</b>	<b>1,881,253</b>	<b>1,240,152</b>	<b>34%</b>

**2023 Variance Report  
August 31, 2023**

		2023 Final Reading	YTD Aug 31	% remaining
	<b>Cable</b>	<b>257,108</b>	<b>124,187</b>	<b>52%</b>
	<b>Protective Services:</b>			
	Fire Protection	403,100	145,013	
	Emergency Measures	29,098	17,124	
	Bylaw Enforcement	159,100	78,535	
	<b>Total Protective Services:</b>	<b>591,298</b>	<b>240,672</b>	<b>59%</b>
	<b>Public Works:</b>			
	Common	480,545	261,736	
	Roads and Streets - Summer	126,450	74,751	
	Roads and Streets - Winter	428,800	161,727	
	Sidewalks	20,150	8,490	
	Dock	5,150	3,374	
	Surface Drainage	84,350	38,786	
	Water Services	1,495,500	686,994	
	Sewer Services	299,450	141,428	
	Waste Water Treatment Plant	232,000	-	
	Waste Management	725,650	303,889	
	Building Maintenance	388,400	253,654	
	Waste Diversion	313,000	164,195	
	<b>Total Public Works:</b>	<b>4,599,445</b>	<b>2,099,024</b>	<b>54%</b>
	<b>Public Health - Cemetery</b>	<b>13,000</b>	<b>1,250</b>	<b>90%</b>
	<b>Planning</b>	<b>363,950</b>	<b>186,805</b>	<b>49%</b>
	<b>Recreation:</b>			
	Recreation Common	273,437	153,184	
	Programming & Events	271,100	181,235	
	AMFRC	645,050	336,423	
	Water Front	43,925	13,523	
	Pool	225,200	177,055	
	Green Space	291,500	237,701	
	<b>Total Recreation:</b>	<b>1,750,212</b>	<b>1,099,122</b>	<b>37%</b>
	<b>TOTAL EXPENDITURES:</b>	<b>9,456,266</b>	<b>4,991,212</b>	<b>47%</b>
	<b>NET OPERATING SURPLUS</b>	<b>62,487</b>	<b>3,801,332</b>	
	<b>TOTAL WAGES AND BENEFITS</b>	<b>4,080,402</b>	<b>2,621,429</b>	<b>36%</b>

**2023 Variance Report  
August 31, 2023**

<b>GENERAL MUNICIPAL</b>		<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>GENERAL MUNICIPAL REVENUES</b>				
<b>REVENUES: GENERAL TAXATION</b>				
	Property Taxes - Residential	1,278,635	1,285,654	-1%
	Property Taxes - Non-Residential	1,236,711	1,219,974	1%
<b>TOTAL GENERAL TAXATION REVENUE</b>		<b>2,515,346</b>	<b>2,505,628</b>	
<b>REVENUES: GRANTS IN LIEU OF TAXES</b>				
	Federal Grants in Lieu - Residential	30,702	30,702	0%
	Territorial Grants in Lieu - Residential	16,279	16,279	0%
	Federal Grants in Lieu - Non-Residential	174,061	174,963	-1%
	Territorial Grants in Lieu - Non-Residential	460,316	462,701	-1%
	Tr'ondek Hwech'in Grants In Lieu	464,625	464,625	0%
<b>TOTAL GRANTS IN LIEU REVENUES</b>		<b>1,145,983</b>	<b>1,149,270</b>	
<b>REVENUES: GRANTS</b>				
	Comprehensive Municipal Grant	2,570,997	2,605,851	-1%
	Training Grant	4,000	4,000	0%
	Carbon Rebate	65,153	76,322	-17%
<b>TOTAL GRANT REVENUES</b>		<b>2,640,150</b>	<b>2,686,173</b>	
<b>REVENUES: PENALTIES &amp; INTEREST</b>				
	Penalties & Interest - Property Taxes	10,000	15,685	-57%
	Penalties & Interest - Water & Sewer	6,000	2,588	57%
	Administration Fee - Tax Liens	600	-	
<b>TOTAL PENALTIES &amp; INTEREST REVENUE</b>		<b>16,600</b>	<b>18,273</b>	
<b>REVENUE: OTHER REVENUE</b>				
	Bank Interest	6,000	-	100%
	Interest on General Account and Investments	45,000	32,393	28%
	Less Interest Transferred to Reserves	(40,000)	-	100%
	Bad Debt Recovery/NSF charges	1,000	-	100%
<b>TOTAL OTHER REVENUE:</b>		<b>12,000</b>	<b>32,393</b>	
<b>REVENUE: SALE OF SERVICES</b>				
	Business Licence	40,000	34,035	15%
	Intermunicipal Business Licence	1,500	575	62%
	Certificate and Searches	1,475	1,200	19%
	Building Lease/Rental Income	85,071	64,250	24%
<b>TOTAL SALE OF SERVICES REVENUE</b>		<b>128,046</b>	<b>100,060</b>	
<b>TOTAL GENERAL MUNICIPAL REVENUE</b>		<b>6,458,125</b>	<b>6,491,797</b>	<b>-1%</b>
1	Annual accounts not charged interest until Sept.			
2	Interest all being posted into one account			
3	To be transferred at year end			
4	Additional invoicing sent out after August			

**2023 Variance Report  
August 31, 2023**

<b>GENERAL MUNICIPAL</b>		<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>EXPENDITURES: MAYOR AND COUNCIL</b>				
	Wages & Honoraria - Mayor/Council	70,000	46,831	33%
	Benefits - Mayor/Council	4,200	2,810	33%
	Employee Wages - Council Services Admin.	51,307	29,535	42%
	Employee Benefits - Council Services Admin.	7,696	4,493	42%
	Membership	27,000	31,029	-15%
	Training/Conferences - Mayor and Council	5,000	-	100%
	Travel - Accommodation and Meals	11,500	7,160	38%
	Travel - Transportation	9,000	2,822	69%
	Special events/sponsorship	6,000	205	97%
	Non Capital Equipment/Office Furniture	1,500	-	100%
	<b>TOTAL MAYOR AND COUNCIL EXPENSES</b>	<b>193,204</b>	<b>124,885</b>	
<b>EXPENDITURES: GRANTS/SUBSIDY</b>				
	Homeowner Senior Tax Grants	21,248	19,874	6%
	Development Incentive Grant	64,610	29,749	54%
	Water and Sewer - Senior Discount	43,665	26,217	40%
	Community Grants	30,000	17,860	40%
	Dawson Ski Hill Grants	6,000	6,157	-3%
	KDO Funding	35,000	-	100%
	<b>TOTAL GRANTS/SUBSIDY EXPENSES</b>	<b>200,523</b>	<b>99,857</b>	
<b>EXPENDITURES: ADMINISTRATION</b>				
	Wages - Administration	555,000	391,555	29%
	Benefits - Administration	83,250	58,733	29%
	Professional Fees	2,000	750	63%
	Audit	22,000	22,000	0%
	Legal	100,000	22,262	78%
	Human Resource	15,000	5,892	61%
	Membership/Conference	2,500	1,183	53%
	Training	7,000	-	100%
	Travel - Accommodation and Meals	6,000	2,328	61%
	Travel - Transportation	10,000	3,384	66%
	Promotional Material/Hosting Events	3,000	95	97%
	Subscriptions & Publications	2,000	425	79%
	Postage ALL DEPTS	13,500	6,170	54%
	Freight	2,000	372	81%
	Supplies - Office ALL DEPTS	30,000	17,616	41%
	Non Capital Equipment	4,000	2,581	35%
	Photocopier Expense - ALL DEPTS	9,000	5,772	36%
	Building Repairs and Maintenance	15,000	3,304	78%
	Electrical	19,500	6,220	68%
	Heating	27,000	5,994	78%
	Insurance - ALL DEPTS	308,544	307,168	0%
	Telephone and Fax	33,000	20,782	37%
	Bank Charges	8,100	3,503	57%
	Payroll Fees	3,360	2,130	37%

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**2023 Variance Report  
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<b>GENERAL MUNICIPAL</b>		<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
	Bad Debt Expense	4,796	-	100%
	Assessment Fees	38,500	40,756	-6%
	Tax Liens/Title Searches	200	-	100%
	Intermunicipal Business Licence	1,000	595	41%
<b>TOTAL ADMINISTRATION EXPENSES</b>		<b>1,325,250</b>	<b>931,570</b>	
5	FCM membership not anticipated			
6	waiting on annual invoice			
7	Waiting on vendor info (throughout ALL depts)			
<b>EXPENDITURES: OTHER PROPERTY EXPENSES</b>				
	Repairs and Maintenance - 8th Residence	7,000	2,934	58%
	Repairs and Maintenance - 6th Ave. Rental	5,000	936	81%
	Property Lease /staff housing	12,100	4,431	63%
<b>TOTAL OTHER PROPERTY EXPENSES</b>		<b>24,100</b>	<b>8,301</b>	
<b>EXPENDITURES: COMPUTER INFORMATION SYSTEMS</b>				
	Accounting System Support Plan	30,000	8,940	70%
	Network Workstation Support Plan & Updates	45,000	39,146	13%
	Network Software and Accessories	25,000	3,252	87%
	Repairs, Maintenance & Non Capital Replacement	4,000	3,404	15%
<b>TOTAL COMPUTER IT EXPENSES</b>		<b>104,000</b>	<b>54,742</b>	
<b>EXPENDITURES: COMMUNICATIONS</b>				
	Communications - Advertising ALL DEPTS	18,200	14,483	20%
	Licence Fees	2,500	2,201	12%
	Contracted Services	9,000	-	100%
<b>TOTAL COMMUNICATIONS EXPENSES</b>		<b>29,700</b>	<b>16,684</b>	
<b>EXPENDITURES: MUNICIPAL HEALTH &amp; SAFETY PROGRAM</b>				
	Wages - Safety	3,927	3,613	8%
	Benefits - Safety	550	500	9%
<b>TOTAL MUNICIPAL HEALTH &amp; SAFETY EXPENSES</b>		<b>4,477</b>	<b>4,113</b>	
<b>TOTAL GENERAL MUNICIPAL EXPENSES</b>		<b>1,881,253</b>	<b>1,240,152</b>	<b>34%</b>
<b>TOTAL GENERAL MUNICIPALITY REVENUES:</b>		<b>6,458,125</b>	<b>6,491,797</b>	
<b>TOTAL GENERAL MUNICIPALITY EXPENSES:</b>		<b>1,881,253</b>	<b>1,240,152</b>	
<b>NET GENERAL MUNICIPALITY</b>		<b>4,576,872</b>	<b>5,251,645</b>	
8	allocation issue			
9	estimate error			
<b>DEPARTMENTAL WAGES AND BENEFITS</b>		<b>716,927</b>	<b>504,043</b>	<b>30%</b>

**2023 Variance Report  
August 31, 2023**

<b>CABLE</b>	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>REVENUES - CABLE:</b>			
Cable Television:			
Analog Basic	188,429	113,114	40%
Digital Basic	48,941	25,959	47%
Packages	15,304	7,633	50%
New Installations/Reconnects	2,345	1,562	33%
Fibre Optic Rental	4,589	1,480	68%
Estimated loss of customer base	(2,500)	-	100%
<b>TOTAL REVENUE - CABLE:</b>	<b>257,108</b>	<b>149,748</b>	<b>42%</b>
<b>EXPENDITURES - CABLE:</b>			
Wages	27,000	18,165	33%
Benefits	4,050	2,725	33%
Advertising/Analog Channel Guide	2,358	2,560	-9%
Supplies - Office	2,500	983	61%
Non-capital Equipment/Office Furniture	2,000	-	100%
Tower/Equipment Repairs and Mtnce.	7,000	171	98%
Electrical	13,000	7,488	42%
Telephone and Fax	2,200	1,543	30%
Contracted Services	40,000	35,429	11%
Supplies - Operating	2,000	-	100%
Cable Pole Rental/Site Lease	35,000	-	100%
Television Stations	120,000	55,124	54%
<b>TOTAL EXPENDITURES - CABLE:</b>	<b>257,108</b>	<b>124,187</b>	<b>52%</b>
<b>NET CABLE EXPENSES</b>	<b>(0)</b>	<b>25,561</b>	
<b>1</b> Expect a small net loss at year end			
<b>CEMETERY</b>	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	
<b>REVENUE - CEMETERY PLOTS:</b>			
Sale of Cemetery Plots	4,300	3,500	19%
<b>TOTAL CEMETERY REVENUE:</b>	<b>4,300</b>	<b>3,500</b>	<b>19%</b>
<b>EXPENDITURES - CEMETERY PLOTS:</b>			
Contracted Services	8,000	1,250	84%
Landscaping	5,000	-	100%
<b>TOTAL CEMETERY EXPENSE:</b>	<b>13,000</b>	<b>1,250</b>	<b>90%</b>
<b>TOTAL CEMETERY REVENUES:</b>	<b>4,300</b>	<b>3,500</b>	
<b>TOTAL CEMETERY EXPENSES:</b>	<b>13,000</b>	<b>1,250</b>	
<b>NET CEMETERY EXPENSES</b>	<b>(8,700)</b>	<b>2,250</b>	



**2023 Variance Report  
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	2023 Final Reading	YTD Aug 31	Remaining
<b>PLANNING &amp; DEVELOPMENT:</b>			
<b>REVENUES - PLANNING:</b>			
Development Permits	10,000	11,294	-13%
Subdivision Development Fees	5,000	-	100%
Misc Government Grant	-	7,500	
Land Sales	60,000	1,000	98%
Cash in Lieu (parking)	9,300	-	100%
Transfer in from Reserves (Heritage)	10,000	10,000	0%
<b>TOTAL REVENUE - PLANNING:</b>	<b>94,300</b>	<b>29,794</b>	<b>68%</b>
<b>EXPENDITURES - PLANNING:</b>			
Wages - Planning	203,000	125,393	38%
Benefits - Planning	30,450	18,809	38%
Honoraria	12,000	8,307	31%
Legal	30,000	20,690	31%
Training	6,000	75	99%
Travel - Accommodation and Meals	3,000	-	100%
Travel - Transportation	4,000	-	100%
Subscriptions & Publications	500	-	100%
Non Capital Equipment/Office Furniture	3,000	-	100%
Downtown Revitalization	30,000	6,758	77%
Heritage Incentive	10,000	-	100%
Contracted services	2,000	6,003	-200%
Survey and Title Costs	30,000	770	97%
<b>TOTAL EXPENDITURES - PLANNING:</b>	<b>363,950</b>	<b>186,805</b>	<b>49%</b>
<b>TOTAL PLANNING REVENUES:</b>	<b>94,300</b>	<b>29,794</b>	68%
<b>TOTAL PLANNING EXPENSES:</b>	<b>363,950</b>	<b>186,805</b>	49%
<b>NET PLANNING EXPENSES</b>	<b>(269,650)</b>	<b>(157,011)</b>	
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>233,450</b>	<b>144,202</b>	38%

**2023 Variance Report  
August 31, 2023**

<b>PROTECTIVE SERVICES</b>	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>PROTECTIVE SERVICES</b>			
<b>REVENUES - FIRE PROTECTION</b>			
Fire Alarm Monitoring	9,955	6,390	36%
Inspection Services	2,000	-	100%
Fire & Alarm Response	5,000	-	100%
Miscellaneous Protective Services	15,000	3,000	80%
CMG - Fire Suppression	50,000	50,000	0%
<b>TOTAL FIRE PROTECTION REVENUES</b>	<b>81,955</b>	<b>59,390</b>	<b>28%</b>
<b>EXPENSES - FIRE PROTECTION</b>			
Wages - Fire Protection	109,000	63,185	42%
Benefits - Fire Protection	16,350	9,478	42%
Fire Fighter Call Outs	30,000	4,475	85%
Benefits - Fire Fighter WCB	24,000	23,565	2%
Professional Fees (medical fees)	2,000	580	71%
Membership/Conference	1,000	450	55%
Training/Certificates	35,000	10,458	70%
Travel - Accommodation and Meals	6,000	3,769	37%
Travel - Transportation	5,000	2,333	53%
Promotional Material	2,000	343	83%
Special Events	8,000	-	100%
Subscriptions & Publications	2,000	-	100%
Freight	5,000	241	95%
Non Capital Equipment	8,000	800	90%
Building Repairs and Maintenance	4,000	415	90%
Electrical	6,500	2,668	59%
Heating	9,750	2,569	74%
Insurance (FF additional)	5,000	-	100%
Telephone and Fax	6,500	2,530	61%
Contracted Services	42,000	1,019	98%
Supplies - Operating and safety	30,000	12,407	59%
Supplies - Specialty Clothing/other	20,000	510	97%
Smoke/CO Detector Campaign	5,000	-	100%
Training facility	5,000	-	100%
Vehicle Fuel	4,500	2,457	45%
Vehicle Repairs and Maintenance	2,500	349	86%
Heavy Equipment Fuel	1,500	412	73%
Heavy Equipment Repairs and Maintenance	7,500	-	100%
<b>TOTAL FIRE PROTECTION EXPENSES</b>	<b>403,100</b>	<b>145,013</b>	<b>64%</b>
<b>NET FIRE PROTECTION EXPENSES</b>	<b>(321,145)</b>	<b>(85,623)</b>	

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1 Invoicing to be completed
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**2023 Variance Report  
August 31, 2023**

<b>PROTECTIVE SERVICES</b>	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>EMERGENCY MEASURES</b>			
<b>EXPENSES - EMERGENCY MEASURES:</b>			
Wages - EMO	21,000	14,169	33%
Benefits - EMO	3,150	2,125	33%
Supplies (includes Infosat communication)	1,948	225	88%
Non Capital Equipment	1,000	514	49%
Safety Kits and Supplies	2,000	91	95%
Vehicle Repairs and Maintenance			
<b>TOTAL EMERGENCY MEASURES EXPENSES</b>	<b>29,098</b>	<b>17,124</b>	<b>41%</b>
<b>BYLAW ENFORCEMENT</b>			
<b>REVENUES - BYLAW ENFORCEMENT</b>			
Bylaw Revenue	3,000	1,550	48%
Animal Control Fees	3,000	1,260	58%
Grants			
<b>TOTAL BYLAW ENFORCEMENT REVENUES</b>	<b>6,000</b>	<b>2,810</b>	<b>53%</b>
<b>EXPENSES - BYLAW ENFORCEMENT:</b>			
Wages - Bylaw	81,000	51,940	36%
Benefits - Bylaw	12,150	7,791	36%
Legal Fees	30,000	1,554	95%
Training	4,000	1,427	64%
Travel - Accommodation and Meals	2,250	-	100%
Travel - Transportation	1,750	-	100%
Educational Material/Special Events	3,750	1,415	62%
Freight	300	35	88%
Non Capital Equipment	500	500	0%
Contracted Services	2,000	570	72%
Animal Control - Humane Society	14,600	10,950	25%
Operating Supplies/Signs/Animal control	3,000	81	97%
Specialty Clothing	1,000	-	100%
Vehicle Fuel	1,800	1,883	-5%
Vehicle Repairs and Maintenance	1,000	389	61%
<b>TOTAL BYLAW ENFORCEMENT EXPENDITURES:</b>	<b>159,100</b>	<b>78,535</b>	<b>51%</b>
<b>NET BYLAW ENFORCEMENT EXPENDITURES</b>	<b>(153,100)</b>	<b>(75,725)</b>	
<b>TOTAL PROTECTIVE SERVICES REVENUES:</b>	<b>87,955</b>	<b>62,200</b>	
<b>TOTAL PROTECTIVE SERVICES EXPENSES:</b>	<b>591,298</b>	<b>240,672</b>	
<b>NET PROTECTIVE SERVICES EXPENSES</b>	<b>(503,343)</b>	<b>(178,472)</b>	
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>239,500</b>	<b>146,563</b>	<b>39%</b>

2 Unanticipated usage

**2023 Variance Report  
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	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>PUBLIC WORKS</b>			
<b>REVENUE - PUBLIC WORKS:</b>			
<b>WATER SERVICE REVENUE:</b>			
Water Utility Fee	898,115	816,006	9%
Bulk Water Sales - Fill Station	20,250	11,731	42%
Water Delivery	74,109	55,924	25%
Disconnect/Reconnect Water Services	9,585	8,160	15%
<b>TOTAL WATER SERVICE REVENUE:</b>	<b>1,002,059</b>	<b>891,821</b>	
<b>SEWER SERVICE REVENUE:</b>			
Sewer Utility Fee	679,948	609,624	10%
<b>TOTAL SEWER SERVICE REVENUE:</b>	<b>679,948</b>	<b>609,624</b>	
<b>WASTE MANAGEMENT REVENUE:</b>			
Waste Management Fees	270,884	265,127	2%
YG Funding for Waste Management	75,000	-	100%
Ground Water Monitoring	35,000	17,500	50%
Tipping Fees	50,000	-	100%
YG Funding for Recycling Depot	42,840	38,046	11%
Recycling Revenue (Raven Recycling)	50,000	34,138	32%
<b>TOTAL WASTE MANAGEMENT REVENUE:</b>	<b>523,724</b>	<b>354,811</b>	
<b>OTHER REVENUE:</b>			
New Installation Fee - Labour	45,000	26,455	41%
Sale of Gravel	1,500	2,927	-95%
New Installation Fee - Sale of Inventory	35,000	26,421	25%
Load Capacity	20,000	4,852	76%
Grant - Training	5,000	3,945	21%
Lease Income - Dock	5,000	-	100%
<b>TOTAL OTHER REVENUE:</b>	<b>111,500</b>	<b>64,600</b>	
<b>TOTAL REVENUE - PUBLIC WORKS:</b>	<b>2,317,231</b>	<b>1,920,856</b>	<b>17%</b>
<b>EXPENDITURES - PUBLIC WORKS:</b>			
<b>COMMON:</b>			
Wages - PW Common	148,000	89,278	40%
Benefits - PW Common	22,200	13,392	40%
Professional Fees	1,000	-	100%
Membership/Conference	3,000	-	100%
Training	8,000	1,002	87%
Travel - Accommodation and Meals	5,000	470	91%
Travel - Transportation	2,000	783	61%
Promotional Material/Special Events	500	-	100%
Subscriptions & Publications	500	-	100%
Freight	2,000	4,002	-100%
Non Capital Equipment	15,000	5,101	66%
Photocopier Expense (lease)	1,395	373	73%
Building Repairs and Maintenance	10,000	6,273	37%
Electrical	8,450	6,104	28%
Heating	22,500	5,273	77%
Telephone and Fax	15,000	9,292	38%
Contract Services - Common	5,000	3,126	37%
Supplies - Common Operating	20,000	20,313	-2%
Supplies - Safety	15,000	7,691	49%
Vehicle Fuel	33,000	23,298	29%
Vehicle Repairs and Maintenance	35,000	14,995	57%
Heavy Equipment Fuel	15,000	17,220	-15%
Heavy Equipment R&M	75,000	33,750	55%

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**2023 Variance Report  
August 31, 2023**

	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>PUBLIC WORKS</b>			
Mosquito Control	18,000	-	
<b>TOTAL COMMON EXPENDITURES:</b>	<b>480,545</b>	<b>261,736</b>	<b>46%</b>
1 Unanticipated fuel surcharge			
2 Allocation issue			
3 Allocation issue			
<b>ROADS AND STREETS - SUMMER:</b>			
Wages - PW Roads Summer	13,000	12,583	3%
Benefits - PW Roads Summer	1,950	1,887	3%
Freight	500	-	100%
Contracted Services	60,000	45,410	24%
Supplies - Operating	1,000	-	100%
Chemicals	10,000		100%
Cold Mix	3,000	-	100%
Gravel	10,000	2,335	77%
Signs	7,000	-	100%
Street Lights	20,000	12,536	37%
<b>TOTAL ROADS AND STREETS - SUMMER:</b>	<b>126,450</b>	<b>74,751</b>	<b>41%</b>
<b>ROADS AND STREETS - WINTER:</b>			
Wages - PW Roads Winter	62,000	43,939	29%
Benefits - PW Roads Winter	9,300	5,649	39%
Freight	2,500	-	100%
Contracted Services	250,000	99,880	60%
Supplies	500	-	100%
3/8 Minus Sand Mix	20,000	-	100%
Winter Chemical	65,000	-	100%
Signs	500	66	87%
Street Lights	19,000	12,193	36%
<b>TOTAL ROADS AND STREETS - WINTER</b>	<b>428,800</b>	<b>161,727</b>	<b>62%</b>
<b>SIDEWALKS:</b>			
Wages - PW Sidewalks	11,000	6,391	42%
Benefits - PW Sidewalks	1,650	959	42%
Freight	500	-	100%
Contracted Services	5,000	52	99%
Supplies - Material	2,000	1,088	46%
<b>TOTAL SIDEWALKS:</b>	<b>20,150</b>	<b>8,490</b>	<b>58%</b>
<b>FLOATING DOCK:</b>			
Repair and Maintenance	3,000	3,224	-7%
Contracted Services	2,000	-	100%
Marine Lease	150	150	0%
<b>TOTAL FLOATING DOCK:</b>	<b>5,150</b>	<b>3,374</b>	<b>34%</b>
<b>SURFACE DRAINAGE:</b>			
Wages - PW Surface Drainage	54,000	32,363	40%
Benefits - PW Surface Drainage	8,100	3,954	51%
Freight	500	-	100%
General Operat-Non Capital Equipment	2,500	420	83%
Electrical	2,250	808	64%
Contracted Services	12,000	-	100%
Supplies	5,000	1,241	75%
<b>TOTAL SURFACE DRAINAGE</b>	<b>84,350</b>	<b>38,786</b>	<b>54%</b>

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August 31, 2023**

	<b>PUBLIC WORKS</b>	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>	
	<b>ENVIRONMENTAL USE AND PROTECTIONS:</b>				
	<b>WATER SERVICES:</b>				
	Wages - PW Water Services	460,000	276,472	40%	
	Benefits - PW Water Services	69,000	41,471	40%	
	Professional Fees	10,000	-	100%	
	Professional Fees - Water Licence	20,000	2,900	86%	
	Membership/Conference/Certificates	4,000	-	100%	
	Training	10,000	-	100%	
	Travel - Accommodation and Meals	5,000	2,750	45%	
	Travel - Transportation	2,500	1,360	46%	
	Freight	22,000	14,693	33%	
	Non Capital Equipment	5,000	3,091	38%	
	Repairs and Maintenance	75,000	46,294	38%	
	Electrical	195,000	87,622	55%	
	Heating	300,000	36,465	88%	
	Telephone	15,000	11,330	24%	
	Contract Services	50,000	14,293	71%	
	Supplies - Operating	100,000	80,586	19%	4
	Supplies - Safety	5,000	210	96%	4
	Chemicals	20,000	7,691	62%	
	Water Sampling/Testing	12,000	3,638	70%	
	Water Delivery	116,000	56,128	52%	
	<b>TOTAL WATER SERVICES:</b>	<b>1,495,500</b>	<b>686,994</b>	<b>54%</b>	
	<b>SEWER SERVICES:</b>				
	Wages - PW Sewer Services	153,000	84,299	45%	
	Benefits - PW Sewer Services	22,950	12,645	45%	
	Membership/Conference/Dues	1,000	-	100%	
	Training	5,000	-	100%	
	Travel - Accommodation and Meals	3,000	-	100%	
	Travel - Transportation	1,500	-	100%	
	Freight	1,500	101	93%	
	Non Capital Equipment	3,000	-	100%	
	Electrical	32,500	16,977	48%	
	Contracted Services	60,000	21,260	65%	
	Supplies	8,000	3,146	61%	
	Supplies - Safety	5,000	-	100%	
	Chemicals	3,000	3,000	0%	
	<b>TOTAL SEWER SERVICES:</b>	<b>299,450</b>	<b>141,428</b>	<b>53%</b>	
	4 Allocation issue				
	5 Waiting on invoice from YG				
	<b>WASTE WATER TREATMENT PLANT:</b>				
	Wages - PW WWTP				
	YG Payment towards Operating WWTP	232,000	-	100%	5
	<b>TOTAL WASTE WATER TREATMENT PLANT:</b>	<b>232,000</b>	<b>-</b>		

**2023 Variance Report  
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	<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>PUBLIC WORKS</b>			
<b>WASTE MANAGEMENT:</b>			
Wages - PW Waste Management	338,000	177,521	47%
Benefits - PW Waste Management	50,700	26,628	47%
Professional Fees	10,000	-	100%
Training	5,000	-	100%
Travel - Accommodation and Meals	5,000	693	86%
Travel - Transportation	2,500	230	91%
Freight	500	1,774	-255%
Non-Capital Equipment	40,000	482	99%
Building Repairs and Maintenance	7,000	73	99%
Electrical	11,700	1,796	85%
Heating	4,500	927	79%
Contracted Services	150,000	69,565	54%
Supplies	1,500	1,123	25%
Supplies - Safety	3,000	700	77%
Sampling/Testing	40,000	-	100%
Vehicle Fuel (including garbage truck)	15,000	11,351	24%
Vehicle Repairs and Maintenance	15,000	206	99%
Water Delivery/Septic	1,000	948	5%
Heavy Equipment Fuel	5,250	3,845	27%
Heavy Equipment Repairs and Maintenance	20,000	6,027	70%
Waste Collection			
<b>TOTAL WASTE MANAGEMENT:</b>	<b>725,650</b>	<b>303,889</b>	<b>58%</b>
<b>WASTE DIVERSION:</b>			
Wages - PW Diversion	200,000	127,540	36%
Benefits - PW Diversion	30,000	19,131	36%
Non-Capital Equipment	10,000	5,394	46%
Electrical	50,000	4,266	91%
Building Repairs and Maintenance	3,000	681	77%
Contracted Services	5,000	2,252	55%
Recycling Depot - Supplies	10,000	1,416	86%
Supplies - Safety	5,000	3,515	30%
<b>TOTAL WASTE DIVERSION:</b>	<b>313,000</b>	<b>164,195</b>	<b>48%</b>
<b>BUILDING MAINTENANCE</b>			
Wages - PW Other	316,000	215,027	32%
Benefits - PW Other	47,400	32,254	32%
Janitorial Supplies - ALL DEPTS	25,000	6,373	75%
<b>TOTAL Building Maintenance:</b>	<b>388,400</b>	<b>253,654</b>	<b>35%</b>
<b>TOTAL PUBLIC WORKS REVENUE</b>	<b>2,317,231</b>	<b>1,920,856</b>	
<b>TOTAL PUBLIC WORKS EXPENDITURES</b>	<b>4,599,445</b>	<b>2,099,024</b>	
<b>NET PUBLIC WORKS EXPENDITURES</b>	<b>(2,282,214)</b>	<b>(178,168)</b>	
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>2,018,250</b>	<b>1,223,383</b>	<b>39%</b>
<b>6 Unanticipated fuel surcharge</b>			

6



**2023 Variance Report  
August 31, 2023**

	2023 Final Reading	YTD Aug 31	Remaining
<b>RECREATION:</b>			
<b>REVENUE - RECREATION COMMON</b>			
Lotteries - Yukon	43,051	-	100%
Equipment Rental	6,000	-	100%
Misc Revenue (includes misc grant)	7,500	-	100%
Sponsored Initiatives	7,500	-	100%
<b>TOTAL REVENUES-RECREATION COMMON</b>	<b>64,051</b>	<b>-</b>	<b>100%</b>
<b>EXPENDITURES - COMMON SERVICES:</b>			
Wages - Recreation	118,000	86,003	27%
Benefits - Recreation	17,700	12,900	27%
Professional Fees	8,000	34	100%
Training	5,000	1,428	71%
Travel - Accommodation and Meals	3,000	1,222	59%
Travel - Transportation	3,000	4,000	-33%
Freight	13,000	2,394	82%
Non Capital Equipment/Office Furniture	4,000	402	90%
Photocopier Expense (lease)	2,136	1,246	42%
Telephone and Fax	10,000	9,519	5%
Bank Service Charges/Debit Machine	6,300	-	100%
Contracted Services	10,000	2,065	79%
Supplies - Safety	6,000	4,196	30%
Lottery Grants	43,051	20,784	52%
Vehicle Fuel	7,250	4,197	42%
Vehicle Repairs and Maintenance	7,000	2,794	60%
Sponsored Initiatives	10,000	-	100%
<b>TOTAL REC. COMMON/CENTER EXPENSES:</b>	<b>273,437</b>	<b>153,184</b>	<b>44%</b>
<b>REVENUE - PROGRAMS AND EVENTS</b>			
YLAP Grant/Youth Activity Grant	12,500	7,500	40%
Programs - Under 14 yrs of age			
Programs	43,079	21,412	50%
Grants	10,000	5,000	50%
<b>TOTAL REVENUES - PROGRAMS/EVENTS</b>	<b>65,579</b>	<b>33,912</b>	
<b>EXPENDITURES - PROGRAMS AND EVENTS</b>			
Wages - Programs and Events	172,000	104,053	40%
Benefits - Programs and Events	25,800	15,608	40%
WCB - Instructors			
Membership/Conference Fees	300	-	100%
Training	2,000	178	91%
Travel - Accom & Transportation	2,000	4,363	-118%
Non Capital Equipment	5,000	2,695	46%
Contracted Services - Instructors	25,000	37,699	-51%
Supplies Programming	11,500	8,561	26%
Supplies - YLAP	12,500	134	99%
Rental Space			
Canada Day	5,000	4,765	5%
Discovery Day	2,500	3,147	-26%
Celebration of Lights	7,500	32	100%
<b>TOTAL PROGRAMS &amp; EVENTS EXPENSES:</b>	<b>271,100</b>	<b>181,235</b>	<b>33%</b>
<b>NET - PROGRAMS &amp; EVENTS EXPENSES</b>	<b>(205,521)</b>	<b>(147,323)</b>	

**2023 Variance Report  
August 31, 2023**

<b>RECREATION:</b>		<b>2023 Final Reading</b>	<b>YTD Aug 31</b>	<b>Remaining</b>
<b>REVENUE - AMFRC</b>				
	Merchandise/skate sharpening	1,331	1,046	21%
	Public Skating	10,001	2,655	73%
	Ice Fees	41,973	41,248	2%
	Curling Club Lease	5,000	-	100%
	Recreation Facility Rental	1,500	2,777	-85%
<b>TOTAL REVENUES - AMFRC</b>		<b>59,805</b>	<b>47,726</b>	<b>20%</b>
<b>EXPENDITURES - AMFRC</b>				
	Wages - AMFRC	212,000	116,319	45%
	Benefits - AMFRC	31,800	17,448	45%
	Building R & M - AMFRC	145,000	84,338	42%
	Equipment R & M	8,000	582	93%
	Electrical - AMFRC	125,000	81,757	35%
	Propane - AMFRC	2,000	721	64%
	Heating - AMFRC	105,000	27,720	74%
	Contracted Services	10,000	4,463	55%
	Supplies Operating - AMFRC	6,000	3,075	49%
	Equip Fuel - AMFRC	250	-	100%
<b>TOTAL AMFRC EXPENSES:</b>		<b>645,050</b>	<b>336,423</b>	<b>48%</b>
<b>NET - AMFRC EXPENSES</b>		<b>(585,245)</b>	<b>(288,697)</b>	
<b>REVENUE - WATERFRONT</b>				
	Fitness Passes	50,150	27,696	45%
<b>TOTAL REVENUES - WATERFRONT</b>		<b>50,150</b>	<b>27,696</b>	
<b>EXPENDITURES - WATERFRONT</b>				
	Wages - Waterfront	9,500	3,363	65%
	Benefits - Waterfront	1,425	504	65%
	Building R & M	10,000	1,040	90%
	Equipment R & M	5,000	161	97%
	Electrical	7,500	3,820	49%
	Heating	7,500	1,856	75%
	Supplies Operating	3,000	2,779	7%
<b>TOTAL WATERFRONT EXPENSES:</b>		<b>43,925</b>	<b>13,523</b>	<b>69%</b>
<b>NET - WATERFRONT EXPENSES</b>		<b>6,225</b>	<b>14,173</b>	
<b>REVENUE - POOL</b>				
	Public Swim	13,901	16,606	-19%
	Swimming Lessons	5,237	620	88%
	Swim Club	1,000	-	100%
	Rentals	250	15	94%
<b>TOTAL REVENUES - POOL</b>		<b>20,388</b>	<b>17,241</b>	<b>15%</b>
<b>EXPENDITURES - POOL</b>				
	Wages - Pool	100,000	97,843	2%
	Benefits - Pool	15,000	14,676	2%
	Membership/Conference	200	-	100%
	Training	6,000	955	84%
	Travel - Accommodation and Meals	1,250	2,381	-90%

**2023 Variance Report  
August 31, 2023**

	2023 Final Reading	YTD Aug 31	Remaining
<b>RECREATION:</b>			
Travel - Transportation	750	-	100%
Building Repairs and Maintenance	32,500	16,785	48%
Electrical	17,500	7,614	56%
Heating	42,500	33,410	21%
Supplies - lesson materials	500	-	100%
Supplies - Operational	3,500	1,318	62%
Swim Club Expenditures	500	356	29%
Supplies - Lesson Material	500	397	21%
Chemicals	4,500	1,320	71%
<b>TOTAL POOL EXPENSES:</b>	<b>225,200</b>	<b>177,055</b>	<b>21%</b>
<b>NET - POOL EXPENSES</b>	<b>(204,812)</b>	<b>(159,814)</b>	
<b>REVENUE - GREEN SPACE</b>			
Rentals - Minto	8,500	1,201	86%
Vendor Stalls	1,000	-	100%
Commemorative Parks Donations	4,500	1,200	73%
Misc Grant	20,000	4,342	78%
Rentals - Parks & Greenspaces	3,261	1,331	59%
Miscellaneous Revenue	2,500	-	
<b>TOTAL REVENUES - GREEN SPACE</b>	<b>39,761</b>	<b>8,074</b>	<b>80%</b>
<b>EXPENDITURES - GREEN SPACE</b>			
Wages	120,000	98,810	18%
Benefits	18,000	14,822	18%
Training	2,000	1,200	40%
Non Capital Equipment	10,000	5,626	44%
Repairs & Maintenance - Minto	below	below	
Repairs & Maintenance - Other	below	below	
Commemorative Parks Program	6,000	145	98%
Equipment Repairs & Maintenance	2,000	927	54%
Electric - Minto	7,500	3,609	52%
Electric - Other	3,500	4,759	-36%
Contracted Services	35,000	22,875	35%
Parks & Greenspace Maintenance	20,000	24,469	-22%
Trail Maintenance - Green Space	above	above	
Land Lease	500	249	50%
Golf Course - Operating Lease	45,000	45,000	0%
DC Minor Soccer	7,000	3,673	48%
Community Garden	15,000	11,537	23%
Equipment Fuel	-	-	
<b>TOTAL GREEN SPACE/PARK MTNCE EXPENSE</b>	<b>291,500</b>	<b>237,701</b>	<b>18%</b>
<b>NET GREEN SPACE EXPENSES</b>	<b>(251,739)</b>	<b>(229,627)</b>	
<b>TOTAL RECREATION REVENUES:</b>	<b>299,734</b>	<b>134,649</b>	
<b>TOTAL RECREATION EXPENSES:</b>	<b>1,750,212</b>	<b>1,099,122</b>	
<b>NET RECREATION EXPENSES</b>	<b>(1,450,478)</b>	<b>(964,473)</b>	
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>841,225</b>	<b>582,350</b>	31%



# City of Dawson Report to Council

Agenda Item	Subdivision Application #23-071 (Consolidation)
Prepared By	Planning and Development
Meeting Date	October 17, 2023
References (Bylaws, Policy, Leg.)	Subdivision Bylaw, Municipal Act, OCP, Zoning Bylaw
Attachments	Notice of public hearing

<input checked="" type="checkbox"/>	Council Decision
<input type="checkbox"/>	Council Direction
<input type="checkbox"/>	Council Information
<input type="checkbox"/>	Closed Meeting

## Recommendation

That Council grant subdivision authority to consolidate Lot 5 & Southerly 15' of Lot 6, Block HB, Harper Estate (Subdivision Application #23-071) subject to the following conditions:

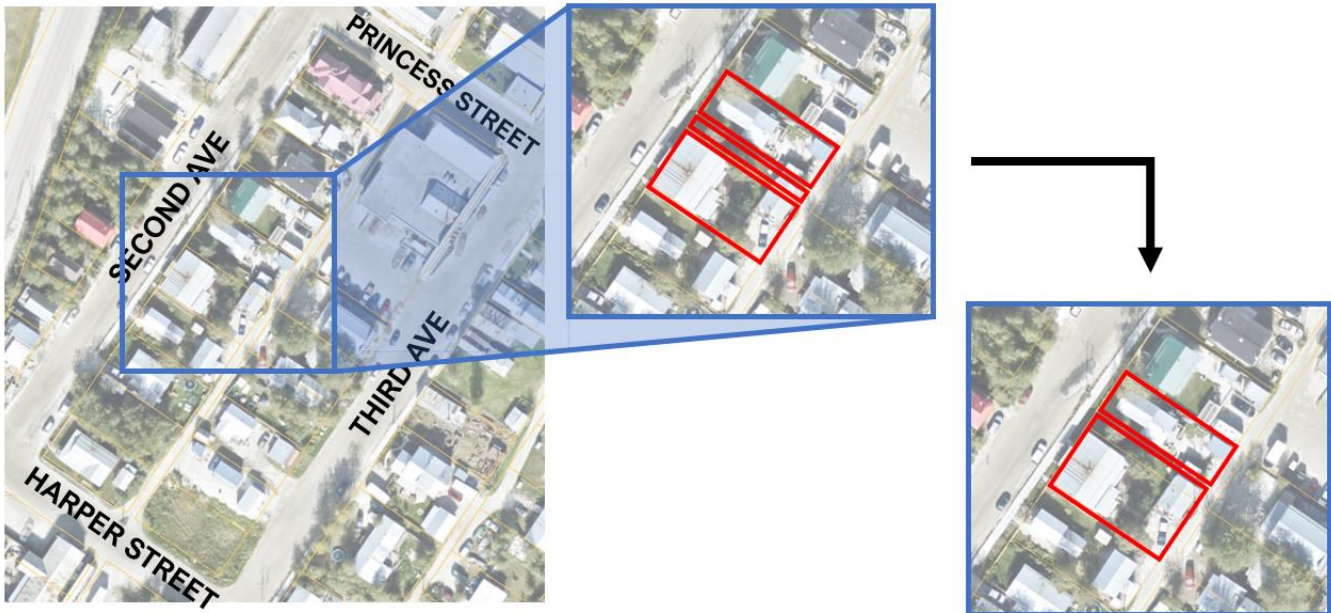
1. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
2. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan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

## Executive Summary

Subdivision application #23-071 has been submitted in order to rectify the metes and bounds issues. The southerly 15 feet of Lot 6 has been sold to the owner of Lot 5 without going through the subdivision process. To resolve the issue, this consolidation application will consolidate Lot 5 and S 15' of Lot 6.

## Background

Lot 6 currently has two titles. The owner of Lot 5 owns the southern 15 feet of Lot 6. This subdivision application will address some encroachments from Lot 5 to Lot 6.



## Discussion / Analysis

### Comments

The application was also circulated to contiguous property owners inviting comments and questions. No comments were received at the time of writing this report.

**Subdivision Bylaw**

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 with the provisions outlined in the relevant legislation, policies, and plans.

**Municipal Act**

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. Access to these lots exists on Second Ave.

**Official Community Plan**

The properties are currently designated as DC – Downtown Core: the area that best depicts the commercial core of Dawson during the gold rush. 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. 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 designation, or else apply for an OCP Amendment.

**Zoning Bylaw**

The Zoning Bylaw is intended to implement the goals of the OCP. Lots 5 and 6 are zoned R1. The residential use is compliant with the Zoning Bylaw. This subdivision application will remedy an encroachment from Lot 5 onto Lot 6. However, setbacks may not yet comply with the requirements (this must be confirmed by a legal survey). Bylaw's s.5.1.1.I stipulates the following:

*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.*

This section applies to this application because all nonconformities already exist and the current consolidation plan does not increase the legally nonconforming nature of the use or structure (it merely corrects a portion of it). Because the remaining portion of Lot 6 is owned by others, there is presently no viable option to bring the properties in question into full compliance.

**Fiscal Impact**

NA

**Alternatives Considered**

Do not grant subdivision authority.

**Next Steps**

Planning will issue a letter of permit approval or denial in accordance with the council's decision.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Oct 13, 2023



# City of Dawson

## Report to Council

Agenda Item	OCP Comprehensive Review
Prepared By	Planning and Development
Meeting Date	October 17, 2023
References (Bylaws, Policy, Leg.)	OCP, Municipal Act
Attachments	

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That the adoption of methodology for a comprehensive review of the OCP be postponed until the first regular meeting in October 2024.

### Executive Summary

S.16.2 of the OCP states “Council shall adopt a methodology and schedule for a comprehensive review of the OCP at the first regular meeting in October 2023.” Administration believes that the current OCP accurately reflects the reality of the City of Dawson and can continue to effectively guide planning and land use management decisions.

### Background

The current OCP (Bylaw 2018-18) had its first reading on September 18, 2018, and its third and final reading on May 13, 2019. The intent of S.16.2 was to deliberate on the OCP's comprehensive review five years after it was presented to the council.

### Discussion / Analysis

An OCP is conceptual and high-level, outlining municipal goals and strategies. According to S. 279(1) of the Municipal Act, the purpose of an OCP is to address a range of concepts such as goals for future land development, the provision of municipal services and facilities, environmental matters, transportation systems, etc.

The current OCP addresses matters pertaining to the city of Dawson. This was proven by the fact that no OCP amendments were flagged during the most recent OCP and Zoning Bylaw housekeeping amendments in 2022.

Moreover, given the number of ongoing projects (Klondike HWY Subdivision Parcel D/F Master Plan, Dredge Pond II master plan, etc.) that are using the current OCP as a guide, it would be appropriate to postpone the comprehensive review until their adoption is finalized.

Given the Planning department's staff shortage and the present workload and priorities, it is recommended that this comprehensive review be postponed.

### Fiscal Impact

The budget allotted for the OCP's comprehensive review will be preserved for future use.

### Alternatives Considered

Direct administration to commence the process of conducting a comprehensive review.

### Next Steps

NA.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Oct 13, 2023



# City of Dawson

## Report to Council

Agenda Item	Update on Emergency Management Planning
Prepared By	David Henderson CAO
Meeting Date	Oct 17, 2023
References (Bylaws, Policy, Leg.)	Yukon Municipal Act Yukon Civil Emergencies Measures Act Dawson Emergencies Measures Bylaw Dawson Emergency Management Plan
Attachments	

x	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

### Recommendation

That Council consider accept this report for Information Purposes

### Executive Summary

The Yukon Government requires municipalities to establish an Emergency Management Plan, an emergency management group, and identify an Emergency Coordinator.

Dawson adopted an Emergency Management Plan in 2013 that establishes the framework for responding to an emergency event. The plan is reviewed annual by staff with minor updates. The Plan identifies the Emergency management group, Support agencies, the emergency coordinator, most likely emergency events, critical infrastructure, mitigation steps, the response process, and recovery steps.

The Plan needs to be updated to ensure current best practices are incorporated, participating agencies are in agreement and on board, gaps in the response plan are identified and addressed and required resources are made available.

Once the Plan is updated it will be presented to council. When adopted the emergency coordinator will be responsible to oversee implementation.

A formal After-Action Review of the emergency response to the Spring Flooding Events is currently in process. The review has been contracted out to an independent party by the Yukon Government. When the Review is provided to the Municipality it will be reviewed to determine the appropriate next steps

### Background

The Emergency Management Plan (EMP) is an overarching framework for the City of Dawson to rely upon during emergency events. Its central purpose is to protect residents through coordinated efforts with partners in the community, in the event of an emergency. The EMP identifies the structures and responsibilities of City elected representatives and staff in addressing emergency situations.

### Authority

In the Yukon, municipalities are obligated to establish emergency plans in accordance with The Civil Emergency Measures Act, 2002. This legislation requires that municipalities:

1. Establish an emergency management group. (CEMC)
2. Appoint an Emergency Coordinator
3. Prepare an Emergency Management Plan

The City of Dawson Emergency Measures Bylaw (Bylaw #11-10):

- Establishes an Emergency Measures Commission, referred to therein as the Emergency Control Group
- Appoints the CAO as the Emergency Coordinator which is therein delegated by the CAO to the Dawson Fire Chief.
- Establishes that the EMP will define the responsibilities of municipal officers and staff in dealing with an emergency.



The purpose of the City's EMP is to provide the framework for actions by the City to ensure the health, safety, and welfare of residents, businesses, and visitors when the City is faced with an emergency. The aim of the EMP is to provide the earliest possible coordinated response to achieve the following:

- The protection and preservation of life, health, property, and the environment.
- Minimization of the effects of an emergency or disaster on the City and its inhabitants.
- The maintenance and restoration of essential services.
- Business continuity and recovery from the effects of an emergency or disaster.

The EMP provides a framework for disaster management and disaster response by identifying and planning for four phases:

1. Prevention and mitigation.
2. Emergency preparedness.
3. Emergency response.
4. Community recovery and resiliency.

#### **Prevention and Mitigation:**

Hazard identification, risk assessment, and implementation of policies and programs to avoid or mitigate hazards to reduce the potential loss of life or damage to property and to protect the environment.

#### **Emergency Preparedness:**

- Develop hazard specific emergency response plans.
- Develop organizational structures to facilitate response.
- Train and prepare, ensure availability of resources.

#### **Response:**

- Fire, EMS, Police and internal municipal stakeholders respond to small-scale emergencies in the City on a daily basis.
- Municipal responses to higher level emergencies may include activation of the Emergency Operations Centre (EOC), linkage and coordination with the Yukon government's Emergency Measures Organization (EMO) including potential activation of Emergency Social Services (ESS), and/or evacuations.
- Large-scale emergencies may require a response from the territorial or federal government, and non-government organizations. The Yukon Gov. can be called on to provide direction and management of the emergency by contacting the Emergency Measures Organization (EMO) - (867) 667-5220.

#### **Recovery and Resiliency:**

- Immediate Short-term. Support the immediate needs of residents, businesses and community infrastructure affected by the event, including restoration of essential services.
- Medium Term. Coordinated support response to affected areas of the community in the reconstruction of physical infrastructure, restoration of the economy and/or environment, and support for the emotional, social, and physical state of affected residents.
- Long-term. Continue the established coordinated processes from the medium- term phase for as long as necessary following the emergency event.

#### **Recent Emergency Events**

The Community experienced two significant emergency events in the past year :

1. A power outage in December 2022 amidst severe cold temperatures
2. Two spring freshet flooding events on the Klondike river and neighboring areas

Both events were handled exceptionally well with Yukon energy leading the response to the power outage and Yukon Wildland Fire leading the response to the flooding with extensive support from emergency responders, government agencies, departments, volunteers and private businesses.

Feedback from responders, the public, and City staff identified some gaps in the plan and its implementation.

### Discussion / Analysis

A formal After-Action Review of the emergency response to the Spring Flooding Events is currently in process. The review has been contracted out to an independent party by the Yukon Government. When the Review is provided to the Municipality it will be reviewed to determine the appropriate next steps .

Based on feedback from responders, the public, and City staff , administration has started a review of the legislation, bylaw, and plan with an update to incorporate current best practices, currently available tools, necessary redundancy resources, agency review and buy-in.

### Fiscal Impact

Requirements to ensure backup power at the Emergency Operating Centre, appropriate emergency messaging tools, and possibly additional staff training in various areas will be proposed when confirmed and in the appropriate process.

### Alternatives Considered

Not applicable in this report as it is an information update.

### Next Steps

Staff will continue to work on the update to the plan.

When the update is ready it will be presented to Council

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Oct 13, 2023



# City of Dawson

## Report to Council

Agenda Item	Council Proceedings Bylaw Amendment no1 , 2nd reading
Prepared By	David Henderson CAO
Meeting Date	Oct 17, 2023
References (Bylaws, Policy, Leg.)	Yukon Municipal Act City of Dawson Proceedings Bylaw #11-12
Attachments	

<input checked="" type="checkbox"/>	Council Decision
<input type="checkbox"/>	Council Direction
<input type="checkbox"/>	Council Information
<input type="checkbox"/>	Closed Meeting

### Recommendation

That Council consider the proposed amendment and determine what they believe is best for the Municipality.

### Executive Summary

An amendment to the City of Dawson Proceedings Bylaw has been put forward by Councillor Somerville, amended by council and is now coming forward as amended for 2<sup>nd</sup> reading. The amended amendment, if adopted:

1. Directs Council to designate a chairperson from its members who will chair all Council and Committee of the Whole meetings until such time as another member of council is so designated.
2. Directs that Council will designate the chairperson:
  - a. immediately upon enactment of the amendment,
  - b. at the first meeting of a newly elected council,
  - c. and at the first meeting of each calendar year.
3. Allows for council to designate the chairperson, with advance notice at a preceding meeting, throughout the year but no more than once per quarter.

### Background

The Yukon Municipal Act defines its purpose as:

- to provide a legal framework and foundation for the establishment and continuation of local governments to represent the interests and respond to the needs of their communities.
- to provide local governments with the powers, duties, and functions necessary for fulfilling their purposes; and
- ***to provide local governments with the flexibility to respond to the different needs and changing circumstances of their communities.***

The Yukon Municipal Act further directs 217(1) That council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees and generally for the transaction of its business. The City of Dawson thus adopted **Proceedings Bylaw #11-12**

The Municipal Act 180(1)(a) defines that the Mayor shall preside when in attendance at all council meetings, ***except if the procedures bylaw or this or any other Act provides otherwise.***

The Municipal Act identifies that if a municipal council wishes to change its proceedings bylaw it must give notice at a meeting of council preceding the meeting at which first reading of such changes will be considered.

The proposed amendment under consideration was presented at a Committee of the Whole meeting, then forwarded to Council as a notice of Motion. It was then presented at a following Council meeting for first reading where it was amended to be effective immediately upon final reading approval, to include designation of a chairperson at the first meeting of a newly elected council, and to incorporate the potential redesignation of Chair throughout the year but not more than once per quarter. The amended amendment is now before council for a second reading.

### **Recommendation to Share the Chair**

The Dawson Municipal Council engaged the services of a consultant in October 2022 to work with council and build a constructive working relationship between members of Council.

One of the resulting recommendations was to share the role of meeting chair amongst council members. As of July 2023, this recommendation had not been acted on by Council.

The Current CAO recommended at a meeting of council in July of 2023 that Council adopt a process whereby Committee of the Whole meetings would be chaired by the designated Deputy Mayor which rotates through Council members every three months. This suggestion did not move forward for consideration.

Advice and feedback from Yukon Community Services, the branch of the Yukon Government that oversees municipalities, and the Community advisors assigned to the City of Dawson have been sought on the question of designating a member of council other than the Mayor as Chair.

Advice received to date suggests that such a step is provided for within the Municipal Act and is utilized at the committee level in Whitehorse although is not common amongst municipal governments to the degree currently being considered in Dawson. There are examples of a similar process in other provincial jurisdictions, more often when dealing with two tier government structures.

The Yukon Government's primary focus is that the Municipality meet the Municipal Acts defined purposes of local Governments - that of providing within its jurisdiction:

- good government for its community; and
- services, facilities, or things that a local government considers necessary or desirable for all or part of its community.

And that the municipality do so within the legislative requirements of the Municipal Act.

### **Spirit and Intent**

Municipal Advisors and the CAO have discussed with members of Council questions of Spirit and Intent of municipal legislation, which should always be considered when interpreting and applying legislation. These discussions can best be described as working discussions.

Legislation often tries to establish spirit and intent in the introductory passages under preamble and purposes and related areas. In the case of the Yukon Municipal Act the introductory passages primarily focus on a municipality delivering good government and the services the municipal government defines as necessary locally with a degree of flexibility in how the municipality does so.

### **Discussion / Analysis**

The Yukon Municipal act identifies that the Mayor will chair meetings unless otherwise identified by the Municipality's proceeding's bylaw.

The proposed amendment to the City of Dawson proceedings Bylaw identifies that Council will designate the Chairperson from amongst its members.

The spirit and intent of the Municipal Act as identified in the introductory passages of the legislation appears to be focussed on getting the job done – the job being effectively meeting the needs of the municipality, meeting legislative requirements, in a responsive and transparent manner. The spirit and intent of legislation should be considered when interpreting or enforcing legislation.

The change is significant relative to common municipal practice and change always carries some risk of unforeseen consequences. If the Change is adopted Council should recognize that adapting to the changes may be an evolving process.

### **Fiscal Impact**

No fiscal impact is identified at the current time.

## Alternatives Considered

As identified in the Background the alternative proposed by staff was that the chairmanship of Committee of the Whole meetings be assumed by the Deputy mayor which rotates amongst councillors on a quarterly basis. Appointing councillors to chair committee of the whole, standing committees or various sub committees is common practice amongst municipalities.

Doing so enables councillors to assume responsibilities in the legislative process and allows the Mayor to participate to a greater degree in the discussions and debates formulating the questions coming before the formal council meeting for consideration.

A key point here is that the Dawson Proceedings Bylaw identifies that the Mayor will vote on every matter and is permitted to debate on any issue without relinquishing the chair. In Parliamentary Procedure the Chairperson is expected to chair a meeting objectively and engaging in the debate diminishes the perception of objectivity - thus municipalities often adopt rules or practice whereby the chair limits their involvement in a debate or hands over the chair to another member of council if they actively engage in the debate. Thus, the perceived advantage of allowing the Mayor to participate to a greater degree in the discussion and debate is not an advantage to such a system in Dawson under the current procedural rules.

When this alternative was suggested to Council it was not endorsed or put forward by a member of council for consideration

Following the introduction of the current amendments under consideration a version of the above alternative was put forward to council via the Mayor whereby the Mayor would allow the deputy mayor to chair various meetings of council at the discretion of the mayor but excluding responding to questions from the public. This alternative was not supported by council.

It is understood at the time writing this report that a variation of this alternative may be proposed as an amendment at 2<sup>nd</sup> consideration of 2<sup>nd</sup> reading.

## Next Steps

The amended Amendment to the Proceeding's Bylaw is at Council for second reading. Further amendments to the amended Amendment, if adopted in the second reading will be incorporated in the amended Amendment that will then come to council for a third and final reading.

If adopted at a third and final reading, as per the amended Amendment, council will immediately designate a member as Chairperson.

The simplest process to do so will be to ask for a resolution designating a member of council as chairperson. If such a resolution is supported by a majority of council the designated member assumes the chair. Staff will review options to recommend in the event that no member receives a majority vote of designation.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Oct 13, 2023



# THE CITY OF DAWSON

## Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

**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 210 of the *Municipal Act*, (RSY 2002), c. 154 requires council to enact a bylaw to establish rules for calling meetings and governing its proceedings, and the appointment of members of council to council committees;

**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 ***Council Proceedings Bylaw Amendment No. 1***

#### 2.00 Purpose

2.01 The purpose of this bylaw is to provide for

(a) Amendments to Council Proceedings Bylaw #11-12.



# THE CITY OF DAWSON

*Council Proceedings Bylaw Amendment No. 1 Bylaw*

Bylaw No. 2023-16

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DRAFT



# THE CITY OF DAWSON

## Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

### 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) The definitions of the *Municipal Act*, (RSY 2002), c. 154 shall apply to this Bylaw.
- (c) “*Member*” shall refer to a duly elected member of the municipal Council or a duly appointed member of a committee as the context warrants.
- (d) “*Special Meeting*” shall refer to a meeting of Council held outside of the regular schedule of Council meetings.
- (e) “*City Hall*” shall refer to the administration building located at 1336 Front Street in Dawson City, Yukon.
- (f) “*Chairperson*” shall refer to the presiding officer at any meeting of Council or Council Committee.

### PART II – APPLICATION

#### 4.00 Amendment

- 4.01 Amend Section 5 title from “MAYOR” to “CHAIRPERSON”.
- 4.02 Section 5: replace the first sentence with the following: “Per Section 180 (b) of the *Municipal Act*, the Chairperson shall preside over the conduct of the meeting and:”
- 4.03 Section 9(5) “Mayor to Open Meetings”: replace with the following: “Chairperson to Open Meetings. When a quorum is present, the Chairperson must call the meeting to order and shall serve as Chairperson of that meeting.”
- 4.04 Replace Section 9(6) “Appointment of Chairperson” with the following:
  - (a) Immediately upon enactment of this bylaw, at the first meeting of a newly elected council, and at the first meeting of each calendar year, Council shall from amongst its Members designate a Member to serve as Chairperson.





# THE CITY OF DAWSON

## Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

- (b) Notwithstanding Section 9(6)(a), Council may by resolution, and not more than once per quarter, designate a chairperson during the calendar year with notice of the intended resolution given at a prior council meeting.
- (c) When a quorum is present, but the Chairperson is not present within fifteen (15) minutes after the time at which the meeting is scheduled to begin, the Chief Administrative Officer shall call the meeting to order and, by resolution, the Council shall appoint a Member to act as Chairperson for that meeting.”
- 4.05 Add a new subsection to Section 3 to read as follows: 3(5) Review of Council Proceedings Bylaw. During the first six months of council’s term of Office, council shall schedule a review of the Council Proceedings Bylaw and proceed to amend it if deemed advisable at that time.

### 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.

#### 7.00 Bylaw Readings

Readings	Date of Reading
FIRST	<b>October 4, 2023</b>
SECOND	
THIRD and FINAL	



# THE CITY OF DAWSON

## Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

---

*William Kendrick, Mayor*

**Presiding Officer**

---

*David Henderson, CAO*

**Chief Administrative Officer**

DRAFT

**Proposed amendment to 2<sup>nd</sup> reading of the amended Amendment to the City of Dawson Proceedings Bylaw:**

Council is hereby provided with advance notice within the agenda of a proposed amendment to the second reading of the proposal to amend the Council proceedings bylaw to be moved by Mayor Kendrick

That the proposed wording be changed to:

4.01 Amend Section 5 title from "MAYOR" to "CHAIRPERSON".

4.02 Section 5: replace the first sentence with the following: "Subject to the *Municipal Act*, the Mayor shall preside as Chairperson of Regular and Special Council Meetings and the Deputy Mayor shall preside as Chairperson of Committee Meetings and:"

4.03 Section 9 (5) "Mayor to Open Meetings": replace with the following: "Chairperson to Open Meetings. When a quorum is present, the Chairperson must call the meeting to order and shall serve as Chairperson of that meeting."

4.04 Delete current amendment, replace with: Amend 9 (6) "Appointment of Chairperson" with the following:

When a quorum is present but the Chairperson is not present within fifteen (15) minutes after the time at which the meeting is scheduled to begin, the Chief Administrative Officer shall call the meeting to order and, by resolution, the Council shall appoint a Member to act as Chairperson for that meeting until the Chairperson arrives. *The appointed Chairperson of a meeting has the powers, duties, and responsibilities of the Chairperson in respect of that meeting.*

And that

4.05 Add Section "Review of Bylaw". During the first six months of council's term of Office, council shall schedule a review of the Council Proceedings Bylaw and proceed to amend it if is deemed advisable at that time.



September 11, 2023

Mayor William Kendrick  
City of Dawson  
Dawson City, YT  
Y0B 1G0

Via email: [bill.kendrick@cityofdawson.ca](mailto:bill.kendrick@cityofdawson.ca)

Dear Mayor Kendrick,

**Re: Hähkè Isaac Statue Design and Location**

---

On behalf of the Tr'ondëk Hwëch'in Council, I would like to thank you for your unwavering support in commemorating the late Hähkè Isaac by placement of a statue.

After discussions with the Elders Council during a Special Elders Council meeting on August 15<sup>th</sup>, it was suggested that the location of the Hähkè Isaac statue be across from Äläät Néhëjël, next to the Gazebo and Dänojà Zho, looking down the Yukon River to Moosehide Village. The Council, and Elders Council, supports the chosen artist, Halin de Repentigny, to complete the full-rendered statue.

We kindly request that a plaque be placed on the statue that explains who Hähkè Isaac was and what this statue represents to Tr'ondëk Hwëch'in. We invite you to work with the Tr'ondëk Hwëch'in Heritage Department to assure proper historical accuracy to appropriately honor this central figure in our history.

This project honors our heritage and acknowledges Tr'ondëk Hwëch'in history and we look forward to further collaboration on this project.

Sincerely,

Darren Taylor  
Hähké, Tr'ondëk Hwëch'in

**From:** [Finance Administration](#)  
**To:** [CAO Dawson](#); [Executive Assistant](#)  
**Cc:** [Bill Kendrick](#)  
**Subject:** FW: Message to mayor and council  
**Date:** October 5, 2023 9:15:57 AM

---

Capri Zarowny  
Administrative Assistant  
Finance Department | City of Dawson  
T 867-993-7400 (Ext. 403) | [cityofdawson.ca](mailto:cityofdawson.ca)

Hqzq k'änacha (take good care of yourself)  
I acknowledge and respect that I live and work within the traditional territory of the Tr'ondëk Hwëch'in

-----Original Message-----

From: Rod Dewell <[rjdewell@yahoo.ca](mailto:rjdewell@yahoo.ca)>  
Sent: Wednesday, October 4, 2023 10:33 PM  
To: info <[info@cityofdawson.ca](mailto:info@cityofdawson.ca)>  
Subject: Message to mayor and council

Hello,

Just to let you know that I find it inconceivable that you would choose to cancel the concession at the rink. As a matter of fact I'm still in shock. I understand the need for a food program but seriously? Are there no other places? Like Minto park building?

Your short sightedness is astounding and oblivious to the importance that the rink concession plays in our community. Especially when most restaurants are closed for the winter.

Truly unbelievable!!!

Rod Dewell  
Dawson City

Sent from my iPad

**From:** [Bill Kendrick](#)  
**To:** [CAO Dawson](#); [Executive Assistant](#)  
**Cc:** [Paul Robitaille](#); [Brennan Lister](#); [Patrik Pikalek](#); [Alexander Somerville](#); [Julia Spriggs](#); [Amelie Morin](#)  
**Subject:** Re: Loss of Arena Concession for winter 2023/24  
**Date:** October 6, 2023 10:37:11 AM

---

Hi David and Elizabeth,

Please ensure that the email below, sent to Mayor and Council, is added to the correspondence record at our next council meeting, thank you.

Best regards,

William (Bill) Kendrick  
Mayor

(867) 993-3319

[The City of Dawson](#)  
[P.O. Box 308](#)  
[Dawson City, Yukon](#)  
[Y0B 1G0](#)  
[www.cityofdawson.ca](http://www.cityofdawson.ca)  
[bill.kendrick@cityofdawson.ca](mailto:bill.kendrick@cityofdawson.ca)

I acknowledge and respect that I live and work within the traditional territory of the Tr'ondëk Hwëch'in, whose ancestors have lived along the Yukon River for millennia.

---

**From:** Amelie Morin <amelie.morin11@gmail.com>  
**Sent:** October 6, 2023 10:17:23 AM  
**To:** Bill Kendrick; Julia Spriggs; Alexander Somerville; Patrik Pikalek; Brennan Lister  
**Cc:** CAO Dawson; Paul Robitaille  
**Subject:** Loss of Arena Concession for winter 2023/24

Good day,

I am writing to express my disappointment over Mayor and Council's decision to rent the arena concession area to a private program for winter 2023/24. As a parent of two young children who spend 3+ days/week at the arena I can confirm that the operation of the arena concession as a public restaurant has been key to my family's ability to easily access programming and maintain some level of sanity during the winter months. Winter is a challenging period for many families with young children. As a parent who works full time and is single parenting for several months in the winter, finding ways to feed your kids in the 30-60 minutes between picking them up from after school care and getting them to hockey is not

easy. I, like many other families, rely on this offering to support my children in pursuing recreational activities and maintain a level of well-being in the most difficult time of year.

There are no suitable alternatives that can replace this service for the community. Certainly not a vending machine with chips and candy that may or may not be placed in the arena this season. Furthermore, other restaurants in town are not consistent through the winter or don't open early enough to provide the same kind of service. There are however alternatives to the arena concession for cooking, such as the Minto Park building which is heavily underutilized or the TH Hall, which I appreciate wasn't ideal, but the inconveniences certainly didn't impact the same extent of the community.

We live in a community that is arguably over consulted on issues and projects that will take decades to come to life, if ever. I find myself confused as to why Mayor and Council would choose to take the route of over-consultation in most cases and yet refrain from reaching out to the arena user groups and community about this decision prior to finalizing it. The decision made does not reflect a clear understanding of the community's needs during the winter months. If you don't know what the impacts might be, then it is incumbent upon you to ask your electors before making a decision.

Lastly, I am disappointed that in a period of economic turmoil, Mayor and Council would choose to put a private enterprise out of business. You should be supporting economic opportunities for small businesses, not removing them altogether. For winter 2024/25 I urge you to explore alternate solutions for supporting private programs that don't remove the community's access to important services or impact small businesses.

I sincerely hope that this letter brings an opportunity for reflection on the processes that led to this outcome and a commitment to better understanding the community's needs. Please confirm receipt of this letter.

Thank you,

Amélie Morin

**From:** [Bill Kendrick](#)  
**To:** [CAO Dawson](#); [Executive Assistant](#)  
**Subject:** Fwd: DCMF Open House - Oct 19th - You're Invited!  
**Date:** October 9, 2023 12:16:20 PM

---

FYI, and to add to our list of correspondence.  
BK

Get [Outlook for iOS](#)

---

**From:** Executive Director DCMF <info@dcmf.com>  
**Sent:** Monday, October 9, 2023 10:56:52 AM  
**To:** Bill Kendrick <bill.kendrick@cityofdawson.ca>; julia.spriggs@cityofdawson.ca <julia.spriggs@cityofdawson.ca>; alexander.somerville@cityofdawson.ca <alexander.somerville@cityofdawson.ca>; patrik.pikalek@cityofdawson.ca <patrik.pikalek@cityofdawson.ca>; brennan.lister@cityofdawson.ca <brennan.lister@cityofdawson.ca>  
**Subject:** DCMF Open House - Oct 19th - You're Invited!

Dear Mayor and Council,

The Dawson City Music Festival Association is inviting you to our Open House on Thursday, October 19th to celebrate the opening of our new facility which houses our offices, a teaching room, a jam space/recording studio, and gear storage.

**What:** DCMF Open House

**When:** Thursday, October 19 - 4-7pm

**Who:** You, your colleagues, your friends and family... the more the merrier! All are welcome.

It's an informal cinq-a-sept event; a chance to tour the new facility and hear about the programs and events we are planning to host out of it.

*-Eat **delicious food!***

*-Enjoy **refreshing drinks!***

*-Chat with **DCMF Staff and Board** about the future of the organization.*

*-Scott and Beth from **Music Yukon** are coming up from Whitehorse to talk about the programs and services they can offer to Dawsonites.*

*-Our officemates, **Queer Yukon Society**, will be there, too. Come here about the programming they'll be offering out of the DCMF building.*

*-Meet **Angela and Alex**, the artist who will be teaching music lessons in the building this season.*

*-Will there be **music and jamming** in the studio? Come find out!*

Hope to see you there,  
Corbin and the DCMF Board of Directors

**Corbin Murdoch**  
**Executive Director**  
**Dawson City Music Festival Association (DCMF)**  
*46th Annual Festival: July 21 - 22, 2024*



[Website](#) [Facebook](#) [Instagram](#) [Twitter](#)

**We acknowledge with deep respect that we live, work and create on the Traditional and Contemporary Territory of the Tr'ondëk Hwëch'in.**

**From:** [Bill Kendrick](#)  
**To:** [Executive Assistant](#)  
**Cc:** [CAO Dawson](#)  
**Subject:** Fw: Firebreak & channel 12 council meetings  
**Date:** October 13, 2023 9:35:53 AM

---

Hi Liz - Some correspondence below, as "Mayor" and "Council" are in the email salutation.

William (Bill) Kendrick  
Mayor

(867) 993-3319

[The City of Dawson](#)  
[P.O. Box 308](#)  
[Dawson City, Yukon](#)  
[Y0B 1G0](#)  
[www.cityofdawson.ca](http://www.cityofdawson.ca)  
[bill.kendrick@cityofdawson.ca](mailto:bill.kendrick@cityofdawson.ca)

I acknowledge and respect that I live and work within the traditional territory of the Tr'ondëk Hwëch'in, whose ancestors have lived along the Yukon River for millennia.

---

**From:** Lambert Curzon <lohcn@northwestel.net>  
**Sent:** October 10, 2023 9:10 PM  
**To:** Bill Kendrick  
**Cc:** Julia Spriggs  
**Subject:** Firebreak & channel 12 council meetings

***Honorable Mayor, & Council,***

***I wish to address the following issues, Firstly, a Fire break 7 th. & 8 th. Ave from one end of town to the other, giving our Fire Fighters a chance to save some if not all of our homes and The city proper. We had such a break many years ago. however it has grown up and***

*puts us in a vulnerable situation. Metal roofs are great, however we can do more.*

*If I recall, the cutting back took place in the fall after one of our first snow falls. Also the wood was cut into 4' lengths and stacked, cannot recall if it was Free to whom ever wanted to haul it away, though a nominal fee could be charged, granted it is green so would need to season before burning.*

*The crew cutting and clearing would remove branches etc. so that in the event of a fire no brush would be left to assist a fire, only the stacks of 4 ft. green lengths would be seen on the hill side and I know it was all removed by residents.*

*Secondly, we used to be able to watch a Televised council meeting on Channel 12.....that way we can sit back and enjoy the proceedings.....and to include one night a month for folks in the community to phone in with comments or questions.....the caller would have to give their names and where they lived in the community for their questions to be aired.....*

*Great way to involve the community and getting feedback makes for a more cohesive function of how our city is working and ways we can make it even*

***better.***

***Thank you for your attention to the above, I look forward to watching you do what you do for all of us.....the electorate.***

***Lambert Curzon & Giulia C.***

|

---

**Meeting Type: Regular**

**Meeting: HAC #23-14**

**Facilitators:** Farzad Zarringhalam, PDM

**Attendees:** Megan Gamble (chair), Mike Ellis, J-P Tremblay, Kayla Goodwin

**Regrets:** Rebecca Jansen, Sean Warnick

Meeting Called to order at 7:09PM.

## *Minutes*

---

**Agenda Item: Agenda Adoption**

**Presenter:** Megan Gamble

**Resolution:** 23-14-01

**Secunder:** Mike Ellis

THAT the Agenda for Heritage Advisory Committee Meeting 23-14 is adopted as presented.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Conflict of Interest**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Committee of the Whole**

**Presenter:** Megan Gamble

**Resolution:** 23-14-02

**Secunder:** J-P Tremblay

THAT the Heritage Advisory Committee move into the Committee of the Whole.

**Discussion:** None

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Delegations**

Paul Robitaille – DP #23-065 and #23-066

**Discussion:**

- The delegate said that they have not yet submitted a permit application to YG for the Victory Garden sign.
- HAC noted that the arch shape is uncommon, particularly given that this is not a commercial sign.
- HAC inquired as to whether the proponent is willing to use a canvas sign. The proponent indicated that they are receptive.
- HAC suggested that, given the size of the sign, the placement of the sign on the gazebo may not be ideal.
- HAC noted that the signage resembles a Disneyfied ideal and expressed concern that future signs may follow this trend.
- The delegate proposed that the Victory Garden sign resemble the existing wayfinding signs throughout the city, and HAC supported the suggestion.

---

Delia Bastuck – DP #23-086

**Discussion:**

- The delegate stated that the structure will be provisionally placed on a trailer on the proposed property.
- HAC suggested that, given the temporary nature of the structure, some trimming would suffice for the time being.

---

**Agenda Item: Revert to Heritage Advisory Committee**  
**Resolution: 23-14-03**

**Presenter: Megan Gamble**  
**Second: Mike Ellis**

THAT the Committee of the Whole revert to the Heritage Advisory Committee.

**Discussion:** None.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Business Arising from Delegations**  
**Resolution: n/a**

**Discussion:** None.

---

**Agenda Item: Adoption of Meeting Minutes**  
**Resolution: 23-14-04**

**Presenter: Megan Gamble**  
**Second: J-P Tremblay**

THAT the Heritage Advisory Committee APPROVE the minutes from meeting #23-13 as presented.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Business Arising from the Minutes**  
**Resolution: n/a**

**Discussion:** None.

---

**Agenda Item: Applications**  
**Resolution: 23-13-05**

**Presenter: Megan Gamble**  
**Second: Mike Ellis**

THAT the Heritage Advisory Committee TABLE development permits #23-065 and #23-066.

**Discussion:**

- HAC requested that the applicant submit new designs for the signs for approval by the Committee.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Applications**  
**Resolution: 23-14-06**

**Presenter: Megan Gamble**  
**Second: Mike Ellis**

THAT the Heritage Advisory Committee APPROVE development permit #23-086 with a condition.

**Discussion:**

- The condition is to have trims around windows and corner boards.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: New Business**  
**Resolution: n/a**

The kitchen that will be used for the impermanent tent project, as a mobile structure on a trailer, was presented to the members for their information.

**Discussion:**

- HAC supported the use of the structure so long as it is temporary.

---

**Agenda Item: Unfinished Business**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Adjournment**

**Resolution:** 23-14-07

**Presenter:** Mike Ellis

**Second:** Megan Gamble

That Heritage Advisory Committee meeting HAC #23-14 be adjourned at 8:07 pm on August 15, 2023.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Minutes accepted on: September 5, 2023**

# Committee Minutes

TUESDAY September 5, 2023  
19:00

---

**Meeting Type: Regular**

**Meeting: HAC #23-15**

**Facilitators:** Farzad Zarringhalam, PDM

**Attendees:** Megan Gamble (chair), Mike Ellis, Kayla Goodwin, Sean Warnick

**Regrets:** Rebecca Jansen, J-P Tremblay

Meeting Called to order at 7:00PM.

## Minutes

---

**Agenda Item: Agenda Adoption**

**Presenter:** Megan Gamble

**Resolution:** 23-15-01

**Second:** Mike Ellis

THAT the Agenda for Heritage Advisory Committee Meeting 23-15 is adopted as presented.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Conflict of Interest**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Committee of the Whole**

**Presenter:** Megan Gamble

**Resolution:** 23-15-02

**Second:** Sean Warnick

THAT the Heritage Advisory Committee move into the Committee of the Whole.

**Discussion:** None

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Delegations**

Corbin Murdoch - DP #23-089 (DCMF signage)

**Discussion:**

- The delegate presented the signage

---

**Agenda Item: Revert to Heritage Advisory Committee**

**Presenter:** Megan Gamble

**Resolution:** 23-15-03

**Second:** Mike Ellis

THAT the Committee of the Whole revert to the Heritage Advisory Committee.

**Discussion:** None.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Business Arising from Delegations**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Adoption of Meeting Minutes**

**Presenter:** Megan Gamble



**Resolution:** 23-15-04

**Secunder:** Mike Ellis

THAT the Heritage Advisory Committee APPROVE the minutes from meeting #23-14 as presented.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Business Arising from the Minutes**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Applications**

**Resolution:** 23-15-05

**Presenter:** Megan Gamble

**Secunder:** Mike Ellis

THAT the Heritage Advisory Committee APPROVE development permit #23-089.

**Discussion:**

- None

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: New Business**

**Resolution:** n/a

---

**Agenda Item: Unfinished Business**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Adjournment**

**Resolution:** 23-15-06

**Presenter:** Mike Ellis

**Secunder:** Megan Gamble

That Heritage Advisory Committee meeting HAC #23-15 be adjourned at 7:04 pm on September 5, 2023.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Minutes accepted on: October 3, 2023**