

# THE CITY OF DAWSON

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## NOTICE OF SPECIAL COUNCIL MEETING #C21-23

This is to inform you a special meeting of City Council will be held as follows:

**DATE OF MEETING:** TUESDAY, NOVEMBER 2, 2021  
**PLACE OF MEETING:** COUNCIL CHAMBERS, CITY OFFICE  
**TIME OF MEETING:** 6:30 PM  
**PURPOSE OF MEETING:**

- 1) Proclamation: World Kindness Day
- 2) Documents & Orientation Information
- 3) Fuel Contract Award
- 4) 2021 Council & Committee of the Whole Meeting Dates
- 5) 2021 Deputy Mayor Appointment
- 6) Association of Yukon Communities Board Representative Appointment
- 7) Council Travel and Training Approval-AYC & Gordon MacIntosh

DATE MEETING REQUESTED: October 13, 2021  
MEETING REQUESTED BY: WAYNE POTOROKA, MAYOR

Original signed by: October 20, 2021  
Cory Bellmore, CAO Date

# PROCLAMATION

## World Kindness Day

November 13, 2021



**Whereas** World Kindness Day is a global day that promotes the importance of being kind to each other, yourself and the world, and

**Whereas** The City of Dawson wishes to recognize the impact on the health and wellbeing of the giver and receiver of acts of kindness, and

**Whereas** The City of Dawson wishes to promote good deeds and pledging acts of kindness from individuals and organizations.

**Therefore** I, William Kendrick, as Mayor of the City of Dawson, Yukon Territory, do hereby proclaim **November 13, 2021**, to be  
**"World Kindness Day"**

in the City of Dawson, Yukon Territory, and I commit this observance to the people of the City of Dawson. I further encourage all Dawsonites engage in simple acts of kindness towards yourselves, each other and to the beautiful land on which we live.

---

Mayor William Kendrick

Dated this \_\_\_\_ day of \_\_\_\_\_, 2021.

## City of Dawson

### E-Service Request

**Message Type :** Council & CAO Office

**Name :** Carol McBride

**Email :**

**Street Address :**

**Mailing Address :**

**City/Town :** Dawson

**Province :** Yukon

**Postal Code :** Y0B1G0

**Phone Number :**

**Request / Question :** November 13 is World Kindness Day. 66 days away. I would like to see Dawson make a proclamation to observe this day.

Who knows what good can come of it?

If we get behind it, I believe the title of “ Kindness Capital “ might still be up for grabs!

Last year I sent the idea to Mayor Potoroka, and Councillors Kendrick and Ayoub.

There was some support for the proclamation but I was too late in asking.

Hopefully this can get done by the present council - another legacy and , an act of kindness.

Thank you



# **ORIENTATION HANDBOOK**

## **INDEX**

### **October 2021**

#### **SECTION 1: STRUCTURE**

- 1.1 Off the Cuff by George B. Cuff  
Volume One, Article 4: What Every Council Member Should Know  
Volume One, Article 7: Role Clarity and Leadership  
Volume Two, Article 2: After the Election: Now What?
- 1.2 Management Employment Bylaw 14-10
- 1.3 Recreation Board Bylaw 01-02

#### **SECTION 2: FINANCIAL**

- 2.1 Procurement Policy 2021-03
- 2.2 Finance Policy 14-03
- 2.3 2021 Annual Operating Budget & Capital Expenditure Program Bylaw 2021-04
- 2.4 2021 Budget Detail (Appendix to Bylaw 2021-04)
- 2.5 Audited Financial Statements for the Year Ended December 31, 2020
- 2.6 Fees & Charges 2021 Amendment Bylaw 2021-03

#### **SECTION 3: LEGISLATIVE**

- 3.1 Council Proceedings Bylaw 11-12
- 3.2 Council Remuneration Bylaw 2021-10
- 3.3 Municipal Act (Revised Statutes of Yukon 2002)

#### **SECTION 4: PLANNING, LAND USE & DEVELOPMENT**

- 4.1 Official Community Plan (OCP) Bylaw 2018-18 & Amendment Bylaws
- 4.2 Zoning Bylaw 2018-19 (Text Consolidated Only) & Amendment Bylaws
- 4.3 Heritage Bylaw 2019-04
- 4.4 Development Incentives Policy 2019-02

#### **SECTION 5: HUMAN RESOURCES**

- 5.1 Code of Conduct for Mayor and Councillors Policy 07-03
- 5.2 Violence & Harassment Prevention Policy 2021-02
- 5.3 Travel Policy 08-01
- 5.4 Organizational Chart- Updated October 13, 2021
- 5.5 Onboarding Package (**sign forms and return to HRO**)
  - 5.5.1 2021 Personal Tax Credits Return (TD1)
  - 5.5.2 2021 Yukon Personal Tax Credits Return (TD1YT)
  - 5.5.3 Council Honorarium Set Up
- 5.6 Mayor and Council Contact List

#### **SECTION 6: RESOURCE & READING MATERIAL**

- 6.1 Active Bylaw Index – Updated October 13, 2021
- 6.2 Active Policy Index – Updated October 13, 2021
- 6.3 2021 & 2022 Council Meeting Calendar



## ELECTED OFFICIALS ORIENTATION WORKSHOP

November 18 – 20, 2021

Fireside Room, Yukon Inn

Whitehorse, Yukon

### AGENDA

Thursday, November 18, 2021

#### **Registration and Reception**

**6:00pm**

Start building your network! Mingle with people who can help you get the answers to some of your questions.

#### **Association of Yukon Communities**

**6:30pm**

How AYC fits into the Elected official network

**President**

#### **Community Services Overview**

**7:00pm**

Connect with YG Community Services, get introduced to who they are, gain a better understanding of what they do and how they can help.

**YG C/A**

Friday, November 19, 2021

#### **Breakfast**

**7:30am**

#### **Welcoming**

**8:30am**

**President – AYC**

**Minister of Community Services – Richard Mostyn**

**Minister of Yukon Housing Corp – Ranj Pillai**

#### **1. Good Governance**

**9:30 a.m.**

**George B. Cuff, FCMC**

- a) General Observations for All Council Members & Their Management
- b) Why Local Government?

#### **Health Break**

**10:30 a.m.**

- c) Role Clarity for the Mayor, Councillors, CAO and Management
- d) Governance Principles, Processes, Practices
  - i. Principles
  - ii. Processes: What Works; Decision-Making Options; Committee Options

- iii. Practices: Protocols for Every Council
- iv. Meeting Management: Practices Which Work

## **Lunch**

**12:00 p.m.**

- e) Importance of Council/CAO Relationship
  - i. Criteria of a Sound Relationship
  - ii. Assessing Your CAO
- f) Strategic Thinking (and Planning)
- g) Mayor & Council Landmines

## **Health Break**

**2:45 p.m.**

## **2. Financial Practices for a Well-Governed Municipality**

**3:00 p.m.**

### **Rene Grewal – BDO**

- a) Importance of Sound Financial Practices
- b) Key Steps in a Budget Process
- c) How to Interpret Financials
- d) Role/Importance of the Audit

## **Dinner**

**6:00pm**

Guest speaker TBD

Saturday, November 20, 2021
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## **Breakfast**

**8:00am**

## **3. Legal Matters Central to Local Government**

**9:00 a.m.**

### **Don Lidstone and Olga Ripkin– Lidstone and Company**

- a) Purpose of Laws
- b) Legal Roles of Mayor, Council, Councillors
- c) Transparency
- d) Importance of Ethics

## **Health Break**

**10:30 a.m.**

- e) Conflict of Interest
- f) Confidentiality
- g) Social Media
- h) Inclusion and Diversity
- i) Sanctions for Bad Behaviour

**Lunch**

**12:00 p.m.**

**4. Community Engagement**

**1:00 p.m.**

**Cindy de Bruijn – Senior Manager Community Relations St. Albert**

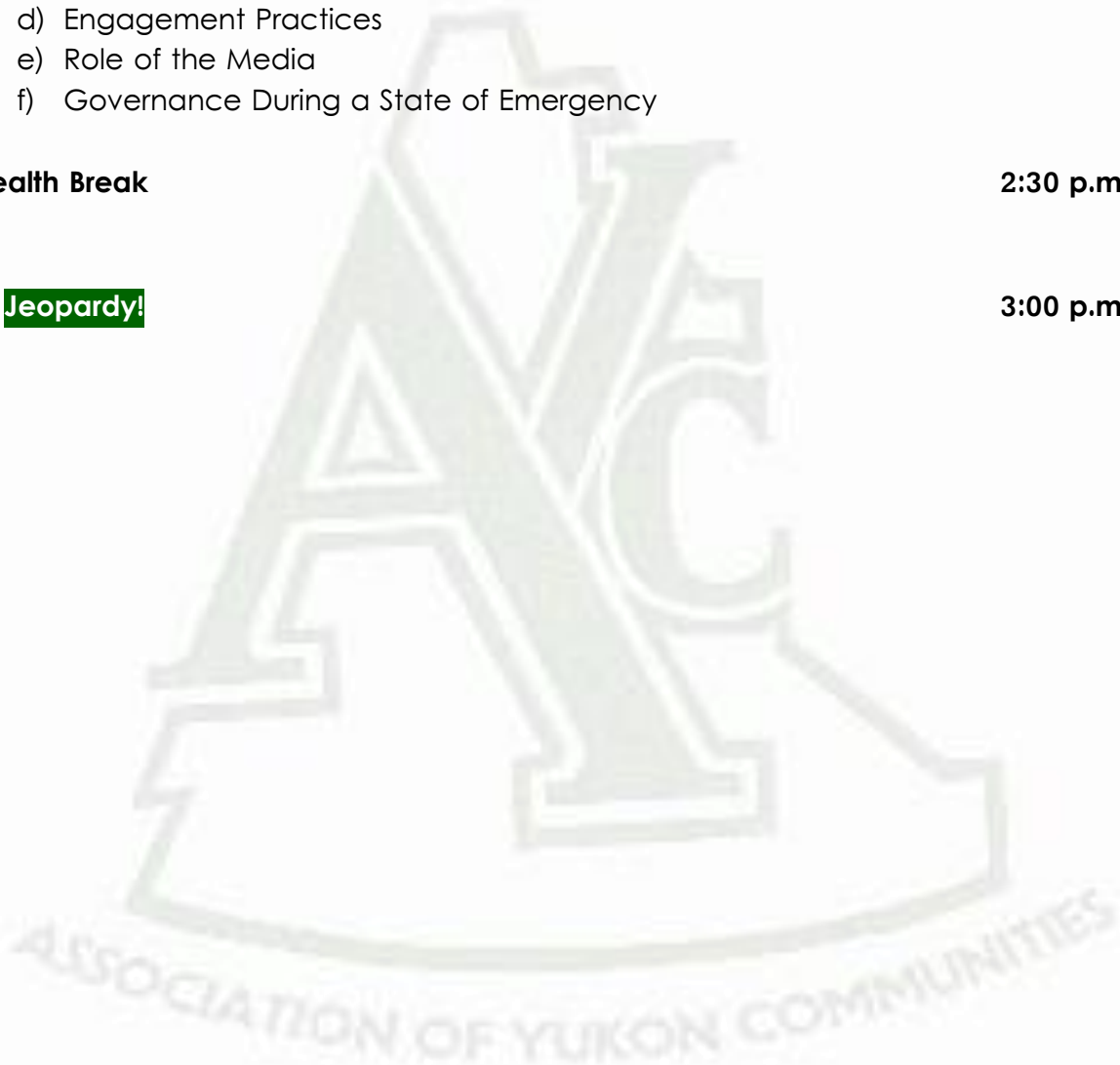
- a) Importance of Planning
- b) Engagement Policy & Targets
- c) Who Speaks for the Council? Administration?
- d) Engagement Practices
- e) Role of the Media
- f) Governance During a State of Emergency

**Health Break**

**2:30 p.m.**

**5. Jeopardy!**

**3:00 p.m.**



# Report to Council



☒ For Council Decision ☐ For Council Direction ☐ For Council Information

☐ In Camera

<b>AGENDA ITEM:</b>	Contract Award- 2021 Provision of Fuel Services	
<b>PREPARED BY:</b>	Cory Bellmore	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>Provision of Fuel Service Tender Schedule A: Terms of Reference</li></ul>
<b>DATE:</b>	October 21, 2021	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> <ul style="list-style-type: none"><li>Procurement Policy #2021-03</li></ul>		

## RECOMMENDATION

That Council award the 2021 Provision of Fuel Services contract to AFD Petroleum Ltd. for a 3-year term as per their submitted bid.

## ISSUE / PURPOSE

To award the 2021- 2024 Provision of Fuel Services contract to the recommended bidder, AFD Petroleum Ltd. The current Fuel Service contract expires November 5, 2021.

## BACKGROUND SUMMARY

The tender was structured so that interested companies could bid to supply all products or select products. This allows the supplier to increase prices only on an increase from their direct fuel supplier or government legislation. As per the City of Dawson Collective Agreement, the tender includes a City employee pricing option. This means that employees can set up their own individual accounts with the successful bidder who will provide them with employee pricing on heating oil and vehicle fuel. All employees who setup accounts with the company are responsible for their account and payments of the invoices directly to the bidder. There will be no increased cost to the City for this option. The City will provide the successful bidder with a list of eligible employees.

Awarding this tender will result in a entering a contract for 3 years for the supply of fuel.

## ANALYSIS / DISCUSSION

Provision of Fuel Services was issued for tender on October 1, 2021 and closed October 19, 2021. Three bids were received.

2 options were available for the supplier to propose:

Option A – Prices subject to market fluctuation

Option B – Prices subject to market fluctuations plus heating oil delivery and vehicle fuel to approx.. 20 City employees



**Price Per Litre (all taxes to be included)**

Fuel	Bidder & Option	Bidder & Option	Bidder & Option
	AFD Option B	Mackenzie Option B	North of 60 Option A
Gasoline 87 octane min.	\$1.1357	1.4345	1.5820
Diesel (summer)	\$1.1158	1.4659	1.5257
Diesel (winter)	\$1.1421	1.4922	1.5519
Furnace Oil	\$0.9982	1.4088	1.2871
Stove Oil (-55)	\$1.0245	1.4271	1.3134


Bids were evaluated as per the Evaluation Form in the RFP bid documents:

Item of Work	Scoring Amount
Fee for Full Scope	100%
<b>Total</b>	<b>100%</b>

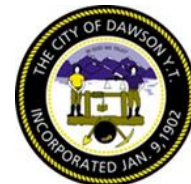
Administration recommends the contract for the 2021- 2024 Provision of Fuel Services be awarded to AFD Petroleum Ltd.

**OPTIONS:**

1. That Council award the full 2021 Provision of Fuel Services contract to AFD Petroleum Ltd. as per their submitted bid for a 3-year term, or
2. That Council not award the 2021 Provision of Fuel Services contract.

APPROVAL		
<b>NAME:</b>	C Bellmore	<b>SIGNATURE:</b> 
<b>DATE:</b>	2021-10-27	

# Report to Council



☒ For Council Decision ☐ For Council Direction ☐ For Council Information

☐ In Camera

<b>AGENDA ITEM:</b>	Establish November & December 2021 Regular Meeting Dates of Council and Committee of the Whole	
<b>PREPARED BY:</b>	Cory Bellmore	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>• Current 2021 Calendar &amp; Proposed 2021 Calendar</li></ul>
<b>DATE:</b>		
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>	Section 206- Yukon Municipal Act	

## RECOMMENDATION

That Council establish regular meeting dates for Council and Committee of the Whole for the months of November and December 2021, presented as proposed.

## ISSUE / PURPOSE

To establish regular meeting dates for Council and COW meetings for the months of November and December 2021.


## BACKGROUND SUMMARY

As per Section 206 of the *Municipal Act*, "...Council shall have regularly scheduled public meetings as it may determine."

## ANALYSIS / DISCUSSION

The regularly scheduled council meeting was changed to a Committee of the Whole to allow for new council members to be briefed on agenda items prior to taking decision.

## APPROVAL

<b>NAME:</b>	Cory Bellmore	<b>SIGNATURE:</b> 
<b>DATE:</b>	2021-10-26	

	Council Meeting
	Committee of Whole Meeting
	Budget, Priority, Joint, Council, or Committee Meeting
	Weeks with No scheduled meeting

# 2021 REGULAR COUNCIL & COW MEETINGS

## Current

NOVEMBER						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

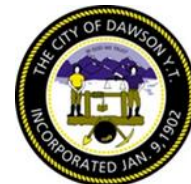
DECEMBER						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3					

## Proposed

NOVEMBER						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3					

# Report to Council



☒ For Council Decision ☐ For Council Direction ☐ For Council Information

☐ In Camera

<b>AGENDA ITEM:</b>	2021 Deputy Mayor Appointments	
<b>PREPARED BY:</b>	Cory Bellmore	<b>ATTACHMENTS:</b>
<b>DATE:</b>		
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>	Section 182- Yukon Municipal Act	

## RECOMMENDATION

That Council appoints for the rest of the 2021 calendar year, with respect to the position of Deputy Mayor: Councillor \_\_\_\_\_ for the months of November and December.

## ISSUE / PURPOSE

To appoint a Deputy Mayor for the months of November and December, 2021.

## BACKGROUND SUMMARY

As per Section 182 of the *Municipal Act*, "The council may appoint from among its members a deputy mayor who shall


(a) in the absence or incapacity of the mayor, have all the powers and duties of the mayor; and

(b) when the mayor is not absent or incapacitated, and subject to the mayor taking precedence, have those powers and duties the council may direct."

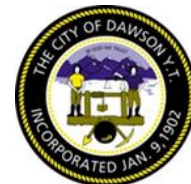
## ANALYSIS / DISCUSSION

In December 2021, council will consider the upcoming calendar of meetings for 2022 as well as Deputy Mayor Appointments for the year 2022.

## APPROVAL

<b>NAME:</b>	Cory Bellmore	<b>SIGNATURE:</b> 
<b>DATE:</b>	2021-10-26	

# Report to Council



☒ For Council Decision      ☐ For Council Direction      ☐ For Council Information

<b>AGENDA ITEM:</b>	AYC Board Rep Appointment	
<b>PREPARED BY:</b>	Cory Bellmore, CAO	<b>ATTACHMENTS:</b> ▪
<b>DATE:</b>	October 20, 2021	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>		

## RECOMMENDATIONS

That Council hereby

- Appoint \_\_\_\_\_ as Council's representative for the Association of Yukon Communities (AYC) Board for a one-year term.

## ISSUE / PURPOSE

To appoint a Council representative for the Association of Yukon Communities (AYC) Board.

## BACKGROUND SUMMARY

Resolution passed by Council at the November 18, 2020 council meeting:

**C20-21-14** Moved by Councillor Johnson, seconded by Councillor Ayoub that Council reappoint Councillor Kendrick as Council's representative for the Klondike Visitors Association (KVA) Board for a one-year term and reappoint Councillor Shore as Council's representative for the Association of Yukon Communities (AYC) Board for a one-year term.  
Motion Carried 5-0

## APPROVAL

<b>NAME:</b>	Cory Bellmore, CAO	<b>SIGNATURE:</b> 
<b>DATE:</b>	2021-10-26	

# Report to Council



☒ For Council Decision ☐ For Council Direction ☐ For Council Information

<b>AGENDA ITEM:</b>	Council Travel & Training Approval- AYC & Gordon MacIntosh	
<b>PREPARED BY:</b>	Cory Bellmore, CAO	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>Council Remuneration Bylaw #2021-10</li></ul>
<b>DATE:</b>	October 26, 2021	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>		

## RECOMMENDATIONS

That Council approves additional payments and expenses, as per Section 6.01 and 7.01 of the Council Remuneration Bylaw #2021-10, to attend the Association of Yukon Communities Elected Officials Training Orientation Workshop in Whitehorse from November 18-20, 2021 and training with Gordon MacIntosh in Dawson on November 21-23, 2021.

## ISSUE / PURPOSE

Prior approval of Council is required for additional payments for training and travel of Council members.

## BACKGROUND SUMMARY


Section 6.01 states:

*"In addition to the annual remuneration provided pursuant to this bylaw, a member of council may be paid a per diem for each day the member of council is engaged in representing the City at any training session, event or meeting where such representation has been approved in advance by council resolution. The per diem shall be prorated as follows:"*

Representation	Entitlement	Amount
More than 4 hours	Full-Day	\$200.00
4 hours or less	½ Day	\$150.00

Section 7.01 states:

*"Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with the travel of any member of council outside the City of Dawson."*

APPROVAL		
<b>NAME:</b>	Cory Bellmore, CAO	<b>SIGNATURE:</b> 
<b>DATE:</b>	2021-10-26	



# THE CITY OF DAWSON

## *Council Remuneration Bylaw*

Bylaw No. 2021-10

**WHEREAS** section 173 of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may, by bylaw, establish the amount and any criteria in relation to the remuneration of a member of council (including the type of or rate or conditions for remuneration) in relation to

- (a) attendance at a council meeting or a council committee meeting;
- (b) expenses incurred in the course of attending a council meeting or a council committee meeting; or
- (c) any other expenses incurred in the course of performing any duty required to be performed by a member of council.

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

### **PART I - INTERPRETATION**

#### **1.00 Short Title**

1.01 This bylaw may be cited as the ***Council Remuneration Bylaw***.

#### **2.00 Purpose**

2.01 The purpose of this bylaw is to provide for remuneration to be paid to the Mayor and Councillors.

#### **3.00 Definitions**

3.01 In this Bylaw:

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



# THE CITY OF DAWSON

## *Council Remuneration Bylaw*

Bylaw No. 2021-10

### **PART II – APPLICATION**

#### **4.00 Annual Remuneration**

- 4.01 The base annual remuneration for the Mayor for the 2021—2024 term of office shall be \$17500.74 effective from November 1st, 2021 to October 31, 2024.
- 4.02 The base annual remuneration for each Councillor during the 2021—2024 term of office shall be \$11667.26 effective from November 1st, 2021 to October 31st, 2024.
- 4.03 (a) on an annual basis, the base annual remuneration shall be adjusted by applying a factor equal to the change in Consumer Price Index (Nov.- Nov.) calculated by Statistics Canada for Whitehorse, subject to the following:
- I. annual increase shall not exceed 2.5% in any given year; and
  - II. where the Consumer Price Index indicates a negative adjustment, no adjustment shall be applied.
- (b) the adjusted base annual remuneration shall become effective on January 1st of the following calendar year.
- 4.04 Annual remuneration shall be paid bi-weekly and, where a member of council fails for any reason to serve in the respective office for a full twelve months, the remuneration shall be prorated on a bi-weekly basis for the period served.

#### **5.00 Remuneration Review**

- 5.01 During the final year of council's term of Office, council shall schedule a review of the *Council Remuneration Bylaw* and proceed to amend it as deemed advisable at that time.

#### **6.00 Additional Payments**

- 6.01 In addition to the annual remuneration provided pursuant to this bylaw, a member of council may be paid a per diem for each day the member of council is engaged in representing the City at any training session, event or meeting where such representation has been approved in advance by council resolution. The per diem shall be prorated as follows:





# THE CITY OF DAWSON

## Council Remuneration Bylaw

Bylaw No. 2021-10

Representation	Entitlement	Amount
More than 4 hours	Full-Day	\$200.00
4 hours or less	½ Day	\$150.00

6.02 The per diem provided pursuant to this bylaw shall be paid with respect to such day or days on which a member of council:

- (a) represents the City at an approved training session, event or meeting; or
- (b) is required to be absent from the municipality for four or more hours for the purpose of travelling to and from an approved training session, event or meeting.

### 7.00 Expenses

7.01 Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with the travel of any member of council outside the City of Dawson.

7.02 Members of council shall be reimbursed for travel expenses in accordance with the *City of Dawson Travel Policy*.

## PART III – FORCE AND EFFECT

### 8.00 Severability

8.01 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.

### 9.00 Bylaw Repealed

9.01 Bylaw 2018-10, and amendments thereto, are hereby repealed.

### 10.00 Enactment

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



# THE CITY OF DAWSON

## Council Remuneration Bylaw

Bylaw No. 2021-10

### 11.00 Bylaw Readings

Readings	Date of Reading
FIRST	July 13, 2021
SECOND	August 3, 2021
THIRD and FINAL	August 31, 2021

**Original signed by:**

*Wayne Potoroka, Mayor*

**Presiding Officer**

*Cory Bellmore, CAO*

**Chief Administrative Officer**