

THE CITY OF DAWSON



COMMITTEE OF THE WHOLE MEETING #CW20-16

DATE: WEDNESDAY October 7, 2020

TIME: 7:00 PM

LOCATION: City of Dawson Council Chambers – Safe Spacing rules apply

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA**
 - a) Committee of Whole Agenda CW20-16
- 3. PUBLIC HEARING**
 - a) Subdivision Application- Lots 15 (S $\frac{1}{4}$), 16, & 17 (N $\frac{1}{2}$), Block J, Ladue Estate
- 4. DELEGATIONS AND GUESTS**
 - a) KDO- Proposed Solar Power Project for Lot 1029, Dome Road
- 5. MINUTES**
 - a) Committee of Whole Meeting Minutes #CW20-15 of September 15, 2020
- 6. BUSINESS ARISING FROM MINUTES**
 - a) Committee of Whole Meeting Minutes #CW20-15 of September 15, 2020
- 7. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS**
 - a) Information Report- Lot 9 and 9-1, Block C, Ladue Estate
 - b) Community and Recreation Grants
 - c) Winter Programming Rental Space
 - d) Water Metering Program Design Update & Presentation
- 8. BYLAWS AND POLICIES**
- 9. CORRESPONDENCE**
 - a) Kerri Scholz, Private Secretary to the Commissioner of Yukon RE: Order of Yukon Nomination
 - b) Amélie Morin, Manager, Dawson Designated Office, YESAB RE: Response to May 22 Letter-Oil Containers at Landfill
 - c) Stephen J. Mills, Deputy Minister, Executive Council Office RE: Seasonal Time Change in Yukon
 - d) John Streicker, Minister of Community Services RE: Property Assessment
- 10. PUBLIC QUESTIONS**
- 11. ADJOURNMENT**



The City of Dawson

P.O Box 308, Dawson City, Yukon Y0B 1G0

PH: (867) 993-7400, Fax: (867) 993-7434

NOTICE OF PUBLIC HEARING: SUBDIVISION APPLICATION

Subdivision Application: #20-089

Subject Property: Lots 15 (S $\frac{1}{4}$), 16, and 17 (N $\frac{1}{2}$) Block J Ladue Estate

Date: 7th October 2020

Time: 7:00pm

Location: Council Chambers, City Hall

Listen to Public Hearing: Radio CFYT 106.9 FM or cable channel #11



As per the *Municipal Act*, S. 319.4, upon receiving an application for subdivision, council must give public notice of the application.

Therefore, the City of Dawson is now requesting input from the public regarding the consolidation of Lots 15 (S $\frac{1}{4}$), 16, and 17 (N $\frac{1}{2}$) Block J Ladue Estate (933-941 Third Avenue) into one lot.

For more information, to view the application details, or to provide your input prior to the public meeting, please contact the Community Development and Planning Officer or Planning Assistant using the following contact information:

Stephanie Pawluk

Community Development & Planning Officer
Box 308, Dawson City YT Y0B1G0

cdo@cityofdawson.ca

867-993-7400 ext. 414

Charlotte Luscombe

Planning Assistant
Box 308, Dawson City YT Y0B1G0

planningassist@cityofdawson.ca

867-993-7400 ext. 438

MINUTES OF COMMITTEE OF WHOLE MEETING CW20-15 of the council of the City of Dawson called for 7:00 PM on Tuesday, September 15, 2020, City of Dawson Council Chambers

PRESENT:	Mayor	Wayne Potoroka
	Councillor	Stephen Johnson
	Councillor	Bill Kendrick
	Councillor	Molly Shore
	Councillor	Natasha Ayoub

REGRETS:

ALSO PRESENT:	CAO	Cory Bellmore
	EA	Elizabeth Grenon

Agenda Item: Call to Order

The Chair, Wayne Potoroka called the meeting to order at 7:00 p.m.

Agenda Item: Agenda

CW20-15-01 Moved by Mayor Potoroka, seconded by Councillor Ayoub that the agenda for Committee of the Whole meeting #CW20-15 be accepted as presented.
Carried 4-0

Councillor Kendrick joined the meeting at 7:01 p.m.

Agenda Item: Public Hearing

a) Subdivision Application RE: Lots 9 & 10, Block U, Ladue Estate

The Chair called for submissions.

The Chair called for submissions a second time.

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

Agenda Item: Minutes

a) Committee of Whole Meeting Minutes CW20-14 of August 25, 2020

CW20-15-02 Moved by Mayor Potoroka, seconded by Councillor Shore that the minutes of Committee of the Whole meeting #CW20-14 of August 25, 2020 be accepted as presented.
Carried 5-0

Agenda Item: Business Arising from Minutes

a) Committee of Whole Meeting Minutes #CW20-14 of August 25, 2020

Council inquired about the status of the water metering project.

Agenda Item: Correspondence

CW20-15-03 Moved by Mayor Potoroka, seconded by Councillor Ayoub that Committee of the Whole acknowledge receipt of correspondence from

- a) Manon Moreau, President, Yukon Liquor Corporation RE: Update on the Implementation of YG's new Liquor Act
- b) Grade 12 Yearbook Class,
provided for informational purposes
Carried 5-0

Council wanted clarification on what "recreational land" meant in the new Liquor Act because the letter stated that if Dawson wanted public drinking to continue in Minto Park then we would have to pass a Bylaw that requests the Minister to make an Order. Currently, Minto Park is Zoned as P1 (Parks and Natural Space) with a permitted use of "outdoor recreation facility." Council also wanted the CAO to get a copy of the new Liquor Act to review.

Council asked to put this topic on the next COW meeting but they also thought it would be a good idea to contact other affected organizations, i.e. T.H, Chamber of Commerce, and KVA, to get their opinion on the new changes to the Act.

Council asked if this type of request was something that been brought forward to Council before. Administration said that normally we direct people's requests for donations to Community Grants. Council discussed maybe getting a larger sized ad in the yearbook in order to donate a larger amount and that the advertising budget could be used to purchase the ad. Mayor Potoroka said he would talk to Helen about the ad and get more details.

Agenda Item: Public Questions

Dan Davidson asked when the geo-tech work on the Goldrush Campground would be done and will there be a report.

Council explained that there will be a report. Administration said that the geo-tech work would be done in a couple days and that the report was supposed to be completed by the end of September but that it was probably going to be done later than that.

Agenda Item: Adjournment

CW20-15-04 Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee of the Whole meeting CW20-15 be adjourned at 7:13 p.m. with the next regular meeting of Committee of the Whole being October 7, 2020.
Carried 4-1

THE MINUTES OF COMMITTEE OF WHOLE MEETING CW20-15 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW20-16-__ AT COMMITTEE OF WHOLE MEETING CW20-16 OF OCTOBER 7, 2020.

Wayne Potoroka, Chair

Cory Bellmore, CAO

Information Report



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

☐ In Camera

AGENDA ITEM:	Lot 9 and 9-1 Block C Ladue Estate	
PREPARED BY:	Charlotte Luscombe, Planning Assistant	ATTACHMENTS: 1. Application & Supporting Documentation
DATE:	September 25, 2020	
RELEVANT BYLAWS / POLICY / LEGISLATION: Municipal Act Subdivision Bylaw Official Community Plan Zoning Bylaw		

ISSUE / PURPOSE

Subdivision Application 20-085 was received 31 July 2020; the applicant is requesting to subdivide and reconfigure two city-owned lots into three lots. The application was completed 10 August 2020 and as required by the Municipal Act, a decision must be made by 8 November 2020. The public hearing is scheduled for October 21 2020. The applicant for this subdivision is the City of Dawson, and the intention is to eventually release and sell the newly created Lot B via lottery. The current lot configuration can be seen in Figure 1, the proposed in Figure 2). Lot 9 contains the KVA building (1102 Front Street) as well as the new Pump House (also 1102 Front Street), and 9-1 is currently empty following demolition of old Pump House in September 2020.

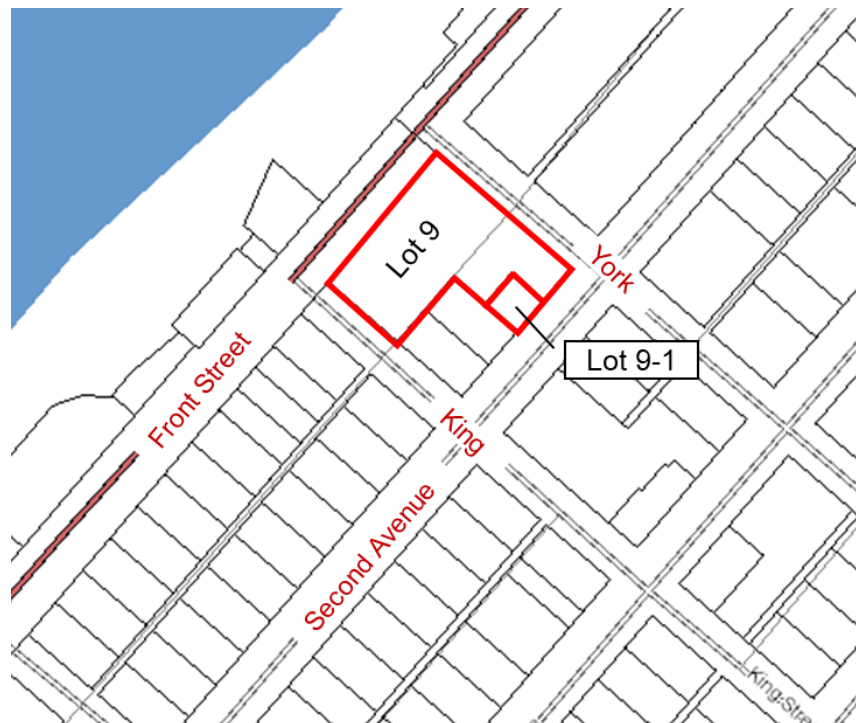


Figure 1 Context map showing location of lots under consideration

Subdivision Bylaw

Subdivision Control Bylaw S3.01 states that every subdivision of land must be made in accordance with the Municipal Act, the Official Community Plan, the Zoning Bylaw, and the Subdivision Control Bylaw. The Analysis/Discussion section of this report is intended to discuss the proposal's conformity with the provisions outlined in the relevant legislation, policies, and plans.

Municipal Act

The Municipal Act S. 314 details the requirements for any proposed plan of subdivision to have direct access to the highway to the satisfaction of the approving authority. Access to Lot A will be via Front Street and access to Lot B and Lot C will be via Second Avenue. There is no rear laneway.

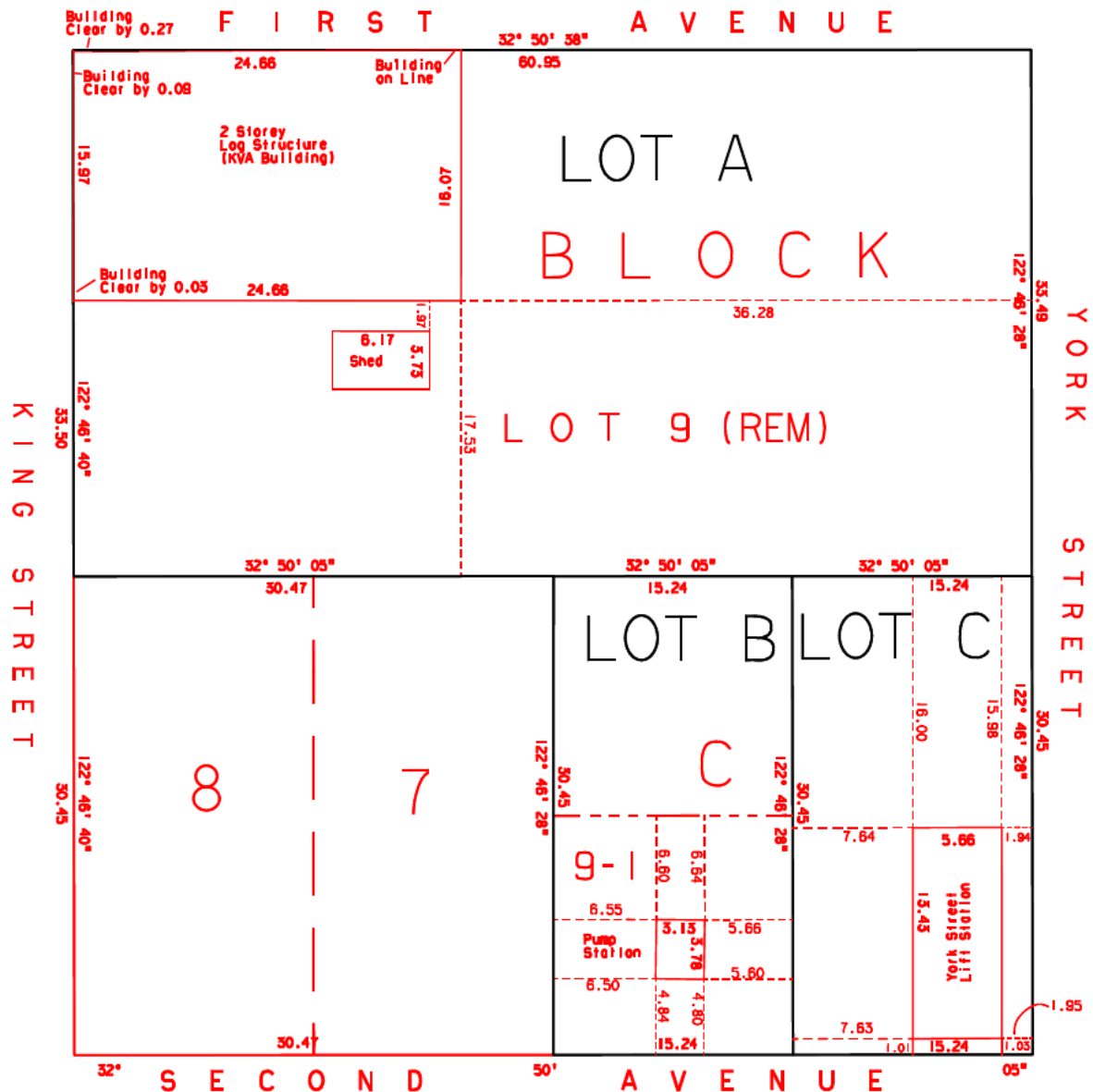


Figure 2: Proposed lot configuration, including existing buildings. Note: 9-1 Pump Station since demolished.

Official Community Plan

Lots 9 and 9-1 are currently classified as DC – Downtown Core. Uses associated with this designation are single or multi-unit buildings (residential or commercial), and the historic character of building facades defines the streetscape. There are minimal setbacks, services are oriented toward the public street, and the area is recognized as the heart of Dawson City. The existing properties are currently designated as DC –

Downtown Core. The three new lots would be required to retain the same designation. Any new use or development on the proposed lots would be required to conform to the OCP designation.

The new configuration could offer the following benefits:

- A simpler block configuration that would offer a new commercial lot to be developed.
- It would bring vacant land in the Downtown Core into use by offering up a new commercial lot for redevelopment

Zoning Bylaw

The Zoning Bylaw is intended to implement the goals of the OCP. Both lots are currently zoned C1 – Core Commercial and following the reconfiguration, the zoning would remain unchanged. The C1 designation is to permit and promote a mixture of commercial and residential uses, and to promote a vibrant commercial core. The Klondike Visitors Association (KVA) building is located on Lot 9 (see Figure 2) and this use would not change. The new Pump House is also located on Lot 9 but would be the primary structure on the newly created Lot C and public utilities are permitted in all city zones (S8.7). Lot 9-1 was the site of the old Pump House and eventually will become part of the newly created Lot B which will be a standard 100ft x 50ft commercial lot. The future usage has not been determined as this will depend on the buyer's intentions.

Heritage Bylaw


The property is in the Downtown Heritage Management area and any new development will need to be approved by the Heritage Advisory Committee.

Comments

Department heads have been asked to comment on this application for the purposes of assessing operational requirements such as access, lot grading, and slope stability. At the time of writing this report, some comments have been received.

The Recreation Manager advised that the KVA building is owned by the Yukon Government and is managed by Highways and Public Works. The KVA will therefore be added to the public mailers to ensure their comments are received by the city (if they have any).

Additional department comments will be added into the final RFD, including any comments received as part of the public hearing process.

APPROVAL		
NAME:	C Bellmore	SIGNATURE: 
DATE:	October 1, 2020	



THE CITY OF DAWSON

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www.cityofdawson.ca

OFFICE USE ONLY

APPLICATION FEE:	<u>Waived</u>
DATE PAID:	<u>/</u>
RECEIPT #:	<u>/</u>
PERMIT #:	<u>20-085</u>

SUBDIVISION APPLICATION

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES AND SUBMISSION REQUIREMENTS PRIOR TO COMPLETING FORM.

PROPOSED DEVELOPMENT



Subdivision



Consolidation



Boundary Adjustment

CIVIC ADDRESS: _____ VALUE OF DEVELOPMENT: _____

LEGAL DESCRIPTION: LOT(S) 9 & 9-1 BLOCK C ESTATE Ladue PLAN# 8338A

PROPOSED DEVELOPMENT: Please provide a brief description of the proposed development, including the number of proposed lots and their sizes.

Currently tourism, old lift station & new lift station. Proposed is continued tourism, lift station and a vacant lot

APPLICANT INFORMATION

APPLICANT NAME(S): Glen Lamerton

MAILING ADDRESS: Box 928, Dawson City POSTAL CODE: Y0B 1G0

EMAIL: glamerton@gmail.com PHONE #: 867-334-7233

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

OWNER NAME(S): Commissioner of Yukon, City of Dawson

MAILING ADDRESS: Lands Branch K-320, Govt of Yukon, Box 2703 Whitehorse YT POSTAL CODE: Y1A 2C6

EMAIL: _____ PHONE #: _____

It is the responsibility of the applicant to ensure that all plans conform to the provisions of the City of Dawson Zoning Bylaw and applicable territorial and federal legislation.

FURTHER INFORMATION

ACCESS: Does the proposed development require additional access to any public road or highway? If yes, please name the road and describe the location of the proposed access.



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Development Permit - 71

OFFICE USE ONLY

PERMIT #:

20-085

WATER: Is the land situated within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch? If yes, please name the body of water and describe the feature.

Yes - Yukon River

TOPOGRAPHY: Describe the nature of the topography of the land (flat, rolling, steep, mixed), the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. & sloughs, creeks, etc.), and the kind of soil on the land (sandy, loam, clay, etc.).

Flat with very little vegetation; ground is gravel and Dawson soils

EXISTING BUILDINGS: Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved:

KVA Building and new lift station to remain

DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw No. 2018-19 and in accordance with the plans and supporting information submitted and attached which form part of this application.
- I/ WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a Development Permit and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application for a Development Permit and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.

July 31, 2020

DATE SIGNED

July 31, 2020

DATE SIGNED

SIGNATURE OF APPLICANT(S)

SIGNATURE OF OWNER(S)

RECEIVED AUG 08 2020



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OFFICE USE ONLY

PERMIT #:

20-085

COMPLETE APPLICATION SUBMISSION REQUIREMENTS

As per the Municipal Act s. 320(1), a subdivision will be granted, granted with conditions, or refused within 90 days of receipt of a complete application. An application is not deemed complete until the following information is submitted to the satisfaction of a Development Officer.

- ☐ Application Form (completed in full)
- ☐ Application Fee as per City of Dawson Fees and Charges Bylaw & Zoning Bylaw
- ☐ Site Plan that includes:
 - o a north arrow and scale
 - o property lines shown and labelled as per the most recent legal survey
 - o dimensions and areas of all proposed lots
 - o all easements and rights of way shown and labelled
 - o the location and labelling of all abutting streets, lanes, highways, road rights of way, sidewalks, water bodies, and vegetation
 - o the topography and other physical features of the subject land
 - o the location, size, type, and dimensions of all existing buildings and/or structures on the subject land, as well as the distance of the buildings and/or structures from the proposed property lines
 - o the location of retaining walls and fences (existing and proposed)
 - o the location, dimensions, and number of onsite parking areas
 - o the location of loading facilities
 - o the date of the plan
- ☐ Certificate of Title (if owner does not match Assessment Roll)
- ☐ Stormwater management plan
- ☐ Other as required by the CDO: _____

OFFICE USE ONLY

LEGAL DESCRIPTION: LOT(S) 9 & 9-1 BLOCK C ESTATE LAND PLAN# 8338A

ZONING: C1 - Core Commercial DATE COMPLETE APPLICATION RECEIVED: _____

TYPE OF APPLICATION: Subdivision

APPLICANT NAME(S): Glen Lamerton

OWNER NAME(S): City of Dawson

☐ APPLICATION REJECTED

☐ APPLICATION APPROVED / PERMIT ISSUED

A letter [] has OR [] has not been attached to this permit explaining reasons and/or permit conditions. If a letter is attached, it constitutes a valid and binding component of this permit.

DATE: _____ SIGNATURE: _____



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OFFICE USE ONLY

PERMIT #:

INSTRUCTIONS AND GUIDELINES

IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE FOR REFERENCE ONLY. IN THE EVENT OF A DISCREPANCY WITH THE ZONING BYLAW OR OTHER BYLAWS/LEGISLATION, THE BYLAW/LEGISLATION PREVAILS.

1. Council shall not approve any application for the subdivision of any land within any zone or on any site where the parcels do not meet the minimum requirements prescribed for that zone.
2. At the sole discretion of Council, parcels with a pre-existing legally non-conforming use or structure may be subdivided so long as the subdivision does not increase the legally non-conforming nature of the use or structure.
3. Spot land applications and parcel enlargements can be approved at the sole discretion of Council and will not be approved by Council unless the application conforms to the long-term plan for those lands, as described in the OCP or other applicable approved plans.
4. Notwithstanding the above, Council may approve an application for the subdivision of any land within the historic townsite into lots that do not meet the minimum site area requirements prescribed for the underlying zoning district as a heritage conservation incentive, provided:
 - a. that subdivision is in keeping with the heritage integrity of the community; and
 - b. the development proposed for those lots meets the heritage management policies and guidelines of the OCP and the Zoning Bylaw
5. Prior to final approval, Council shall hold a public hearing to hear and consider all submissions respecting the proposed subdivision. The public hearing shall be held no earlier than seven days after the last date of publication of the notice.
6. The notice must be circulated, in a method approved by Council, once a week for two successive weeks.
 - a. Methods of notice circulation may include posting on the City website, in local newspapers, and/or on the City and Post Office Bulletin Boards, as well as sending written notification.
 - b. The notice shall:
 - i. describe the area affected by the proposed subdivision
 - ii. state the date, time, and place for the public hearing respecting the proposed subdivision
 - iii. include a statement of the reasons for the subdivision and an explanation of it
7. Written notification letters shall be mailed prior to the public hearing to all properties within the following radii of the subject property:
 - a. 100 m (328.1 ft.) for properties within the historic townsite
 - b. 1 km (3,280.1 ft.) for properties outside the historic townsite
8. A notification sign shall be placed on the subject property for a minimum of seven days.
 - a. The sign shall state the details of the subdivision and the date, time, and place of the public hearing, as well as the City's contact information.
 - b. The sign shall be provided by the City and shall be returned to the City on the day following the public hearing.
 - c. Signs not returned will be subject to an advertising fee equal to the replacement of the sign materials.
9. Every applicant who applies for subdivision of land shall provide to each lot created by the subdivision direct access to a highway satisfactory to the approving authority.
10. On receipt of a completed application for subdivision, Council will, within 90 days, approve it, refuse it, or approve it with conditions. Approval of an application shall be valid for a period of 12 months and may be subject to renewal for one more period of 12 months at the discretion of Council.
11. If Council refuses an application for subdivision, no subsequent unaltered application for approval of a proposed subdivision of land that provides for the same use of the land shall be made by the same or another person within six months of the date of the refusal.
12. If an application for a proposed subdivision of land is approved with or without conditions the applicant shall:
 - a. submit to the CDO a plan of subdivision or an instrument drawn in conformity with the approval; and
 - b. on approval of the subdivision plan, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.
13. If approval of an application for subdivision is refused, the applicant may, within 30 days after the date on which the notice was mailed to the applicant, appeal in writing to the Yukon Municipal Board.

LOT A



THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON Y0B 1G0

PH: (867) 993-7400, FAX: (867) 993-7434

Zoning Assessment

File Number: 20-085

Date: 10th August 2020

Zone: C1 - Core Commercial

Assessment Completed By: C. Luscombe

1. Application Type

<input type="checkbox"/> OCP Amendment	<input type="checkbox"/> Variance
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Development
<input checked="" type="checkbox"/> Subdivision	<input type="checkbox"/> Other

2. Official Community Plan Designation: Downtown Core

Does the proposed development meet OCP requirements? ☒ yes ___ no

If no, OCP amendment is required.

3. Zoning By-Law Designation: Core Commercial

Does the proposed development meet ZBL requirements? ___ yes ___ no

If no, ZBL amendment is required.

4. Heritage Management Plan Designation: Downtown Heritage Management

Does the proposed development require HAC review? ___ yes ___ no

If yes, fill out Heritage Assessment form.

5. Zone Specific Regulations:

Provision	Permitted	Proposed	Compliant	Variance Required
Permitted Use	<u>KVA Building</u>	<u>No Change</u>	<u>Y/N</u>	
Minimum Parcel Size	<u>464.5m²</u>		Y / N	
Maximum Parcel Size	<u>—</u>	<u>—</u>	Y / N	
Minimum Parcel Width	<u>—</u>	<u>—</u>	Y / N	
Minimum Setback (Front)	<u>0</u>	<u>0.27m</u>	<u>Y/N</u>	
Minimum Setback (Side)	<u>0</u>	<u>0.9m</u>	<u>Y/N</u>	
Minimum Setback (Side)	<u>0</u>	<u>36.28m</u>	<u>Y/N</u>	
Minimum Setback (Rear)	<u>1.52m</u>	<u>17.53m</u>	Y / N	

DAWSON CITY — HEART OF THE KLONDIKE



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Minimum Floor Area	/	/	Y / N	
Maximum Height (Principal)	13.72m		Y / N	
Maximum Height (Accessory)	/	/	Y / N	
Maximum Parcel Coverage	/	/	Y / N	
Maximum Floor Area Ratio (FAR)	3		Y / N	
Minimum Off-Street Parking Spaces			Y / N	
Minimum Setback (Between Principal and Accessory)	3.05m	1.97	Y / N	Existing structure, can make applicant aware but no change required at this time
Zone Specific: _____			Y / N	
Zone Specific: _____			Y / N	

6. Notes:

LOT C



THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON Y0B 1G0
PH: (867) 993-7400, FAX: (867) 993-7434

Zoning Assessment

File Number: 20-085 Date: 10th August 2020
Zone: C1 - Core Commercial Assessment completed by: C. Luscombe

1. Application Type

<input type="checkbox"/> OCP Amendment	<input type="checkbox"/> Variance
<input type="checkbox"/> Zoning Amendment	<input type="checkbox"/> Development
<input checked="" type="checkbox"/> Subdivision	<input type="checkbox"/> Other:

2. Official Community Plan Designation: Downtown Core
Does the proposed development meet OCP requirements? ☒ yes ☐ no
If no, OCP amendment is required.

3. Zoning By-Law Designation: C1 - Core Commercial
Does the proposed development meet ZBL requirements? ☐ yes ☐ no
If no, ZBL amendment is required.

4. Heritage Management Plan Designation: Downtown Heritage Management
Does the proposed development require HAC review? ☐ yes ☐ no
If yes, fill out Heritage Assessment form.

5. Zone Specific Regulations:

Provision	Permitted	Proposed	Compliant	Variance Required
Permitted Use	<u>Lift Station</u>		Y / N	
Minimum Parcel Size	<u>464.5m²</u>	<u>464.058m²</u>	Y / <u>N</u>	<u>0.1% Difference...</u>
Maximum Parcel Size	<u>—</u>	<u>—</u>	Y / N	<u>See note ①</u>
Minimum Parcel Width	<u>—</u>	<u>—</u>	Y / N	
Minimum Setback (Front)	<u>0</u>	<u>1.03m</u>	<u>Y</u> / N	
Minimum Setback (Side)	<u>0</u>	<u>7.63m</u>	<u>Y</u> / N	
Minimum Setback (Side)	<u>0</u>	<u>1.95m</u>	<u>Y</u> / N	
Minimum Setback (Rear)	<u>1.52m</u>	<u>15.98m</u>	<u>Y</u> / N	



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Provision	Permitted	Proposed	Compliant	Variance Required
Minimum Floor Area	—	—	Y / N	
Maximum Height (Principal)	13.72m		Y / N	
Maximum Height (Accessory)	—	—	Y / N	
Maximum Parcel Coverage	—	—	Y / N	
Maximum Floor Area Ratio (FAR)	3		Y / N	
Minimum Off-Street Parking Spaces			Y / N	
Minimum Setback (Principal and Accessory)	—	—	Y / N	
Zone Specific:			Y / N	
Zone Specific:			Y / N	

6. Notes:

① Public utilities exempt from minimum lot size



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NOTICE OF PUBLIC HEARING: SUBDIVISION APPLICATION

Subdivision Application: #20-085

Subject Property: Lots 9 and 9-1 Block C Ladue Estate

Date: 21st October 2020

Time: 7:00pm

Location: Council Chambers, City Hall

Listen to Public Hearing: Radio CFYT 106.9 FM or cable channel #11



As per the *Municipal Act*, S. 319.4, upon receiving an application for subdivision, council must give public notice of the application.

Therefore, the City of Dawson is now requesting input from the public regarding the subdivision of Lots 9 and 9-1 Block C Ladue Estate (1102 Front Street).

For more information, to view the application details, or to provide your input prior to the public meeting, please contact the Community Development and Planning Officer or Planning Assistant using the following contact information:

Stephanie Pawluk

Community Development & Planning Officer
Box 308, Dawson City YT Y0B1G0

cdo@cityofdawson.ca

867-993-7400 ext. 414

Charlotte Luscombe

Planning Assistant
Box 308, Dawson City YT Y0B1G0

planningassist@cityofdawson.ca

867-993-7400 ext. 438

Report to Council



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

SUBJECT:	Community and Recreation Grants	
PREPARED BY:	Paul Robitaille, Parks and Recreation Manager	ATTACHMENTS:
DATE:	October 1, 2020	
RELEVANT BYLAWS / POLICY / LEGISLATION: Community Grant Policy #16-01, Recreation Grants Policy 2017-06		

RECOMMENDATION

THAT committee forward to council to approve the following grants as recommended by the Community Grant Committee in the amount of \$11,967.71 and the Level 2 Recreation Grants, as recommended by the Recreation Board in the amount of \$5245.00.

BACKGROUND SUMMARY

\$40,000 is budgeted for Community Grants to be dispersed over the three intakes. Council approved a special intake in summer of 2020. The City of Dawson received seven applications for the September intake of community grants. If council approves the Community Grants as recommended by the Community Grant Committee in the amount of \$11,967.71 there will be \$0 remaining, and no intakes left for the year.

The Recreation Board dispenses two levels of funding under the Recreation Grant Program. Level 1 is intended for individuals or small groups. Level 2 is for community groups, organizations, non-profits and leagues. \$43,051.00 is budgeted for Recreation Grants in the 2020 Budget. If council approves the Recreation Grants as recommended by the Recreation Board in the amount of \$5245.00, there will be \$22060.64 remaining.

ANALYSIS / DISCUSSION

The evaluation criteria for Community Grants applications is as follows:

- Provide a lasting infrastructure legacy to the community;
- Demonstrate significant volunteer involvement;
- Generate significant local spending and economic impact;
- Maintain open public access to the event or project
- Demonstrate partnership with other levels of government and community groups;
- Show large event attendance and local involvement;
- Have limited access to alternative funding sources;
- Generate awareness of City of Dawson;
- Create a sustainable public and social benefit;
- Involve youth and seniors
- and the *Recreation Grants Policy* establish the criteria

The evaluation criteria for Recreation Grants is as follows:

- Public benefit (number of participants, large target audience)
- Reduction of barriers (such as low fees, accessibility, reduce social & cultural barriers, location)
- Building capacity (leadership development, instructor training, activity promotion or infrastructure improvement)
- Application (complete, alternative funding sources, partnerships)

Based on the evaluation criteria established in the *Community Grants Policy* and the *Recreation Grants Policy* the respective committees make the following recommendations to Council for approval:

Applicant	Project Name	Request	Rec Board	Comm. Grants	Recommend
KATTS	Trail Work	\$2245.00	\$2245.00	\$0.00	\$2245.00
Child Development Centre	Early Childhood Programming	\$1500.00	\$500.00	\$1000.00	\$1500.00
CPNP	Baby & Me Pilates	\$2280.00	\$500.00	\$1000.00	\$1500.00
Humane Society	SNIP Program	\$1200	\$0.00	\$1200.00	\$1200.00
Jimmy's Place – Art Collective	Winter Studio Space	\$2700.00	\$0.00	\$2300.00	\$2300.00
(S)hiver Winter Arts Society	Arts Festival 2021	\$2000.00	\$2000.00	\$0.00	\$2000.00
Industrial Arts and Technology Society Yukon (IATSY)	Makerspace Project	\$8000.00	\$0.00	\$6467.71	\$6467.71
	TOTAL	\$19925.00	\$5245.00	\$11967.71	\$17212.71

APPROVAL		
NAME:	C Bellmore	SIGNATURE: 
DATE:	Oct 1, 2020	

Report to Council



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

☐ In Camera

AGENDA ITEM:	Winter Programming Rental Space	
PREPARED BY:	Paul Robitaille, Parks and Recreation Manager	ATTACHMENTS:
DATE:	October 1, 2020	
RELEVANT BYLAWS / POLICY / LEGISLATION:	Bylaw #10-10 – Lease and Rental Bylaw	

RECOMMENDATION

That committee forward to council approval for administration to enter into a lease agreement for up to \$3000 monthly to assist in the rental of an additional programming space for community use.

ISSUE / PURPOSE

Bylaw #10-10 requires council resolution to enter into a lease or rent property from another party.

BACKGROUND SUMMARY

With the lack of a school gym, ancillary room, and COVID requirements for physical distancing, there is a dire lack of programming space to accommodate the needs of programming in the community. We are currently looking into options for one additional programming space in the community, to assist in addressing this issue. This space needs to be larger than the Minto building, heated year-round, and able to accommodate various users to enter throughout the day. We are currently negotiating with True North (formerly the Monte Carlo), as well as the Dawson City Community Chapel as potential options. We would likely rent this space between October 2020 and May 2021, but would want the ability to extend this, should the need remain.

ANALYSIS / DISCUSSION

We can only accommodate 6 people for programming purposes in Minto Park. These other two possible locations could likely accommodate 12-20 people. We would primarily use Minto for Recreation Programming purposes, and the occasional rental. The additional space would be primarily for third party programming which the City would partner on.

This lease will be for a minimum of 8 months and a maximum of 1 year. Total cost is \$24,000 to \$36,000. The remainder costs for the 2020 year will be applied to budget line item as they were unused this year:

10-700-760-60650 : Pool Training \$5000

10-700-760-71000: Pool Operating Supplies \$5000

The costs for 2021 will be budgeted for in the provisional and 2021 Operations and Maintenance Budget. The total cost of this lease will also be reflected in the COVID expenses tracker currently being compiled. Administration will provide to council for final approval the final lease details once negotiations complete.

APPROVAL			
NAME:	C Bellmore	SIGNATURE:	
DATE:	Oct 2, 2020		

Report to Council



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

☐ In Camera

AGENDA ITEM:	Water Metering Program Design update & presentation	
PREPARED BY:	Cory Bellmore	ATTACHMENTS: Water Rates Review Report Water Rates Review Appendix A
DATE:	Oct 1, 2020	
RELEVANT BYLAWS / POLICY / LEGISLATION: Bylaw #13-05 Fees and Charges Bylaw #11-03 Water and Sewer Services Bylaw		

RECOMMENDATION

That committee provide feedback on the program Water Rate Review report

ISSUE / PURPOSE

The delivery of safe drinking water in an affordable and cost effective method is a necessary and important service for the City of Dawson. To accomplish this we need to ensure we are utilizing an efficient and effective delivery method which can produce fair and consistent costs to our customers based on consumption.

BACKGROUND SUMMARY

Water metering has been a council priority and in March 2020, council awarded the Water Metering Program Design contract to Urban Systems.

Separate from the Water metering design work, Administration also engaged the contractor to address the water rate review as this is part of the bigger project of the implementing a water meter design.

The following addition to the scope for the Water Rate structure Review included:

1. Review Water Rates in Territory
2. Summarize Water Meter Rate Structure Options
3. Review Water Rates for Similar Sized Communities with Water Meters
4. Review Potential Water Reduction as a Result of Water Meters
5. Review Annual Water and Sewer Operating Costs
6. Apply Water Meter Rate Options based on Current and Forecasted Water Use
7. Develop Recommendations for Water Meter Rate Structure based on Types of Water Services
8. Prepare Memorandum Summarizing Water Rate Options
9. Review Meeting Call with City
10. Include Water Meter Rates in Water Metering Program Design

ANALYSIS / DISCUSSION

Following the water meter design and rate review presentation to council in August 2020, further definition was done and the Water Rates Review report produced for councils feedback and consideration. This information will be incorporated into the larger project of the Water Meter Design Report.

This review provides information on historical water use, impacts of bleeder water use, the expenses related to providing water to the community via the distribution system and several rate structures which may be considered going forward.

APPROVAL

NAME: Cory Bellmore, CAO

DATE: October 1, 2020

SIGNATURE:



MEMORANDUM



TO Cory Bellmore, Chief Administrative Officer, City of Dawson
Kim McMynn, Acting Chief Financial Officer, City of Dawson
Marc Richard, Acting Public Works Manager, City of Dawson
Jacob Scissons, Urban Systems Ltd.
John Weninger, Urban Systems Ltd.

FROM Adam Greenwood, P.Eng. **DATE** September 21, 2020

RE Water Rates Review **PROJECT No.** 11-01

The findings of our water rates review summarized in this memorandum are intended to assist the City of Dawson (the City) update their water rates to be fair, equitable and transparent. Following the City's review of this memorandum, we would like to set up a call to review the contents of this memorandum and confirm what information should be included in the Water Meter Program Design reporting.

1 BACKGROUND

As part of the water metering program design, Greenwood Engineering Solutions (GES) in partnership with Urban Systems Ltd (Urban) was hired by the City to review the water rate structure in Dawson. The primary objectives of this analysis were to review current water rate best practices for metered services and present the options available to the City along with recommendations for next steps as part of the City's desire to update their water rates and rate structure.

The City's current water rate structure is lengthy and, in some instances, somewhat arbitrary. The City would like to develop a water rate structure that is fair, reasonable and transparent. City administration and Council have approached the topic of updating their water rate structure in the past, however, they do not have sufficient information to allow them to make decisions about how best to structure their rates. As part of the water metering program design, this memorandum provides an overview of the analysis and recommendations for future water rates in Dawson.

Along with typical considerations for developing water rates, the following Dawson-specific water rate considerations were included as part of our review:

- 1) How bleeder flows (both residential and City bleeders) are integrated into water meter rates
- 2) How vacant lots with water services are charged (ex. what happens if a building is moved)
- 3) How users are billed for trucked and bulk water use.

In addition to these considerations, the City would also like to understand how the current subsidies from general revenue should be factored into water rates, however, these considerations are not explored in the current review.

2 Historical Water Use and Future Water Use

Figure 2.1 provides a summary of the historical water use in Dawson and shows a very strong seasonal trend in water use. In general, winter flows (Nov-April) are approximately 1.65 times greater than summer flows (June-Aug) due to the addition of bleeder flows in the winter months. Furthermore, with reference to Figure 2.2, the water use (“actual discharge” – term used by water operations to track water use) has been increasing by an average of 3.6% per year. Meanwhile, the amount of water that is recirculated (“return” – term for water that is recirculated back to water treatment plant) in the distribution system during the winter months has decreased by an average of 5.1% per year. These trends may be attributed to more people staying in Dawson in the winter months which increases the water use and decreases the water returned from recirculation pumping.

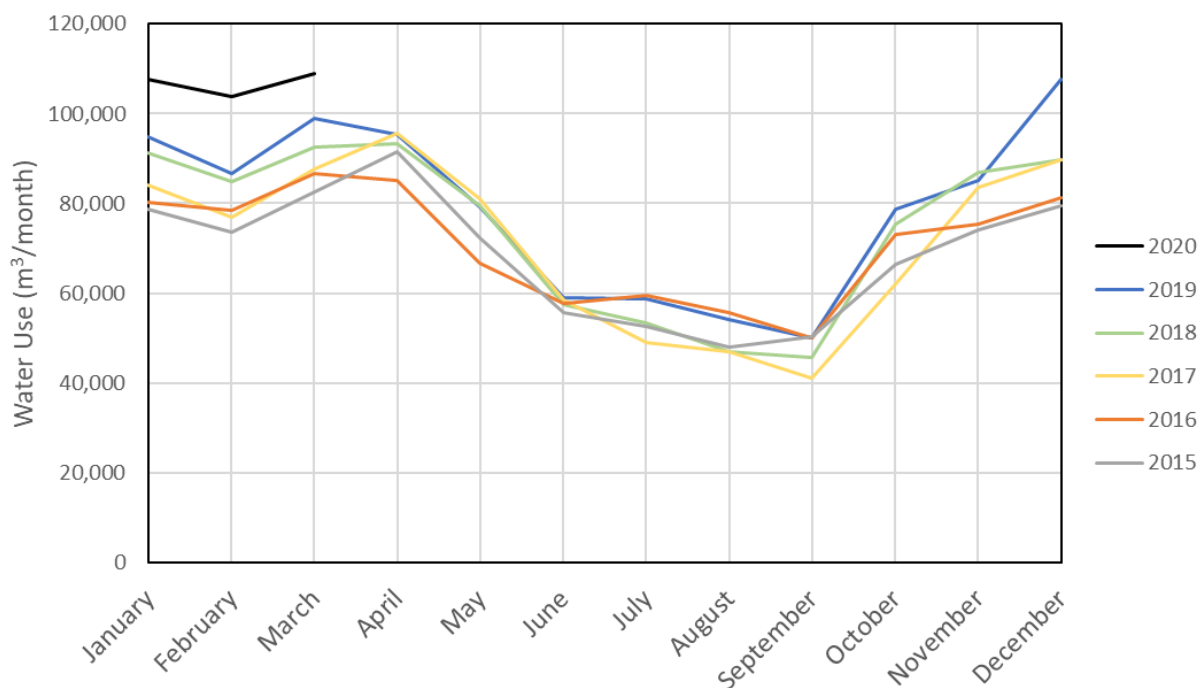


Figure 2.1 – Historical Monthly Water Use in Dawson



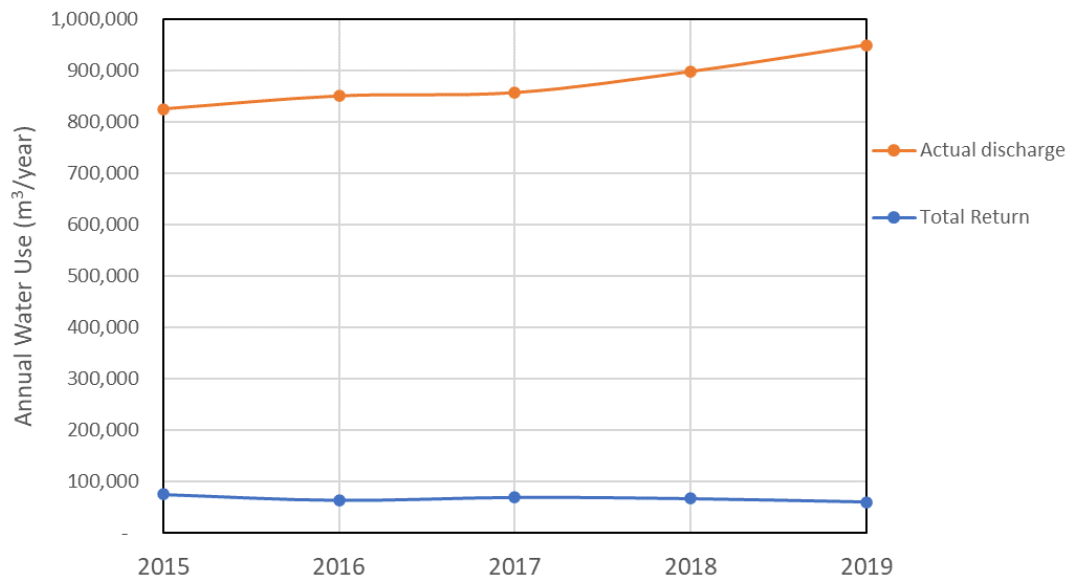


Figure 2.2 – Historical Annual Water Use in Dawson

To implement a water rate structure that charges users based on use, it is important to understand the volume of water that is going to be used by the consumer (revenue water). This ensures the water provider can generate the necessary revenues to cover the costs to produce and deliver the water. To calculate this volume, the bleeder flows and unaccounted for water (leaks, abandoned leaking services, etc.) need to be deducted from the water use. To estimate the amount of bleeder flows in the winter months, City staff indicated that the September water use is representative of the winter consumer water use before the bleeders are turned on. Table 2.1 provides a summary of the summer flows and the September flow.

Table 2.1 – Historical Summer and September Water Flows

Year	Summer Flows (June - Aug)	September Flows (Typical Winter Water Use excluding Bleeder Flows)	September Flows as a Percent of Summer Flows (Sept. Flows/Summer Flows)
2015	52,053.00	50,188	96%
2016	57,606.33	49,994	87%
2017	51,502.67	41,167	80%
2018	52,572.67	45,774	87%
2019	57,222.67	49,969	87%
Average	54,191.47	47,418	88%

As outlined in Table 2.1, over the past 5 years, the September flows were approximately **88%** of the summer flows. This reduction in overall water use can be attributed to a reduction in use at the hotels and businesses that slow down as a result of the reduced tourism traffic as well as the seasonal residents that leave Dawson and the pool closure in the winter months.



Assuming the September flows are representative of the winter water use, the bleeder water use was calculated by comparing the November to April water use (winter flows when the bleeders are **ON**) to the September flows (winter flows when the bleeders are **OFF**).

Furthermore, a typical water system experiences unaccounted water use due to leaks and other sources of water losses, such as unmetered services. On average, municipalities experience unaccounted for water that ranges between 10% to 40% of the total water produced. There is limited data available to estimate the unaccounted water in Dawson and therefore we have assumed that **20%** of the water flows in Dawson is unaccounted water.

A summary of the water use, bleeder flows and accounted water flows discussed above, Table 2.2 provides a summary of the historical water use.

Table 2.2 – Historical Summer and September Water Flows

Year	Summer Water Use (June-Aug.) (m ³ /month)	Winter Water Use (Sept-April) (m ³ /month)	Winter Bleeders Flows (m ³ /month)	Estimated Annual Domestic Use (m ³ /year)	Annual Bleeder and Unaccounted Water (m ³ /year)	Bleeder and Leakage as percent of Water Use
2015	41,642	36,438	44,236	452,867	371,903	45%
2016	46,085	40,325	43,218	501,182	348,735	41%
2017	41,202	36,053	53,111	448,079	408,143	48%
2018	42,058	36,802	55,323	457,388	439,633	49%
2019	45,778	40,057	62,600	497,844	450,507	48%
Average	43,353	37,935	51,697	471,472	403,784	46%

As outlined in Table 2.2, the average water use in Dawson, not including bleeder flows or unaccounted for water flows, is estimated to be approximately 471,472 m³/year.

The introduction of metered pricing often leads to increased conservation efforts among users and a reduction in overall demand. However, it is difficult to project what that water use will be in Dawson. The implementation of a water meter billing system can see anywhere from no reduction in water use to a substantial reduction in water use (ex. up to around a 30% reduction in water use). For the purposes of estimating the future water use for this water rates review, we will assume that the water use will decrease by approximately 15% which estimates an after-metering water use of 400,000 m³/year.

- **A water use of 400,000 m³/year will be used to calculate the water rates to cover the costs of providing water in Dawson.**



3 Bleeder Flow Considerations

As discussed in section 2, the 400,000 m³/year of water sales does not include the bleeders flows or the accounted for water. Since bleeder flows are for the mutual benefit of providing freeze protection for both the City's buried water infrastructure as well as the individual water services, it is recommended that the cost of providing water for use as bleeder flows should be considered a fixed cost and not metered. Metering bleeder flows may encourage residents and business owners to limit bleeder use below the recommended levels and days.

There are opportunities to reduce un-metered flows. It should be ensured that all users have an appropriately-sized bleeder orifice to avoid excessive bleeder flows. Additionally, annual water flow balances completed once the water meters are installed can determine areas of the water distribution system that may have leaks or other sources of accounted for water (un-meters services, etc). Reducing water use will ultimately reduce the operating costs of the system and will lead to a more sustainable water system. The service configuration and considerations related to bleeder operations and oversight will be discussed further in the Water Metering Program Design report, however, at this time we recommend that bleeder flows are not metered to create a more simple rate structure and avoid issues related to monitoring and including bleeder flow rates as part of the rate structure.

4 Historical Water Expenditures

Figure 4.1 provides a summary of the historical costs of providing water in Dawson before any subsidies are applied to the costs. The costs have been grouped into categories to identify potential trends in the costs. Overall, the costs of providing water in Dawson are increasing annually. Staff wages and electricity and heat costs are the main sources of the increases in costs; most likely attributed to the additional treatment costs that were brought online in 2019. Over the same period, both the water delivery costs and the contribution to reserves remained constant year over year. The one anomaly is that the operating costs decreased year over year which are attributed to the reduction in the "Contract Services" and "Supplies – Operating" in the annual budgets. It may be that these costs are now being taken on by staff or may be covered under other line items. A separate exercise may be undertaken to look into ways to potentially reduce costs, however, in general it is fair to say that the costs of providing water in Dawson are increasing.



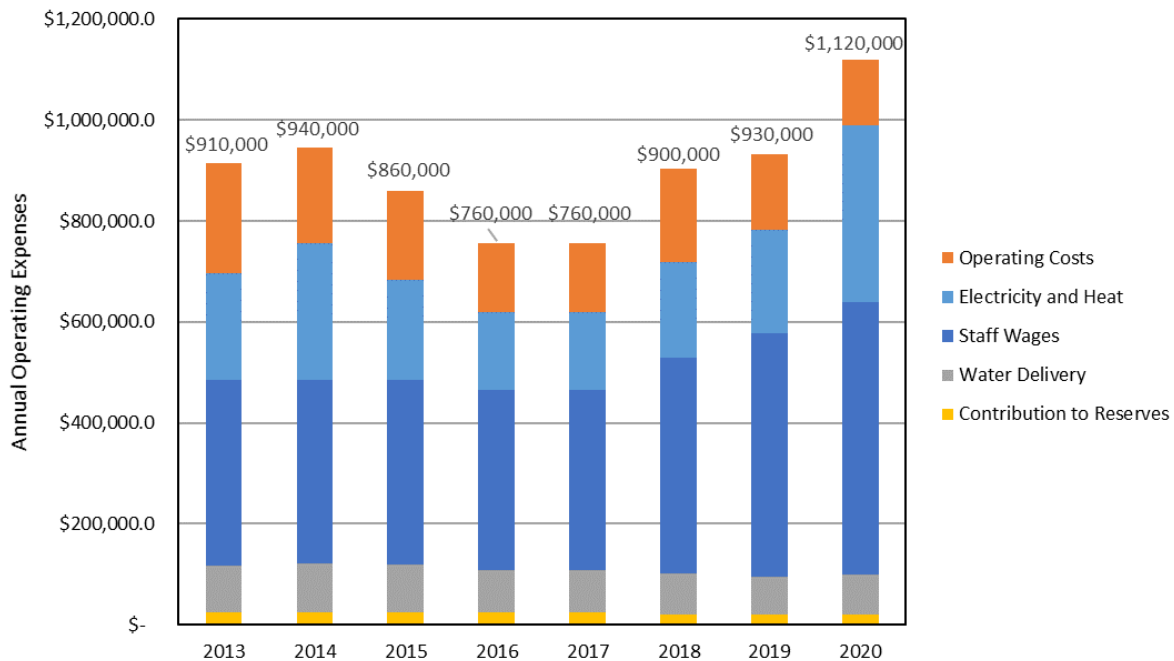


Figure 4.1 – Historical Annual Water Use in Dawson

In speaking with staff, Dawson would like to be able to generate \$800,000 in water revenues with the balance of the operating expenses being subsidized by general revenues. In addition to the \$800,000, approximately \$20,000 per year will be required to cover the costs of collecting water meter data for billing purposes.

- **Water rates will be calculated based on generating \$820,000 in water revenues per year.**

5 Water Rate Structures

The American Water Works Association (AWWA) has established best practices which are recommended to be followed to establish the new rate structure for Dawson. There are a number of rate structure options which are guided by the rate setting principles outlined in Table 5.1.



Table 5.1 – Water Rate Structure Principles

Principle	Description
Fairness and Equity	- Fair to all types of users. - Defendable approach.
Conservation	- Pricing (rate) to encourage water conservation.
Continuity	- With previous approach / philosophy, but not necessarily all aspects (i.e. Those not working)
Affordability	- Charges are reasonable and not punitive.
Simplicity	- Easy for customers to understand. - Efficient to administer.
Revenue Stability	- Ability to generate revenues to cover the cost to provide water.

- Based on feedback during the August 8, 2020 council meeting, City Council expressed that they would like a water rate structure that is **FAIR, EQUITABLE and DEFENDABLE** as the primary driver of the rate structure revision.

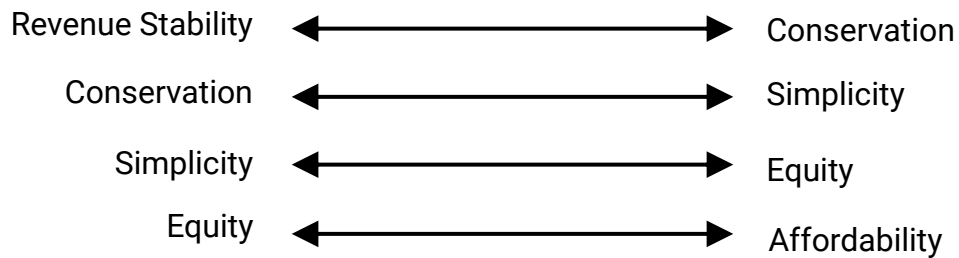
In addition to being fair, equitable and defendable, City Council would like the water rates to be affordable and also provide savings to the users that use less water (conservation). The main challenge with establishing rate structures is that there are trade-offs between the various principles in that the rate structure cannot meet all of the principles.

For example, charging everyone a flat rate to generate the revenues needed to cover the cost of operating the water system (current rate structure) meets the **Revenue Stability** principle, however, it does not encourage **Conservation** since users will be charged the same regardless of how much water they use. Alternatively, charging users solely based on the amount of water they use will encourage users to reduce their water use (promote **Conservation**), which may result in a decrease in water revenues (negatively affect **Revenue Stability**).

A list of some trade-offs between competing principles are listed below.



Water Meter Rate Structure Trade-Offs



Three of the most common water rate structure models are discussed below.

5.1 *Fixed Charge Model*

The fixed charge model is the most common water structure. A fixed charge is applied for each connection and then the consumer pays for each unit of water they use. The price to the consumer increases uniformly with the volume used. This model is easy to understand, promotes conservation and provides good revenue stability. A visual of the costs to the user is presented below.

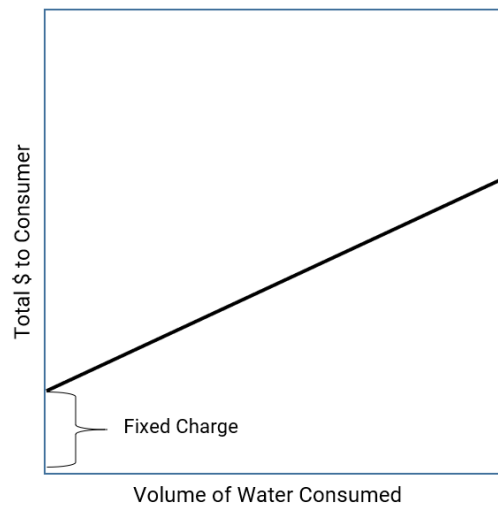


Figure 5.1 – Fixed Charge Model



5.2 *Inclining Block Model*

The inclining block model uses a set of usage “blocks” that increases as the consumption increases. This model supports water conservation; however, it has the highest revenue volatility. This model may lead to inequities if applied “across the board” to all customer classes (ex. Higher-density residential buildings will be charged a higher rate compared to lower-density residential buildings with the same water use per person). The inclining block is also not as easy for the consumer to understand.

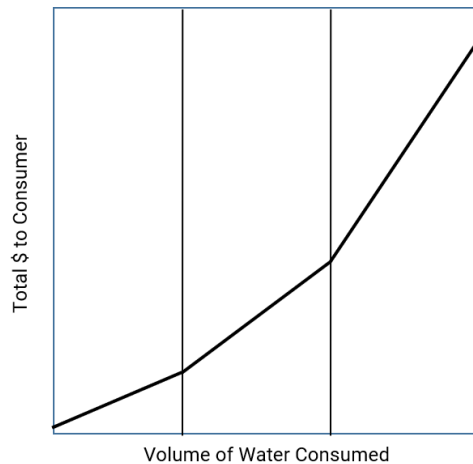


Figure 5.2 – Inclining Block Model

5.3 *Minimum Charge Model*

The minimum charge model is very similar to a fixed charge model but includes an allotment of water. The consumer pays for each unit of water they use after the allotment is exceeded.

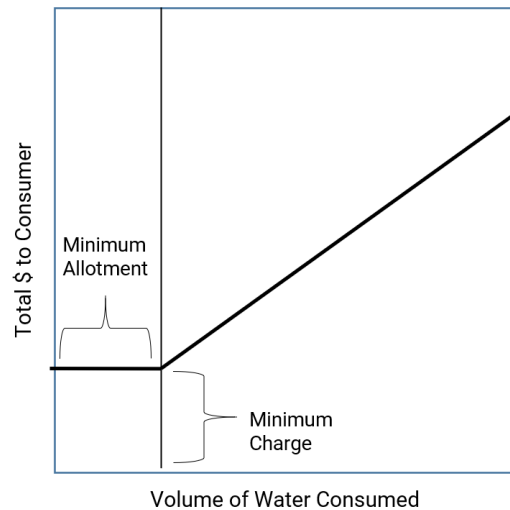


Figure 5.3 – Minimum Charge Model

- The fixed charge model has been successfully used in other jurisdictions and appears to be the best model for the City.



6 Water Rates

As discussed above, there are typically two components to a metered rate structure as follows:

$$\text{Total Customer Bill} = \text{Fixed Charge} + \text{Customer Charge}$$

The fixed charge does not vary with the amount of water used and the best practices published by the AWWA recommends the fixed charges are based on “equivalent connections.” Equivalent connection takes into consideration the pressures that larger service connections have on the water system. The larger the service connection size, the greater the amount of water that the service can pull from the water system. Since the larger service connections require the water system infrastructure to be larger to maintain to appropriate water flows and pressures, water rate best practices recommend the larger services are charged based on the equivalent number of service connections.

Table 6.1 provides a summary of the equivalent connections for the various sizes of water services and the number of services of each size based on a preliminary review of the services in Dawson. The City should confirm the numbers presented in Table 6.1 and include the service size as part of each of the water billing report.

Table 6.1 – Equivalent Connection Summary

Connection Size (inches)	Equivalent Connections	Number of Service in Dawson	Equivalent Services
3/4 or 1	1	709	709
1.5	2.25	0	0
2	4	24	96
3	9	0	0
4	16	5	80
6	36	2	72
8	64	0	0
Total		740	957

The customer charge (also known as volumetric rate) is what the user will be charged per unit of water consumed. The customer charge is based on the revenues that need to be generated (Section 4), the total amount of water that will be sold (Section 2) and what percent of the revenues the utility wants to recover through the fixed charge. As discussed in Section 5, there is a trade-off to consider in establishing what percent of the revenues will be generated through the fixed charge versus the customer charge. The trade-off is between revenue stability and conservation, as shown below.

Percentage of Fixed Charge vs Customer Charge: Primary Trade-Off

Revenue Stability \longleftrightarrow Conservation



The greater the percentage of the revenues that is recovered through fixed charge, the greater the revenue stability (stable since revenue is independent of water use), however, the fixed rate does not encourage water conservation since users do not save money if they use less water. Alternatively, the greater the percentage of the revenues that is recovered through the customer charge, the more conservation is encouraged, and the more volatile revenue will be since revenue will be highly dependent on water use.

Table 6.2 provides an overview of the potential fixed charge (monthly fee) and customer charge (volumetric rate) based on the percent of the revenues that will be recovered through the fixed charges.

Table 6.2 – Potential Water Rates based on Percent of Revenues Collected through Fixed Charges

Scenario	Description	Monthly Fee per Equivalent Service	Volumetric Rate (\$/m ³)
Scenario 1	25% of Revenues from Fixed Charge	\$18	\$1.54
Scenario 2	50% of Revenues from Fixed Charge	\$36	\$1.03
Scenario 3	75% of Revenues from Fixed Charge	\$54	\$0.51
Scenario 4	100% of Revenues from Fixed Charge	\$71	n/a

Note that commercial, institutional, industrial and residential services would be charged using the same fixed and volumetric rates under the scenarios outlined in Table 6.2.

Table 6.3 provides an overview of the charges that will be billed to the typical residential users based on the amount of water they consume.

Table 6.3 – Potential Annual Water Charges for Typical Residential Service

Scenario	Description	Low Water User (23 m ³ /month)	Moderate Water User (35 m ³ /month)	High Water User (46 m ³ /month)
Scenario 1	25% of Revenues from Fixed Charge	\$509.41	\$638.56	\$859.96
Scenario 2	50% of Revenues from Fixed Charge	\$625.22	\$711.32	\$858.92
Scenario 3	75% of Revenues from Fixed Charge	\$741.03	\$784.08	\$857.88
Scenario 4	100% of Revenues from Fixed Charge	\$856.84	\$856.84	\$856.84



Currently the average residential service is charged \$635.60 per year (\$158.90 quarterly) which is in line with a moderate water user under scenario 1. This scenario provides an incentive for residents to decrease their water use. The higher the fixed charge, the less the incentive to reduce water consumption and the greater the cost to the residents. The fixed charge will also be used for those services that are connected to the water system but are not using water (such as the vacant lots).

It should be noted that, if all of the revenues are collected through the fixed charge (scenario 4), the charges to a residential service is greater than what the residents are currently being charged (\$856.84 compared to \$635.84 per year). This suggests that the current water rate structure may have commercial, institutional and industrial services subsidizing residential services and that residents are currently not paying the true cost of providing them their water.

The rates presented above are intended to illustrate how the rate structure would impact the fixed and consumption components of the water rate. They should not be considered to be at a state that could be implemented. More study and analysis will be required to get to that status.

7 Comparison to Other Municipalities

A summary of the water rates throughout the territory as well as the water rates for the Peace Region (Fort St. John, Dawson Creek and Chetwynd) and Yellowknife are summarized in the attached table (Appendix A). In general, the water rate structure being proposed is consistent with the communities in the Peace and in Yellowknife.

8 Water Rate Considerations

Ultimately rates should be set based on metered use at all of the services, the size of the services and the revenues that need to be generated to cover the operating costs of providing water to residents. It is very important that residents feel that the new billing system will be set up in a way that they feel it is fair and easy to understand. One way to do this is to have a well thought out public engagement program that provides a clear rationale as to why the City is updating their water rate structure, how residents will be charged for water and what the schedule will be for unfolding and implementing the new water billing system. As part of the implementation phase, it is recommended that the City complete water use analysis and mock billing for at least a one-year period to inform users how they will be charged for their water use along with information that will help them reduce their water bills. This mock billing period will also collect valuable information to help the City finalize their rate structure based on actual water use



data to ensure the revenues collected are sufficient to cover the operating costs of providing water to the public and avoid having to make further rate changes in the short term.

The City should also consider if and how they would like to subsidize the costs of providing water. It is understood that the City covers approximately 20% of the operating costs through general revenues and other sources of revenues. The City should consider how stable these sources of revenue are when they establish the new water rates. Furthermore, the City also provides a senior's discount in their current water rates bylaw and should consider how this discount is applied in the new water rates. The question of affordability is an important consideration for most communities and it is recommended that the City identify the vulnerable populations that the City would like to benefit from a discount.

Lastly, the City should consider whether or not users from outside the City that use the bulk water fill station should have an additional charge since they are not paying property taxes. Given users do not pay for water at the bulk water filling stations operated by Yukon Government, out of town users at the City's fill station may be limited. However, adopting this additional charge promotes the notion of fairness.

9 Closing

Please contact the undersigned if you would like to discuss the contents of this memorandum further. Following your input, we will prepare the rate structure table that can be considered by City Council as part of the City's plan to update their water rates bylaw before and after the water meters are operational.

We look forward to helping the City unfold this water metering program and water rates update.

Sincerely,

Adam Greenwood, P.Eng.
Water Engineer



Appendix A - Water Rates for Other Municipalities

<u>Location</u>	<u>Supply</u>	<u>2020</u>		<u>2021</u>	<u>2022</u>	<u>Reference</u>
		<u>Rate</u>	<u>Per-Unit</u>	<u>Rate</u>	<u>Rate</u>	
Whitehorse, YT	Bulk water station	\$ 1.69	m ³			Bulk water webpage https://www.whitehorse.ca/departments/water-and-waste-services/bulk-water-station
	Water only - flat rate/month - Single family dwelling, commercial & bulk water - based on 17000 gallons	\$ 67.99	month			Fees and Charges Manual - Schedule 10 (Water and Sewer)
	Water only - metered rate/bulk rate - each additional 1000 gallons over minimum	\$ 2.22	m ³			
	Sewer only - flat rate/month - Single family dwelling	\$ 17.86	month			
	Sewer & water - flat rate/month - Single family dwelling	\$ 85.85	month			
	Sewer & water - flat rate/month - plus 1 suite	\$ 170.86	month			
	Sewer & water - flat rate/month - plus 2 suites	\$ 214.56	month			
	Sewer & water - metered rate/month - first 38.64 cubic meters	\$ 85.85	month			
	Sewer & water - metered rate/month - each additional 1 m ³ over minimum	\$ 2.27	m ³			
Watson Lake, YT	Residential - non-metered (water)	\$ 35.00	month			By-Law 16-07 Rate Schedule "A" (2018-03-06)
	Residential - metered - monthly minimum	\$ 20.00	month			
	Residential - metered consumption above min.	\$ 1.00	m ³			
	Commercial - metered - monthly minimum	\$ 45.00	month			
	Commercial - metered consumption above min.	\$ 2.25	m ³			

Appendix A - Water Rates for Other Municipalities

<u>Location</u>	<u>Supply</u>	<u>2020</u>		<u>2021</u>	<u>2022</u>	<u>Reference</u>
		<u>Rate</u>	<u>Per-Unit</u>	<u>Rate</u>	<u>Rate</u>	
Faro, YT	Residential - dwelling unit	\$ 40.00	month			By-Law 92-30 Water/Sewer - Appendix "A" Rate Schedule (2019-06)
	Commercial - minimum	\$ 40.00	month			
	Bulk water sale - residential within town	\$ 2.50	m ³			
	Bulk water sale - commercial within town	\$ 5.00	m ³			
	Bulk water sale - premises outside of town	\$ 15.00	m ³			
Mayo, YT	Residential - dwelling unit	\$ 40.00	month			By-Law 308 - Appendix "A" Base Rate Schedule (2009-10)
	Metered rate - minimum charge	\$ 40.00	month			
	Metered rate - over 30 cubic meters	\$ 3.20	m ³			
	Bulk water sale - minimum charge	\$ 40.00	month			
	Bulk water sale - over 30 cubic meters	\$ 3.20	m ³			
Haines Junction, YT	Sewer & water - base rate - residential	\$ 49.50	month	\$ 54.46	\$ 59.90	By-Law 351-20 - Appendix "A" (2020-06) [unhide columns E and F for planned 2021-22 rates]
	Sewer & water - base rate - commercial	\$ 55.00	month	\$ 60.50	\$ 66.54	
	Sewer & water - metered consumption - res/comm	\$ 1.86	m ³	\$ 2.00	\$ 2.14	
	Bulk water - residential - within boundary	\$ 1.30	m ³	\$ 1.40	\$ 1.50	
	Bulk water - residential - outside boundary	\$ 1.60	m ³	\$ 1.80	\$ 2.00	
	Bulk water - commercial	\$ 1.60	m ³	\$ 1.80	\$ 2.00	

Appendix A - Water Rates for Other Municipalities

<u>Location</u>	<u>Supply</u>	<u>2020</u>		<u>2021</u>	<u>2022</u>	<u>Reference</u>
		<u>Rate</u>	<u>Per-Unit</u>	<u>Rate</u>	<u>Rate</u>	
Fort St John, BC	Unmetered residential premis including without limitation each suite, self-contained living unit or apartment	\$ 250.00	month			Water Regulation Bylaw - Schedule A (Fees and Charges)
	Unmetered commercial or industrial or mixed use property	\$ 1,000.00	month			
	Metered residential premise including without limitation each suite, self-contained living unit or apartment	\$ 1.65	m ³			
	Metered commercial or industrial or mixed use property	\$ 1.65	m ³			
	Users of City Water for residential domestic use, residing outside of City Boundaries	\$ 3.00	m ³			
	Fixed base charge for each Water Utility account	\$ 13.00	month			
Dawson Creek, BC	Variable charge for potable water	\$ 2.02	m ³			By-Law No. 4087 (2020 fees)
	Variable charge for non-potable water	\$ 1.51	m ³			
	Fixed infrastructure charge - 5/8" meter size	\$ 26.62	month			
	Fixed infrastructure charge - 3/4" meter size	\$ 38.14	month			
	Fixed infrastructure charge - 1" meter size	\$ 68.36	month			
	Fixed infrastructure charge - 1-1/2" meter size	\$ 153.27	month			
	Fixed infrastructure charge - 2" meter size	\$ 272.72	month			
	Fixed infrastructure charge - 3" meter size	\$ 613.07	month			
	Fixed infrastructure charge - 4" meter size	\$ 1,098.87	month			
	Fixed infrastructure charge - 6" meter size	\$ 2,454.53	month			

Appendix A - Water Rates for Other Municipalities

<u>Location</u>	<u>Supply</u>	<u>2020</u>		<u>2021</u>	<u>2022</u>	<u>Reference</u>
		<u>Rate</u>	<u>Per-Unit</u>	<u>Rate</u>	<u>Rate</u>	
Chetwynd, BC	Metered user	\$ 1.56	m ³			By-Law No 916 - Schedule "B" (2020)
	Bulk water fill station (residential - 2" hose)	\$ 2.93	m ³			
	Bulk water fill station (commercial - 3" hose)	\$ 5.44	m ³			
	Wells (non-potable water)	\$ 4.39	m ³			
	Non-metered user - residential	\$ 27.66	month			
Yellowknife, NWT	Pipe Water Access Fee	\$9.25	per equivalent Residential Unit	\$ 9.50	\$ 9.75	
	Monthly demand charge - 5/8" meter size	\$ 11.50	month	\$ 12.00	\$ 12.25	
	Monthly demand charge - 3/4" meter size	\$ 17.25	month	\$ 17.75	\$ 18.25	
	Monthly demand charge - 1" meter size	\$ 28.75	month	\$ 29.75	\$ 30.75	
	Monthly demand charge - 1-1/2" meter size	\$ 63.00	month	\$ 65.25	\$ 67.25	
	Monthly demand charge - 2" meter size	\$ 109.00	month	\$ 112.75	\$ 116.25	
	Monthly demand charge - 3" meter size	\$ 241.00	month	\$ 249.50	\$ 257.00	
	Monthly demand charge - 4" meter size	\$ 424.75	month	\$ 439.50	\$ 452.75	
	Monthly demand charge - 6" meter size	\$ 975.50	month	\$ 1,009.75	\$ 1,040.00	
	Monthly demand charge - 8" meter size	\$ 1,721.50	month	\$ 1,781.75	\$ 1,835.25	

From: [CAO Dawson](#)
To: [Executive Assistant](#)
Subject: FW: call for nominations for the Order of Yukon- deadline is November 13th
Date: October 1, 2020 8:56:13 AM
Attachments: [image001.png](#)
[Order of Yukon ad.pdf](#)

For the 7th pkg?

From: Kerri.Scholz@gov.yk.ca [mailto:Kerri.Scholz@gov.yk.ca]
Sent: September-30-20 4:28 PM
Subject: call for nominations for the Order of Yukon- deadline is November 13th

Hello,

The Office of the Commissioner of Yukon is pleased to announce that the nomination forms for the Order of Yukon are open until November 13th.

The Order of Yukon was established in 2018 to recognize individuals who have demonstrated excellence and achievement and made outstanding contributions to the social, cultural or economic well-being of Yukon and its residents.

Please think about nominating people for the Order of Yukon. More information can be found here:
<https://yukon.ca/en/commissionerofyukon/programs#order-of-yukon>

Nominations forms can be emailed to ynominations@gov.yk.ca

If you have any questions, please contact me, Secretary to the Order of Yukon, Kerri Scholz, at kerri.scholz@gov.yk.ca or by phone at 867-667-5121. Nomination forms can be emailed upon request if you would rather not have to download it.

Thank you.



Kind Regards,
Kerri Scholz
Private Secretary to the Commissioner of Yukon
Office of the Commissioner of Yukon
CommissionersOffice@gov.yk.ca
T 867-667-5121 | www.commissioner.gov.yk.ca

I respectfully acknowledge that I live and work within the traditional territory of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council.

Location:
Taylor House
Office of the Commissioner of Yukon
412 Main Street (A-20)
Whitehorse, Yukon Y1A 2B7

Do you know someone you want to nominate for the Order of Yukon?

*Order of Yukon nominations will be accepted
until Friday, November 13th.*

For more information please contact the
Office of the Commissioner of Yukon
at 412 Main St, 667-5121, or
by email oy nominations@gov.yk.ca

or check out our website
<https://commissionerofyukon.ca/programs>



YESAB
Yukon Environmental and
Socio-economic Assessment Board

September 22, 2020

City of Dawson
Box 308
Dawson City, YT
Y0B 1G0

Dear Mayor Potoroka,

I am writing in response to your May 22, 2020 email regarding the issue of empty oil containers ending up in the Dawson City landfill.

The Dawson Designated Office (DO) recognizes that residues associated with hydrocarbon containers may present a risk of contamination in landfills. These containers can originate from diverse sources and waste streams, such as from public consumption or commercial operators. The degree to which such residues contribute to detectable levels of hydrocarbons is not well understood.

Proponents in the YESAA process for industrial, mining and construction projects typically submit comprehensive waste management plans as part of their project proposals. In many cases, proponents state that hazardous waste products will be disposed of at approved facilities. When a waste management plan is not provided, the Dawson DO relies on relevant legislation to dictate how wastes will be disposed of.

For most projects, the Dawson DO must conclude that wastes are being disposed of appropriately and in accordance with these plans, laws and regulations. Without clear evidence that projects are resulting in significant adverse effects to the receiving environment around the landfill, the Dawson DO cannot recommend terms or conditions.

The Dawson Designated Office will continue to monitor the situation. Moving forward, reviews of waste management plans will take your concerns into account.

Regards,

A Morin

Amélie Morin
Manager, Dawson Designated Office



**Executive Council Office
Government of Yukon
PO Box 2703 (A-8), Whitehorse, Yukon Y1A 2C6**

September 23, 2020

Wayne Potoroka
Mayor
Town of the City of Dawson
2064 2nd Ave - Whitehorse, Yukon - Y1A 1A9

Dear Mayor Potoroka,

As you may recall, we reached out to your government earlier this year regarding the possibility of Yukon ending seasonal time changes. Back in March, the decision was made to keep Yukon on one time year-round.

I am happy to say that we are continuing with this commitment by completing our regulatory process. Yukon Standard Time will officially be seven hours behind Coordinated Universal Time (UTC -7) all year long. Yukoners will not change their clocks anymore. There is no need to 'fall back' this November. The time we are on right now is the correct time going forward.

Practically speaking this means, come November 1, 2020 when time zones outside Yukon shift to standard time, Yukon will be on the same time as Alberta and one hour ahead of the majority of BC, including Vancouver. Also, in March 2021 when other time zones go to daylight saving time, we will be on the same time as BC and one hour behind Alberta.

More information, including maps showing the new time relationships, will be available shortly at [Yukon.ca/time](https://www.yukon.ca/time).

We are assured by internet and telecom companies that, as long as your internet connected devices such as phones and computers have their latest updates installed, they will show the correct time automatically. If you have concerns about any specific systems

or devices, I encourage you to get in touch with your service provider, or technology expert.

If you have any other questions about the changes to time in Yukon, you can contact our lead on this project, Andrew Smith at andrew.smith@gov.yk.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephen J. Mills". The signature is fluid and cursive, with the first name "Stephen" being more prominent than the last name "Mills".

Stephen J. Mills
Deputy Minister
Executive Council Office



September 18, 2020

His Worship Mayor Wayne Potoroka,
Mayor of Dawson City
P.O. Box 308
Dawson City, YT Y0B 1G0
potoroka@northwestel.net

Dear Mayor Potoroka,

Re: Property Assessment

Thank you for your letter dated June 16th, 2020 regarding questions related to how property assessments are conducted. The Property Assessment & Taxation Branch (PAT) is more than willing to elaborate further on the information below if required. I have been provided the following technical information regarding your questions.

All property assessments are conducted pursuant to section 11 and 12 of the *Property Assessment and Taxation Act*. Improvements are required to be assessed at a value equivalent to their replacement cost new less depreciation. Depreciation must be subtracted from the replacement cost new of the improvement to accurately value the improvement in its current condition. Age and condition are factored into depreciation so that the assessed value reflects the deterioration caused by the wear and tear over the passage of time together with the type of maintenance conducted on the improvement. As a result, older homes are likely to have more depreciation applied in comparison to newer homes therefore, differing values may result.

There are some property improvements that our branch does not assess on residential properties such as exterior water storage rooms, sheds under 200 square feet and greenhouses. However, water tank rooms can vary from property to property. Some are in basements or may be basic 3 wall exterior additions to a home. Finished area of a property is generally considered to be area that has interior walls and ceilings and floor coverings. If a water tank is located within finished area, it is assessed, however if the water tank is in an

area of the home that is not finished and provides basic utility area, it is assessed as unfinished area. Sewage holding tanks are typically not assessed and their effect on a property assessment may be seen in the market value of land if sales indicate buyers prefer purchasing land with septic systems vs those that do not have a septic.

Land value is calculated by using market value to help determine the assessed fair land value of a property. Sales comparison is used in the Yukon to value land. The sales comparison approach gives an indication of value by comparing similar land that has recently sold to that of the subject property. This approach is based on the theory that the assessed land value of a property is directly related to the sale price of similar properties. When property types are similar, the sales comparison approach provides an indication of land value. Land information used in the valuation process may also include location, permitted land use and other market related factors. The intent of assessed land valuation is to ensure that similar land uses have similar assessed values. That is why when you compare different land uses you will see different square footage/acre/hectare rates.

The Property Assessment & Taxation Branch regularly provides assessment information along with the annual assessment notices. The 2019 FAQ is included here for your reference. In addition, I have attached a Yukon Property assessment overview booklet that was provided to municipalities last year. This booklet describes the assessment process and you may find it helpful. Property Assessment & Taxation Branch Director Kelly Eby can be contacted at (867) 667-5234 or kelly.eby@gov.yk.ca if you require further clarification or have additional questions regarding property assessment. During my last meeting with you and Dawson Council, I enquired about arranging a presentation for you and or Dawson citizens. Branch staff would gladly assist and could provide a presentation to Mayor and council, municipal staff and/or the public.

Sincerely,



John Streicker
Minister of Community Services