

# THE CITY OF DAWSON



## COMMITTEE OF THE WHOLE MEETING #CW19-14

**DATE:** MONDAY, May 6, 2019  
**TIME:** 7:00 PM  
**LOCATION:** Council Chambers, City Office

### 1. CALL TO ORDER

### 2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA

- a) Committee of Whole Agenda CW19-14

### 3. DELEGATIONS AND GUESTS

- a) Sarah Cooke RE: Cannabis Retail Licenses for the City of Dawson
- b) Jane Koepke, Groundswell Planning RE: Interim Report: Recreation Department Master Plan

### 4. ADOPTION OF THE MINUTES

- a) Special Committee of Whole Meeting Minutes CW19-11 of April 09, 2019
- b) Special Committee of Whole Meeting Minutes CW19-12 of April 11, 2019
- c) Committee of Whole Meeting Minutes CW19-13 of April 15, 2019

### 5. BUSINESS ARISING FROM THE MINUTES

- a) Special Committee of Whole Meeting Minutes CW19-11 of April 09, 2019
- b) Special Committee of Whole Meeting Minutes CW19-12 of April 11, 2019
- c) Committee of Whole Meeting Minutes CW19-13 of April 15, 2019

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

- a) Request for Direction RE: Subdivision Application #18-026 Request for Extension
- b) Request for Direction RE: RE: Subdivision Application 18-133: Lot 9 & 10 Block LE, Harper

### 7. BYLAWS AND POLICIES

### 8. CORRESPONDENCE

- a) Senator Pat Duncan RE: National Health and Fitness Day

### 9. PUBLIC QUESTIONS

### 10. INCAMERA SESSION

- a) Legal and Land Related Matters

### 11. ADJOURNMENT

**MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-11** of the council of the City of Dawson called for 12:00 PM on Tuesday, April 9, 2019 in the City of Dawson Council Chambers.

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

**REGRETS:** Councillor Natasha Ayoub

**ALSO PRESENT:** CAO Cory Bellmore  
PW Superintendent Mark Dauphinee

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**Agenda Item:** Call to Order

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The Chair, Wayne Potoroka called the meeting to order at 12:00 p.m.

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**Agenda Item:** Agenda

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**CW19-11-01** Moved by Mayor Potoroka, seconded by Councillor Johnson that the agenda for special committee of the whole meeting #CW19-11 be accepted as presented.  
Carried 4-0

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**Agenda Item:** In Camera

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**CW19-11-02** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole move into a closed session for the purposes of discussing a confidential related matter as authorized by section 213 (3) of the Municipal Act. Carried 4-0

**CW19-11-03** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole reverts to an open session of committee of the whole and proceeds with the agenda.  
Carried 4-0

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**Agenda Item:** Adjournment

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**CW19-11-04** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole meeting CW19-11 be adjourned at 2:53 p.m. with the next regular committee of whole meeting being April 15, 2019. Carried 4-0

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**THE MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-11 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW19-\_\_-\_\_ AT COMMITTEE OF WHOLE MEETING CW19-\_\_ OF MAY 6, 2019.**

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Wayne Potoroka, Chair

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Cory Bellmore, CAO

**MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-12** of the council of the City of Dawson called for 12:00 PM on Thursday, April 11, 2019 in the City of Dawson Council Chambers.

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**PRESENT:**

Mayor	Wayne Potoroka
Councillor	Natasha Ayoub
Councillor	Bill Kendrick
Councillor	Molly Shore

**REGRETS:**

Councillor	Stephen Johnson
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**ALSO PRESENT:**

CAO	Cory Bellmore
PW Superintendent	Mark Dauphinee
Recreation Manager	Marta Selassie

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**Agenda Item:** Call to Order

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The Chair, Wayne Potoroka called the meeting to order at 12:00 p.m.

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**Agenda Item:** Agenda

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**CW19-12-01** Moved by Mayor Potoroka, seconded by Councillor Shore that the agenda for special committee of the whole meeting #CW19-12 be accepted as presented.  
Carried 3-0

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**Agenda Item:** *Tax Levy Bylaw #2019-01; Fees and Charges 2019 Amendment Bylaw #2019-02 & 2019 Annual O&M Operating Budget and Capital Expenditure Program Bylaw #2019-03*

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*Councillor Kendrick arrived at 12:06 pm*

**CW19-12-02** Moved by Councillor Kendrick, seconded by Councillor Shore that committee of the whole charge for lockers at the AMFRC \$50/season – ensure it is added to the fees and charges bylaw. Carried 4-0

**CW19-12-03** Moved by Councillor Kendrick, seconded by Councillor Shore that committee of the whole change the Waste Management fees from \$300 to \$250 and \$195 to \$175. Defeated 2-2

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**Agenda Item:** Adjournment

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**CW19-12-04** Moved by Mayor Potoroka, seconded by Councillor Shore that committee of the whole meeting CW19-12 be adjourned at 1:04 p.m. with the next regular committee of whole meeting being April 15, 2019. Carried 4-0

**THE MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-12 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW19-\_\_-\_\_ AT COMMITTEE OF WHOLE MEETING CW19-\_\_ OF MAY 6, 2019.**

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Wayne Potoroka, Chair

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Cory Bellmore, CAO

**MINUTES OF COMMITTEE OF WHOLE MEETING CW19-13** of the council of the City of Dawson called for 7:00 PM on Monday, April 15, 2019 in the City of Dawson Council Chambers.

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<b>PRESENT:</b>	Mayor Councillor Councillor Councillor	Wayne Potoroka Natasha Ayoub Stephen Johnson Bill Kendrick
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<b>REGRETS:</b>	Councillor	Molly Shore
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<b>ALSO PRESENT:</b>	CAO EA	Cory Bellmore Heather Favron
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**Agenda Item:** Call to Order

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

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**Agenda Item:** Agenda

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**CW19-13-01** Moved by Mayor Potoroka, seconded by Councillor Kendrick that the agenda for committee of the whole meeting #CW19-13 be accepted as presented. Carried 4-0

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**Agenda Item:** Delegations and Guests

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a) Carol McBride RE: Minimum House Size

Carol McBride was in attendance in regards to section 6.2 of *Zoning Bylaw #2012-27* which has the minimum house size as 256 square feet, and to put forward the idea to council that people can live in smaller dwellings.

Historically people did not live in huge houses, and hopefully people don't have to live in huge houses in the future as they have to heat them. What she is looking for is a reduction in the minimum house size so that smaller dwellings can be in the city limits. It is her understanding the building code used to have a minimum room size but that it has since been removed. A tiny house should be allowed to be incorporated into the city. She has started conversations with Yukon Housing Corporation about a pocket neighbourhood using potentially the old Korbo site. If council wants to move towards the future, the future is tiny. 256 square feet is certainly more than she needs for a home.

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**Agenda Item:** Adoption of the Minutes

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a) Committee of Whole Meeting Minutes CW19-10 of April 01, 2019

**CW19-13-02** Moved by Mayor Potoroka, seconded by Councillor Ayoub that the minutes of committee of the whole meeting #CW19-10 of April 01, 2019 be accepted as presented. Carried 4-0

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**Agenda Item:** Special Meeting, Committee and Departmental Reports

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a) Request for Direction RE: Tr'ondëk Hwëch'in Overflow Camping Request

**CW19-13-03** Moved by Councillor Johnson, seconded by Councillor Kendrick that committee of the whole forwards the Request for Decision RE: Tr'ondëk Hwëch'in Overflow Camping Request to council with a recommendation to approve. Carried 4-0

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**Agenda Item:** In camera Session

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**CW19-13-04** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole move into a closed session for the purposes of discussing legal and land related matters as authorized by section 213 (3) of the Municipal Act. Carried 4-0

**CW19-13-05** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole reverts to an open session of committee of the whole and proceeds with the agenda. Carried 4-0

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**Agenda Item:** Adjournment

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**CW19-13-06** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole meeting CW19-13 be adjourned at 9:03 p.m. with the next regular meeting of committee of the whole being May 6, 2019. Carried 4-0

**THE MINUTES OF COMMITTEE OF WHOLE MEETING CW19-13 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW19-\_\_-\_\_ AT COMMITTEE OF WHOLE MEETING CW19-\_\_ OF MAY 06, 2019.**

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Molly Shore, Chair

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Cory Bellmore, CAO

# Report to Council



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

☐ In Camera

<b>SUBJECT:</b>	Subdivision 18-026: Extension Request	
<b>PREPARED BY:</b>	Clarissa Huffman, CDO	<b>ATTACHMENTS:</b> 1. Extension Request Letter
<b>DATE:</b>	April 25, 2019	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> Municipal Act Official Community Plan Zoning Bylaw Subdivision Bylaw		

## RECOMMENDATION

That Council approve a one-year extension for Subdivision Application #18-026, until June 12, 2020.

## ISSUE

The applicant wishes to extend their subdivision approval #18-026 for an additional year.

## BACKGROUND

The application was granted subdivision authority by Council on June 12, 2018 with resolution C18-19-12, and amended on February 11, 2019 with resolution C19-03-07. The subdivision authority expires on June 12, 2019.


## ANALYSIS / DISCUSSION / ALIGNMENT TO OCP & STRATEGIC PRIORITIES

The status of the applicant's conditions is as follows:

1. The applicant submits a Stormwater Management Plan to the satisfaction of the CDO and Public Works Superintendent. **(complete)**
2. The encroaching cabins of Lot B be resolved in one of two ways: a) the cabin is moved to resolve the encroachment as shown of the registered survey to the satisfaction of the CDO OR b) an easement be registered on title legally granting Lot B the right to encroach onto Lot A.
3. The applicant provides details of FAR compliance as per a C1 zone for proposed Lots A and B, to the satisfaction of the CDO. **(complete)**
4. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
5. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable to the registrar under the Land Titles Act to register the plan of subdivision.
6. A permanent road closure by-law passes third and final reading for the closure of the alley. **(complete)**
7. The registered plan of survey shows registered easement on title providing access to all underground utilities that cross a property line.

8. Detailed dimensions of parking stalls for Lots A, B, and C be submitted as per Zoning By-Law Schedule F, and a parking easement registered on title to the satisfaction of the CDO.
9. Access details for Lots A, B, and C submitted as per the Municipal Act S. 314, to the satisfaction of the CDO and the Public Works Superintendent.
10. The applicant registers an easement on Lot B for the purposes of providing Lot A with access to the propane tanks.
11. The applicant registers an easement on Lot 8 Block M (East of the Transportation Building) for parking spaces to be available to meet the minimum parking requirements for Lot A.

The applicant has provided a letter indicating potential hardship in fulfilling their conditions. Administration has not identified any negative impacts that could result from approving this extension. S. 319(2) of the Municipal Act states that *“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 the approving authority”*. Therefore, Council has the authority to approve this extension request.

APPROVAL		
NAME:	Cory Bellmore, CAO	SIGNATURE: 
DATE:	May 2, 2019	

City of Dawson  
P.O. Box 308  
Dawson City YT  
Y0B 1G0

14129 Yukon Inc.  
(Klondike Kate's Cabins & Restaurant)  
Box 417, Dawson City, YT  
Y0B 1G0

April 25, 2019

Dear City Council,

**Extension for Subdivision Application #18-026 (Klondike Kates)**

Glen Lamerton is now proceed with survey and easement work for the Klondike Kate's subdivision, as the ground has thawed sufficiently.

Glen let Josee know that he cannot fully complete the easement part of his work until the other contractors have completed the sewer and water connections & the moving of the propane tanks. These other contractors are waiting for the ground to thaw at a deeper level.

These other contractors are scheduled to do the work the week of May 21<sup>st</sup>, right after Gold Show. This is too close to the subdivision deadline of June 12, 2019 for the surveyor to be able to finish his application and get it through the Land Title Office process. This also doesn't allow for potential delays for the contractors, who are under intense pressure, and are frequently pulled away for emergencies, especially in the few weeks at the beginning and end of our short Dawson working season.

This could potentially delay the water/sewer and propane work completion till early June. The surveyor's application could potentially take until late summer or early fall to complete through the Lands Title Office.

We are therefore requesting and additional year's extension to our subdivision application.

Thank you,



Alice Thompson (867) 993-2532

# Report to Council



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

☐ In Camera

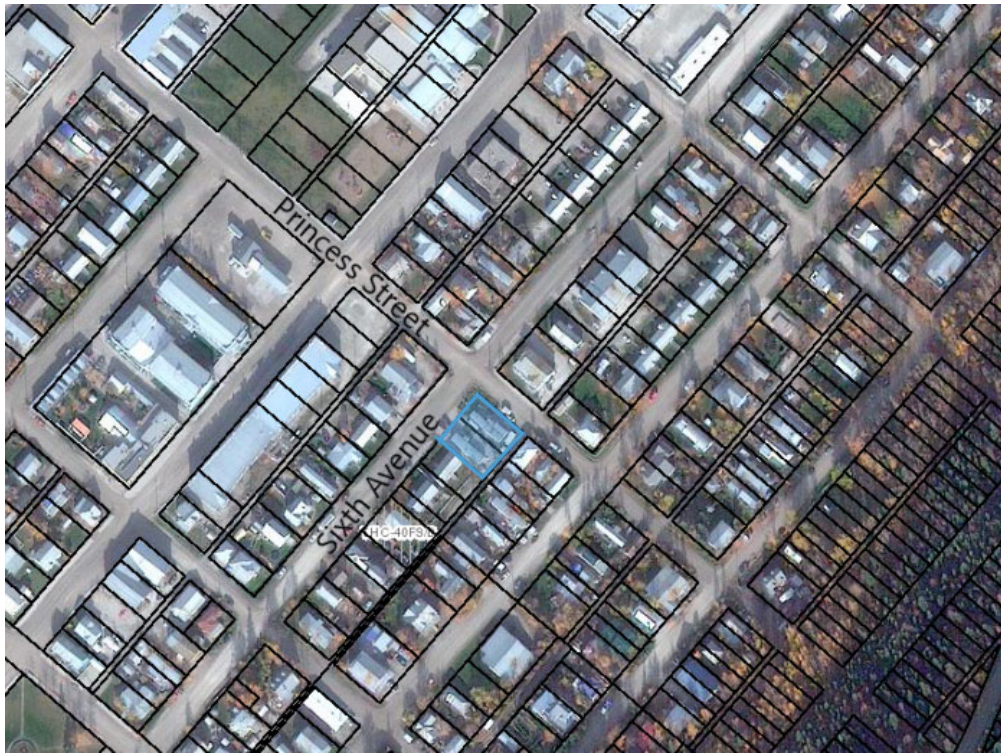
<b>SUBJECT:</b>	Subdivision Application #18-133: Lots 9 and 10, Block LE, Harper Estate	
<b>PREPARED BY:</b>	Clarissa Huffman, CDO	<b>ATTACHMENTS:</b> 1. Subdivision Application #18-133
<b>DATE:</b>	April 25, 2019	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> Municipal Act Official Community Plan Zoning Bylaw Subdivision Bylaw		

## RECOMMENDATION

1. That Council approve Subdivision Application #18-133, subject to the following conditions:
  - 1.1. The application successfully passes through a public hearing.
  - 1.2. The applicant submit a Stormwater Management Plan to the satisfaction of the CDO and Public Works Superintendent.
  - 1.3. The applicant resolves Order to Comply #18-002 to the satisfaction of the CDO by bringing the shed into zoning compliance.
  - 1.4. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
  - 1.5. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

## ISSUE

Subdivision Application #18-133 was received on November 5, 2018 and deemed complete on April 23, 2019. The applicant is requesting to consolidate their two adjacent residential lots to facilitate the construction of a single-family dwelling.



**Figure 1.** Location Map



**Figure 2.** Consolidation Detail

## **Comments**

Department heads were requested to comment on this consolidation, and no negative impacts were identified through this process. The application was also circulated to every property owner in a 1km radius of this property, inviting comments and questions. No comments in opposition to this application were received at the time of writing this report.

## **Subdivision By-Law**

Subdivision Control By-Law 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. In this case, there is no new access, and therefore this section does not apply.

S. 319 stipulates that an approval may be valid for a period of up to twelve months. If the applicant has not provided proof that the conditions of approval have been met, under the Act approval is void. The applicant can request an extension of a further twelve months, which may be granted in whole or in part, at the discretion of the approval authority.


## **Official Community Plan**

The property is currently designated as R1 – Urban Residential. Uses associated with this designation include single detached dwellings, duplexes, secondary suites, and home occupations. Therefore, the proposed new lot would retain the same designation. Any new use or development on the proposed lots would be required to conform to the OCP designation, or else apply for an OCP Amendment.

## **Zoning By-Law**

The property is currently zoned R1 – Single Detached/Duplex Residential. The Zoning By-Law is intended to implement the goals of the OCP. Therefore, the purpose of the R1 zone as per the Zoning By-Law is to permit medium density single-detached residential lots. A full range of permitted uses and associated provisions are contained in the Zoning By-Law, and any future development of the proposed lots must also conform with the Zoning By-Law.

A preliminary zoning assessment identified a zoning discrepancy on this lot. The applicant was issued Order to Comply #18-002 in August 2018. A shed was constructed that does not meet the minimum requirement of 10 feet separation distance between a primary and accessory structure. At the time of writing this report, resolution of this issue was still ongoing. Therefore, it has been identified as a condition of approval that this is resolved prior to final approval of the consolidation.

APPROVAL		
NAME:	Cory Bellmore, CAO	SIGNATURE: 
DATE:	May 2, 2019	



# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)



OFFICE USE ONLY	
APPLICATION FEE:	105 + GST
DATE PAID:	
PERMIT #:	18-133

## SUBDIVISION/CONSOLIDATION APPLICATION

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

### PROPOSED DEVELOPMENT

CIVIC ADDRESS: 602 Princess St. (LE 10, 8338A Harper <sup>st</sup>) VALUE OF DEVELOPMENT: \_\_\_\_\_

EXISTING USE OF LAND / BUILDINGS: This lot is currently empty.

PROPOSED DEVELOPMENT: Please provide a brief description of the proposed development, including the legal description (lot, block, estate, plan) of each part to be subdivided/consolidated.

We currently reside at 602 Princess St. The adjacent property at 822 6th AVE is what we would like to consolidate to be <sup>joined to</sup> part of the 602 Princess lot. (602 Princess is the address we wish to keep)  
822 6th AVE = Lot 9, Block LE, Plan 8338A, <sup>(HARPER?)</sup> ~~UNION~~ ESTATE, Dawson YT See encl

### APPLICANT INFORMATION

APPLICANT NAME(S): Edgar Blattler and Saskia Robbins

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: PO Box 1311 Dawson YT POSTAL CODE: Y0B-1G0

EMAIL: SaskiaRobbins@me.com FAX #: \_\_\_\_\_

PHONE #: 867-993-5200 ALTERNATE PHONE #: 867-993-3549 or 3899

### OWNER INFORMATION

OWNER NAME(S): Same as above

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ ALTERNATE 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.

No

**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.

No

**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 city lot - cleared with trees on the outside edges

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

NIL

#### DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw No. 12-27 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.**

Nov. 2 / 19  
DATE SIGNED

S. Bell  
SIGNATURE OF APPLICANT(S)

Nov 2 / 19  
DATE SIGNED

S. Bell  
SIGNATURE OF OWNER(S)



# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)

PERMIT #:

18-133

TO BE COMPLETED BY DEVELOPMENT OFFICER

## OFFICE USE ONLY

LEGAL DESCRIPTION: LOT(S) 9+10 BLOCK LE ESTATE ~~Harper~~ Ladue - PLAN#  
ZONING: R1 DATE APPLICATION RECEIVED: \_\_\_\_\_  
TYPE OF APPLICATION: Consolidation PERMITTED USE: \_\_\_\_\_  
APPLICANT NAME(S): Sasha Robbins + Edgar Blatter  
OWNER NAME(S): \_\_\_\_\_

☐ APPLICATION REJECTED

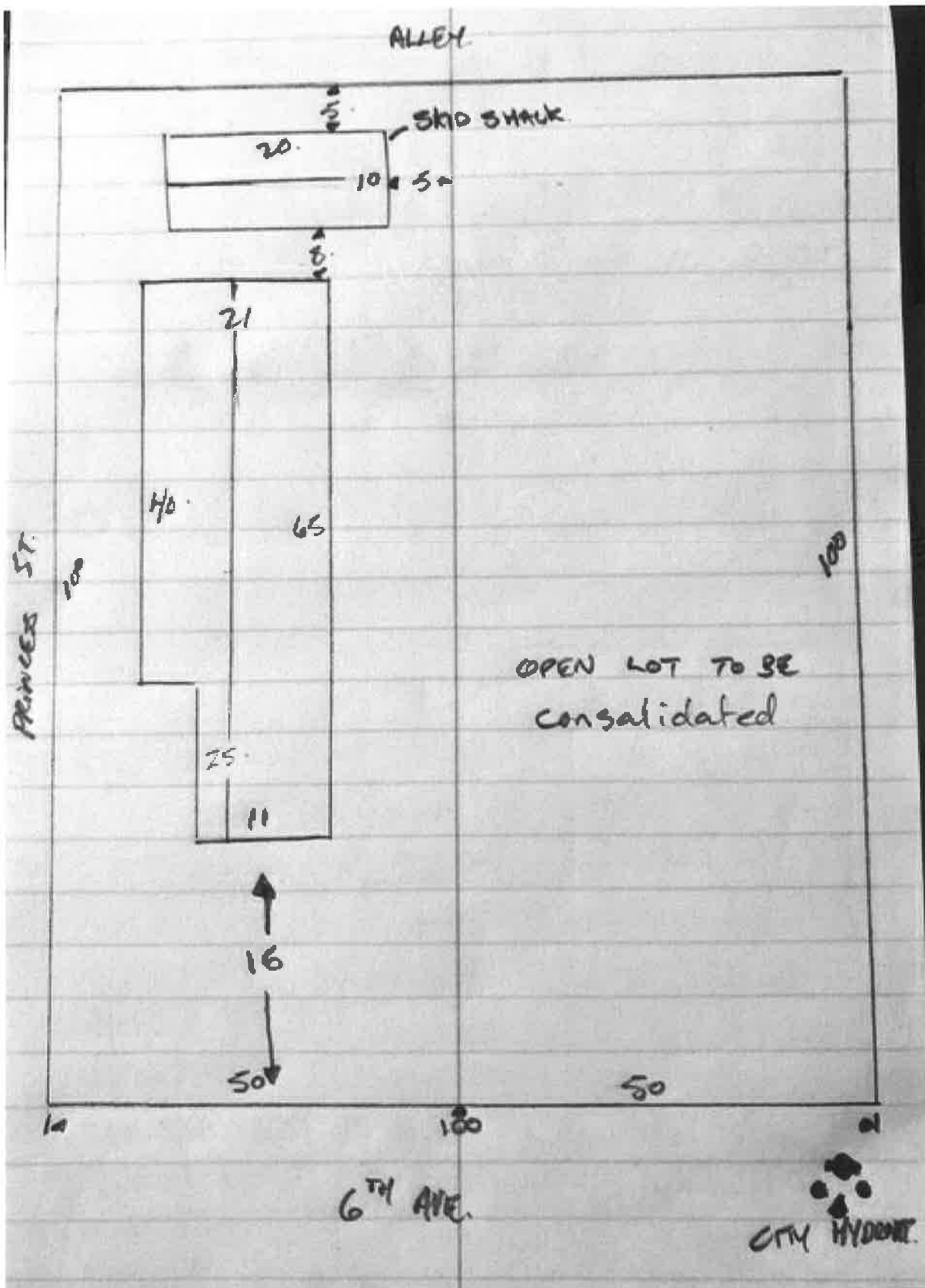
## COMMENTS / REASONS

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

☐ APPLICATION APPROVED / PERMIT ISSUED

## PERMIT CONDITIONS

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



The Honourable Pat Duncan  
Senator – Yukon



L'honorable Pat Duncan  
Sénatrice – Yukon

SENATE | SÉNAT  
CANADA

Mayor Wayne Potoroka,  
Dawson

Dear Mayor Potoroka,

The first Saturday in June (June 1<sup>st</sup>, 2019) has been federally recognized as National Health and Fitness Day. This initiative is intended to increase the levels of physical activity among Canadians.

We all know many active Yukoners; although nationally, only 15% of adults and 7% of youth are meeting current physical activity guidelines. If we can reach out to the less active members of our communities and decrease the number of inactive Canadians by even 10%, we would see many health benefits including savings in healthcare dollars.

I am writing to ask Dawson to please consider joining with local governments throughout Canada to pass a resolution to proclaim Saturday June 1<sup>st</sup> as Health and Fitness Day.

400 communities in 2018 declared the day to raise awareness about the importance of physical activity and have incorporated it in different ways. Some have simply proclaimed the day to raise awareness of the importance of increasing physical activity. Others mark the day with a local event promoting the use of local recreation facilities.

Your consideration of this request is truly appreciated. If you and your Council choose to support National Health and Fitness Day would you please send a copy of the resolution to the office of my colleague Senator Marty Deacon. Senator Deacon is monitoring the results from coast to coast to coast.

Thank you so much for your kind consideration of this request.

Kindest regards,

A handwritten signature in black ink, appearing to read 'Pat Duncan'.