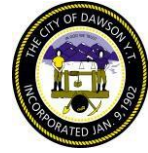


THE CITY OF DAWSON



COMMITTEE OF THE WHOLE MEETING #CW24-02

DATE: Tuesday March 6, 2024

TIME: 7:00 PM

LOCATION: City of Dawson Council Chambers

Join Zoom Meeting

<https://us02web.zoom.us/j/82342921286?pwd=OWE2L2NzSy9yMitFS2tERGo0bkd4Zz09>

Meeting ID: **823 4292 1286**

Passcode: **660595**

1. CALL TO ORDER

2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA

1. Committee of the Whole Meeting CW24-02

3. DELEGATIONS AND GUESTS

BUSINESS ARISING FROM DELEGATIONS & GUESTS

4. PUBLIC HEARINGS

5. MINUTES

1. Committee of the Whole Meeting Minutes CW24-01 of February 6, 2024

BUSINESS ARISING FROM MINUTES

6. BUDGET & FINANCIAL REPORTS

7. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS

1. North End Development Receipt of tenders
2. Admin Building Boiler Update
3. OCP review
4. Development Update
5. Correspondence & Communications Policy
6. Member resolution – Census

8. CORRESPONDENCE

1. John Mitchell
2. Suzanne Crocker
3. David Robinson
4. Electoral District Boundaries

Topic(s)

Emergency Response
Alt Rec Centre location
Various

BUSINESS ARISING FROM CORRESPONDENCE

9. PUBLIC QUESTIONS

10. IN CAMERA MATTERS –

- (1) Legal issue and (2) personal information about an identifiable individual

11. ADJOURNMENT

MINUTES OF COMMITTEE OF THE WHOLE MEETING CW24-01 of the Council of the City of Dawson held on Tuesday, February 6, 2023 at 7:15 p.m. via City of Dawson Council Chambers

PRESENT:

Mayor Kendrick
Councillor Somerville
Councillor Pikálek

REGRETS:

Councillor Spriggs
Councillor Lister

ALSO PRESENT:

CAO: David Henderson
MC: Shelly Musyj
PDM: Farzad Zarringhalam
RM: Paul Robitaille

	1	Call To Order	The Chair, Councillor Somerville called Committee of the Whole meeting CW24-01 to order at 7:15 p.m.
CW24-01-01	2	Acceptance of Addendum & Adoption of Agenda Moved By: Councillor Somerville Seconded By: Mayor Kendrick	That the agenda for Committee of the Whole meeting CW24-01 of February 6, 2024 be accepted as presented. CARRIED 3-0
	3	Delegations & Guests	
	3.1	Dawson City Ambulance RE: Update	Mike Ellis & Lee Manning
	3.2	Marie Demers RE: New Development	New development proposal in North End
	3.3	THDC RE: Biomass Presentation	RFD for discussion 7.4
CW24-01-02	4	Business Arising from Delegations & Guests Moved By: Councillor Somerville Seconded By: Mayor Kendrick	That administration prepare a report on the protective services program and the MOU currently under consideration with Yukon Emergency Medical Services. CARRIED 3-0

5 Public Hearings

5.1 Zoning Bylaw Amendment RE: Rezoning of end lots on Block B, Smith Addition from R1: Single Detached and Duplex Residential to R2: Multi-Unit Residential

The Chair called for submissions.

John Mitchell – concern with development in the area.

Ashely Doiron & Douglas Cotter – opposed based on historic reasons and north end plan.

The Chair called for submissions a second time.

The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.

6 Minutes

CW24-01-03 6.1 Committee of the Whole Meeting Minutes CW23-17 of December 5, 2023

Moved By: Councillor Pikálek

Seconded By: Mayor Kendrick

That the minutes of Committee of the Whole Meeting CW23-11 of August 30, 2023 be approved as presented.

CARRIED 3–0

CW24-01-04 6 Budget & Financial Reports

Moved By: Mayor Kendrick

Seconded By: Councillor Somerville

That Council acknowledges receipt of the Accounts Payables Cheques #59877-60270, EFT's and Visa, provided for informational purposes.

CARRIED 3–0

7 Special Meeting, Committee and Departmental Reports

CW24-01-05 7.1 Rec Centre Local Advisory Group

Moved By: Councillor Pikálek

Seconded By: Mayor Kendrick

That council direct the Recreation Board to act as the Local Advisory Group to the Project Management Team in the design and construction of a New Recreation Centre in Dawson City. And that Council direct the Recreation Board chairperson to participate in the Project Management Team.

And that the council Appoint Brent Macdonald and Janice Cliff* to terms on the Recreation Board, commencing immediately and terminating on October 31, 2025.

CARRIED 3–0

CW-24-01-06 Move to split the recommendation

Moved By: Councillor Pikálek

Seconded By: Mayor Kendrick

That council direct the Recreation Board to act as the Local Advisory Group to the Project Management Team in the design and construction of a New Recreation Centre

in Dawson City. And that Council direct the Recreation Board chairperson to participate in the Project Management Team.

CARRIED 3–0

CW24-01-07

Motion to split the recommendation

Moved By: Councillor Pikálek

Seconded By: Mayor Kendrick

And that the council appoint Brent Macdonald and Janice Cliff to terms on the Recreation Board, commencing immediately and terminating on October 31, 2025.

CARRIED 3–0

CW24-01-08

Moved to amend recommendation

Moved By: Mayor Kendrick

Seconded By: Councillor Somerville

To amend the motion to remove Janice Cliff.

CARRIED 3–0

CW24-01-09

Motion to add to Amendment

Moved By: Councillor Pikálek

Seconded By: Mayor Kendrick

And that the council appoint Brent Macdonald to a term on the Recreation Board, commencing immediately and terminating on October 31, 2025. And that administration request expressions of interest from members of the Dawson public for the opening on the recreation board and bring said expressions of interest to the next meeting of council.

CARRIED 3–0

7.2

Heritage Management Plan RFP

Moved By: Councillor Somerville

Seconded By: Mayor Kendrick

That Council direct Administration to release the attached RFP for comprehensive Review of the Heritage Management Plan and Heritage Bylaw.

CW24-01-10

Motion to postpone

Moved By: Councillor Somerville

Seconded By: Mayor Kendrick

Postpone discussion of the release of the attached RFP for comprehensive Review of the Heritage Management Plan and Heritage Bylaw.

CARRIED 3–0

CW24-01-11

Recess

Moved By: Councillor Pikálek

Seconded By: Councillor Somerville

That Committee of the Whole take a five-minute recess.

CARRIED 2-1

Councillor Somerville left due to conflict of interest

CW-24-01-12 **7.3** **Biomass Heating**
Moved By: Mayor Kendrick
Seconded By: Councillor Pikálek

That the Committee of the whole direct administration with regards to pursuing work with the Tr'ondëk Hwëch'in Government and the Tr'ondëk Hwëch'in Community Development Corporation to include City of Dawson buildings in their plans for a biomass district heating plant.

CARRIED 2–0

Councillor Somerville returned

CW24-01-13 **8** **Correspondence**
Moved By: Councillor Somerville
Seconded By: Mayor Kendrick

That Committee of the Whole received the following correspondence:

1. Dawson Chamber of Commerce RE: Waste Management
2. Kim Biernaskie RE: various
3. Rick Riemer RE: various

CARRIED 3–0

CW24-01-14 **Extend Meeting**
Moved By: Councillor Pikálek
Seconded By: Mayor Kendrick

That Committee of the Whole Meeting CW24-01 be extended not to exceed one hour.

CARRIED 3–0

8.1 **Business Arising from Correspondence**
Request for update on composting and waste collection

9 **Public Questions**

John Mitchell – commenting on emergency measures, no question
Diana Andrew – question regarding communicating future budget talks with the public
- Additionally wondering when councillor Spriggs and Lister will return
- Pleased with council's dedication to correspondence

10 **In Camera-Land Related Matter**

CW24-01-15 **10.1** **Move to In Camera**
Moved By: Mayor Kendrick
Seconded By: Councillor Somerville

That Committee of the Whole move into a closed session of Committee of the Whole, as authorized by Section 213(3) of the Municipal Act, for the purposes of discussing a land related matter.

CARRIED 3-0

11 Adjournment

No adjournment was made because the meeting automatically adjourned at 11:00PM.

THE MINUTES OF COMMITTEE OF THE WHOLE MEETING CW24-01 WERE APPROVED BY COMMITTEE OF THE WHOLE RESOLUTION #CW24-02-XX AT COMMITTEE OF THE WHOLE MEETING CW24-02 OF MARCH 5, 2023.

Alexander Sommerville, Chair

David Henderson, CAO



City of Dawson Report to Council

Agenda Item	North End Development Tender Close
Prepared By	Asset & Project Manager – Public Works
Meeting Date	March 205, 2024
References (Bylaws, Policy, Leg.)	<ul style="list-style-type: none"> - Procurement Policy - Yukon Boiler and Pressure Vessels Act
Attachments	<ul style="list-style-type: none"> • North End Development Bid Opening Sheet • North End Project Plan

X	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council reject the bids submitted for the North End Development Surface Works and Underground Utilities as per the submitted bids.

Executive Summary

The North End Development Surface Works and Underground Utilities Request for Proposals received two bids, both being significantly over the allocated budget as set by the Transfer Payment Agreement signed with the Yukon Government through ICIP. Administration recommends rejecting both bids.

Background

C22-19-11 “That Council acknowledge the change in scope of the project and direct administration to move forward with Option B – Lots 1-5 and civil infrastructure to existing homes to Judge Street.”

The Government of Yukon’s (YG) Community Services and Economic Development branches transferred the responsibilities of Lead Project Management to the City of Dawson since reducing the number of proposed lots to be developed and the removal of lot preparation in the project scope.

YG has provided extensive work and progress for this infrastructure development including reports, project management, contacts, resources, communications, funds, and many other contributions that are essential for the continuation of this project.

The objective of this project is to extend the water and sanitary services, drainage, roads, power, telecommunication, and traffic control infrastructure beyond the current servicing boundary.

The water and sewer infrastructure is to extend approximately 230 meters including underground potable water distribution pipes, gravity sewer mains, service connections, manholes, and fire hydrants.

The drainage infrastructure is to extend approximately 200 meters including ditches, culverts, catch basins, and outfall upgrades.

The roads infrastructure is to increase in size and quality by approximately 300 meters including width, compaction, materials, and traffic signage.

The electrical services infrastructure is to be replaced and extend approximately 150 meters including power poles and fiber optic lines.

Discussion / Analysis

The RFP: North End Development Surface Works and Underground Utilities was released on January 5th, 2024 and closed on February 14th, 2024. Two bids were submitted and deemed compliant with criteria set out in the tender documents.

Norcope Enterprises LTD. submitted a bid totalling \$5,470,182.50 plus GST. Norcope provided all the required documentation for the bid submission scoring 80% based on the evaluation criteria. The project team and experience section was given a -10 for Norcope due to unresolved deficiencies from previous Dawson City projects.

PS Sidhu Trucking LTD. submitted a bid totalling \$8,566,227.96 plus GST. Sidhu provided all the required documentation for the bid submission scoring 71% based on the evaluation criteria.

Throughout the design process, the consultant team made every effort to reduce the anticipated construction costs for this project. The following scopes were removed from the design from the Yukon Government:

- Lot development was removed
- Outfall replacement and upgrades was removed
- Water and sewer lines going up George Street and Edward Street were removed
- Hydrants were designed to be installed inline with the new Water Main
- Ditching was utilized wherever feasible
- Underground Utilities were designed to be shallow
- Flexibility with material selection

Fiscal Impact

The signed TPA with the Yukon Government set out a budget of \$3,108,426.00 to complete the North End Development project.

Existing contracts with the consultant team currently total \$242,928.00. YEC cost estimates from July 2021 is \$176,223.23.

The remaining funds for the construction contract is \$2,689,274.77 leaving a cost deficit of \$6,305,264.48 for the bid from Sidhu and a cost deficit of \$3,054,416.86 for the bid from Norcope.

Alternatives Considered

Alternatives to this project will be considered including:

- Negotiate with low bidder to reduce project costs and/or scope to bring the project within budget. A reduction in scope could include installing underground utilities from George Street to Edward Street only.
- City of Dawson could take on the responsibility as construction managers and sub-contract all required works separately.
- A combination of the two options above.

Next Steps

Discussions with bidders as a post tender meeting to better understand their submissions.

Discussions with the Yukon Government fund administrator for potential options

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	February 15 th , 2024

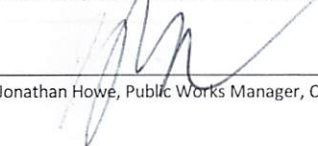


City of Dawson completed a compliance check of the two bids received and both were determined to be compliant. Below is the evaluation of the two bids based on the criteria outlined in the RFT by the evaluation committee.

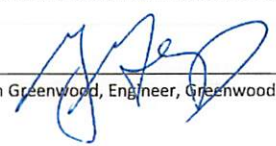
Item	Evaluation Criteria		Contractor 1 (low price)	Contractor 2
Price (80 Points)	The Price will be evaluated as follows: 1. Lowest Tender Price Proponent = 80 points 2. Lowest Tender Price ÷ Other Tender Price = Tender % Tender % x 100 points = # of points awarded to other proponent.	Bid Price	\$ 5,743,691.63	\$ 8,994,539.25
		Score	80	51
Project Approach (10 Points)	The Contractor shall include a schedule by completing Form of Tender – Form D demonstrating how the Work will be completed by the completion date. The schedule shall include relevant tasks and milestones that demonstrate the Contractor’s understanding of the project planning and execution to complete the work. Full marks will be given to a schedule that includes tasks that consider material and equipment lead times and pre-construction activities that reduce the risk of delays and achieves the project completion date. Marks will be deducted for an incomplete schedule	Provided Comprehensive Schedule	yes	yes
		Lead Times and Pre-Construction Activities Included	yes	yes
		Marks deducted for incomplete schedule	none	none
		Score	10	10
Project Team and Experience (10 points)	The Contractor shall provide a list of qualified, competent team members and relevant experience in Form of Tender – Form B, Form C and Form F. Full marks will be given to a project team that has experience working on similar projects and demonstrates an understanding of the conditions specific to Dawson City. A score of zero will be given to proponents that have completed recent projects in Dawson with substantial deficiencies remaining incomplete with no intention of completing those deficiencies. If a Contractor has completed a project with deficiencies remaining incomplete, and they do not feel they should receive a score of zero, they may provide a rational why they should not receive a score of zero for consideration in the evaluation.	Provided list of Qualified Competent Team members	yes	yes
		Experience working on similar projects	yes	ues
		Demonstrates understanding of Conditions specific to Dawson	yes	yes
		Deficiencies remaining incomplete -10 Points	-10	none
		Score	0	10
TOTAL		Total	90	71

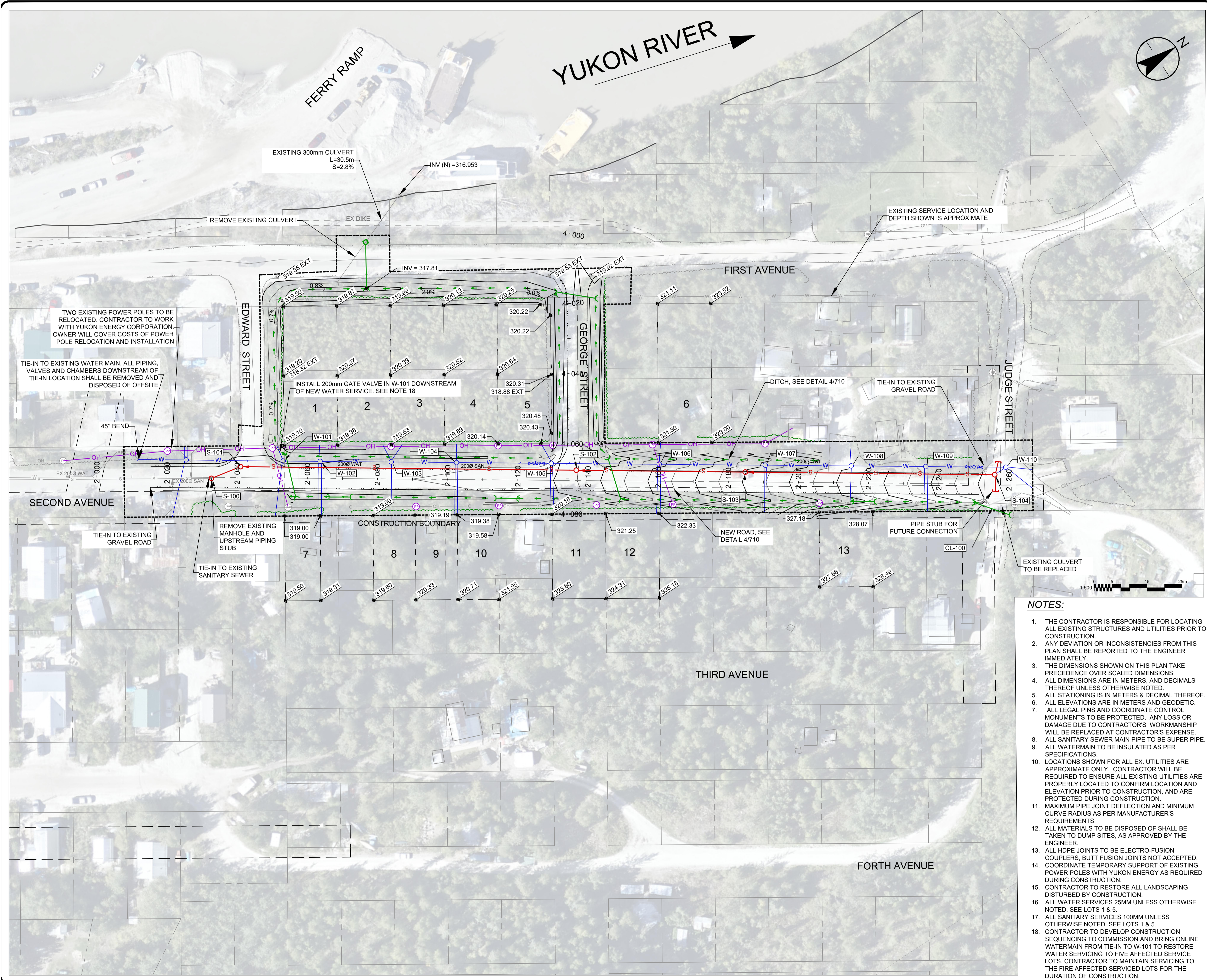
Bid evaluation Committee:


 Owen Kemp-Griffin, Project Manager, City of Dawson


 Jonathan Howe, Public Works Manager, City of Dawson


 Chris Mackie, Contract Administrator, Greenwood Engineering Solutions


 Adam Greenwood, Engineer, Greenwood Engineering Solutions



Data Sources:
 Site Contour Survey - Greenwood Engineering Solutions, Survey Date: July 26, 2023, Project Area: North End, Dawson City, YT
 Site Contour Survey - Challenger Geomatics Ltd, Survey Date: Jan 30, 2019, Project Area: North End, Dawson City, YT

- Legend:**
- W — Water Pipe - Proposed
 - W — Water Pipe - Existing
 - S — Proposed Sanitary Sewer
 - S — Existing Sanitary Sewer
 - OH — Existing Overhead Powerline
 - OH — Proposed Overhead Powerline : BY OTHERS
 - GR — Proposed Gravel Road
 - GR — Existing Gravel Road
 - PL — Existing Property Line
 - PL — Proposed Property Line
 - ES — Easement
 - SC — Existing Storm Culvert
 - SC — Proposed Storm Culvert
 - SD — Proposed Storm Ditching
 - TL — Existing Tree Line
 - TL — Proposed Tree Line
 - — Proposed Water Manhole
 - — Proposed Sanitary Manhole
 - — Existing Sanitary Manhole
 - ⊕ — Existing Water Valve
 - ⊕ — Proposed Water Valve
 - ⊕ — Existing Fire Hydrant
 - ⊕ — Proposed Fire Hydrant
 - ⊕ — Existing Powerpole
 - ⊕ — Proposed Powerpole : BY OTHERS

1	2024-01-05	ISSUED FOR TENDER
	YYYY-MM-DD	SUBMISSION INFORMATION

PROFESSIONAL ENGINEER
ADAM THOMAS C. GREENWOOD
YUKON TERRITORY
January 5, 2024

PERMIT TO PRACTICE
GREENWOOD ENGINEERING SOLUTIONS
SIGNATURE
Date: January 5, 2024
PERMIT NUMBER: PP445
Association of Professional Engineers of Yukon

- NOTES:**
- THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL EXISTING STRUCTURES AND UTILITIES PRIOR TO CONSTRUCTION.
 - ANY DEVIATION OR INCONSISTENCIES FROM THIS PLAN SHALL BE REPORTED TO THE ENGINEER IMMEDIATELY.
 - THE DIMENSIONS SHOWN ON THIS PLAN TAKE PRECEDENCE OVER SCALED DIMENSIONS.
 - ALL DIMENSIONS ARE IN METERS, AND DECIMALS THEREOF UNLESS OTHERWISE NOTED.
 - ALL STATIONING IS IN METERS & DECIMAL THEREOF.
 - ALL ELEVATIONS ARE IN METERS AND GEODETIC.
 - ALL LEGAL PINS AND COORDINATE CONTROL MONUMENTS TO BE PROTECTED. ANY LOSS OR DAMAGE DUE TO CONTRACTOR'S WORKMANSHIP WILL BE REPLACED AT CONTRACTOR'S EXPENSE.
 - ALL SANITARY SEWER MAIN PIPE TO BE SUPER PIPE.
 - ALL WATERMAIN TO BE INSULATED AS PER SPECIFICATIONS.
 - LOCATIONS SHOWN FOR ALL EX. UTILITIES ARE APPROXIMATE ONLY. CONTRACTOR WILL BE REQUIRED TO ENSURE ALL EXISTING UTILITIES ARE PROPERLY LOCATED TO CONFIRM LOCATION AND ELEVATION PRIOR TO CONSTRUCTION, AND ARE PROTECTED DURING CONSTRUCTION.
 - MAXIMUM PIPE JOINT DEFLECTION AND MINIMUM CURVE RADIUS AS PER MANUFACTURER'S REQUIREMENTS.
 - ALL MATERIALS TO BE DISPOSED OF SHALL BE TAKEN TO DUMP SITES, AS APPROVED BY THE ENGINEER.
 - ALL HDPE JOINTS TO BE ELECTRO-FUSION COUPLERS, BUTT FUSION JOINTS NOT ACCEPTED. COORDINATE TEMPORARY SUPPORT OF EXISTING POWER POLES WITH YUKON ENERGY AS REQUIRED DURING CONSTRUCTION.
 - CONTRACTOR TO RESTORE ALL LANDSCAPING DISTURBED BY CONSTRUCTION.
 - ALL WATER SERVICES 25MM UNLESS OTHERWISE NOTED. SEE LOTS 1 & 5.
 - ALL SANITARY SERVICES 100MM UNLESS OTHERWISE NOTED. SEE LOTS 1 & 5.
 - CONTRACTOR TO DEVELOP CONSTRUCTION SEQUENCING TO COMMISSION AND BRING ONLINE WATERMAIN FROM TIE-IN TO W-101 TO RESTORE WATER SERVICING TO FIVE AFFECTED SERVICE LOTS. CONTRACTOR TO MAINTAIN SERVICING TO THE FIRE AFFECTED SERVICED LOTS FOR THE DURATION OF CONSTRUCTION.

GREENWOOD ENGINEERING SOLUTIONS

PROJECT: **NORTH END DEVELOPMENT SURFACE WORKS AND UNDERGROUND UTILITIES**

DRAWING: **PROPOSED SITE PLAN**

DESIGN: MV/CM	DATE: January 4, 2024	SCALE: AS NOTED
DRAWN: MV	PROJECT NO: 11-02	
CHECKED: CM	DRAWING NO:	VERSION: 1
APPROVED: AG	C200	



City of Dawson

Report to Council

Agenda Item	Change Order - Administration Building HVAC Upgrade
Prepared By	Asset & Project Manager – Public Works
Meeting Date	Mar 05, 2024
References (Bylaws, Policy, Leg.)	- Procurement Policy - Yukon Boiler and Pressure Vessels Act
Attachments	TPA: T00022686

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

Recommendation

That Council receive this report for information purposes.

Executive Summary

Change order #01 for the Administration Building HVAC Upgrade contract between the City of Dawson and Borealis Fuels & Logistics for \$142,283.68 plus GST was approved by the CAO under Emergency procurement authority due to the necessity to move forward with the installation.

The existing contract between the City of Dawson and Borealis Fuels & Logistics is for \$480,585.00 plus GST for the supply and installation of four new propane boilers at the Firehall/Administration building to replace the aging existing fuel oil boilers.

Including the change order, the new contract value is \$622,868.68. The change order is critical in order to complete the project prior to the funding deadline and to ensure the timely completion of install during cold weather.

The change order request was issued from an increased scope of work for electrical engineering, equipment, labour and commissioning from revised issue for construction mechanical drawings.

The revised cost of project remains significantly below the next highest tender.

Background

A payment agreement (TPA: T00022686) with the Yukon Government Energy Branch has been secured for a total of \$621,625.00 and expires on March 31st, 2024. There is \$479,215.59 left in the TPA agreement for this boiler replacement upgrade. The TPA specified replacing the boilers with propane boilers/fuel switching upgrade (ECM 15 of the Administration building energy audit).

An RFP released in June 2023 for the boiler replacement, a single bid was submitted by Fireweed Plumbing & Heating LTD for \$1,467,889.00 plus GST to complete the work. A second RFP was released in August 2023 with a reduced scope of work resulting in three bids: Fireweed Plumbing & Heating submitted a bid totalling \$931,593.00 plus GST for the work, Budget Plumbing & Heating inc. submitted a bid totalling \$842,136.62 plus GST for the work, and Borealis Fuels & Logistics submitted a bid totalling \$480,585.00 plus GST for the work.

Council awarded the contract to Borealis Fuels & Logistics on October 4th, 2023.

Discussion / Analysis

The change order request was submitted to the City of Dawson on January 26th, 2024 totalling \$148,063.68. The change order was reduced to \$142,283.68.

The change order was submitted due to the following changes to the contract agreement:

- Supply and installation of (1) Axiom SF100 hydronic feeder including additional piping.
- Revised Electrical Engineering Issue for Construction drawings.
- Increased scope of work, equipment, labour, commissioning and expediting procurement of required materials for electrical components including: upgrading boiler room breaker amperage, additional propane vaporizer,
- Increased scope of work, equipment, labour for revised controls schematics.

The Good Energy Program is primarily supplying the capital funding for the boiler replacement at the Administration building. Historically, the funds for boiler replacements was secured through the Gas Tax fund (\$425,163.90 for the swimming pool boilers in 2016).

Fiscal Impact

At the time of decision to move forward with the change order the source of funds was the Contingency Reserve. Budget discussions identified that the funding source would be identified as the Facilities reserve.

Next Steps

Completion of project and receipt of funding

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	01-Mar-2024



City of Dawson Report to Council

Agenda Item	OCP and Zoning Bylaw Review
Prepared By	Planning and Development
Meeting Date	March 5, 2024
References (Bylaws, Policy, Leg.)	Municipal Act
Attachments	RFP Terms of Reference

	Council Decision
x	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council:

1. Choose Option 1 to conduct a comprehensive review of the Official Community Plan and Zoning Bylaw
2. Review the attached Terms of Reference and authorize staff to release the RFP for Official Community Plan and Zoning Bylaw comprehensive review.

Executive Summary

The current Official Community Plan (OCP) stipulates that it must be scheduled for a comprehensive review at the first Council meeting of October 2023. This report offers options for how to conduct the required review.

Background

On November 7, 2023, Council directed administration to bring to Council a plan to establish a methodology for conducting the OCP comprehensive review and schedule it for 2024. On February 6, 2024, the administration submitted a copy of the RFP to council for review while continuing to discuss potential financial contributions from YG and TH. It has been determined the City will not receive such contributions.

Discussion / Analysis

Staff sought TH for feedback on the draft RFP and received a few of minor text change suggestions. TH also stated that they cannot contribute monetarily to this project. Seeking financial support from YG funding programs, it was identified that they do not fund initiatives that are normally the responsibility of another government, including the OCP review.

Staff intends to use an external funding program for partial funding of this project. The identified program assists in the expansion of Dawson's housing supply. The funding program cannot cover the entire cost of the review and staff are recommending the balance be funded from CCBF grants.

Option 1:

Use *up to* \$80,000 from the Capital Budget to conduct a comprehensive review of the OCP and Zoning Bylaw, as specified in the current RFP.

Analysis:

Although the City has not received a formal cost estimate for this project, it is expected to cost between \$130,000 and \$180,000. This is based on the rates charged by consultants for OCP and Zoning Bylaw reviews in communities of similar size. Once submissions are received, we will be able to calculate the exact amounts that should be allocated from each source.

This is the preferable approach for several reasons.

- a) The Capital Budget has included a placeholder sum for few years for OCP review, so this is not unanticipated.
- b) The OCP comprehensive review must be completed at some point. If it is a few years from now, the City should fund the project entirely from the Capital Budget. Having an external source of funding now is an excellent opportunity to complete the project without incurring significant costs to the City. Not to mention that the cost could rise significantly in a few years.
- c) The revised plan aims to regulate development and land use within the municipal boundaries for the next ten years. Spending \$80,000 from the Capital Budget to provide such direction for ten years does not appear illogical.
- d) Recent development permit reviews have shown numerous inadequacies in the Zoning Bylaw. Housekeeping amendments have not adequately addressed such problems because the review must be comprehensive and analyze many different issues at the same time, which is challenging due to the Planning Department's capacity constraints.

- e) Concurrently reviewing the OCP and Zoning Bylaw ensures their consistency.
- f) The comprehensive review of the OCP and Zoning Bylaw is likely to result in a direction on the best future use of City-owned vacant lots, allowing the City to release the lots to the public. Within a couple of years, the revenue from sales will be cover the cost spent for this project.
- g) Given that the City is embarking on other significant projects such as the review of the Heritage Management Plan, the implementation of GIS, and the review of the Development Incentive Program, conducting a Comprehensive review of the OCP and Zoning Bylaw would be beneficial in ensuring consistency across all plans and documents.

Option 2:

Use up to \$30,000 from the Capital Budget to conduct a comprehensive OCP review as well as a review of Zoning Bylaw provisions related to housing supply. Following two years of the new OCP's implementation, a full review of the Zoning Bylaw is required.

Analysis:

To decrease costs, the comprehensive review of Zoning Bylaw may be removed from the project's scope. However, according to S.288 of the *Municipal Act*:

When an official community plan is adopted or amended, the council shall within two years adopt or amend, if necessary, a zoning bylaw applicable to the land affected by the official community plan or amendment.

There are some issues with this approach:

- a) Although postponing the Zoning Bylaw comprehensive review will lower the project cost, it will still incur costs within a few years. The expense must subsequently be completely funded from the Capital Budget.
- b) The *Municipal Act* does not specify what happens if the Zoning Bylaw does not align with the amended OCP. This is quite likely to happen as part of the OCP comprehensive review, and it would provide significant issues for approving development permits and moving on with Planning projects.

Option 3:

Reduce the project's scope to only enable and facilitate the provision of more housing units in Dawson, and rely only on external finance.

Analysis:

This does not follow Council direction from last year, but it avoids using funds from the Capital Budget.

Option 4:

Staff conducts a comprehensive review of the OCP and Zoning Bylaw and hires consultants to complete the parts pertinent to housing supply using the external funding source.

Analysis:

This option is only to show that Administration has considered it. However, given the scope of the project and the need to undertake multiple types of studies (geotechnical, engineering, economic, etc.) as well as the Planning Department's capacity, this option is nearly impossible or will take many years to be carried out. Therefore, it is strongly discouraged.

Fiscal Impact

Moving forward with Option 1 will require up to \$80,000 from the Capital Budget.

Alternatives Considered

Alternatives have been presented in the Discussion section.

Next Steps

Will be determined upon council direction.

Approved by	Name	Position	Date
	David Henderson	CAO	01-Mar-2024



City of Dawson

Comprehensive review of Official Community Plan and Zoning Bylaw

Schedule A: Terms of Reference

1.0 Objectives

The City of Dawson is seeking proposals from experienced planning consultants to undertake the task of revising the Official Community Plan (OCP) and Zoning Bylaw (ZBL) for the City of Dawson. The updated OCP should focus on establishing objectives and guidelines to inform decision making regarding planning and land use management within municipal boundaries over the next decade.

2.0 Background

Dawson City, located in the center of the Yukon, is known as the heart of the Klondike Gold Rush. In 1898, it flourished as a bustling city with a population of 30,000. Dawson City lies within the traditional territory of the Tr'ondëk Hwëch'in. Each year, the area attracts 60,000 visitors who are drawn to its rich gold rush history, vibrant First Nations culture, and breathtaking natural landscapes. Dawson City, recognized as one of the eight heritage locations in the Tr'ondëk-Klondike World Heritage site, was added to the UNESCO World Heritage List in 2023. Dawson is home to a thriving community who contribute to the local economy through various industries including gold mining, tourism, the arts, and government services. Dawson region provides a model for co-operative leadership. It is administered collaboratively by the City of Dawson Municipal Government and the Tr'ondëk Hwëch'in Government, with participation from the Government of Yukon and the federal government's Parks Canada.

Over the past few years, Dawson City has faced the impacts of various factors such as climate change, global economics, interest rate fluctuations, unconventional business models, shifting demographics, and population migration. These factors have resulted in tangible local consequences, including natural disasters, wildfires, floods, industry closures, limited housing options, housing affordability challenges, business investment choices, and impacts on tourism.

The OCP is a valuable tool for local governments to involve their community in shaping a forward-thinking and adaptable vision for the future. In order to make informed decisions, the City of Dawson must take into account the various aspects of a thriving community, including its economic, environmental, and social sustainability.

Therefore, the City of Dawson is seeking proposals from consultants who have a strong background in various areas such as master planning, urban design, transportation planning, community and stakeholder consultation, and land use regulation. The goal is to provide an Official Community Plan that is driven by a clear vision and will serve as a guide for the City of Dawson and its Council in making future decisions. To implement the new OCP, the City of Dawson is aiming to complete a ZBL update concurrently using an integrated approach.

The City of Dawson OCP and ZBL were last updated in 2018. The OCP stipulates that it must be scheduled for a comprehensive review at the first Council meeting of October 2023. This Request for Proposals is the first step in undertaking this review.

3.0 Scope of Work

The City of Dawson is seeking the services of a qualified planning consultant to undertake a review of the City's Official Community Plan and Zoning Bylaw that align with the Yukon *Municipal Act* to guide land use and development for the next ten years. The review of the Official Community Plan and Zoning Bylaw will involve the following:

1. Create a fair, inclusive, and forward-thinking community engagement plan for future projects;
2. Create a strategy to actively involve Tr'ondëk Hwëch'in citizens and integrate indigenous perspectives and principles of reconciliation;
3. Explore potential future land use needs and consider different scenarios for growth strategies;
4. Explore and consider strategies and regulations for developing a vibrant city;
5. Review population and employment data and prepare projections to assist in providing appropriate metrics/context for the OCP and ZBL;
6. Enhance the efficiency and effectiveness of the Development Permit review process in the City of Dawson;
7. Develop strategies and regulations to support new residential construction, focusing on missing middle housing;
8. Create a new vision and update the goals and objectives of the OCP to address the current challenges faced by Dawson City and to drive economic growth;
9. Provide innovative approaches for successful implementation of goals and objectives;
10. Update the ZBL to effectively tackle the difficulties encountered by staff in the Development Permit process over the past few years;
11. Provide realistic and achievable goals and strategies to tackle housing challenges/requirements;
12. Enhance the clarity, intent, and ease of comprehending the OCP and ZBL by incorporating explanatory or illustrative diagrams.

3.1. Deliverables

The successful proponent will be responsible for:

1. Reviewing pertinent background information and delivering an assessment report. The background information includes but not limited to:
 - Municipal Act
 - City of Dawson Official Community Plan and Zoning Bylaw
 - Subdivision Bylaw
 - Dawson City Heritage Management Plan
 - TH Final Agreement and TH Self Government Agreement
 - City of Dawson Downtown Revitalization Plan
 - Klondike HWY Subdivision Parcel D/F Master Plan
 - Dredge Pond II Master Plan
2. With the assistance of the City of Dawson, forming an Advisory Committee consisting of key stakeholders and conducting meetings with the Committee to gain insights into the needs, interests, and preferences of stakeholders, as well as to gather feedback on the proposed modifications.

3. Presenting reports on the discussions held by the Advisory Committee to the Working Group.
4. Providing an updated Official Community Plan including but not limited to:
 - Public engagement plan
 - Updated vision and guiding principles
 - Updated implementation approaches
 - Updated land use designation (this may involve creating new designations)
 - The development of provisions which are supportive of missing middle housing
 - Revised land use maps
 - Recommendation for utilizing areas currently designated as Future Planning
 - The creation of provisions which are supportive of sustainable development
 - Diagrams, graphics, and images that illustrate key regulations and strategies
5. Providing an updated Zoning Bylaw including but not limited to:
 - Updated definitions (this may involve adding new definitions)
 - Updated general regulations and procedures
 - Updated zones (this may involve creating new zones)
 - Updated regulations and uses specific for each zone
 - Rationale for new/revised zones and regulations
 - The development of provisions which are supportive of affordable housing and innovative housing approaches, including secondary suites, reduced parking, setbacks and similar techniques
 - Ensure consistency of defined terms within all zone categories and exceptions
 - Mapping review and zoning map
 - Diagrams, graphics, and images that illustrate regulations
6. GIS data to support analysis and mapping for both OCP and ZBL

The revised OCP and ZBL should be presented in a clear and succinct written manner, avoid cross references, incorporate the use of tables in zone descriptions to simplify and clarify requirements, and be backed by pertinent statistics and information, and complemented by maps, photographs, and other visual materials. The City of Dawson shall acquire ownership of all original graphics and visuals.

3.2. Milestones

Phase		Description	Deliverable	Preferred timeline
1	Research & Analysis	Reviewing background information	Report to Working Group	Project commencement – July 2024
2	Consultation	Forming and Meeting with Advisory Committee	Report to Working Group	Project commencement – September 2024
		Community Consultation and Engagement	Report to Working Group	
		Meeting with Council	Report to Working Group	
		Meeting with Working Group	Minutes	

3	Draft OCP and ZBL	Drafting OCP and ZBL and Recommendations	Presenting the drafts to Advisory Committee and gathering feedback	October 2024 – February 2025
			Presenting drafts to Working Group and Council	
4	Approval	Finalizing the OCP and ZBL	Presenting final drafts to Working Group for their review	March 2025 – April 2025
			Presenting final drafts to Council for adoption	April 2025 – July 2025

3.3. Meetings and site inspection

The proponent is required to:

- host at least 3 Advisory Committee meetings electronically (at least one meeting after drafting the OCP and ZBL);
- conduct one public open house, one public meeting, and two Council meetings (one before and one after drafting the OCP and ZBL), all of which are to be in person;
- travel to Dawson to complete site inspections.

The Project Manager will collaborate with the Consultant to establish the level of consultation. However, the successful Consultant will be responsible for providing a recommended consultation plan for the project in their proposal submission

The Consultant may be requested to attend additional one-on-one sessions with key stakeholders for further consultation. The additional meetings requested will be priced based on the consultant's hourly rates.

The successful proponent is responsible for preparation of draft notices, invitations, press releases, and minutes.

4.0 Management of the Process and Reporting

The Project Manager will be the City of Dawson Planning and Development Manager and shall be the primary point of contact with the proponent. The Project Manager will establish a Working Group. The role of Working Group is to:

- evaluate all compliant proposals
- ensure that deadlines are met and key milestones are achieved
- review the reports
- review the final drafts
- provide guidance, feedback, and recommendations
- attend pertinent meetings
- provide the proponent with relevant information within their area of expertise
- provide the proponent with existing reports, background information, and inventory details
- provide the proponent with community group contacts
- provide a supportive role in organizing meetings

5.0 Resources

The total estimated budget for this project is \$\$\$ CAD. The prices shall be firm and fixed and will not be exceeded unless prior written approval is obtained. All proposals must be in Canadian dollars. All applicable taxes must be listed separately.

Proponents shall include a section that contains:

- An Upset Price: the cost of completing each phase of the project outlined in the Milestones Section.
- Fees for professional service
- Sub-consultant services (if applicable)
- Disbursements (e.g. travel, meetings, etc.)
- Taxes

The following documents are available with this bid:

- Official Community Plan
- Zoning Bylaw

End of Terms of Reference

DRAFT



City of Dawson

Report to Council

Agenda Item	Land Development Update
Prepared By	Planning and Development
Meeting Date	March 5, 2024
References (Bylaws, Policy, Leg.)	
Attachments	

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

Recommendation

That Council receive this report for informational purposes.

Executive Summary

This report provides an update regarding projects in Dawson mainly handled by the Government of Yukon Land Development Branch (YG LDB).

Background

Infill 3: The project's scope changed from developing six industrial lots to one lot that would be released through a tender process by YG. The City has received the Subdivision application, which will be presented to Council at its next regular meeting on March 19. The application requires that the City and YG enter into a Development Agreement to create access to this lot, which the developer is currently unable to achieve owing to engineering, financial, and scheduling restrictions. The tentative plan is to release the industrial lot via a public tender in 2024.

Klondike Highway Parcel D/F: The project has been submitted to YESAB and is now at the Preparing Recommendations stage. The document's issue has been postponed several times due to YESAB's staff shortage. The Zoning Amendment application was presented to Council, which passed its first reading in December 2023, and the public hearing was held in January 2024. The City has sent a letter to TH requesting feedback on the amendment and is awaiting their response before proceeding with the second and final readings. The project is proceeding through the detailed design stage and staff from the City of Dawson are involved in the process. The proposed timeline was to start initial clearing and grading work in fall 2024; however, with the regulatory delays it may occur in 2025.

Dredge Pond II: Following Council's approval, CAO sent the CoD response to TH's comments on the Master Plan. The Historic Park was the principal concern addressed in the CoD response. The City is awaiting TH's response before proceeding with the adoption of the Master Plan. YG LDB has stated that they will submit the YESAB application immediately following the Master Plans adoption. LDB has also submitted an OCP and Zoning Bylaw Amendment application. If the TH letter is received before the next regular meeting, the application will be presented to Council for First Reading. YG may begin developing and selling five lots near to the highway within the next year or two because they are easier to develop, do not trigger a DFO authorization (there's no fish-bearing ponds in this particular first phase) and do not require infill due to their higher elevation.

Infill 2: YG LDB and TH are discussing the potential of developing a joint Master Plan for the area. If TH is not interested in proceeding; then LDB can proceed with the master plan for this area in 2024.

Callison East Area: YG LDB is now conducting a feasibility assessment (historical and environmental) for the area to determine the suitability of developing it for industrial use.

4 Residential Lots (Block 9, Day's Addition): The lots are vacant and located between existing Yukon Housing duplex units. The lots are zoned residential. The boundary adjustment application was approved by the Council in 2023. Community Services is currently working with Yukon Housing to get the lots transferred for development and sale. These lots require future water/sanitary connections. Furthermore, additional heritage work is required since the initial assessment found a heritage resource on one lot. This may complicate or prevent the future sale of these lots.

Physical Conditions Mapping Assessment: YG LDB has offered to carry out a Dawson Physical Conditions Mapping assessment as conjunction with the OCP and Zoning Bylaw review to identify additional possible development areas. The mapping work typically reviews bedrock potential, permafrost potential, slope, soil composition, erosion and mass movements, water table depth, and flood potential. Polygons of none, low, moderate, and high constraints are then mapped.

Discussion / Analysis

The priority is to adopt the Dredge Pond II Master Plan so that YG and the City may proceed with the next steps.

Fiscal Impact

Infill 3: if sold it will start generating industrial property taxes.

Klondike Highway Parcel D/F: a) water and sewer services will generate additional revenues and additional operating costs; b) development will generate additional property tax revenues; c) development will incur additional road maintenance, solid waste, fire servicing, etc.

Dredge Pond II: a) development will generate additional tax revenues; b) development will incur additional road maintenance, solid waste, fire service costs.

Infill 2 and Callison East Area: currently none.

Alternatives Considered

N/A

Next Steps

Adoption of the plans, passing bylaws, and approving subdivision applications.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	01-Mar-2024



City of Dawson Report to Council

Agenda Item	Correspondence and Communications Policy
Prepared By	David Henderson CAO
Meeting Date	01-Mar-2024
References (Bylaws, Policy, Leg.)	
Attachments	Mayors email

	Council Decision
x	Council Direction
x	Council Information
	Closed Meeting

Recommendation

Recommended that Council adopt the policy or practice outlined in the executive summary with regard to the receipt of Correspondence.

Executive Summary

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

Background

Current Practice

The City of Dawson does not have a specific policy on correspondence and how we deal with it.

The current practice is that emails and hardcopy mail addressed to “Mayor and Council”, deemed to be language/content appropriate, within the jurisdiction of council, not simply requesting an administrative function or answer, and received in advance of the Wednesday preceding a committee or council meeting is added to the agenda for the committee or council meeting, to be received for information purposes.

Following the adoption of a motion “To receive for information purposes” the agendas have a subsection titled “Business arising from Correspondence” where council members can move specific actions related to the correspondence received. Council generally enters a discussion at this point on the correspondence received and the various points raised in each piece. The length of this discussion varies from 10 minutes to, in some instances, 45 – 60 minutes.

Best Practices

There is a wide range of practice amongst municipalities, often depending on the size of the municipality and the volume of correspondence received. Larger municipalities do not usually receive correspondence on their meeting agenda and instead staff distribute correspondence to the appropriate recipients.

Legislation

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

Dawson

At the start of the current term of council there was an effort to establish a communications policy that included the process for receipt of correspondence. The policy was not adopted by council.

Committee of the Whole Meetings

Dawson has adopted the usage of Committee of the whole meetings. In practice, all items should go to the committee of the whole meeting first where further action, if necessary, is determined. Not all business must go on to council. Acceptance of items for information only can be done solely at the committee level. Direction to staff or for further review of an issue can be determined at the committee level without going to council.

Committee of the Whole meetings are officially documented, are public, and consist of the entire council.

Deadlines for inclusion on the agenda

Administration has historically applied deadlines to add items to the agenda. Documents for inclusion on a meeting agenda are expected to be in the “file” by Wednesday Morning preceding a meeting. Staff then work through the process of final review of all documents, signing off of reports, and assembling the agenda with an eye for the most important discussions and available time. The final assembled meeting package is then converted to PDF and posted. This process is undertaken by staff while maintaining day-to-day managerial requirements, meetings, etc. Thus, maintaining submission deadline except for time sensitive exceptions is important.

Discussion / Analysis

Adopting an agreed upon practice (or more formally a policy) for dealing with correspondence received in the name of “Mayor and Council” is important to maintain a valued resident feedback mechanism and maintain Councils ability to manage meetings and make decisions efficiently.

As we have moved from Snail mail to email the volume of correspondence has increased, necessitating organizations implement steps to vet correspondence received.

It is important to recognize that public input and feedback is an important part of municipal government, and it is achieved via a multitude of ways : Delegations, public Questions, Correspondence, Conversations with Council members, Feedback through Staff to Council members, etc. At the same time all municipal governments operate under some form of parliamentary procedure to ensure that meetings can operate effectively, and council members can make decisions in a timely and informed manner.

Agreeing on a consistent practice (or policy) will assist all stakeholders. Establishing that Correspondence will be dealt with at the Committee of the Whole meeting, on the public record, makes council meetings more efficient and focussed. Agreeing on a target for inclusion of Wednesday Morning contributes to an efficient Meeting Package preparation process.

Fiscal Impact

Not applicable

Alternatives Considered

Open to discussion

Next Steps

If council adopts recommendation, the recommended practice to deal with correspondence will be applied .

If council directs that such a policy be drafted for consideration by council, then staff will return a draft to council.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	01-Mar-2024

Hello Council and CAO Henderson,

CAO Henderson, as requested in email below on February 18th, can you please ensure the addition of topic "Correspondence and Public Communications" to next week's agenda? I suggest this email chain below, plus the draft document you sent around to us by email on Monday, February 19th, at approx 1:05 p.m. about correspondence, can serve as good background information, and should be included in the public agenda package. (I will attach the document you sent to us on that day here for convenience. I have changed the title from "Document1 - Compatibility Mode" for ease of identification).

As a local government, we are responsible for "providing services" that are "necessary or desirable" for the community (Municipal Act, Section 3). As a Council:

Council's Role (Section 177 Municipal Act)

A council is responsible for

- (a) **developing** and evaluating the policies, municipal services, and programs of the municipality;
- (b) ensuring that the powers, duties, and functions of the municipality are appropriately carried out; and
- (c) carrying out the powers, duties, and functions expressly given to the council under this or any other Act. S.Y. 2015, c.12, s.49; S.Y. 2002, c.154, s.177

(emphasis added)

I have considered spending time this week revising another community's policy (examples sent in email below on February 19th) for our council discussion into this, but before this is done it is best to simply have a chat. Council can then decide (or not) to direct our Admin to initiate a policy and/or I can assist by presenting a Draft Policy. We can then discuss, revise, and potentially adopt such a policy for City of Dawson.

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

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: Bill Kendrick

Sent: February 19, 2024 1:29 PM

To: Patrik Pikalek; CAO Dawson; Julia Spriggs; Alexander Somerville; Brennan Lister

Subject: Re: Urgent Attention Required: Lack of Response and Public Record for Letter Sent on February 7th, 2024

Hi all,

Regarding the bigger picture about staff and council response times:

Found some short policies from other Canadian municipalities about customer service response time. Some apply to staff only and others have sections that apply to Council also. As this is policy they very often need to get passed by a council. (I suspect it can be a tough sell because it forces accountability, but this is the job of a Council.)

<https://www.oakville.ca/town-hall/policies-procedures/customer-service-standards-and-customer-conduct-policy/customer-service-standards-procedure/>

<https://www.kawarthalakes.ca/en/municipal-services/resources/Corporate-Customer-Service-Standards.pdf>

<https://www.lasalle.ca/en/town-hall/resources/Municipal-Policies-Accessible/Customer-Service-Standards.pdf>

<https://www.king.ca/sites/default/files/docs/local-government/ADM-POL-150%20-%20Customer%20Service%20Standards.pdf>

This last one is a website example:

<https://www.shelburne.ca/en/town-hall/customer-service-policy.aspx#Email-interactions>

I pulled those from the internet in about 5 minutes. We could have a discussion about the various terms and times, change the town, and then otherwise have a policy.

It may not be perfect at first, but if we wait for perfection it may not ever happen, and perfect should not be the enemy of good enough. It can always be amended or changed in the future.

William (Bill) Kendrick
Mayor

(867) 993-3319

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Report to Council



For Council Decision
 For Council Direction
 For Council Information

AGENDA ITEM:	Census and Electors Lists - Benefits and Considerations	
PREPARED BY:	Mayor Kendrick	Attachments: • email from Town of Faro Mayor Jack Bower re change in population after census • email from AYC Executive Director Shelley Hassard re. Electors list • Emails (2) from YG CS re obtaining a voters list
DATE:	February 29, 2024	
RELEVANT BYLAWS / POLICY / LEGISLATION: Yukon Municipal Act Comprehensive Municipal Grant Regional Landfill Agreement		

RECOMMENDATION

That Committee of the Whole recommend that Council direct Administration to contact the Chief Electoral Officer to initiate conversations regarding compiling an electors list as soon as possible, and to work with the Association of Yukon Communities and Yukon Government to implement a census for the Dawson and Klondike region, for input into the Comprehensive Municipal Grant and Regional Landfill Agreement calculations as applicable.

ISSUE / PURPOSE

Initiating and completing the process of compiling an electors list and doing an up-to-date census of the region will lead to additional financial resources via the Comprehensive Municipal Grant and Regional Landfill agreement and will contribute to the administration of effective and fair elections.

BACKGROUND SUMMARY

The City of Dawson and surrounding region has undergone tremendous change since the last electors list for the municipality was compiled, and the lack of a recent census for the town and for the service area of our regional landfill limits the financial transfer we receive from the Yukon Government for both the Comprehensive Municipal Grant (CMG).

An electors list is a straightforward means that will reduce the administrative burden of running a municipal election and will streamline the verification of qualified electors

ANALYSIS / DISCUSSION

There are potential benefits of having an up-to-date census and electors list:

- Recently the Town of Faro did a census and found their numbers had increased (email attached). They are working with the Yukon Government to use these numbers in the calculations used to determine the funding transfer they receive from the Yukon Government. Faro will provide update at Mar. 16 AYC meeting.
- Both the CMG and the financial transfer we receive from YG for peripheral users of the Quigley Landfill utilize estimates of the town and peripheral population. A larger number will lead to additional financial resources available to the municipality. AYC is involved in this task as per our landfill agreement.
- Obtaining an electors list with local knowledge and assistance from the Chief Electoral Officer is a relatively low cost way relatively low cost method that will lead to administrative efficiencies and fairness in our elections.

APPROVAL

NAME:		SIGNATURE:
DATE:		

Re. Census:

Re: February 7th invitation to meet with the premier and our minister
Mayor Bowers <mayor.bowers@faroyukon.ca>
Thu 02-08, 10:15 AM

Thanks for the update Bill, was there any talk of when the CMG discussions would start? We all are busy with our budgets and 2024 is going to be a tough year. I would like a commitment from YG to the effect that the revised formula be in place for 2025.

FYI, our population count now stands at 614, up from 466. This census was based on a model used and accepted in Alberta which we expect to be used in the CMG formula. Everyone might want to do their own census too given that we are providing services to the larger population.

Jack

<image001.png>	<p>Jack Bowers</p> <p>Mayor Tel: (867) 994-2728 ext. 6 Cell: (867) 689-0537 Fax: (867) 994-3154</p>
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Re: Electors List (continued next page):

Chief Electoral Officer Inquiry
Shelley Hassard <ayced@ayc-yukon.ca>
Today, 2:19 PM
Bill Kendrick
Hi Bill,

I had a conversation with the Yukon Electoral Officers Office and if your Municipality is considering using an electors list for the municipal election, then I would advise that you ask David to reach out to the Chief Electoral Officer, Maxwell Harvey and start the conversation. Their office number is 667-8683. Note they will only consider requests from municipalities for using the list for elections purposes only due to data security.

Take care,

<p>Shelley Hassard Executive Director Association of Yukon Communities Tel: (867) 668-4388 Fax: (867) 668-7574 www.ayc-yk.ca <i>Electronic communication and any attachments sent by Association of Yukon Communities are confidential and directed solely to the intended recipients. If you are not the member, please notify the sender immediately and delete the email and attachments from your system without making any copies in any format.</i></p>
--

Samantha.Crosby <Samantha.Crosby@yukon.ca>
Fri 2023-12-08, 4:29 PM

Hi Mayor Kendrick,

Yes, Mike looked into this on Monday and sent some information to David. It looks like he investigated this for you as well as the email contains information sent to you in November.

Long story short, the advice from Elections Yukon is to contact them and they can guide you through the process.

Thanks,
Sam

FW: Voter List
Michael.Prowse <Michael.Prowse@yukon.ca>
Mon 2023-12-04, 9:03 AM CAO Dawson;Samantha.Crosby <Samantha.Crosby@yukon.ca>
David,

Following up on a request you sent Sam. See what was sent to Mayor in November.

If you want voter information, you need to start with a call to Elections Yukon. They will work with you to get you the information you need, in a way that works within the Act.

The Chief Electoral Officer is Maxwell Harvey, his office can be reached at 867-667-8777.

Mike

From: Michael.Prowse
Sent: Monday, November 6, 2023 5:55 PM
To: 'bill.kendrick@cityofdawson.ca' <bill.kendrick@cityofdawson.ca>
Subject: RE: [EXT] Re: If you need anything.

Hi Mayor,

Elections Yukon got back to me. They confirmed that they did work with the City of Whitehorse to set up an electronic list of voters, but that this was a pilot project. It, or something similar, is something that they would be willing to at least have some initial conversations with the City of Dawson on. Few caveats though:

- You'd need to start things with somewhat of a formal request. That could come from Council itself saying what it wants, what it is trying to accomplish, and the help needed to get there. It could be the CAO reaching out to Elections Yukon as an information gathering exercise. Just something more formal to kick-start the process. If you want to go that route, just let me know and I can give you contact information.
- While they are willing to have initial conversations, there isn't a guarantee they can assist – like I said, the work with Whitehorse was a pilot project and doing these sort of things requires special permission.
- It's not a free service, there would be a cost that the City of Dawson would have to pay. What that is would really depend on what assistance was provided.
- Assuming they can do it, and that the cost is acceptable to City of Dawson, this process takes time – it's not an overnight thing, with the last time it was done taking over a year to complete. Point being, it might not match with timelines for this upcoming election, but could be for the one after that.

Let me know how Council and administration would like to proceed and I can help accordingly. Happy to answer any questions you might have as well.

Thanks.

Mike

Michael Prowse

Community Advisor | Community Affairs
T 867-334-1123 | Yukon.ca

An Open Letter To: Mayor and Council Dawson City, Yukon

From : John Mitchell

26 Feb., 2024

Re : Emergency Preparedness

It has been approximately 8 months since Dawson suffered through last year's spring flood incident.

As a member of the CEMC (Community Emergency Management Committee) I have, with other core members, participated in working to update the Community Emergency Plan.

I have also been assisting the Tr'ondek Hwech'in in a similar effort.

Unfortunately, beyond that I have seen very little progress or recognition by either the COD and/or the Yukon Government to increase our community preparedness.

And that greatly concerns me and many others.

Only in January did YG finally award a contract to Stantec Engineering to gather feedback from our residents on their experiences during the flood incident.

Unfortunately, for all practical purposes, all we will get from this study is "what we heard" with very little of "what we need to do or what we should be doing now in terms of mitigation now. "

We are rapidly running out of time to get ready for the time of year which has been identified annually as our period of highest risk.

And this, I should stress, is only one of our identified threats to the Community.

It is time for the City of Dawson to stop waiting for YG.

To make the time to listen first hand to the concerns of our citizens and businesses and to take the lead in community preparedness

I am requesting that, at the earliest opportunity, the elected City Mayor and Council host and attend a public meeting to belatedly hear the concerns of the citizens of the Klondike.

Yours Sincerely



John Mitchell

Dawson SAR, Rangers, CEMC member

From: Suzanne Crocker <suzcrocker@gmail.com>

Sent: Thursday, February 15, 2024 1:03:17 PM

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>

Cc: CAO <cao@cityofdawson.ca>

Subject: Re: New Recreation Centre location

Hello Mayor and Council

I was very disappointed to read in the Klondike Sun that Council refused to second a motion that would have allowed a discussion to take place to consider looking into the feasibility of an alternate in-town location for the New Recreation Centre.

When the in-town vs out-of-town options were presented to the community by the previous Mayor and Council, the in-town site came with many problems (including the fact that it was on the site of Dawson's only in-town summer camping/RV park and it was not large enough to be able to expand the facilities that the community hoped a new recreation centre might offer). Therefore the out-of-town location was chosen.

Believing strongly that the Recreation Centre should be in-town, I asked the previous Mayor and Council to consider an alternate in-town location behind the sewage treatment centre, before giving up on an in-town option. I was told that there was no time to consider another location. We all know how much time has passed since then and it is clear, in hindsight, that there would have been plenty of time to consider another in-town location.

In April 2023, I encouraged you all to consider looking into the feasibility of an alternate in-town location (see my email below).

It is my understanding that both the RCMP and YG Property Management have recently expressed some informal encouragement that the area behind the sewage treatment centre could be a viable option for an in-town location for the New Recreation Centre. The fact that no Councillors would second the motion, such that a discussion could be had about looking into the feasibility of this option is incredibly frustrating and disappointing.

I will re-iterate the reasons why I strongly believe that this alternate in-town location should be discussed and a feasibility study for this location be considered:

- the Recreation Centre is, and should continue to be, one of the central recreation and social hubs of Dawson and, as such, should be located centrally where all citizens, including youth and elders, can walk to it without requiring a vehicle and a driver (especially during our long winter months)
- if the financial constraints on a new Recreation Centre mean that we will not get any significant increase in facilities, it does not make sense to me to spend millions of dollars to give us the same facilities as we have now, but farther away in a more inconvenient location
- in a town our size, it is ironic that we will now be requiring folks to drive in order to promote physical fitness at the New Recreation Center

- an in-town location will allow youth to walk to the Recreation Center without relying on their parents to drive them - especially in the winter
- an in-town location will allow those without a vehicle, including elders such as Victor Henry, who are frequent visitors of the Recreation Centre, to easily access the Recreation Centre on foot, as they do now and not have to depend on finding a ride - especially in the winter. There are many adults in our community who do not own a vehicle.
- an in-town location will allow the school to continue to be able to access the skating rink and curling rink for programming without requiring a bus and a driver, with the appropriate class of drivers license, to get them there
- an in-town location is more convenient for Rec Dept staff
- one only needs to look at the Crocus Bluff Ball Diamond to see the effects of putting a recreational facility out of town. The Crocus Bluff Ball Diamond offered more parking, a better concession and washrooms and more bleachers compared to the Minto Park Ball Diamond at the time it was created. Despite these advantages, the Crocus Bluff Ball Diamond has always been underutilized and the Minto Park Ball Diamond remains the preferred location for practices and tournaments because of its central location

The New Recreation Centre is going to have a considerable price tag attached. Before investing that money, this more convenient and central in-town location should at least be considered.

I encourage you to reconsider and take the time to discuss the feasibility of this alternate in-town location with an open mind. I expect that if it was determined that there was a feasible in-town location for the New Recreation Centre, that the community would be in support.

Thank you for listening,
Suzanne Crocker
993-6842

Dawson City Garbage Fiasco Continues

Dawson City has a garbage problem. Dawson City also has a budget problem. And now, the City is asking the citizens to pay the financial costs of the garbage problem.

I first want to applaud Dawson City Mayor Kendrick, resident Molly Shore and Project Manager Owen Kemp-Griffin for their work in introducing portable food composting units, as described in the Feb. 16 issue of the Yukon News. I believe that everyone in Dawson City should have these units, as we have a serious problem with our landfill capacity.

The problem is, these units could be free, which would definitely encourage more people to use them. This is apparently not possible, with the way the current Dawson City council is managing the budget and choices of expenditures.

Where is our new garbage truck, that the City purchased? Currently, for a town of 1500 people, we have a lone City of Dawson half-ton pick-up truck, pulling a trailer, with one person loading and unloading garbage by hand! It's an embarrassment.

Now, the City wants its' residents to have only one bag of garbage a week. Is this realistic in the current circumstances? With one bag of garbage, where are recyclables going? Is one bag of garbage realistic for families, those who can't afford a portable composting unit, or those who don't have transportation to travel to the Recycling Depot far out of town?

If services are reduced or withdrawn, and people are penalized financially, it is no secret that we'll soon see people dumping garbage in the bush, along the roadsides, and garbage bins that are overflowing all throughout town. That is even before we see the return of tourists, miners, and river travellers.

If we want to see a reduction in garbage, put the City's immediate financial focus on giving the people the supports they need to reuse, reduce and recycle.

Make recycling bins available on every street. Bring back the contracting by tender of garbage delivery and recycling pick-up. The loss of our previous contractor, local long-time resident Edgar Blattler, who provided excellent service, was a huge mistake and we are now paying for it big time.

Businesses should not have to haul their own garbage. Many are closed 7 months of the year, and still pay for garbage pick-up, commercial water and sewer rates during winter months, when they are not even open. If the businesses are made to haul their garbage, then the cost of products, including food, will be passed on to the customer. This will hurt everybody – customers, businesses, and ultimately the City of Dawson.

Financially prioritize solutions to handle the garbage problem. Give us the proper service back.

Dave Robinson
Dawson City

YUKON
ELECTORAL DISTRICT BOUNDARIES COMMISSION
2024



February 16, 2024

City of Dawson
Bill Kendrick
bill.kendrick@cityofdawson.ca

OPPORTUNITY FOR PUBLIC INPUT - ELECTORAL DISTRICT BOUNDARIES

An Electoral District Boundaries Commission (the Commission) has been established to make recommendations to the Yukon Legislative Assembly about the boundaries, number, and names of the electoral districts of the Yukon.

The Commission is reviewing the existing 19 electoral districts that were first established in 2007. We are currently inviting submissions from individuals and organizations throughout the Yukon. The observations, views, and insights of Yukoners are a key element of our review process. We want to hear from stakeholders like you about whether the electoral district boundaries should change and how, in order to ensure all Yukoners are effectively represented in the Legislative Assembly.

The Commission is required to consider factors such as population growth, physical characteristics, accessibility of transportation and communication within and between different areas, demographic information, number of electors, boundaries of municipalities and First Nation governments, and any special circumstances.

If you have thoughts about these factors or any other considerations about the current electoral district boundaries, I invite you to provide a written submission to the Commission for its consideration as it prepares the Interim Report. Submissions can be made through the Commission website, www.yukonboundaries.ca, by email at submissions@yukonboundaries.ca, or by mail (see address below). Submissions will be accepted until **Thursday, March 28, 2024**.

After the public release of the Interim Report, before mid-June 2024, the Commission will consult with the public again through public hearings. Feedback from Yukoners on the Interim Report will

be used to draft the Final Report. The Commission expects the Final Report will be delivered to the Speaker of the Legislative Assembly in the fall of 2024.



We welcome any thoughts, ideas or views you have to share with the Commission at this time. Thank you.

Sincerely,

Suzanne Duncan
Chief Justice and Commission Chair
Electoral District Boundaries Commission

Phone:
(867) 667-8683 or
(866) 668-8683 (toll-free)

Website:
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Mail: Electoral District Boundaries Commission Box 2703 (A9) Whitehorse, Yukon Y1A 2C6

March 3, 2024

Dear Mayor and Council,

We are writing to express our concern regarding the proposed development plan for the north end of Dawson. As the owners of Whitehouse Cabins, a heritage property that has been in business since 1953, we have personally dedicated the last 25 years to operating and building up this business, and we are dismayed by the lack of consultation and consideration from the City regarding this plan.

Whitehouse Cabins is a well-established tourism accommodations business, offering hospitality to visitors during the summer season. The charm and historical significance of the north end of Dawson are key attractions for our guests, and any development that alters the character of this area could significantly reduce the appeal of our property and the neighbourhood in general.

The City's decision to proceed with the installation of water and sewer systems in the North End is a multi-million dollar project that has been undertaken without proper consultation with an affected business or residents, and disregards the concerns and needs of the community. Some of our concerns:

- The project is unsupported by north end residents' and it has left the municipality needing to recuperate the costs. For instance, the original plan has already been pursued by the municipality at a cost of approximately \$400,000.
- The recent RFP has resulted in bids valued at roughly \$5.5 and \$8.6 million dollars, making the project unattainable.
- The proposed project has involved routing the pipes in a manner that would render Whitehouse Cabins unable to connect to these essential services, despite the substantial impact the project would have on our operations.
- The road digging associated with this project, if conducted during the summer season, will cause irreparable harm to our business.
- North end residents would be forced to pay the City for the water and sewer service, despite our inability to connect to it, and business/residents should not be burdened with the cost of a service they cannot utilize or that might lead to increased municipal taxes.
- Some of the undeveloped lots that were to be serviced by the north end water and sewer project have been deemed unsaleable due to their location in the area of the moosehide slide area. Therefore, the extension of the project up to the top of 2nd avenue past our property would only be able to service the existing 4 properties.

More recently, the City has chosen to change the plan from single residential lots to a multi-residential unit to respond to the City's inability to predict and manage the north end development project costs. We have formally voiced our opposition to this idea (refer to our written letter submitted to Mayor and Council as part of the public hearing on

February 6, 2024). The City's proposal to adopt an approach that was not part of the planning recommendations, and to subsequently change the zoning of that area to multi-residential, seriously lacks foresight and fiscal accountability. Besides deteriorating the heritage appeal of the north end, this selection of blocks are a very swampy area and collect all the spring runoff from the slide, making it a questionable area for constructing a multi-residential unit.

It is further concerning that this new planning idea is not consistent with our community's official community plan and that steps are now being taken to review the OCP to facilitate more housing options. Such a review may effectively undermine the current public hearing process which is meant to provide an opportunity for the municipality to engage in meaningful consultation.

The City's insistence on proceeding with this project without considering the impact on local businesses like ours and the potential impacts on our neighbourhood and taxpayers, remains unacceptable to us.

We urge Mayor and Council to reevaluate its development priorities and consider alternative solutions that preserve the heritage and character of the unique north end of town. Meaningful dialogue with affected business/residents' is necessary for finding a mutually beneficial solution.

We would look forward to an opportunity to discuss this matter further.

Thank you for your time and consideration.

Sincerely,

Doug Cotter & Ashley Doiron
Owners
Whitehouse Cabins
993-5576