THE CITY OF DAWSON

COMMITTEE OF THE WHOLE MEETING #CW21-19

DATE: TUESDAY July 27, 2021
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**

3. **DELEGATIONS & GUESTS**
   a) Dawson Regional Planning Commission RE: Draft Land Use Plan Briefing
   b) Greg Hakonson RE: Small House Development

4. **MINUTES**
   a) Committee of the Whole Meeting Minutes CW21-13 of June 1, 2021
   b) Special Committee of the Whole Meeting Minutes CW21-15 of June 15, 2021
   c) Special Committee of the Whole Meeting Minutes CW21-16 of June 25, 2021
   d) Committee of the Whole Meeting Minutes CW21-17 of July 6, 2021
   e) Special Committee of the Whole Meeting Minutes CW21-18 of July 20, 2021

5. **BUSINESS ARISING FROM MINUTES**
   a) Committee of the Whole Meeting Minutes CW21-13 of June 1, 2021
   b) Special Committee of the Whole Meeting Minutes CW21-15 of June 15, 2021
   c) Special Committee of the Whole Meeting Minutes CW21-16 of June 25, 2021
   d) Committee of the Whole Meeting Minutes CW21-17 of July 6, 2021
   e) Special Committee of the Whole Meeting Minutes CW21-18 of July 20, 2021

6. **SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS**
   a) Regional Landfill Briefing
   b) Klondike Development Organization- Proposed Commercial & Industrial Lot Needs & Demand Analysis 2021
   c) Recreation Centre Project – Next Steps

7. **BYLAWS & POLICIES**
   a) Draft Procurement Policy 2021

8. **CORRESPONDENCE**
   a) Damien Burns, Assistant Deputy Minister, Protective Services RE: Council Input of the Structural Fire Services Review
   b) RCMP Monthly Policing Report- June

9. **PUBLIC QUESTIONS**

10. **IN CAMERA**

11. **ADJOURNMENT**

Draft Land Use Plan Highlights

June 2021

Dawson Regional Planning Commission

On The Land We Walk Together

Nän käk ndä tr'ädäl

The Dawson Planning Region

The Dawson Planning Region[1] is in the west central part of Yukon and is about 39,854 km2 or 10% of Yukon. Three highways transect the region as well as the Yukon River. The population is 2220 (2017), representing 5.7% of Yukon's total population. Dawson City is the main settlement in the Region.

The Government of Yukon manages most of the region, which is public land. The Tr'ondëk Hwëch'in is also a major land holder in the region having 135 parcels of settlement land. These are the two Parties to the Plan who will be jointly responsible for its implementation.

The First Nations of Nacho Nyäk Dun and Vuntut Gwitchin First Nation, have overlapping traditional territory and White River, a non-self-governing First Nation under the UFA, have identified a land selection in the Region.

The Dawson Region is one of the most unique areas of the Yukon – it boasts opportunities and employment in mining and other economic sectors such as forestry, agriculture, wilderness tourism, trapping, big game outfitting, subsistence wildlife harvesting and fishing. It sustains a thriving community and cultural landscape, and healthy ecosystems that support a wide variety of fish and wildlife.

The Tr'ondëk Hwëch'in, as well as many other First Nations have lived and travelled in the area for generations. It is a place of immense importance as the Tr'ondëk Hwëch'in identity, culture, beliefs, traditions and practices are all rooted in the land (TH 2020).

The region is of global archaeological and paleontological interest because of its beringian and Gold Rush Past

[1] The City of Dawson (and surrounding communities), Tombstone Territorial Park, and Klondike National Historic Sites are not in the scope of the regional plan.

The purpose of this booklet is to introduce the Draft Plan for the Dawson Planning Region and to present some Key Highlights. The full version of the Draft Plan can be found at **Dawson.PlanYukon.ca**

The Draft Plan is not final and should not be read as such.

The Commission wants to hear your perspectives as well as your input on all plan elements, especially those identified in the plan for discussion. We have tried our best to respect the issues and interests as identified to us in the design of the Plan.

Draft Plan Concepts and Principles

Vision:
The future of the region will include a diverse economy, rich cultural legacy, healthy environment with a shared and respectful use of natural resources.

Sustainable Development and Stewardship:
The plan was built with a strong commitment to sustainable development as defined it the Tr'ondëk Hwëch'in Final Agreement and the principle of stewardship.

Land Use Designation System:
There are 23 Landscape Management Units (LMU) in the Draft Plan, and each are assigned one of the following land designations (or zones).

1. **Integrated Stewardship Areas (ISA)**
2. **Special Management Areas I & II (SMA)**
3. **Highway Corridors**
4. **Future Planning Areas**

Key Recommendations

Caribou
A mix of protection and limits to development in critical summer habitat and migration corridors.

Access
Careful and responsible development of roads and trails.

Conservation Areas
Recommendation for legal designation for protection of Matson Uplands and Upper Klondike LMUs.

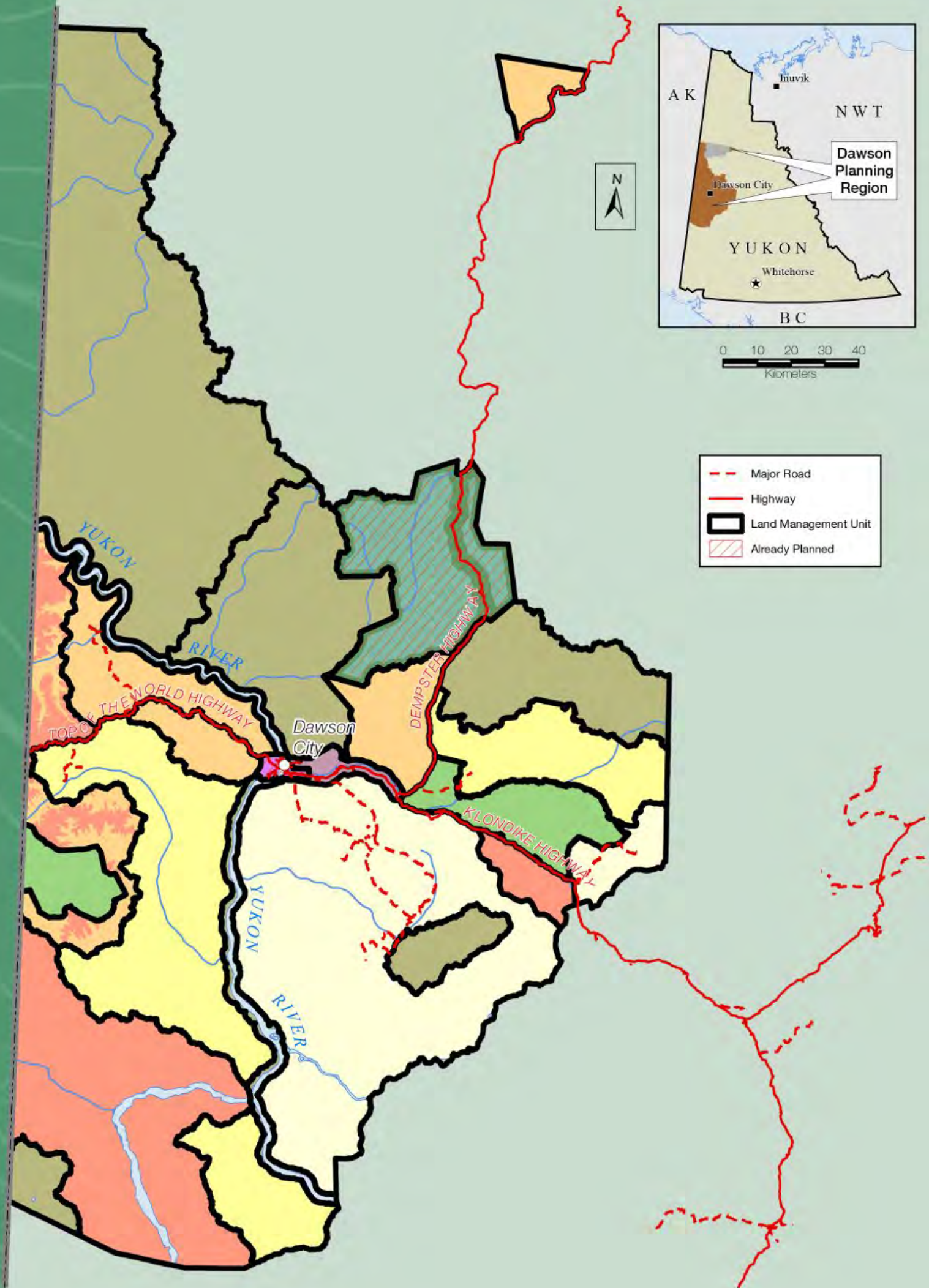
Wetlands
Recognition of wetlands of special importance (Upper Indian River and Scottie Creek wetland complexes) and development limits in rare and sensitive wetland types.

Stewardship
The introduction of Integrated Stewardship Areas in the land designation system, and creation of a Dawson Land Stewardship Trust for ongoing practice of stewardship.

Mineral Development and Exploration
Continued viability of existing claims in areas designated as SMA II, support for recommendations in the Yukon Mineral Development Strategy.

What does Stewardship Mean?

Stewardship is taking collective responsibility and actions for the continued health and vitality of the region. It also means being part of a strong community that is connected to the land.


AK
Inuvik
NWT
Dawson Planning Region
Dawson City
YUKON
Whitehorse
BC
0 10 20 30 40
Kilometers
N
Major Road
Highway
Land Management Unit
Already Planned
YUKON
RIVER
DEMPSTER HIGHWAY
TOP OF THE WORLD HIGHWAY
Dawson City
KLONDIKE HIGHWAY
YUKON
RIVER

Land Use Category	Sub-category	Description
Special Management Area	***SMA I*** **Maximum Conservation**	• Intended for permanent withdrawal from any new industrial land use and surface access. • Intended to be legally designated as a protected area with a management plan.
	SMA II **High Conservation**	• Existing surface and sub-surface rights recognized. • Development can proceed subject to disturbance thresholds and special and general management direction. • Recommended for permanent or interim withdrawal from staking. • Not intended to be a legally designated protected area.
Integrated Stewardship Areas	***ISA I*** **Lowest Development**	• Very high ecological and/or heritage/cultural values
	ISA II **Low Development**	• High ecological and/or heritage/cultural values
	ISA III **Moderate Development**	• Moderate ecological and/or heritage/cultural values
	ISA IV **Highest Development**	• Lower ecological or heritage/cultural values
Other		
	FPA ***Future Planning Areas***	• Recommended for sub-regional planning
	Tombstone Park	• Out of scope of Planning Region

We want **your** feedback

The Draft Plan is open for discussion; **no final decisions have been made.** We want to hear from a diverse range of perspectives – we want this to be a plan that everyone can see themselves in, especially those that live and work in, and care for the Dawson region.

Here are some questions for you to think about:

What is your overall impression of the Draft Plan?

What does the plan need to be successful in supporting a future you envision?

We want to hear from **you!**

Throughout the Draft Plan you will see boxes (like this one!) that highlight specific options for a particular land issue or gaps that the Commission is seeking input on. Your comments in these areas will be particularly helpful for the Commission to reflect the community's vision for the Dawson Region. The consultation period is open until November 1, 2021

Areas that the Commission is seeking additional input are:

1. **Wetlands**
2. **Special Management Area II**
3. **Draft Plan Format and Usability**
4. **Cumulative Effects Management**
5. **Stories from the Land**

How do I **participate?**

- Check out **engagedawson.planyukon.ca** for more information and to tell us what you think
- Send us a **letter** or an **email** with your thoughts and input
- Attend upcoming engagement **events** and **pop-ups**
- **Review** and **respond** to questions in the Draft Plan

Our Commitment

The Commission will work with you to ensure your concerns and aspirations are considered when it is time to write the Recommended Plan. We commit to providing information on how input is considered by the Commission.

Public Engagement will be planned in several communities, including Dawson City, Whitehorse, Old Crow, Mayo and Beaver Creek.

Look out for the Commission and Staff this summer at pop-ups around Dawson, and formal workshops in the Fall.

Where We Are Now

First Planning Commission — 2009 - 2014

2018 — **Current Planning Commission Established**
who: Parties

Issues and Interests Report
who: Dawson Regional Planning Commission — 2019

2020 — **Resource Assessment Report**
who: Dawson Regional Planning Commission

WE ARE HERE
Draft Plan
who: Dawson Regional Planning Commission — June 2021

Consultation period open until
November 1, 2021 — **Public Engagement**
who: Dawson Regional Planning Commission

Recommended Plan
who: Dawson Regional Planning Commission — April 2022

2022 — **Plan Consultation**
who: Parties

Final Recommended Plan
(if required)

Plan Approval

Plan Implementation

What Happens Next?

As per Chapter 11 of the Tr'ondëk Hwëch'in Final Agreement, the next steps for the Commission are to consider all the feedback to this Draft Plan, and to create and submit the Recommended Plan to the Parties.
The Parties (Tr'ondëk Hwëch'in and Yukon governments) will then consult on it.

On The Land We Walk Together
Nän käk ndä tr'ädäl

Photographs by Katie Fraser

Dawson Regional Planning Commission

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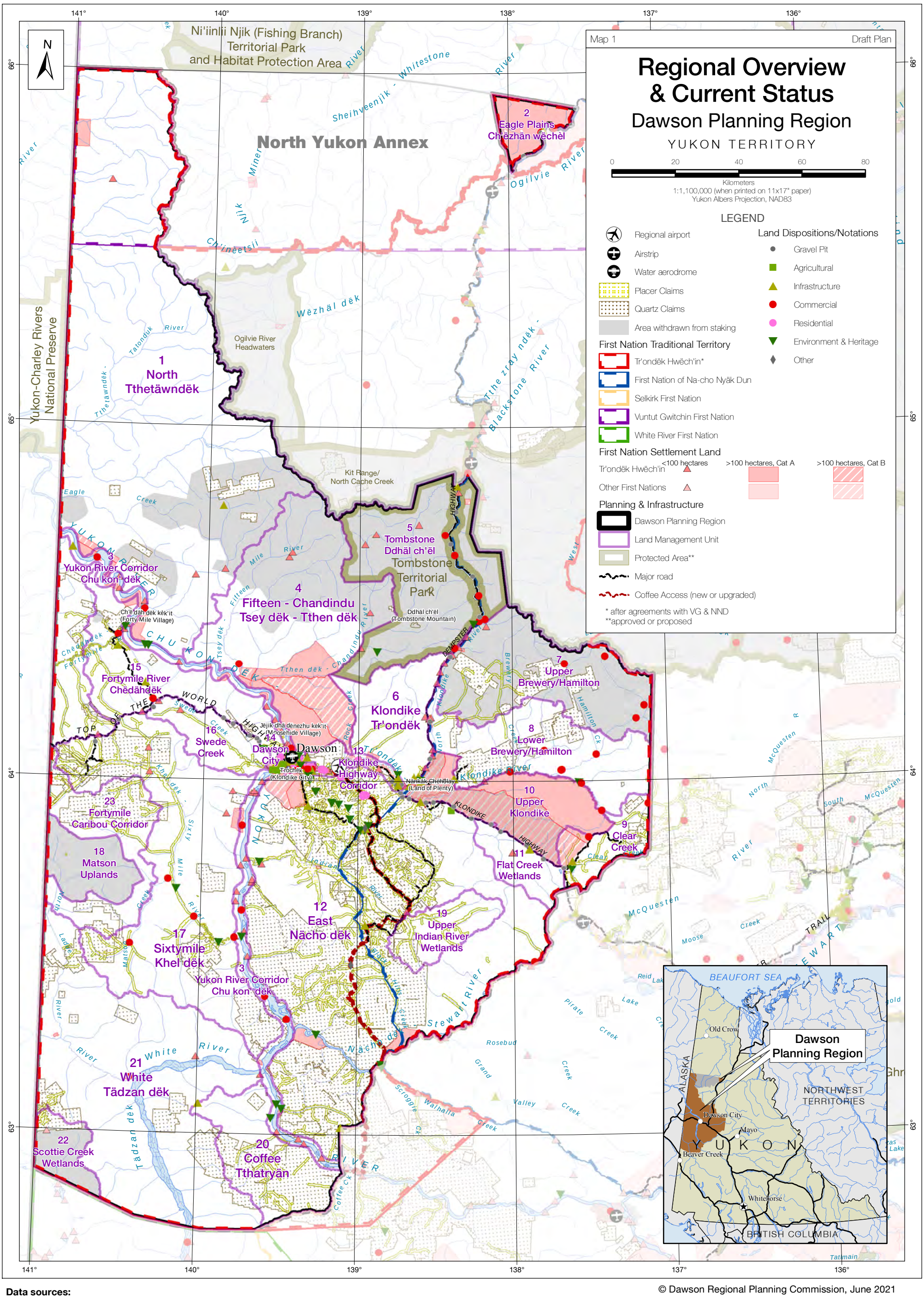

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Data sources:

Base data: Transporation, watercourses and toponomy, shaded relief (GeoYukon); parks/protected areas (GeoYukon, YLUPC, US National Parks Service); provincial boundaries (Department of Natural Resources Canada), toponymy (recompiled by YLUPC from Tr'ondëk Hwëch'in and Yukon Government)

Thematic data: 1:250,000 draft land management units (DRPC); 1:250,000 planning regions (YLUPC); First Nations settlement lands (Yukon Government, recompiled by YLUPC); traditional territories (Yukon Government); land dispositions, March and May 2021 (Yukon Government); areas withdrawn from staking, March 2021 (Yukon Government); aerodromes from tourism public resource data, 2013 (Yukon Government)

Data disclaimer:

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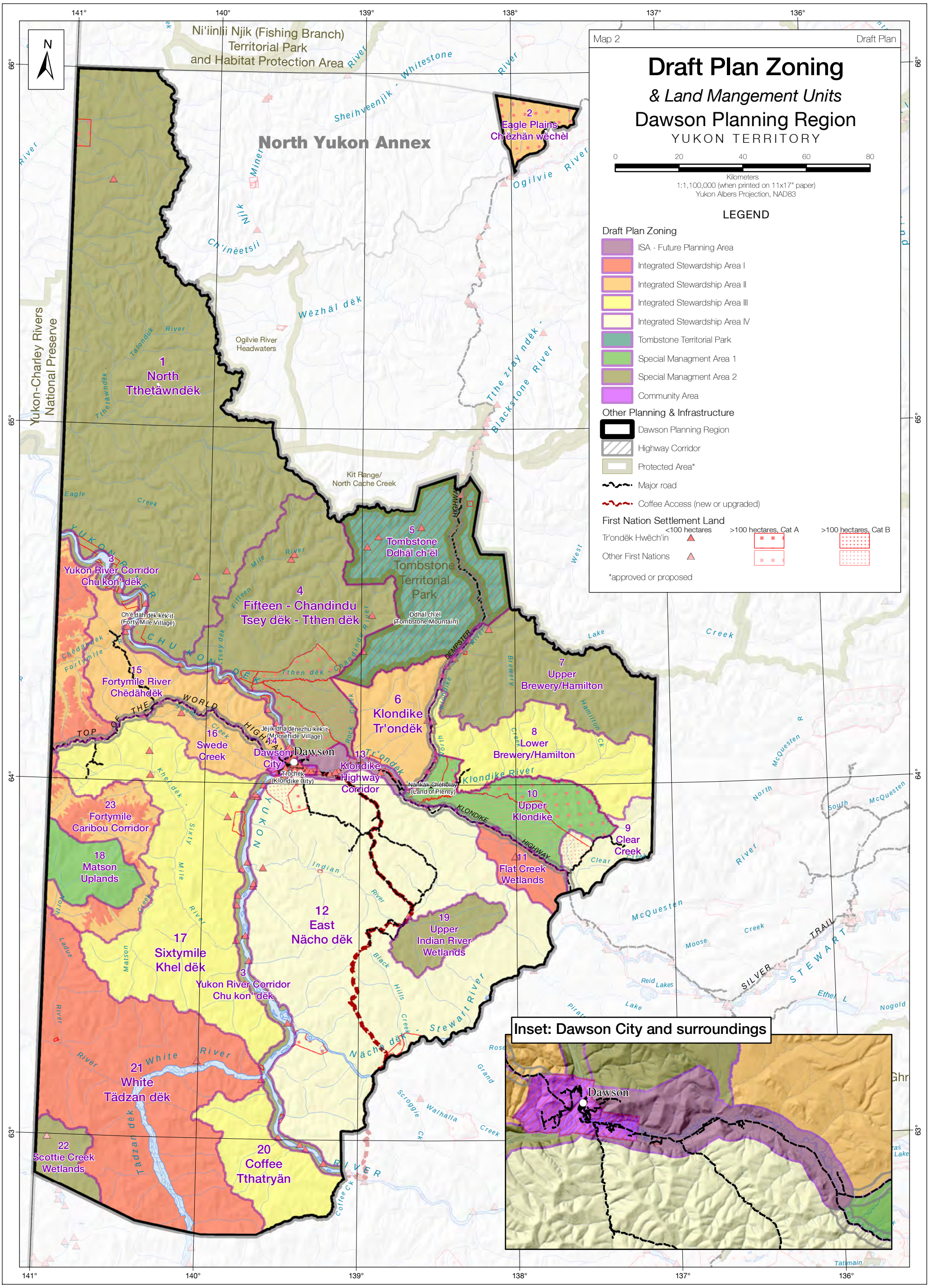

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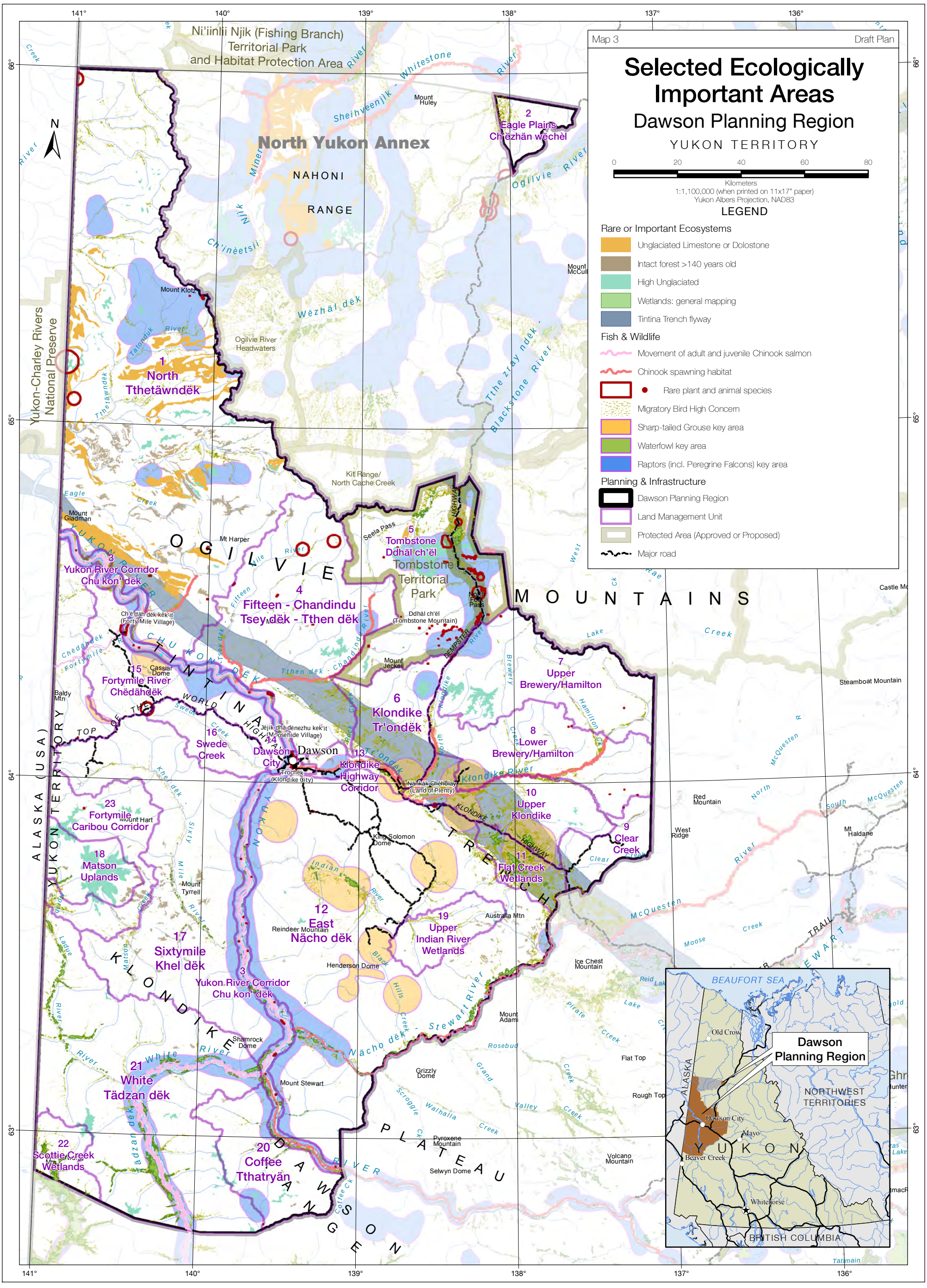

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Thematic data: 1:250,000 draft land management units (DRPC); 1:250,000 planning regions (YLUPC); 1:250,000 Wildlife Key Areas (Yukon Government, 2014, 2019, Yukon Wildlife Key Area Inventory); rare ecosystems (Yukon Government 2011, 2018); 1:1M Chinook habitat described by Al von Finster and compiled by the YLUPC using 1:250k base data and Fish habitat for Porcupine drainages 2004 (Environmental Dynamics Inc for the North Yukon Planning Commission); Tintina Trench (from Yukon Government's Physiographic Regions, 2018); Bird habitat model based on YLUPC's interpretation of a 2018 letter from CWS to the DRPC using available land classification (Ecological Land Classification: Grods, J. et al.. 2012. West-central broad ecosystems (Version 1.1). Spatial data created for Environment, Government of Yukon by Makonis Consulting Ltd. and Associates, West Kelowna, BC.)

Data disclaimer:

Wildlife Key Areas (WKA) are compiled by the Yukon Department of Environment WKA Inventory Program (2014 and 2019), against 1:250,000 NTDB from various data sources. Key Areas are based on observed locations of wildlife at key times of year, not on habitat assessment. With new information, boundaries and designations of Key Areas can change and additional Key Areas can be identified. Furthermore, Key Areas are not the only sites important for wildlife. Other information sources can identify other sites important for wildlife for reasons outside the scope of the WKA Inventory Program. Updates to Key Areas occur only periodically. For the most current information, please consult with the Regional Biologist for your area of interest. If you have questions or would like to contribute to the WKA database, please contact the WKA Inventory Program.

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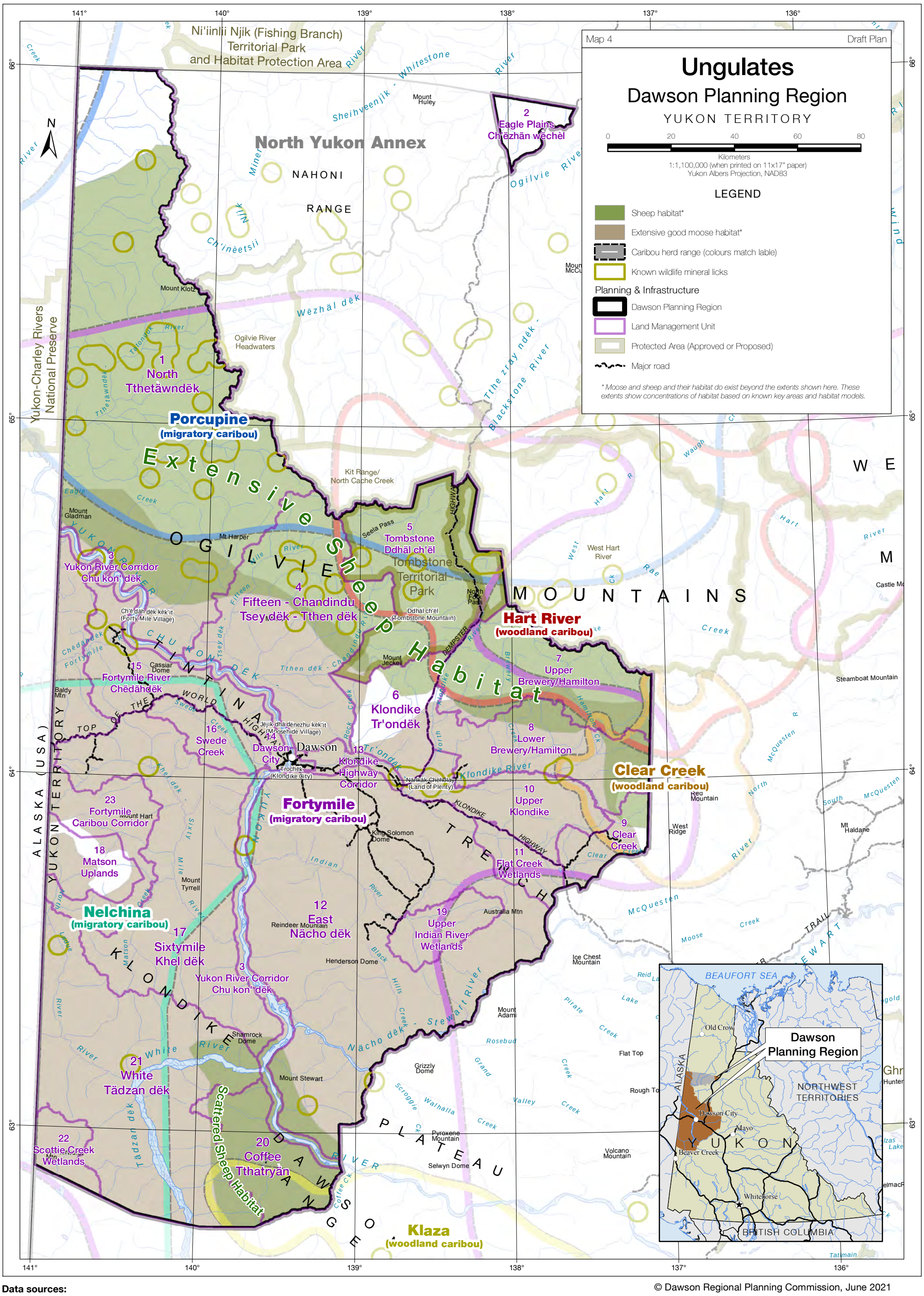

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Thematic data: 1:250,000 draft land management units (DRPC); 1:250,000 planning regions (YLUPC); 1:250,000 Wildlife Key Areas (Yukon Government, 2014, Yukon Wildlife Key Area Inventory); caribou herd ranges (Yukon Government, 2018); General moose and sheep polygons manually digitized based on available habitat selection models (Yukon Government, 2012) and Yukon Wildlife Key Areas (Yukon Government, 2019) (Yukon Land Use Planning Council, 2019)

Data disclaimer:

Wildlife Key Areas (WKA) are compiled by the Yukon Department of Environment WKA Inventory Program (2014 and 2019), against 1:250,000 NTDB from various data sources. Key Areas are based on observed locations of wildlife at key times of year, not on habitat assessment. With new information, boundaries and designations of Key Areas can change and additional Key Areas can be identified. Furthermore, Key Areas are not the only sites important for wildlife. Other information sources can identify other sites important for wildlife for reasons outside the scope of the WKA Inventory Program. Updates to Key Areas occur only periodically. For the most current information, please consult with the Regional Biologist for your area of interest. If you have questions or would like to contribute to the WKA database, please contact the WKA Inventory Program.

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Map 5 Draft Plan

First Nations Land Use and Heritage & Cultural Resources

Dawson Planning Region

YUKON TERRITORY

0 20 40 60 80
Kilometers
1:1,100,000 (when printed on 11x17" paper)
Yukon Albers Projection, NAD83

LEGEND

First Nation Settlement Land

	<100 hectares	>100 hectares
Tr'ondëk Hwëch'in		
Other First Nations		

TH Land Use Mapping*

- A few identified features
- Many identified features
- TH traditional trails
- Land Use Sites (2018/19)
- Important Community Sites
- Recorded historic resource
- Archeological site
- Paleontological site
- Heritage notation (Ridge Road Trail)

Planning & Infrastructure

- Dawson Planning Region
- Land Management Unit
- Protected Area (Approved or Proposed)
- Major road

*discrete mapped features include land use from three categories (1) provisional, (2) cultural, and (3) income generating activities (past and present). Overlapping features may include overlapping users, uses, or a combination of the two. Categorization of overlapping features helps illustrate intensity of land use as demonstrated by the dataset.

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Data sources:

Base data: Transporation, watercourses and toponomy, shaded relief (GeoYukon); parks/protected areas (GeoYukon, YLUPC, US National Parks Service); provincial boundaries (Department of Natural Resources Canada), toponymy (recompiled by YLUPC from Tr'ondëk Hwëch'in and Yukon Government)

Thematic data: 1:250,000 draft land management units (DRPC); 1:250,000 planning regions (YLUPC); First Nations settlement lands, 2019 (Yukon Government, recompiled by YLUPC); Traditional Trails, compiled from various sources, 2012 (Tr'ondëk Hwëch'in); TH land use mapping, 2019 (Tr'ondëk Hwëch'in)

Data disclaimer:

TH land Use mapping is representative of present-day indigenous land use, which is dynamic , not static, and thereby may change in the future. These data consists of information from ~50 individual TH knowledge bearers gathered in 2012 and 2018/19. This dataset is intended as a representative sample of TH community land use. It does not weight importance of areas nor does it confer TH conservation interests. These land uses are not necessarily representative of future land use intentions, on an individual or Nation scale. Heritage notation and reserves, June 2019 (Yukon Government); Historic resources (Dawson Region + Annex only) from the Yukon Historic Sites Database, December 2018 (Yukon Government); Archeological sites, February 2019 (Yukon Government); Paleontological sites around the Dawson Region, 2012 (Yukon Government)

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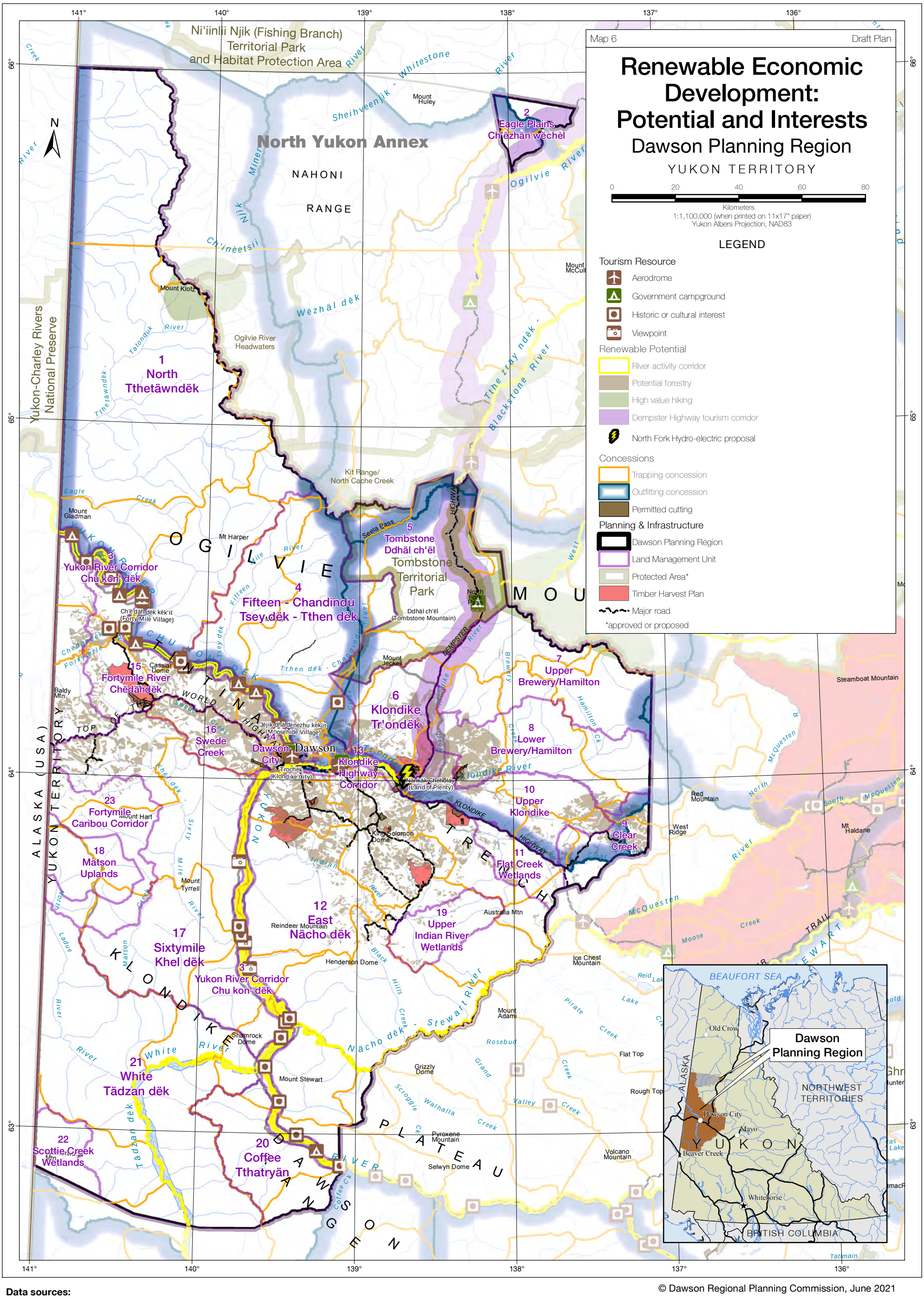

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Thematic data: 1:250,000 draft land management units (DRPC); 1:250,000 planning regions (YLUPC); outfitting and trapping concessions, tourism activity and potential (Yukon Government); timber harvesting (February 2020, YG); tourism resource points (various sources, including YG, compiled by YLUPC); potential forestry that considers FRMP zone, distance from roads and stand age (DRPC).
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Map 7 Draft Plan

Non-Renewable Economic Development: Potential and Interests

Dawson Planning Region

YUKON TERRITORY

0 20 40 60 80
Kilometers
1:1,100,000 (when printed on 11x17" paper)
Yukon Albers Projection, NAD83

LEGEND

Mineral occurence status
- Anomaly/Drilled Prospect
- Deposit
- Past Producer
- Potential near to medium-term mine

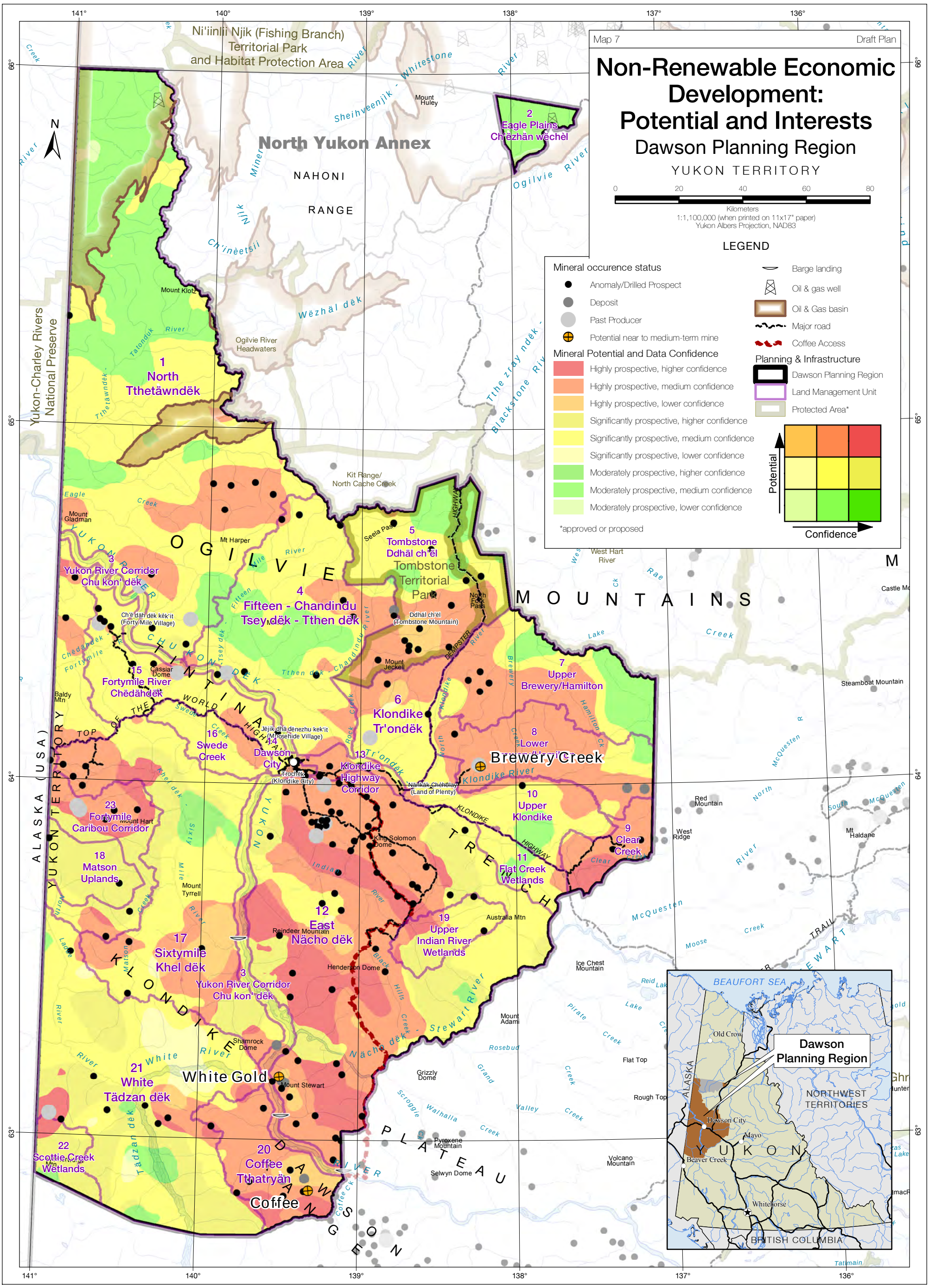
Mineral Potential and Data Confidence
- Highly prospective, higher confidence
- Highly prospective, medium confidence
- Highly prospective, lower confidence
- Significantly prospective, higher confidence
- Significantly prospective, medium confidence
- Significantly prospective, lower confidence
- Moderately prospective, higher confidence
- Moderately prospective, medium confidence
- Moderately prospective, lower confidence

*approved or proposed

- Barge landing
- Oil & gas well
- Oil & Gas basin
- Major road
- Coffee Access

Planning & Infrastructure
- Dawson Planning Region
- Land Management Unit
- Protected Area*

Potential / Confidence



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Thematic data: 1:250,000 draft land management units (DRPC); 1:250,000 planning regions (YLUPC); oil and gas basins, oil and gas dispositions, oil and gas wells (Yukon Government, January 2020); mineral potential (placer potential and numerous layers of mining and geologic information were considered in model) and mineral occurence status (Yukon Geological Survey, 2019), potential mines (Dawson Regional Planning Commission), barge landings (various sources compiled by YLUPC, 2014)
Data disclaimer:
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Recommended Management Practices

Approaches or actions to be used by proponents, land users and project assessors to help achieve Plan objectives. While plan objectives define "what" outcome is intended for a particular value, strategies describe "how" the desired outcome will be achieved.

Section	Section Reference	Practice
Top of the World Highway	4.1.2.1	Travellers and users of this area must take care to not disturb the unique biophysical and socio-cultural setting of the corridor, in particular from the use of ORVs within key areas.
Top of the World Highway	4.1.2.1	The use of ORVs within key areas should not undermine the important biophysical attributes.
Top of the World Highway	4.1.2.1	The scenic integrity and natural aesthetic viewscape of the highway corridor should be maintained.
Top of the World Highway	4.1.2.1	As with all human-caused disturbances, high standards of restoration should apply to all new surface disturbances within the corridor (e.g., gravel pits, roads, and telecommunications infrastructure).
Klondike Highway Corridor	4.1.2.1	As with all human-caused disturbances, high standards of restoration should apply to all new surface disturbances within the corridor (e.g., gravel pits, roads, and telecommunications infrastructure)
Northern Access Route	4.1.2.2	Access road and trail construction over permafrost areas and over wetlands should be avoided where practicable. In areas of discontinuous permafrost, route selection should be on frost-free, south facing slopes.
Northern Access Route	4.1.2.2	The creation of looped or redundant access roads or trails should be discouraged.
Northern Access Route	4.1.2.2	Opportunities for shared, multi-party use of roads or trails should be explored whenever possible and practical.
Northern Access Route	4.1.2.2	Reclamation and decommissioning should occur as soon as roads and trails are no longer needed for resource development activities.
Northern Access Route	4.1.2.2	Proponents should indicate, to the best of their ability, the access requirements of their projects, including the location, construction process, and reclamation details of all access roads and trails prior to entering the assessment and permitting process of their project.
Northern Access Route	4.1.2.2	Proponents should prepare detailed access management plans for projects that involve the construction of new all-season access in areas of high ecological or socio-cultural value and/or where existing access into the area is limited.
Air Access	4.1.2.4	Aerial flights should follow all applicable best management guidelines on how to minimize impacts to disturbance to wildlife (Flying in Caribou Country, Flying in Sheep Country).
Air Access	4.1.2.4	Opportunities for shared, multi-party use of airstrips and helicopter landings should be explored whenever possible.
Air Access	4.1.2.4	Fuel caches should be well maintained, inaccessible by wildlife, and kept at a safe distance from watercourses
Water Access	4.1.2.5	Stream crossings should be constructed to minimize impacts to fish and fish habitat, including a hierarchical approach to construction with the least invasive type being applied first.
Water Access	4.1.2.5	No construction of stream crossings should occur during sensitive time periods for fish (e.g. during spawning or egg incubation)
Agriculture	4.1.3	In areas of suitable high agricultural value that are being developed for other temporary purposes, land should be reclaimed such that it is left in a suitable condition for agricultural development.
Tourism	4.1.4	Repetitive and disruptive aerial flights should be discouraged in areas of high tourism or recreational value, including well known backcountry areas and along river corridors.
Community Growth and Recreation	4.1.6	Avoid, or minimize potential impacts of industrial land use activities (e.g. mineral exploration, forestry) within and adjacent to existing trails, including but not limited to the Discovery Trail and the Klondike Trail.
Community Growth and Recreation	4.1.6	Apply mitigation measures (e.g. buffers) for recreational trails as established by the land management authority.
Community Growth and Recreation	4.1.6	Land users working in proximity to streams that are used for human consumption should apply appropriate set-back distances of harmful activities.
Aggregate	4.1.8	Avoid, where possible, aggregate resource extraction within sensitive fish habitats and other ecologically important areas.

Aggregate	4.1.8	Minimize gravel requirements for necessary infrastructure through coordinated access and geotechnical engineering.
Traditional Economy	4.1.9	Overlapping land users with traditional economic activities should utilize a Communication and Consultation Protocol to minimize conflict. The Protocol should ensure activities that are likely to cause disturbances to other rights holders (trappers, outfitters, etc.) are communicated and consulted on prior to.
Traditional Economy	4.1.9	For settlement land parcels identified with high traditional use value, appropriate buffers in which no development can occur should be adhered to.
Caribou	4.2.1.1	Planning for, and assessment of, placer and quartz exploration and mining activities should define and implement safe operating distances from caribou by considering tools such as zone of influence for avoidance as advised by Regional Biologists.
Caribou	4.2.1.1	Higher densities of placer mining activity should be avoided within high quality caribou habitat.
Caribou	4.2.1.1	High concentrations of small-scale disturbance and large quartz exploration projects (Class 4) should be avoided within key migration routes.
Caribou	4.2.1.1	The size, extent, duration and level of activities should be avoided in significant caribou habitat during important biological periods. Consider the following when determining timing windows for industrial operations: (see map XX for locations)...
Caribou	4.2.1.1	New road and trail development should be avoided or minimized within the following: seasonal migration corridors, critical pinch points, rutting range.
Moose	4.2.1.2	Avoid or minimize development activity within seasonal use / concentration areas and movement corridors, with specific emphasis on known key calving areas.
Moose	4.2.1.2	Avoid or minimize new road and trail access: That will result in 'loop road' connections in order to decrease harvesting pressure.
Moose	4.2.1.2	Avoid or minimize new road and trail access: Within key moose habitat areas where access is currently limited in order to minimize adverse effects from overharvesting, increased predation, and moose / vehicle collisions.
Moose	4.2.1.2	Undertake progressive reclamation of disturbed areas to create suitable moose habitat (e.g. wetlands).
Salmon	4.2.1.3	Avoid direct disturbance to known sensitive over-wintering and spawning habitats for salmon.
Salmon	4.2.1.3	Minimize surface and vegetation disturbance in riparian areas by maintaining riparian buffers/setbacks from development activities where possible.
Salmon	4.2.1.3	Avoid significant levels of winter in-stream water withdrawals in sensitive over-wintering fish habitat.
Salmon	4.2.1.3	Avoid or minimize adverse effects of large-scale industrial and/or infrastructure projects within river corridors.
Salmon	4.2.1.3	Avoid direct or indirect blocking of identified fish migration routes.
Salmon	4.2.1.3	Consider implementing timing windows for lifecycle related habitat types (i.e. overwintering habitat and water withdrawals, spawning streams etc.)
Sheep	4.2.1.4	Avoid industrial activities within sensitive sheep habitats and key areas, with emphasis on winter range avoidance.
Sheep	4.2.1.4	Implement timing windows for land use activities and restrictions on aerial access during lambing periods in LMUs with known key sheep habitat.
Bears	4.2.1.5	Potential attractants within backcountry industrial camps in the planning region should be properly stored and/or managed to minimize the attraction of wildlife. This includes all garbage, kitchen waste, strained solids, grey water, and fuel.
Other fish and habitat	4.2.2	The management strategies listed in the Salmon section should be considered to reduce the potential effects of land use activity on fish, aquatic habitats and water quality, where applicable.
Migratory Birds	4.2.2	As per guidance from the Canadian Wildlife Service, project planning should consider avoidance of activities in key migratory bird areas (such as the Tintina Trench) and during key migratory periods (spring and fall).

Migratory Birds	4.2.2	Avoid or minimize disturbance in areas where elevation is greater than 1000 metres to protect migratory bird specialist species that use high elevation habitats.
Species at Risk	4.2.2	Apply mitigations for known locations of species at risk or rare endemic species as provided by Canadian Wildlife Service.
Species at Risk	4.2.2	Avoid activity that may cause disturbance or destruction of Bank Swallow residences (occupied burrows) during the general nesting period (early May to late August) along clay/silt banks in river corridors.
Species at Risk	4.2.2	Work with Canadian Wildlife Service and other planning partners to identify and document species at risk or rare endemic species in advance of submitting a project for review.
Wetlands	4.2.4	Seek to minimize the loss of wetland benefits.
Wetlands	4.2.4	Wetlands warrant higher levels of protection
Wetlands	4.2.4	Best available information will be used to guide decisions, and this may evolve as more information is available about Yukon's wetlands and their reclamation
Wetlands	4.2.4	The Mitigation Hierarchy – a widely used concept in natural resource management, is a set of sequential steps that should be followed to minimize the loss and degradation of wetlands.
Heritage Resources	4.3.1	Avoid or minimize land use impacts in the vicinity of identified heritage and historic resources (e.g. use buffer zones).
Heritage Resources	4.3.1	Avoid or minimize land use activities in significant heritage areas during important seasonal use periods (e.g. use timing windows).
Heritage Resources	4.3.1	Report the discovery of any heritage and/or historic resource within an affected First Nation's traditional territory to their applicable heritage departments, in addition to the Government of Yukon
Heritage Resources	4.3.1	Where impacts to identified heritage and cultural sites and resources may occur, implement the following mitigation measures:
Heritage Resources	4.3.1	• Establish work camps associated with resource exploration and development activities away from identified heritage routes and historic sites.
Heritage Resources	4.3.1	• Implement immediate stop work orders if evidence of heritage or cultural values is detected, to allow Parties to assess significance.
Harvesting	4.3.3	Avoid or reduce the level of land use activities in important subsistence harvesting and other cultural use areas during important seasonal use periods (e.g. use timing windows).
Harvesting	4.3.3	Apply appropriate buffers zones (permanent and/or temporary) around culturally important areas, especially in the Fortymile Major River Corridor and Swede Creek (LMU #16).

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Recommended Actions

Recommendations to Parties for actions to be undertaken by Government of Yukon and Trondek Hwechin Government.

Section	Section Reference	Recommendation
Cumulative Effects	3.5.2	An indicator tracking system should be developed within Yukon Government that integrates satellite derived data, project proposals, and project year-end reporting. This system is to be accessible for use in conformity checks and in proposal development.
Cumulative Effects	3.2.5	Standard estimations of disturbance indicators for different types of Class 1 and 2 projects should be developed so that some of their cumulative effects may be estimated without being onerous on proponents of smaller projects.
Cumulative Effects	3.2.6	An on-line platform should be developed that would allow proponents to review information requirements and management directions depending on the project's location, type, and size. This information can be used by proponents to design and/or amend their project proposals, which may reduce potential delays in the assessment and permitting process. Furthermore, this application aligns with the Commission's desire to have proponents working in the Dawson planning region to take on a higher role as "stewards" of the land.
Dempster Highway	4.1.2.1	A sub-regional plan for the Dempster Highway Corridor should be jointly developed by the Government of Yukon, affected First Nations and the Gwich'in Tribal Council. The sub-regional plan should consider the following:
Top of the World Highway	4.1.2.1	Opportunities to increase the signage within the corridor should be explored.
Top of the World Highway	4.1.2.1	The availability of garbage/ recycling bins and outhouses at key locations within the corridor should be improved.
Top of the World Highway	4.1.2.1	Implement the Top of the World Highway Interpretive Plan. Includes increased signage informing travellers of cultural importance and use of the area to Tr'ondëk Hwëch'in
Klondike Highway Corridor	4.1.2.1	Opportunities to increase signage within the corridor should be explored.
Klondike Highway Corridor	4.1.2.1	The availability of garbage/recycling bins and outhouses at key locations within the corridor should be improved
Northern Access Route	4.1.2.2	The Parties should develop and implement an appropriate framework for the tracking and monitoring of access development and reclamation activities within the Dawson planning region.
Northern Access Route	4.1.2.2	In consideration of the results of the baseline linear disturbance data above, the Parties should develop overarching access management plans for the planning region
Agriculture	4.1.3	The Parties should continue to explore and implement collaborative efforts where multiple interests and rights exist, such as through the development of formal multi-use arrangements between mineral rights holders and agricultural producers.
Tourism	4.1.4	Implement interim measures as described in Section X for the management of the Yukon River Corridor until such a time that a holistic sub-regional plan can be developed.
Tourism	4.1.4	Opportunities to increase signage in the planning region that incorporates local artistry, Tr'ondëk Hwëch'in history, and the Han language, should be explored
Tourism	4.1.4	Management guidelines for commercial wilderness tourism and commercial wildlife viewing along the Dempster Highway, Top of the World Highway, and Yukon River Corridor should be developed as part of corridor management plans.
Tourism	4.1.4	A Yukon River Corridor sub-regional plan should be developed.
Community Growth and Recreation	4.1.6	Maintain access to existing recreational trails by delineating their location, identifying any potential land use conflicts and recommending appropriate mitigation measures (e.g. buffers) as part of the application and review process for new land use tenure.
Community Growth and Recreation	4.1.6	Inventory streams that are used for human consumption so that appropriate set-back distances for harmful activities can be applied.
Community Growth and Recreation	4.1.6.2	A sub-regional plan for the Klondike Valley LMU should be jointly developed by the Parties in collaboration with other planning partners as appropriate (e.g. City of Dawson).

Community Growth and Recreation	4.1.6	Develop a trails master plan for the Dawson region, in collaboration with planning partners (e.g. KATTS) that identifies existing trails, historic trails, and potential future trail development opportunities.
Community Growth and Recreation	4.1.6	The Parties should identify all water sources used for human consumption to enable land users to plan accordingly when working in close proximity to affected streams and rivers.
Forestry	4.1.7	Support the continued development of Timber Harvest Plans (THPs) within ISA designations, and specifically within the Goldfields Forest Resource Management Zone. The Goldfields THP should include development of a more effective framework for use of fuelwood within existing mineral tenure.
Aggregates	4.1.8	Within the ISA, the identification of potential sources of aggregate should be undertaken in advance of the assessment process for large-scale industrial and/or infrastructure projects.
Aggregates	4.1.8	The Parties should seek to develop and communicate clear guidelines with respect to the process for reviewing, assessing and enforcing quarry permits to ensure consistency in the regulatory between private and government proponents.
Aggregates	4.1.8	Aggregate assessments should be undertaken to identify areas of high potential for aggregate resource development within the Klondike Highway, Top of the World Highway, and Dempster Highway Corridors to support ongoing construction and maintenance activities.
Caribou	4.2.1.1	The Parties should prioritize the development of access management plans in LMUs where a high degree of overlap exists between caribou habitat and development activities. Priority LMUs for access management planning include: 12, 17, 9, 20. Access management plans should consider the management strategies recommended in this Plan in addition to others developed collaboratively by the Parties.
Moose	4.2.1.2	The Parties should prioritize the development of access management plans in LMUs where a high degree of overlap exists between **moose** habitat and development activities. Priority LMUs for access management planning include: 12, 17, 9, 20. Access management plans should consider the management strategies recommended in this Plan in addition to others developed collaboratively by the Parties.
Moose	4.2.1.2	Promote the practice of progressive reclamation of disturbed areas to create suitable moose habitat (e.g. wetlands).
Salmon	4.2.1.3	Support the finalization of the DRAFT *Fish Habitat Management System 12 year water quality monitoring review* (prepared by Hemmera, May 2020) and implement appropriate recommendations, including:
Salmon	4.2.1.3	Continue to support ongoing work on Chinook Salmon restoration projects by TH and other organizations in collaboration with potential planning partners (e.g YSSC, Fisheries and Oceans Canada, Yukon River Panel)
Salmon	4.2.1.3	The Parties should create/fund an education platform to educate the public on the impact of land uses on salmon habitat and mitigation through best management practices/management strategies, to communicate the cultural importance of Salmon, and to foster stewardship initiatives.
Bear	4.2.1.5	The Parties should implement proposed SMAs identified for conservation management in this Plan to contribute to a large-scale connected landscape that protects key grizzly bear habitat.
Bear	4.2.1.5	The Parties should continue to work at implementing the Conservation Plan for Grizzly Bears in Yukon (2019) in collaboration with the Yukon Fish and Wildlife Management Board, with specific attention to Goal #2 (Take care of the land and other species that grizzly bears require).
Species at Risk	4.2.2	The Parties should implement recommended SMAs, some of which contain known occurrences of species at risk and ecosystem types that are likely to contain species at risk or rare endemic species based on best available information. The recommended SMAs also provide for landscape connectivity which will help to sustain healthy habitat for other species at risk (e.g. Grizzly Bears).
Wetlands	4.2.4	Undertake public education initiatives to further efforts of awareness and stewardship in the Region. To promote public awareness of, appreciation for, and connection to wetlands.
Climate Change	4.2.5	Implement Yukon Government's ***Our Clean Future: A Yukon strategy for climate change, energy, and a green economy***, which includes targets to reduce greenhouse gas emissions and improve resilience to the impacts of climate change.

Climate Change	4.2.5	Special Management Areas: All lands within the Special Management Area 1 (SMA 1), and all lands without existing mineral tenure within Special Management Area 2 (SMA 2) should be withdrawn from mineral staking, exploration, and development as per the recommendations of this Plan. These areas have been established with a strong emphasis on the need to preserve ecological integrity, landscape connectivity, and large intact areas of boreal forest.
Climate Change	4.2.5	Wetlands: The Parties should implement the applicable thresholds and directions for preserving wetland habitat as per the recommendations of this Plan and the designation of wetlands of special importance in Scottie Creek (LMU #22) and the Upper Indian River (LMU #10).
Climate Change	4.2.5	Adaptive Management: The Parties should follow and implement the directions recommended in Section 7, Plan Implementation and Review, with a particular emphasis on climate change considerations.
Stewardship	4.3.2	Dawson Land Stewardship Trust:The Parties should consider creating a Land Stewardship Trust for the Dawson Region with the mandate to fund projects to promote the ongoing practice of stewardship of the land beyond plan approval.
Stewardship	4.3.2	The Parties should explore options for enhancing the sense of responsibility for the land for those that use it, like miners, trappers, and harvesters, within the Dawson planning region.
Heritage Resources	4.3.1	The Parties should jointly develop management guidelines for identified heritage routes and sites within the Integrated Stewardship Area (ISA).
Heritage Resources	4.3.1	Ensure that adequate heritage and historic resource surveys and data collection are completed, as part of the review and assessment of projects.
Implementation	6.1	The Parties should jointly establish an Implementation Committee and develop an Implementation Plan within one (1) year of Plan approval.
ISAs	6	Continued work on the Tr'ondëk Hwëch'in Ninä'nkäk Hozo Wëk'ä'tr'ë'no'hcha Land Stewardship Framework should be encouraged and supported as a means of informing the plan implementation process and future land use planning initiatives in TH Traditional Territory.
Plan Conformity	6.4	A Plan conformity evaluation process should be developed by the Parties as soon as possible following Plan approval that involves an appropriate third-party board or committee (e.g. YLUPC). Since YESAB conducts a high volume of project reviews in the planning region and there is limited capacity to undertake conformity checks, the Parties should consider the following: Prioritize the tracking of baseline information on linear density and surface disturbance, and associated conformity checks, in areas where a high volume of project reviews are typically submitted (i.e. East, Sixtymile, Clear Creek). Focus should be on areas that have not yet been disturbed by development. Triage YESAB projects by type (smaller vs. larger projects)
Implementation	6.1	Parties should consider jointly developing Implementation Guidelines which detail the manner in which recommendations in the Plan will be implemented.
Plan Amendment and Review	6.5	A process for assessing Plan Variances and Amendments should be developed within one (1) year of plan approval by the Parties.
Plan Variances	6.6.1	Plan Variances and Amendments should be considered by the Parties no earlier than the second anniversary of plan approval.
Plan Review	6.6.2	The Parties should jointly develop a framework for ongoing monitoring of the Plan.
Plan Review	6.6.2	Tracking of cumulative effects indicators including establishment of a regional database for compiling surface disturbance and land remediation data
Plan Review	6.6.2	• Providing opportunities to support ongoing land stewardship by TH citizens (e.g. on-the-land stewardship monitors)
Plan Review	6.6.2	The Parties should jointly develop a Plan review process following approval of the Plan. Plan reviews should occur on an agreed upon schedule, or whenever Yukon and TH agree that a review is required. In this regard, the Parties should consider the following:
Plan Review	6.6.2	• Initiating a comprehensive plan review at a minimum every ten years;
Plan Review	6.6.2	• Including opportunities for public engagement in the plan review process; and
Plan Review	6.6.2	• Re-establishing the Commission to play a role in plan review.

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Policy Recommendations *Recommendations to the Parties for direction on land use issues and their management.*

Section	Section Reference	Recommendaiton
Cumulative Effects	3.5.2	Detailed (i.e., spatial) project proposals and year-end reporting should be mandatory for all Class 3 and 4 projects.
Cumulative Effects	3.5.2	The Parties, in collaboration with the Yukon Land Use Planning Council, should work with YESAB to make plan conformity checks more transparent. This work should include clarifying information requirements in project proposal for determining conformity. A worksheet or separate application should be considered.
Mineral Development	4.1.1	Allowance of continued mineral exploration and development on existing mineral tenure in SMA II, subject to existing regulatory processes and the recommendations of this Plan, including the cumulative effects guidelines
Mineral Development	4.1.1	Allowance of continued mineral staking, exploration, and development within ISA I-IV, subject to existing regulatory processes and the recommendations of this Plan, including the cumulative effects guidelines This includes traditional mining areas including Goldfields, Sixtymile, Fortymile, and Clear Creek as part of the continued working landscape
Mineral Development	4.1.1	The Parties should support advanced exploration projects currently proceeding in the planning region, subject to the regulatory process and recommendations of this Plan
Mineral Development	4.1.1	The Parties should support implementation of the recommendations of the Yukon Mineral Development Strategy related to Strategic Priority #3 to establish effective, efficient and transparent environmental and regulatory processes.
Mineral Development	4.1.1	The Parties should encourage and support the continued work of the Klondike Placer Miners' Association on implementing an industry-led programs such as the Education and Compliance Program as a means of promoting excellence in mining reclamation, strengthening partnerships, and building confidence in the placer mining industry.
Mineral Development	4.1.1	The Parties shall implement requirements for proponents of large-scale advanced exploration and mining companies in the Dawson planning region to prepare gender-based socio-economic and impact assessments.
Top of the World Highway	4.1.2.1	The use of this area for harvesting and traditional economic activities must be maintained.
Top of the World Highway	4.1.2.1	Opportunities to promote education and mitigation of fatal wildlife collisions along the highway should be explored.
Klondike Highway Corridor	4.1.2.1	The use of this area for harvesting and traditional economic activities must be maintained
Klondike Highway Corridor	4.1.2.1	New spot land applications for residential development should be discouraged outside of established residential areas
Klondike Highway Corridor	4.1.2.1	Opportunities to promote education and mitigation of fatal wildlife collisions along the Klondike Highway should be explored and supported, in particular within areas of high concern
Klondike Highway Corridor	4.1.2.1	The Parties should establish a Klondike Highway Corridor Advisory Committee made up of representatives from First Nation governments, Yukon government, and applicable organizations. The Advisory Committee should guide the development of a Klondike Highway Interpretive Plan in line with the issues and interests as identified above.
Northern Access Route	4.1.2.2	New all-season surface access should not be allowed within SMAs North and Fifteen/Chandindu. Consideration of temporary winter access only in SMA North may be considered through a Plan amendment.
Northern Access Route	4.1.2.2	New all-season surface access off the Dempster Highway into SMA Upper Brewery/Hamilton should not be allowed. Access may be considered through a Plan amendment.
Northern Access Route	4.1.2.2	Apply the Government of Yukon Resource Roads Regulation for the entire lifecycle of resource roads, from construction to reclamation. (under development)
Off Road Vehicles	4.1.2.2	Identify areas that may require consideration under the Off-road Vehicle Management Area Regulations (Dawson District RRC)
Air Access	4.1.2.4	Within SMAs, outside of existing dispositions, new airstrips should not be allowed. Existing airstrips and landing locations can continue to be used.
Agriculture	4.1.3	Suitable land for agricultural use that is close to the community should be prioritized for this use where practical.
Agriculture	4.1.3	Avoid the subdivision of suitable high value agricultural land into smaller land parcels for residential, commercial or other land use.
Agriculture	4.1.3	The Parties should support implementation of the Yukon Agriculture Policy (2020), specifically related to Objective #2 (Create and Protect Agricultural Land) to increase self-sufficiency in local food production in the Dawson planning region.
Tourism	4.1.4	The natural scenic viewscapes within Corridor Areas, with an emphasis on the Yukon River Corridor, the Dempster Highway, and the Top of the World Highway should be preserved
Tourism	4.1.4	Tr'ondëk Hwëch'in cultural history and contemporary use should be incorporated into tourism management strategies and signage for the Klondike Goldfields.

Tourism	4.1.4	In areas of high conflict between aerial flights and tourism pursuits the following should be considered: Setting limits to the number of allowable landings in specific areas during peak visitation times. Providing information to aircraft users (e.g. local pilots, tourism operators, mineral exploration companies, etc.) about areas of concern and encouraging avoidance of key areas wherever possible.
Tourism	4.1.4	The Parties should support the Commission's management intent for LMU #1 (North) such that limited access is maintained and the area does not become a significant backcountry wilderness tourism destination.
Tourism	4.1.4	The Parties should support implementation of the Yukon Tourism Development Strategy (2018), specifically pertaining to Goal #2 for Sustainable Tourism Development for the Dawson planning region.
Outfitting	4.1.5	Existing outfitting rights should be maintained, and outfitting activities should be allowed in all land use designations, subject to existing legislation, regulations and the THFA.
Community Growth and Recreation	4.1.6	New spot land applications for residential development should not be considered in the SMA designation and should be discouraged outside of established residential areas.
Community Growth and Recreation	4.1.6	Applications for new residential, commercial, or industrial development should first be considered within or in close proximity to existing settlement areas (e.g. Bear Creek, Rock Creek, Henderson's Corner).
Dawson City Water	4.1.6	In partnership with the City of Dawson, the Parties should support the implementation of the recommendations of the City of Dawson Aquifer and Wellhead Protection Plan for the Klondike River (2017
Forestry	4.1.7	Allowance of continued forest resource development within ISA I-IV designations, subject to existing regulatory processes and the recommendations of this Plan, including the cumulative effects guidelines. This is generally consistent with the Forest Resource Management Zone areas identified in the Dawson Forest Resources Management Plan.
Forestry	4.1.7	Access to economically viable timber harvest areas in close proximity to Dawson City should be prioritized for forestry prior to other land use activities. In general, viability includes access with limited road building requirements and three to five kilometres off existing all-season roads.
Forestry	4.1.7	Support the management direction of the Dawson Forest Resources Management Plan. In cases where management direction in this Plan conflicts with the Dawson FRMP, the FRMP should be brought into conformity as per Chapter 17 of the THFA.
Aggregate	4.1.8	When proposing and reviewing aggregate resource projects, priority should be given to extraction of materials within close proximity to highways and existing all-season roads.
Traditional Economy	4.1.9	For settlement land parcels identified with high traditional use value, appropriate buffers in which no development can occur should be implemented
Traditional Economy	4.1.9	The Parties should support the ongoing Local Resource Knowledge Project being conducted annually by the Dawson District Renewable Resource Council. The general purpose of this study is to better understand and document changes that are taking place in the environment, with a focus on hunting access, harvested species, trapped species, moose, caribou, berries, edible plants, and fish. A mechanism to feed the results of this project into the current management regime should be explored. This information should also be considered in Plan review and amendment (section 6.0).
Traditional Economy	4.1.9	The Parties shall implement requirements for proponents of large-scale advanced exploration and mining companies in the Dawson planning region to prepare traditional use impact studies within a certain distance of key use areas.
Caribou	4.2.1.1	Continued implementation of the Fortymile Caribou Harvest Management Plan (FCHMP), and the Porcupine Caribou Management Plan (PCMP) to ensure survival of the herds for current and future generations.
Caribou	4.2.1.1	Implement the management guidelines for the Fortymile caribou herd. (under development)
Moose	4.2.1.2	The Parties should consider implementing seasonal road closures in key habitat areas during the last two weeks of the hunting season (October 15 – October 31) to mitigate pressure on moose populations (see, for example, the French Gulch Timber Harvest Plan (2020).
Salmon	4.2.1.3	Prohibit direct disturbance to known sensitive over-wintering and spawning habitats for salmon.
Salmon	4.2.1.3	Prohibit significant levels of winter in-stream water withdrawals in sensitive over-wintering fish habitat.
Salmon	4.2.1.3	Implement the recommendations in the *Review and Evaluation of Adaptive Management in the Fish Habitat Management System for Yukon Placer Mining.* (Olson, Nelitz, Hall, 2020).
Sheep	4.2.1.4	The Commission have recommended that LMU #1 (North), LMU #4 (Fifteen – Chandindu) and LMU #7 (Upper Brewery – Hamilton) are designated as SMA II in this plan. These three LMUs contain the highest quality known sheep habitat in the Region (see Map 16 – DRPC, 2020c).
Migratory Birds	4.2.2	The Commission has recommended SMAs in this Plan that contain high quality habitat for migratory birds and raptors, including areas of high elevation (greater than 1000 metres), the Tintina Trench flyway, and wetland complexes.

Wetlands	4.2.4	The Commission has recommended eight (8) SMAs in this Plan, all of which include significant wetland habitat. In particular, Scottie Creek (LMU#22) and Upper Indian River (LMU #19) have been put forth by the Commission to be protected as an SMA II in this Plan. These LMUs were chosen for protection due to their high cultural and ecological value that stems largely from their extensive wetland complexes.
Wetlands	4.2.4	The wetlands contained within the Scottie Creek and The Upper Indian River LMUs should be considered 'Wetlands of Special Importance' by the Commission as per the concept as discussed at the Wetland Policy Roundtable.
Wetlands	4.2.4	The Commission supports the prioritization of the completion of the following wetland-related government initiatives and policies: The Yukon Wetland Policy and the Yukon Water Board Wetland Plan Guidelines. The Commission also supports the prioritized completion of the Yukon Government and Tr'ondëk Hwëch'in Government's co-developed study on wetlands and guidelines for the reclamation of naturally occurring wetlands affected by placer mining in the Indian River Watershed (January 15, 2020).
Climate Change	4.2.5	The Matson Uplands (LMU #18) have been identified as an SMA 1 to preserve key habitat values for the Fortymile caribou herd. The Parties should consider climate driven shifts in habitat requirements for the herd at Plan review, in particular for the location and extent of LMU #18, to ensure it remains true to its management intent.
Culture and Heritage	4.3	Hän phrasing and place names should be incorporated into the Plan and subsequent planning documents as appropriate. Exploring tools and platforms (i.e. digital etc.) to promote language as related to the plan should be supported as appropriate.
Heritage Resources	4.3.1	Avoid the promotion of ancestral trails as recreational trails for use by the general public to preserve their heritage and cultural value.
Harvesting	4.3.3	Subsistence harvesting activities and other traditional pursuits should be permitted in all land use designations, subject to the THFA and existing legislation and regulations.

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Recommended Research *Recommendations to Parties on topics to be investigated in more detail or information gaps to be filled*

Section	Section Reference	Practice
Linnear Density	3.5.1.2	For indicators that rely on satellite imagery, different sources of imagery should be evaluated based on their cost, ease of use, resolution, update frequency and how well they can meet the definitions of the indicators. These definitions may need to be adjusted to fit the most appropriate type of imagery via a plan amendment.
Stewardship	4.3.2	Other indicators should be evaluated for use regional plans. These evaluations should include their biological and cultural relevance as well as technical details and associated costs. Indicators of water quality and stewardship are priorities
Mineral Exploration	4.1.1	The Parties shall conduct a study on the relationship between resource extraction and other development projects and violence against Indigenous women and girls in the Dawson planning region
Highway Access	4.1.2	In collaboration with the Dawson District Renewable Resource Council, the use of off-road vehicles (ORVs) within the Top of the World Highway Corridor should be monitored for impacts to key values.
Linear Density	3.5.1.2	The Parties should conduct a baseline linear disturbance study with priority given to areas experiencing increased pressure from linear development. In the order of their priority to be researched, these LMUs include 12 (East), 17 (Sixtymile), 9 (Clear Creek), and 20 (Coffee)
Water Access	4.1.2.5	The Parties should design and conduct a study into the ecological and social impacts of barging along the Yukon River. The study should consider, at a minimum, the impacts to fish and fish habitat and traditional land use within the Yukon River LMU. The results of the study should inform development of best management practices and guidelines by the Parties for barging within the Yukon River LMU.
Water Access	4.1.2.5	The impacts to key values in LMU 21 (White) and LMU 15 (Fortymile River) from jet boats are not well understood. Further research into the potential for this activity to be affecting water quality and salmon habitat should be conducted in these areas, and this information should be used to develop best management practices and guidelines to better manage this activity.
Agriculture	4.1.3	The Parties should continue to support research into the feasibility of procuring an abattoir for the Dawson region, including the identification of a suitable location for such infrastructure.
Agriculture	4.1.3	Areas of "high" (class 3 to 5) agricultural potential within the planning region (within the Klondike Valley at a minimum) should be identified and prioritized for this use.
Tourism	4.1.4	The Parties should explore issues and interests related to tourism when considering opportunities for TH to retain co-management responsibilities in LMU #4 (Fifteen – Chandindu).
Outfitting	4.1.5	Land use patterns associated with outfitting, including but not limited to the location of camps and trails, should be documented to facilitate improved project assessment and future resource planning.
Forestry	4.1.7	The Parties should continue to explore the feasibility of advancing the use biomass energy in the Dawson planning region
Traditional Economy	4.1.9	For settlement land parcels identified with high traditional use value, appropriate buffers in which no development can occur should be implemented
Traditional Economy	4.1.9	The Parties should support the identification of high traditional economy value in LMUs of concern, and/or along higher uses areas, such as along main access roads (ToW, Dempster, Klondike) and the Yukon River
Traditional Economy	4.1.9	Land use patterns associated with trapping, including but not limited to the location of cabins and trails, should be documented to facilitate improved project assessment and future resource planning.
Caribou	4.2.1.1	The Parties should work together, and collaboratively with other planning partners (e.g. DDRRC and Yukon Fish & Wildlife Management Board, PCMB) to improve research, knowledge and understanding of caribou in the planning region.
Caribou	4.2.1.1	The Parties should collaborate with the Porcupine Caribou Management Board to determine the availability and suitability of lichen habitat within LMU 2, Eagle Plains. If required, special management directions for any future development in this area should be developed as appropriate.
Moose	4.2.1.2	Continue to monitor moose density to contribute to access development decision making processes.
Moose	4.2.1.2	The Parties should work together, and collaboratively with other planning partners (e.g. DDRRC and Yukon Fish & Wildlife Management Board) to improve research, knowledge and understanding of moose in the planning region.
Salmon	4.2.1.3	A comprehensive, publicly accessible aquatic habitat inventory should be conducted prior to mining and other land use activities in areas that have not yet been mined to determine whether salmon habitat is at risk. Such an assessment should identify and map key habitat with specific focus on spawning and over-wintering areas.

Salmon	4.2.1.3	Working with other organizations as necessary, including the Yukon Placer Secretariat and Fisheries and Oceans Canada (DFO), the Parties should continue to revaluate the effectiveness of the Fish Habitat Management System for Yukon Placer Mining.
Salmon	4.2.1.3	The Parties, together with other potential planning partners (e.g. DDRRC, YSSC, DFO, YFWMB) should collaborate to implement research strategies.
Bears	4.2.1.5	The Parties should work together, and collaboratively with other planning partners (e.g. DDRRC and Yukon Fish & Wildlife Management Board) to improve research, knowledge and understanding of grizzly bears in the planning region.
Other fish and wildlife	4.2.2	The Parties should work collaboratively to define and map key aquatic habitat for resident fish species prior to the assessment process for large-scale industrial and/or infrastructure projects focusing specifically on spawning and over-wintering habitat within ISAs III & IV and Major River Corridors.
Migratory Birds	4.2.2	The Parties should undertake research initiatives with the Canadian Wildlife Service, and other planning partners as appropriate, to build knowledge of the location of key staging and nesting areas in the planning region to further build Yukon's Wildlife Key Area database
Wetlands	4.2.4	Buffers: The purpose of creating buffers is to protect wetland features and functions. The Commission recommends that the Parties consider the available data and literature on wetland buffers to determine the best solution based on the characteristics of the watershed, wetland type, and the intensity of associated land activities.
Wetlands	4.2.4	Wetland Inventory: The Parties are to ensure that classified wetland mapping and hydrological models are done to support implementation of wetland disturbance thresholds.
Wetlands	4.2.4	Wetland Research Initiatives: The Parties should undertake and promote research projects and initiatives that align with the DRPC objectives.
Wetlands	4.2.4	Collaboration and partnerships with industry, non-profit, academic, and local and international sources of knowledge are needed to create a more complete understanding of the Region's wetlands.
Climate Change	4.2.5	Energy Production: The Parties should continue to explore the feasibility and practicality of alternative green energy sources within the planning region, including advances in hydroelectricity, biomass, geothermal, wind, and solar.
Climate Change	4.2.5	Wildlife and Land Use: The Parties should continue to support and fund initiatives to better understand the impacts of climate change in the Dawson planning region, including the full consideration of traditional knowledge, which is particularly important for informing our understanding of climate change impacts in northern ecosystems.
Climate Change	4.2.5	Permafrost: The Parties should continue to develop specific research initiatives in the planning region.
Heritage Resources	4.3	The Parties should continue to research and use traditional Hän names wherever possible on mapping and other products developed through Plan implementation and monitoring.
Harvesting	4.3.3	Commit to the collection of community-based input (e.g. hunters, TH citizens, other local land users) to support community land stewardship and inform the monitoring program for this Plan (see **Section 6 – Plan Implementation and Revision**).
Harvesting	4.3.3	Research and develop one or more cumulative effects indicators based on socio-cultural values, that incorporates traditional knowledge and on-the-land experience, for use in monitoring effectiveness of Plan recommendations (see Section 6 – Plan Implementation and Revision). The Parties should look to other initiatives in Canada where indicators of this nature have been developed, including for example the Metlakatla Cumulative Effects Management Program in British Columbia.
Plan Review	6.6.2	Undertake research (both traditional and western science approaches) to identify changing social, economic and ecological needs in the planning region;

From:	Stephanie Pawluk
To:	Executive Assistant
Cc:	CAO Dawson
Subject:	FW: small house development?
Date:	July 13, 2021 9:12:51 AM

Hi Liz,

It appears that Greg would like to register as a delegate for an upcoming meeting.

Thanks,

Stephanie Pawluk
CDO
City of Dawson

From: gregwhakonson@northwestel.net <gregwhakonson@northwestel.net>
Sent: July 13, 2021 8:17 AM
To: Wayne Potoroka <wayne.potoroka@cityofdawson.ca>; Stephanie Pawluk <cdo@cityofdawson.ca>; CAO Dawson <cao@cityofdawson.ca>
Subject: RE: small house development?

Hi all
As I didn't get a reply to the below email perhaps I should try to arrange to present my thoughts at the next City Council meeting it that is possible. Since there is a Municipal Matching program it would be great if that also included small starter homes. Please let me know if and when I can present.
Thanks
Greg

From: gregwhakonson@northwestel.net <gregwhakonson@northwestel.net>
Sent: Saturday, January 30, 2021 10:45 AM
To: Potoroka Wayne (wayne.potoroka@cityofdawson.ca) <wayne.potoroka@cityofdawson.ca>; 'Stephanie Pawluk' <cdo@cityofdawson.ca>; cao@cityofdawson.ca
Subject: small house development?

Hi all
I am emailing as I just learned about, and looked at, the development incentive program and thought I should contact you to provide you with my thoughts (whether you want them or not).

First off, I want to thank the City for taking the initiative to do this, it was long overdue, so my kudos to you. And now my thoughts:

It would appear the incentive is directed strictly at rentals which is a bit of an issue for a number of reasons:

1. The KDO surveys on housing in Dodge indicated a need for rentals and low cost small homes.

Since doing the surveys KDO built two 8plexs to address the rental shortage and then made a decision to not build a third as they were concerned there would not be enough uptake. Prior to KDO building the 8plexs ORO Ent Ltd built the North End Subdivision and included in that development 4 single bedroom houses which sold immediately. So the question I have is: "why create a development policy for only one sector of housing when there is an obvious and proven demand for others"? Was this simply an oversite or was it intentional and if so, why?

2. If it was intentional to only subsidize rental units and not small houses for sale then I would offer that you are, intentionally or not, steering the folks that can least afford it into "a buggers game" i.e. you are steering them into rentals with no upside opposed to mortgages with an equity upside. The average cost to rent in Dawson, say $900-1,200, is pretty much what one would pay on a mortgage for a small home so it would be far better to try to steer these folks into purchasing rather than renting. Renting does however allow more flexibility for the individual, they can rent for a while and then move on to a sticks and stones building or, move away. So on the one hand it gives them the ability to "test the waters" before making a commitment and on the other hand it doesn't give them any reason to stay. We would like people to stay I think and by providing them an opportunity to put down roots and build up equity we could do that. So the question is: "Do we want the incentive to assist in building our town population as well as increase available rentals or to simply have more rentals"?

There is a line in the "Background" of the development incentive document that says "There is currently a need for rental housing including supportive, affordable rental and market rental housing in the City of Dawson. These needs can be addressed through a variety of options including mixed-use and multi-unit residential buildings, secondary suites and other types of housing developments". It would appear that should the City agree that it was an oversite to not specifically indicate a desire to support small starter home developments, you could possibly address that oversite by utilizing "and other types of housing developments" to simply amend the document accordingly to include them. There is a valid argument that "other types of housing development", such as small starter homes for sale, also address "these needs" and as such should provide an easy fix for this oversite.

Thanks and I look forward to your collective response.
Greg

Virus-free. www.avg.com

MINUTES OF COMMITTEE OF WHOLE MEETING CW21-13 of the Council of the City of Dawson called for 7:00 PM on Tuesday, June 1, 2021, City of Dawson Council Chambers

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

CW21-13-01 Moved by Mayor Potoroka, seconded by Councillor Ayoub that the agenda for Committee of the Whole meeting CW21-13 be accepted as presented.
Carried 5-0

Agenda Item: Public Hearings

a) Billy Bigg's Municipal Historic Site Designation

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

b) Harrington's Store Municipal Historic Site Designation

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: Delegations & Guests

a) Bonanza Gold Motel & RV Park

One of the owners of Bonanza Gold Motel & RV Park, Terri Turai, spoke about their point of view. They did not give any input into the decision regarding the Gold Rush Campground, as of yet, because they felt that their comments would be considered one sided. Now that the report and studies had been completed and published, they wanted to provide a few comments related directly to the results of the report.

- Bonanza Gold Motel & RV Park currently operates with 100 sites
- The RV Park is busy in the summer (pre-Covid), fill up on long weekends, lots of caravan traffic
- They do have capacity to take on 40-50 more RV sites
- People who stay at their Park almost always have a secondary mode of transportation

- A majority of their customers will go to town to spend the day (spending money on restaurants, tours, Gerties, etc.)

They had two concerns that they wanted to point out:

1. That the municipality feels that it's ok to compete with them.
2. The KVA and Camber of Commerce openly and blatantly supporting one business over others by putting out petitions, social media posts, etc.

Agenda Item: Special Meeting, Committee and Departmental Reports

a) Rec Centre Location

CW21-13-02 Moved by Mayor Potoroka, seconded by Councillor Shore that the Committee of the Whole recommends to Council that the Dome Road be advanced as the location for the new Recreation Centre.
Carried 4-0

Councillor Kendrick left the meeting at 8:05PM.
Councillor Kendrick returned to the meeting at 8:05PM.

b) Gold Rush Campground Lease

Moved by Mayor Potoroka, seconded by Councillor Shore that the Committee of the Whole recommends to Council that a residential use be considered the most suitable use for the Block Q site.

There was no vote because the meeting automatically adjourned at 11:00PM.

- Each Councillor spoke to their position regarding the most suitable use of the Block Q site.

Agenda Item: Public Questions

- 68 people attended the meeting (9 in person, 59 via Zoom).
- 19 of the people who attended the meeting had questions and comments

Agenda Item: Adjournment

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

THE MINUTES OF COMMITTEE OF WHOLE MEETING CW21-13 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW21-19-05 AT COMMITTEE OF WHOLE MEETING CW21-19 OF JULY 27, 2021.

Wayne Potoroka, Chair

Cory Bellmore, CAO

MINUTES OF SPECIAL COMMITTEE OF THE WHOLE MEETING CW21-15 of the Council of the City of Dawson called for 5:30 PM on Tuesday, June 15, 2021, City of Dawson Council Chambers

PRESENT:	Mayor	Wayne Potoroka
	Councillor	Stephen Johnson
	Councillor	Bill Kendrick
	Councillor	Natasha Ayoub
	Councillor	Molly Shore
REGRETS:		
ALSO PRESENT:	A/CAO	Paul Robitaille
	EA	Elizabeth Grenon
	CDO	Stephanie Pawluk

Agenda Item: Call to Order

The Chair, Wayne Potoroka called the meeting to order at 5:31 p.m.

Agenda Item: Agenda

CW21-15-01 Moved by Mayor Potoroka, seconded by Councillor Kendrick that the agenda for Special Committee of the Whole meeting CW21-15 be accepted as presented.
Carried 5-0

Agenda Item: Special Meeting, Committee and Departmental Reports

a) Request for Decision: 2021 Community & Recreation Grants- May Intake

CW21-15-02 Moved by Deputy Mayor Shore, seconded by Councillor Kendrick that Committee of the Whole forward to Council for approval the Community Grants, as recommended by the Community Grant Committee in the amount of $17,123.15 and the Level 2 Recreation Grants, as recommended by the Recreation Board in the amount of $8,223.
Carried 4-0

5:34 P.M. Mayor Potoroka declared a conflict of interest and left the meeting.
5:36 P.M. Mayor Potoroka came back into the meeting.

b) Request for Decision: YG Land Development Branch Projects- Infill 1 and 2

Moved by Mayor Potoroka, seconded by Councillor Shore that Committee of the Whole forward the following decisions to Council:
1. Pursue phased development of two commercial unserviced lots on the west side of the road in the short-term and two commercial unserviced lots on the east side of the road in a later phase for Infill Area 1.
2. Pursue serviced development of ~22 commercial lots at 0.3 to 1.0 acres in size for Infill Area 2.
(Original Motion)

Moved by Mayor Potoroka, seconded by Councillor Johnson that point 1 and 2 be split into two different resolutions.
Carried 5-0

Recorded Vote:
Votes For: Mayor Potoroka, Councillor Kendrick, Councillor Shore, Councillor Ayoub, Councillor Johnson

Moved by Mayor Potoroka, seconded by Councillor Shore that the words commercial be changed to C2.
3-2

Recorded Votes:
Votes For: Mayor Potoroka, Councillor Kendrick, Councillor Shore
Votes Against: Councillor Ayoub, Councillor Johnson

Moved by Councillor Kendrick, seconded by Councillor Ayoub that Lots A, b and D be zoned R3 and Lot C be zoned C2.
3-2

Recorded Vote:
Votes For: Councillor Ayoub, Councillor Shore, Councillor Kendrick
Votes Against: Mayor Potoroka, Councillor Johnson

CW21-15-03 Moved by Councillor Kendrick, seconded by Councillor Ayoub that Committee of the Whole forward the following decision to Council:
Pursue phased development of one C2 and one R3 unserviced lots on the west side of the road in the short-term and two R3 unserviced lots on the east side of the road in a later phase for Infill Area 1.
Carried 3-2

Recorded Vote:
Votes For: Councillor Kendrick, Councillor Shore, Councillor Ayoub
Votes Against: Mayor Potoroka, Councillor Johnson

Moved by Councillor Kendrick, seconded by Mayor Potoroka that Committee of the Whole forward the following decision to Council:
Pursue serviced development of ~22 commercial lots at 0.3 to 1.0 acres in size for Infill Area 2.
(Original Motion)

Moved by Councillor Johnson, seconded by Councillor Ayoub that “~22 commercial” be removed and replaced with “C2 and Residential” and that the lot sizes be removed.
Carried 4-1

Recorded Vote:
Votes For: Councillor Kendrick, Councillor Shore, Councillor Ayoub, Councillor Johnson
Votes Against: Mayor Potoroka

CW21-15-04 Moved by Councillor Johnson, seconded by Councillor Ayoub that Committee of the Whole forward the following decision to Council:
Pursue serviced development of C2 and residential lots for Infill Area 2.
Carried 4-1

Recorded Vote:
Votes For: Councillor Kendrick, Councillor Shore, Councillor Ayoub, Councillor Johnson
Votes Against: Mayor Potoroka

Agenda Item: Adjournment

CW21-15-05 Moved by Mayor Potoroka, seconded by Councillor Shore that Special Committee of the Whole meeting CW21-15 be adjourned at 7:29 p.m. with the next regular meeting of Committee of the Whole being July 6, 2021.
Carried 5-0

THE MINUTES OF SPECIAL COMMITTEE OF THE WHOLE MEETING CW21-15 WERE APPROVED BY COMMITTEE OF THE WHOLE RESOLUTION #CW21-17-02 AT COMMITTEE OF THE WHOLE MEETING CW21-17 OF JULY 27, 2021.

Wayne Potoroka, Chair

Paul Robitaille, A/CAO

MINUTES OF SPECIAL COMMITTEE OF THE WHOLE MEETING CW21-16 of the Council of the City of Dawson called for 5:30 PM on Friday, June 25, 2021, City of Dawson Council Chambers

PRESENT:	Mayor	Wayne Potoroka
	Councillor	Stephen Johnson
	Councillor	Bill Kendrick
	Councillor	Natasha Ayoub
	Councillor	Molly Shore
REGRETS:		
ALSO PRESENT:	A/CAO	Paul Robitaille
	EA	Elizabeth Grenon

Agenda Item: Call to Order

The Chair, Wayne Potoroka called the meeting to order at 5:31 p.m.

Agenda Item: Agenda

CW21-15-01 Moved by Mayor Potoroka, seconded by Councillor Kendrick that the agenda for Special Committee of the Whole meeting CW21-16 be accepted as presented.
Carried 3-2

Agenda Item: Special Meeting, Committee and Departmental Reports

a) Block Q, Ladue Estate Decision

Moved by Mayor Potoroka, seconded by Councillor Shore that Committee of the whole recommends to Council that a residential use be considered the most suitable use for the Block Q, Ladue Estate, as identified by the City of Dawson's OCP designation, and that Committee of the Whole direct administration to:
1. explore options for the sale of Block Q for residential housing with a timeline
2. propose a transition plan for Block Q with a timeline
3. Come back to Council with progress report and initial findings no later than July 31, 2021.

CW21-15-02 Moved by Councillor Kendrick, seconded by Councillor Johnson that the resolution pertaining to the decision on the most suitable use of Block Q, Ladue Estate be postponed indefinitely.
Carried 3-2

Recorded Vote:
Votes Fore: Councillor Kendrick, Councillor Ayoub, Councillor Johnson
Votes Against: Mayor Potoroka, Councillor Shore

CW21-15-03 Moved by Councillor Kendrick, seconded by Councillor Shore that Committee of the Whole directs administration to produce options for consideration regarding the lease of Block Q, Ladue Estate.
Carried 5-0

Recorded Vote:
Votes For: Mayor Potoroka, Councillor Kendrick, Councillor Shore, Councillor Ayoub, Councillor Johnson

CW21-15-04 Moved by Councillor Kendrick, seconded by Councillor Johnson that Committee of the Whole direct administration to plan a draft scope of work on an external follow-up Dawson-specific socioeconomic study related to Block Q, Ladue Estate and RV tourism.
Carried 4-1

Recorded Vote:
Votes For: Councillor Kendrick, Councillor Shore, Councillor Ayoub, Councillor Johnson
Votes Against: Mayor Potoroka

Agenda Item: Adjournment

CW21-15-05 Moved by Councillor Kendrick, seconded by Councillor Johnson that Special Committee of the Whole meeting CW21-16 be adjourned at 7:32 p.m. with the next regular meeting of Committee of the Whole being July 6, 2021.
Carried 5-0

THE MINUTES OF SPECIAL COMMITTEE OF THE WHOLE MEETING CW21-16 WERE APPROVED BY COMMITTEE OF THE WHOLE RESOLUTION #CW21-17-02 AT COMMITTEE OF THE WHOLE MEETING CW21-17 OF JULY 27, 2021.

Wayne Potoroka, Chair

Paul Robitaille, A/CAO

MINUTES OF COMMITTEE OF THE WHOLE MEETING CW21-17 of the Council of the City of Dawson called for 7:00 PM on Tuesday, July 6, 2021, City of Dawson Council Chambers

PRESENT:	Mayor	Wayne Potoroka (via electronic)
	Councillor	Stephen Johnson
	Councillor	Bill Kendrick
	Councillor	Natasha Ayoub
	Councillor	Molly Shore
REGRETS:		
ALSO PRESENT:	CAO	Cory Bellmore
	A/EA	Kim McMynn
	CDO	Stephanie Pawluk
	Project Manager	Brodie Klemm

Agenda Item: Call to Order

The Chair, Deputy Mayor Kendrick called the meeting to order at 7:01 p.m.

Councillor Johnson arrived at the meeting at 7:02PM

Agenda Item: Agenda

CW21-17-01 Moved by Deputy Mayor Kendrick, seconded by Councillor Shore that the agenda for Committee of the Whole meeting CW21-17 be accepted as amended.
Carried 5-0

- Addition of item 7 d) Idling Policy

Agenda Item: Delegations & Guests

a) C. Carey and D. Coles Re: Appeal – Development Permit #21-025

Daniel Cole gave an overview of the appeal and requested Council consider issuance of development permit.

Agenda Item: Minutes

a) Special Committee of the Whole Meeting Minutes CW21-14 of June 8, 2021

CW21-17-02 Moved by Deputy Mayor Kendrick, seconded by Councillor Johnson that the minutes of Special Committee of the Whole meeting CW21-14 of June, 2021 be accepted as amended.
Carried 5-0

- Resolution #CW21-14-14: add Ayoub to “seconded by Councillor “

Agenda Item: Business Arising from Minutes

a) Special Committee of the Whole Meeting Minutes CW21-14 of June 8, 2021

- Is there any new information on Lot 20, Government Addition? *No*

Agenda Item: Bylaws & Policies

a) Official Community Plan Amendment No. 3 (2019-16)

CW21-17-03 Moved by Deputy Mayor Kendrick, seconded by Councillor Shore that Committee of the Whole forward Bylaw 2019-16, being the Official Community Plan Amendment No. 3 Bylaw, to Council for third reading.
Carried 5-0

b) Zoning Bylaw Amendment No. 6 (2019-17)

CW21-17-04 Moved by Councillor Shore, seconded by Councillor Ayoub that Committee of the Whole forward Bylaw 2019-17, being the Zoning Bylaw Amendment No. 6 Bylaw, to Council for third reading.
Carried 5-0

c) Flagpole Policy

CW21-17-05 Moved by Deputy Mayor Kendrick, seconded by Councillor Johnson that Committee of the Whole review the draft Flagpole Policy and forward to Council for approval.
Carried 5-0

d) Idling Policy

- Council held a discussion regarding vehicle idling

Agenda Item: Correspondence

CW21-17-06 Moved by Councillor Johnson, seconded by Councillor Shore that Committee of the Whole acknowledges receipt of correspondence from:

a) Glynnie Cara RE: Gold Rush Campground
b) Gerry & Dina Grenon RE: Gold Rush Campground
c) Diana McCready RE: Gold Rush Campground
d) Joel Famularo RE: Council Decision Concerns
e) Sylvie Gammie RE: Gold Rush Campground
f) Peter Jenkins RE: Block Q and Peter Jenkins RE: Block Q Ladue Estate
g) HAC minutes 21-10
h) RCMP Monthly Policing Report – May 2021
i) John Phelps, Chair, Yukon Police Council RE: 2020 Community Perceptions of the RCMP Survey
j) Minister Mostyn RE: Dawson Reservoir Replacement
k) Minister Mostyn RE: 2021-22 Federal Gas Tax Fund Allotment
l) Minister Streicker RE: Mining in Municipal Boundaries Policy
m) Clinton Creek Letter

provided for informational purposes.
Carried 5-0

Agenda Item: In Camera

CW21-17-07 Moved by Deputy Mayor Kendrick, seconded by Councillor Shore that Committee of the Whole move into a closed session for the purposes of discussing a legal related matter as authorized by section 213(3) of the Municipal Act.
Carried 5-0

CW21-17-08 Moved by Deputy Mayor Kendrick, 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 5-0

Agenda Item: Adjournment

CW21-17-09 Moved by Councillor Johnson, seconded by Deputy Mayor Kendrick that Committee of the Whole meeting CW21-17 be adjourned at 9:50 p.m. with the next regular meeting of Committee of the Whole being July 27, 2021.
Carried 5-0

THE MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW21-14 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW21-19-__ AT COMMITTEE OF WHOLE MEETING CW21-19 OF JULY 27, 2021.

_____
Deputy Mayor Kendrick, Chair

_____
Cory Bellmore, CAO

MINUTES OF SPECIAL COMMITTEE OF THE WHOLE MEETING CW21-18 of the Council of the City of Dawson called for 7:30 PM on Tuesday, July 20, 2021, City of Dawson Council Chambers

PRESENT:	Mayor	Wayne Potoroka
	Councillor	Stephen Johnson
	Councillor	Bill Kendrick
	Councillor	Natasha Ayoub
REGRETS:	Councillor	Molly Shore
ALSO PRESENT:	CAO	Cory Bellmore
	EA	Elizabeth Grenon
	CDO	Stephanie Pawluk

Agenda Item: Call to Order

The Chair, Wayne Potoroka called the meeting to order at 7:30 p.m.

Agenda Item: Agenda

CW21-18-01 Moved by Mayor Potoroka, seconded by Councillor Johnson that the agenda for Special Committee of the Whole meeting CW21-18 be accepted as presented.
Carried 4-0

Agenda Item: Special Meeting, Committee and Departmental Reports

a) Tr'ondëk Hwëch'in Council Request RE: Development of Men's Shelter

Claudi Heath gave a summary of the project:
- Shelter offers 10 units
- Open to everyone in the Yukon that identifies as male
- Total cost of project will be approximately $5.3 million dollars
- CMHC, Yukon Government and Yukon Housing Corporation are assisting in funding the project

CW21-18-02 Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee of the Whole move into a closed session of Committee of the Whole, as authorized by Section 213(3) of the *Municipal Act*, for the purposes of discussing a land related matter.
Carried 3-1

Councillor Kendrick left the meeting at 10:02 p.m.

CW21-18-03 Moved by Mayor Potoroka, seconded by Councillor Ayoub that Committee of the Whole revert to an open session of council to proceed with the agenda.
Carried 3-0

Agenda Item: Adjournment

CW21-18-04 Moved by Mayor Potoroka, seconded by Councillor Johnson that Special Committee of the Whole meeting CW21-18 be adjourned at 10:26 p.m. with the next regular meeting of Committee of the Whole being July 27, 2021.
Carried 3-0

THE MINUTES OF SPECIAL COMMITTEE OF THE WHOLE MEETING CW21-18 WERE APPROVED BY COMMITTEE OF THE WHOLE RESOLUTION #CW21-19-02 AT COMMITTEE OF THE WHOLE MEETING CW21-19 OF JULY 27, 2021.

_____
Wayne Potoroka, Chair

_____
Cory Bellmore, CAO

ADNINISTRATIVE REPORT

The City of Dawson

July 12, 2021

Recommendation:

That Committee of the Whole forward to council to:

Direct Graham Lang, of Lamarche, Lang & Barrett LLB Law Group (shared solicitor for all municipalities) to enter into negotiations with Yukon Government on:

- A lease agreement covering the current landfill site; and
- Negotiate a regional landfill agreement with Yukon Government covering shared liability and regional waste disposal contributions; and
- That once negotiated, to the satisfaction of the CAO, be brought back to Council for adoption and ratification.

Purpose:

To provide sufficient detail to allow the City of Dawson Municipal Council to make a decision on their future approach to management of the municipal landfill site. Two decisions are required.

1. Negotiate and Sign a lease agreement with Yukon Government of the Landfill site.
2. Negotiate a new Regional Landfill Agreement with Yukon Government. This Agreement would cover shared Liability for the future landfill closure and post closure costs and the financial contributions from Yukon Government to the City of Dawson for accommodating waste generated from residents within the regional boundary.

Background:

The City of Dawson (Quigley) landfill has been in operation since 1887. The site was operated by Yukon Government from 1887 to 1902 when The City of Dawson was established municipality. It has been operated jointly by Yukon Government and the City of Dawson as a regional facility for the past 32 years. The Yukon Government provides operational funding contribution of $75,000 annually. The City of Dawson operates the landfill under a Solid Waste Disposal Facility Permit pursuant to the Environment Act and Solid Waste Regulations. The City of Dawson does not have a lease agreement with Yukon Government covering the landfill site. Legal opinions obtained earlier and provided to the municipal administration has indicated that agreements outlined above are in the best interests of the municipal council.

The estimated life expectancy for the landfill site is in excess of 84 years. (Sperling Hansen Report 2020)

In the past year the Yukon Government through the Community Services Department has sought to reach agreement with the municipal governments on the future operations of the landfill sites. The primary rational was to assist in the closure of several small landfill sites throughout the Yukon by providing a more regional approach to waste disposal and management. Regional approaches to landfill operations has been a trend throughout Canada over the past number of years. The benefits related to more efficient land use and more cost effective means of managing waste materials.

The Yukon Government has agreed to some capital upgrades as part of the negotiation, for example, offered to purchase and install a weigh scale at the landfill to enable better tracking of the volume of waste being accepted. The Yukon Government continues to work on programs to assist with waste reduction and recycling. These programs would continue.

Issues:

Land Tenure: The City of Dawson does not have a lease or any other land use agreement with the Yukon Government for the site of the Landfill. Operations have been carried out through the Solid Waste disposal Facility Permit but no land tenure is provided through this permit. The lack of tenure means that the City of Dawson has no certainty on the future of the land in question. A second aspect is that in order to move forward with fee for service at the site (tipping fees), land tenure needs to be solidified.

Liability Agreement: At present the municipal council has no agreement with Yukon Government on the shared liability for the closure and post closure costs related to the landfill. Such an agreement is in the best interests of the municipality in terms of future cost sharing. The Yukon Government is offering a 50 / 50 split on the liability agreement. An update on the extent of the future financial liability is being prepared at this time. Details will be provided once the work has been completed.

The City of Dawson also does not currently carry a liability on our financial statement for closure and post closure costs. We currently have a note in the statements that recognize that we are working to figure out the liability of these costs with Yukon Government. Once this has been done, we can then appropriately carry this liability on our financial statements as required.

Regional Facility: If the municipal council is in favour of continuing the regional approach to the landfill site the Yukon Government is prepared to pay for the disposal of municipal waste from the region. The amount of waste is currently unknown. For calculation purposes a figure of one tonne per year per person is being considered as reasonable as it is based on data from Whitehorse and Watson Lake. The results are very comparable to that of Canada at large.

In the case of The City of Dawson the regional population is estimated to be 700. A figure of $200.00 per tonne has been used for discussion purposes. This would mean that the City of Dawson would receive $140,000.00 each year. Yukon Government will also provide financial assistance towards ground water monitoring expenses on an annual basis.

Report to Council

[X] For Council Decision [ ] For Council Direction [ ] For Council Information

[ ] In Camera

AGENDA ITEM:	KDO Proposal - Commercial & Industrial Lots Needs & Demand Analysis	
PREPARED BY:	Cory Bellmore	ATTACHMENTS: - Proposed Commercial and Industrial Lot Need and Demand Analysis - KDO
DATE:	July 24, 2021	
RELEVANT BYLAWS / POLICY / LEGISLATION: City of Dawson OCP Bylaw No. 2018-18 City of Dawson Zoning Bylaw No. 2018-19		

RECOMMENDATION

Committee of the Whole forward to council:

- To direct Administration to contract the Klondike Development Organization to carry out a Commercial and Industrial Lot Need and Demand Analysis as per the attached proposal

ISSUE / PURPOSE

To determine need and demand for commercial and industrial lots in the City of Dawson.

BACKGOUND SUMMARY

Following discussion with council and change of direction on Infill lots I and II from C2 to include residential zoning, council questioned what the need and demand is for lots zoned other than residential in the community.

Discussion with KDO on their ability to carry out this analysis commenced and they have provided a proposal for this work as attached. .

ANALYSIS / DISCUSSION

City of Dawson Official Community plan discusses the importance of ensuring an available stock of lots in all classes of land. While it has been well documented from demand and requests that lots zoned residential have a high need and demand, it is not as well known what the need and demand is for other classes of land.

APPROVAL		
NAME:	Cory Bellmore, CAO	SIGNATURE:
DATE:	July 24, 2021	C Bellmore

Proposed Commercial and Industrial Lot Need & Demand Analysis
2021

Given Dawson City's growth and resulting pressures in meeting the housing needs of the community, questions about the need and demand for commercial and industrial lots has arisen as it is anticipated that an increased population will result in increased commercial and industrial activity in and around Dawson as well.

The purpose of this project will be to investigate local and Territory-wide indicators of economic growth and potential lot need with commercial and industrial zoning and to provide baseline information that may help inform decisions about land use and development, but the scope of work outlined here is not intended as an exhaustive study of commercial and industrial lot needs for the entire Dawson and Klondike region.

In order to limit the scope of work, we will focus this project on need and demand for commercial/industrial lots OUTSIDE of the historic downtown core.

The intended audience for the reporting materials of this project is City of Dawson, staff and Council.

1- Review available statistical and other information, such as:

- Household income
- Real estate sales
- Employment rate
- Interest rates

2- Seek additional data for indicators of supply and capacity, such as:

- Current actual uses of existing commercial and industrial lots
- Vacancy rates for different space categories
- Rental prices per square foot
- Properties listed for sale currently and in past few years
- Gold price and projections

3- Do an environmental scan for indicators of need such as:

- upcoming large-scale industrial activities (mining, roadworks, infrastructure construction or other)

4- Conduct telephone and in-person interviews with key sector representatives:

Talk to businesses in industrial sectors about their sense of need and demand for commercial and industrial lots. For example: mining and exploration, mechanic and equipment service and supply shops, trucking and roadworks, gravel supply, construction materials, etc.

5- Online survey

Conduct a brief online survey to source additional information about the types of commercial activities that individuals, businesses and entrepreneurs are looking to undertake, and aim to better understand their needs.

Proposed Budget

Expenses:	**Cost:**
Engagement, research & reporting results:	
Materials and meeting expenses	$110
KDO cost of hours 100 @ $60	$6,000
Consultant hours 12 @ $150 +GST	$1,890
TOTAL EXPENSES	**$8,000**
Revenues:	
City to KDO CED funding	$4,000
Yukon Economic Development	$4,000
TOTAL REVENUES	**$8,000**

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Colliers Project Leaders

Memorandum

To:	**Cory Bellmore**	For info of:	**City of Dawson**
From:	Kyle Humphreys	Doc Ref:	P7201-39856623-95 (2.0)
Project:	Dawson City Recreation Centre	Date:	July 23, 2021
Subject:	Next Steps for Project Advancement		

Dear Cory,

As recently discussed, the City of Dawson would like to build on current momentum and continue to see this project move forward. The purpose of this memorandum is to highlight the proposed next steps for the New Recreation Centre in Dawson City.

In 2018, Stantec Architecture completed a Pre-planning Study that highlighted the needs and vision for developing a New Recreation Centre in Dawson City to replace the Art and Margaret Fry Recreation Centre in the City's downtown core. Stantec's report also highlighted several sites within the city limits that would be feasible to support a new multiplex facility. Council selected the existing Gold Rush Campground and the Bottom of Dome Road as sites to consider.

Over the last year and a half, the City of Dawson engaged with the Yukon Government Infrastructure Development Branch to advance the project in selecting the preferred site and developing a functional program and concept design for several options at each site that City Council and the citizens of Dawson City could consider. During this phase, the City also retained Colliers Project Leaders to assist with project planning, to manage the City's tasks and responsibilities, and to act as the City's Owner's Representative on the project.

Work recently completed includes geotechnical investigations and environmental site assessments at each site, the procurement of Republic Architecture Inc. (RAI), the development of functional programming and high-level concept designs, energy modelling and public engagement. This phase of the work recently concluded with the submission of the Final Feasibility Study report, issued by RAI on June 4, 2021. The final report concluded that the Bottom of Dome Road was the most feasible site and building Option 1 the most feasible concept based on their technical merit, operational considerations, and community feedback.

Since then, Council has passed a resolution to construct the new recreation centre at the Bottom of Dome Road site. This site has enough space to fit any of the proposed programming options and can allow for future expansion beyond what has currently been considered. The preferred building option has yet to be confirmed.

RECOMMENDATION

The Project Team, consisting of the City of Dawson CAO and Recreation Manager, Colliers Project Leaders, and the Government of Yukon, recommends that Council approve Option 1 as per RAI's Final Feasibility Study Report. An excerpt from their report is below:

"This option [Option 1] provides a compact building footprint characterized by aligning the long linear forms of the Ice Rink and Curling Rink with common services located in between.

While there is a fair degree of southern glazing, a large window is offered to the ice rink that looks east towards the far mountains. Spectators can enjoy the game while also taking in the beauty of the surrounding environment. As it is east facing on this site, glare is not a concern.

The entry vestibule serves as a large mudroom where patrons can leave soiled outdoor footwear and transition to clean athletic gear. As patrons continue into the building, the Common Lounge provides a focal point, forming the majority of the circulation between amenities and allowing heated seating areas with views into each of the major recreation spaces.

The Curling Rink Lounge provides great views down the rink sheets. The lounge is in close proximity to the Canteen/Servery for food service options.

The Ice Rink features separate public washroom facilities and several sections of viewing bleachers. The Multipurpose/Gym is directly accessible from the Common Lounge and has generous storage and shower/change rooms with convenient direct access. Should the community require a larger gym facility in the future, the space could be expanded to the South.

The Office area adjacent to the entry allows for effective supervision and client service and maximized daylighting into the workstation area.

- *Area: 6590 m2 (including penthouse areas)*
- *Ice Rink*
- *Curling Rink*
- *Multi-purpose Space*
- *Total Construction Estimate: $54,109,400*
- *Parking Stalls: 193."*

PROPOSED NEXT STEPS

In order to advance the project, the Project Team recommends the following actions:

1. Council to confirm the selection of Option 1 from the RAI report.
2. Council to confirm its internal maximum capital contribution for the design and construction of this project.
3. Enter into, and complete discussions with Yukon Government regarding funding support for this project. The letter previously received from the Minister of Community Services can be addressed, with a proposal to negotiate a higher funding limit that is appropriate to achieve the City's goals for this project.

4. Complete additional environmental site assessments at the Bottom of Dome Road site that consider the proposed use of the site to determine the scope of any remediation work that will need to take place. Recent ESA reports have confirmed the presence of contaminants but have not confirmed their potential hazard level to human health, nor identified the need for remediation at this time. It has been a typical requirement in the past that projects receiving federal funding confirm that the site is free of contamination.
5. Identify federal funding source for this project.
6. Select Project Manager. Confirm if the City will manage the project internally using its own resources, an independent Project Management firm, Infrastructure Branch, or a combination thereof.
7. Develop an updated project plan that includes the desired delivery methodology for this project (Design-Bid-Build, Design-Build, Construction Management, Integrated Project Delivery, P3, etc.). This plan will also identify project scope, budget, schedule, and risk mitigation strategies.
8. Develop funding application to the identified funding source(s).
9. Fundraise private funding, if required and feasible. This may be achieved through sponsorships of various elements of the facility, including the facility itself.
10. Retain a Design firm and Contractor using a competitive procurement process and following the project delivery methodology identified during the planning phase.
11. Design, build, and commission the new facility. Site remediation may occur in these phases.
12. Grand opening to the community.

TIMELINES

Due to upcoming Council elections, it is recommended that items 1 to 3 be completed by mid-September of 2021. Item 4 should happen as soon as possible, pending YG approval. Items 5 to 12 may happen over the next 3 years pending the outcome of item 3, 5 and 8. It would be a reasonable expectation that the new Dawson City Recreation Centre could be opening its doors to the public in late 2024 or sometime in 2025.

We trust this information is to your satisfaction, and we are available to discuss this memo with you at any time.

Sincerely,

Kyle Humphreys P.Eng., PMP

Principal | Northern Canada

Colliers Project Leaders

Report to Council

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

☐ In Camera

AGENDA ITEM:	Rec Centre Project Advancement	
PREPARED BY:	Cory Bellmore	ATTACHMENTS: - Next Steps for Project Advancement – Colliers Project Leaders
DATE:	July 24, 2021	
RELEVANT BYLAWS / POLICY / LEGISLATION:		

RECOMMENDATION

Committee of the Whole consider the proposed next steps for project advancement for the new Recreation Centre and forward to council

- Selection of Option 1 from the Republic Architecture Final Feasibility Study Report
- Direct Administration finalize reserve funds available for this project for internal contribution
- Direct Administration to set a meeting with Council and Yukon Government Minister of Community Services to discuss the steps forward for this project as presented.

ISSUE / PURPOSE

To continue to move forward the New Recreation Centre project, choose the option and/or confirm amenities of the new centre and work with Yukon Government on funding this High Priority City of Dawson project.

BACKGOUND SUMMARY

This project commenced when the City of Dawson Council confirmed by resolution to move forward with the planning and design of a new Recreation Centre in 2017.
Pre-planning and a Feasibility Study which included some geotechnical and environmental studies has now been completed.
Council passed by resolution that the future site of the Dawson City Recreation Centre would be at the Dome Road location.

ANALYSIS / DISCUSSION

The Feasibility Study completed by Republic Architecture contained 6 options (3 options per location). The recommended option in the study is for Option 1 at the Dome Road Location. This location does allow for future expansion of the facility as the community grows and can support future expansion and either further amenities see demand or when current City infrastructure has reached the expected life and needs replacement.

APPROVAL		
NAME:	Cory Bellmore, CAO	SIGNATURE: C Bellmore
DATE:	July 24, 2021	

Report to Council

[X] For Council Decision [ ] For Council Direction [ ] For Council Information

[ ] In Camera

AGENDA ITEM:	**Draft Procurement Policy**	
PREPARED BY:	Cory Bellmore	**ATTACHMENTS:** - 14-02 Procurement Policy
DATE:	July 25, 2021	
RELEVANT BYLAWS / POLICY / LEGISLATION: 14-02 Procurement Policy		

RECOMMENDATION

Committee of the Whole review and provide feedback on new draft Procurement Policy.

ISSUE / PURPOSE

The Current Procurement Policy is dated and needs review and updating.

BACKGOUND SUMMARY

The Current Procurement Policy is dated (7 years old) and sometimes unclear for staff when working on projects between what is Operating and Captial. Better definition and range of procurement options would make the process clearer for both staff, council and suppliers of goods and services.

ANALYSIS / DISCUSSION

This draft gives more options and clearly defines what options are available to use when procuring goods and services. This draft also updates authorization levels as overtime the authority level of the current procurement process has been eroded but increasing costs of goods and services but not the authority level to procure them.

This draft was derived and downsized from the newly adopted City of Whitehorse Procurement policy. Once feedback is received on content it will be formatted further into the City of Dawson template for policies.

APPROVAL		
NAME:	Cory Bellmore, CAO	**SIGNATURE:**
DATE:	July 25, 2021	C Bellmore

PROCUREMENT POLICY

Policy Number:	**2021-XX**
Approved by:	**Council Resolution _____dated _____**
Effective date:	**_____**
Department:	**All Departments**

PURPOSE

The purpose of this policy is to set out the principles, procedures, roles and responsibilities for the City of Dawson Procurement program.

1.0 POLICY AND PRINCIPLES

1.1 Policy Statements

The City is committed to consistent, fair, accessible and transparent purchasing practices for the acquisition of Deliverables that ensure the City obtains Best Value and good outcomes for its expenditures on behalf of the public.

The City values continuous improvement and will strive to be a leader inadvanced Procurement solutions that are efficient, quality-focused and considerthe “total cost of ownership” where possible.

1.2 Principles

The City will acquire the Deliverables required to meet City needs through Procurement processes that reflect the following principles:

a) Compliance

The City’s Procurement practices are consistent with applicable legislation, policy and procedures.

b) Supplier Access, Transparency, and Fairness

Access for qualified Suppliers to compete for the City’s business must be publicly available and the Procurement process must be conducted in a transparent manner ensuring adherence to the highest standards of fairness and ethical conduct.

c) Best Value

Funds for City purchases are provided by the public, therefore the City is committed to achieve Best Value through consideration of the full range of Procurement formats and the adoption of commercially reasonable procurement practices.

d) Efficient and Effective Procurement

The City strives for efficiency and cost effectiveness in its Procurement practices and will endeavor to reduce the overall consumption of Goods and Services, where practicable.

e) Local Procurement

Local Procurement supports the local economy, therefore the City will procure from Local Businesses when Deliverables meet the City's specifications and are available locally at competitive prices, subject to the terms of any applicable territorial/provincial or national trade agreements.

f) Sustainable Procurement

The City intends to align its procurements with its existing sustainability practices, initiatives and plans, thereby advancing a corporate culture at the City that recognizes and places a priority on Economic Sustainability, Environmental Sustainability and Social Sustainability.

2.0 INTERPRETATION AND APPLICATION

2.1 Definitions

Whenever the singular, masculine or feminine is used in this Policy it shall be considered as if plural, feminine or masculine has been used where the contextof the Policy so requires.

In this Policy:

Administrative Directives means directives issued by the CAO in respect of practices and/or policies affecting City Procurements.

Administrative Procedures means procedures or guidelines issued by the CFO, that set out the procedural requirements to be carried out in fulfillment of this policy.

Best Value means the most advantageous combination of financial and non- financial factors that meet the Solicitation Document requirements; these factorsmay include:

- Quality, which is fitness for purpose, of the Deliverables;
- Delivery and performance commitments;
- Supplier experience, performance history, practices, risk and compliance management, and demonstrated ability to successfully perform the Contract;
- Economic Sustainability considerations;
- Environmental Sustainability considerations;
- Social Sustainability considerations;
- Total cost of ownership, which may consider factors such as:
    - Total Purchase or Contract price;
    - Administration and Contract management costs;
    - Payment terms;
    - Cost of delay or performance failures;
    - Extensions, change orders, cost escalation;
    - Additional features,
    - Licensing costs;
    - Limitations associated with proprietary or patent rights;
    - Regular and ongoing maintenance;
    - Warranty, parts and repair;
    - Transition and training costs;

- Lifecycle costs; and/or
- Disposal value and disposal costs, including remediation.

Bid means a submission in response to a Solicitation Document, including proposals, quotations or responses.

Bidder means a Supplier that submits a Bid, and includes proponents and respondents.

Bond means a written agreement in which a surety company guarantees that a contractor will fulfill its obligations to a third party to perform certain works and inwhich, if the contractor defaults on its obligations, the surety company agrees tocomplete the obligations or pay for the completion costs to the third party.

CAO means the chief administrative officer of the City, appointed by bylaw pursuant to the *Municipal Act*.

CFO means the Chief Financial Officer or equivalent position as defined in the Management Bylaw.

Competitive Procurement Process means Open Competitions, Invitational Competitions and any other form of competitive Procurement Process used by the City.

Conflict of Interest means a situation in which the personal interests of a Council member, officer or employee of the City come into conflict with, or appearto come into conflict with, the interests of the City.

Construction means construction, reconstruction, demolition, repair or renovation of a building, building fixture, structure or other civil engineering or architectural work and includes the preparation, excavation, drilling, seismic investigation, and the supply of products, materials, equipment and machinery related thereto.

Contract means a binding agreement by way of a purchase order or other formal agreement between the City and a Supplier that creates an obligation regarding Procurement of Deliverables. For the purposes of this policy, Contract does notinclude leases entered into by the City.

Council means the elected Council members of the City.

Deliverables means any Goods, Services, or Construction or a combination thereof.

Department Manager means the City employee responsible for the specific department ofthe City that is requisitioning the purchase of Deliverables.

Economic Sustainability means providing and enhancing the City services, infrastructure and conditions that sustain a healthy, diverse and resilient local economy in which businesses of all sizes, and their employees, can flourish.

Emergency means a sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property and/or significant interference with the normal activities of the City and which, therefore, requires immediate attention and remedial action. This includes a situation which may endanger thehealth and/or safety of any City employee or member of the public; and/or a situation which may jeopardize City property and/or threaten the maintenance ofessential City services.

Environmental Sustainability means protecting and enhancing the climate, ecology and natural resources for future generations through approaches that reduce carbon dependency, enhance energy resilience, conserve energy and resources, and reduce waste and toxins. Related practices may include purchasing products that are durable, reusable, contain post-consumer, recyclable, non-toxic and/or non-petroleum or carbon-based content, minimize packaging, and/or are new environmentally preferable products.

Fairness Monitor means an independent third party whose role is to observe allor part of a procurement process, to provide related feedback on fairness issuesto the City, and

to provide an unbiased and impartial opinion on the fairness of the observed procurement process.

Goods means goods produced, manufactured, grown or otherwise obtained, used for a commercial purpose and distributed from a party.

Invitational Competition means a Competitive Process in which an invitation tosubmit Bids is issued to at least three Suppliers.

Local Business means a business that has a valid City or inter-municipal business licence and has a physical address located in Dawson City or surrounding region (40 km radius of the municipal boundary).

Negotiated Competitive Procurement means a competitive Procurement process that includes a negotiation/discussion phase with short-listed proponent(s) prior to the submission of a best and final offer.

Open Competition means the solicitation of competitive Bids using a publicly posted Solicitation Document.

Procurement means the acquisition of Deliverables by purchase, rental or lease.

Purchaser means the person who, on behalf of the City, is initiating and overseeing the Procurement, and the general management of the Deliverables being procured.

Purchasing Card means the card provided by the City's Finance department with its use bound by the provisions of the Procurement Policy.

RFX means "request for X", with X representing any of the formal Solicitation Documents used to obtain information or cost estimates for the Procurement of Deliverable, including request for proposal (RFP), request for quotation (RFQ), request for tender (RFT), request for prequalification (RFPQ), request for expression of interest (RFEOI) and request for information (RFI).

Services means services supplied or to be supplied by a person or business.

Single Source Procurement means purchases from a selected Supplier even though other Suppliers exists that provide similar Deliverables.

Social Sustainability means cultivating and sustaining vibrant, creative, safe, affordable and caring communities for the wide diversity of individuals and families that live in, work in and visit the City.

Sole Source Procurement means purchases where there is only one Supplierthat provides the required Deliverable.

Solicitation Document means the document issued by the City to solicit Bids from Bidders, including an RFX.

Standing Offer means a written offer from a pre-approved Supplier to supply Deliverables to the City upon request, through use of an ordering process duringa particular period of time, at a pre-determined price or discount, generally withina pre-defined dollar limit.

Supplier means a person or entity carrying on the business of providing Deliverables.

2.2 Application

2.2.1 This policy applies to all employees and other authorized personnel responsiblefor Procurement of Goods and Services for the City.

2.2.2 This policy applies to the Procurement of all Deliverables with the exception of those listed in **Appendix A – Items Exempt from this Procurement Policy**.

2.2.3 Procurement by the City may be subject to the provisions of applicable trade agreements. Where an applicable trade agreement is in conflict with this policy,the trade

agreement shall take precedence.

2.2.4 The City may participate in cooperative or joint Procurement initiatives with otherentities where such initiatives are determined to be in the best interests of the City. If the City participates in such initiatives, the City may adhere to the policiesof the entity conducting the Procurement process provided that such policies comply in spirit with this policy.

3.0 ROLES, RESPONSIBILITIES AND AUTHORITIES

3.1 Roles and Responsibilities of Council

It is the role of Council to establish policy and approve expenditures through theCity's budget approval process. Council monitors the outcomes of this Procurement Policy and may determine that amendments are warranted thereto. Council approves annual budgets and amendments thereto, as needed to fund Procurements.

Through this policy, Council delegates to the City's employees the authority to incur expenditures in accordance with approved budgets through the Procurement of Deliverables in accordance with the policy direction, rules and processes set out in this policy, and related protocols and procedures.

3.1.1 Council authorization shall be required prior to the commencement of Procurements with an estimated value of $50,000 or more and of Procurementsless than $50,000 that are deemed to be of significant risk, involve security concerns or may be of significant community interest as recommended by the Purchaser.

Prior to the commencement of such a Procurement, Administration will provide a report to Committee of the Whole providing details about the proposed Procurement including how it addresses the Principles set out at section 1.2 of this policy.

3.2 Conditions of Council's Delegated Authority

3.2.1 Purchasers shall ensure that an approved budget exists for a proposed Procurement, that it conforms to this Policy, that it does not violate any City policies or applicable law and that it will satisfy any applicable audit anddocumentation requirements of the City.

3.2.2 Subdividing, splitting or otherwise structuring Procurement requirements, processes or Contracts in order to reduce the value of the Procurement in any way or circumvent the requirements or intent of this policy is not permitted.

3.2.3 Failure to adhere to the requirements of this policy and to Administrative Directives or Administrative Procedures related to its implementation will lead todisciplinary action which may be up to and including termination of employment.

3.3 Roles and Responsibilities of the CAO and Employees

3.3.1 The CAO:

- Implements and ensures compliance with this policy;
- Monitors policy outcomes;
- Ensures that the policy is reviewed regularly and brings forward any recommended amendments for Council's consideration;
- Issues Administrative Directives as required to implement the policy; and
- Delegates spending authority limits to staff in accordance with this policy andall other applicable policies.

3.3.2 The Chief Financial Officer:

- Monitors compliance with this policy and advises the CAO when therehas been non-compliance.

- Approves and issues Administrative Procedures and/or guidelines required to implement this policy;
- Establishes, through consultation with the Sr. Management team, sets standards for bid solicitations, Contracts and other Procurement-related documents;

Implements financial controls that meet the City's audit requirements to ensure that those responsible for requisitioning and purchasing goods and/or services are held accountable for their decisions

3.3.3 Department Managers:

- Support the implementation of this policy in their respective Departments;
- Ensure compliance with this policy
- Oversees the Procurement processes from inception through to award;
- Ensure approved budget funding is available for Department purchases;
- Promote conduct and communication with Suppliers and contractors that isfair, professional and respectful and provide technical assistance as required;
- Review and approve proposed departmental Solicitation Documents toensure clarity, reasonableness and quality;
- Ensure open, fair and impartial processes for Procurement for the Department;
- Award and execute Contracts within the Departments scope and budget andwithin the Department Manager's signing authority; and

- Promote the standardization of Deliverables where that demonstrates and supports the objectives of this policy.
- Determines whether Deliverables qualify for exemption under Appendix A – Items Exempt from this Procurement Policy;

3.3.4 Executive Assistant

- Maintains a repository of Contracts in accordance with existing City records management authorities and practices

3.3.5 Purchasers are responsible for complying with this policy and ensuring that procedures are consistently applied. The Purchaser:

- Prepares all specifications of the Solicitation Document;
- Ensures adequate time is allotted for the bidding process in order to meet the minimum posting requirement for a public Procurement;
- Issues purchase orders for Deliverables per spending limit protocols and authorities;
- Manages contracts to ensure Deliverables are received by the City and they comply with contract terms and conditions;
- Monitors all contract expenditures and ensures that all financial limitations have been complied with and that all accounts are paid within the times set out in the contract;
- Monitors and reports on the performance of suppliers; and
- Standardizes the use of goods and/or services, where such standardization demonstrates and supports the purposes, goals and objectives of this Policy.

3.4 **<u>Approval Authority and Spending Limit Protocols</u>**

3.4.1 Unless otherwise provided in this policy, Procurement expenditures shall be authorized in accordance with Appendix B – Procurement Authority Matrix.

3.4.2 The CAO may authorize delegations of the spending authorities set outin Appendix B – Procurement Authority Matrix.

3.4.3 Delegated signing authorities approved by the CAO may be authorized to enter into purchasing agreements that conform to this policy.

3.4.4 Staff who have been delegated approval authority shall have no authority to delegate

that authority to any other person. A staff member acting on behalf of another staff member shall have the authority of the position in which he or she is acting.

3.5 Reporting Requirements

3.5.1 On a semi-annual basis, Administration will report publicly to Council regarding the outcomes of this policy, including at a minimum:

- Contract awards with a value of $100,000 and over;
- Procurements with a value of over $100,000 that have incorporated requirements related to Economic Sustainability, Environmental Sustainability and/or Social Sustainability in their Solicitation Documents;
- Non-Competitive, Single Source or Sole Source Procurements with a valueover $50,000;
- Emergency Procurements, including their value;
- Pursuant to section 6.2 of this policy, contract extensions or renewals where the original contract contains no option for renewal, describing how the extension or renewal conforms to the requirements of this policy; and
- Instances of non-compliance with the policy and ensuing actions taken in each instance.

4.0 ETHICAL CONDUCT AND CONFLICTS OF INTEREST

4.1 Conflicts of Interest

The City's Procurement activities must be conducted with integrity and allindividuals involved must act in a manner that is consistent with this policy and in accordance with applicable codes of conduct, e.g., the City's Employee Codeof Conduct.

Conflict of Interest includes but is not limited to:

- Situations or circumstances that could give a Supplier an unfair advantage during a Procurement process or compromise the ability of a Supplier to perform its obligations under an agreement;
- The offer or giving of a benefit of any kind, by or on behalf of a Supplier, to anyone employed by or otherwise connected with the City.

Conflicts of Interest are not necessarily always wrong or unethical. However, they must be identified and managed appropriately to serve the public interest. Mismanagement or concealment of Conflicts of Interest may lead to accusationsof corruption, fraud, or other criminal charges for individuals or entities involved.

As such, the City requires its Suppliers to act with integrity and conduct businessin an ethical manner. The City may refuse to do business with any Supplier thathas engaged in illegal or unethical business practices, has or fails to disclose anactual or potential Conflict of Interest or an unfair advantage, or fails to adhere to ethical business practices.

The City reserves the right to:

- Determine whether any situation or circumstance constitutes a Conflict of Interest, providing a substantiating rationale to the affected party or parties;
- Disqualify a Bidder from a Procurement process due to a substantiated Conflict of Interest;
- Require Bidders participating in a Procurement process to declare any perceived, actual or potential Conflict of Interest;
- Require Suppliers to avoid any Conflict of Interest during performance of theirContract obligations to the City and to disclose any Conflict of Interest that may arise;
- Prescribe the manner in which a Bidder or Supplier should resolve a Conflictof Interest;
- Terminate a Contract where:
  - A Supplier fails to disclose any actual or potential Conflict of Interest;
  - The Supplier fails to resolve its Conflict of Interest as directed by the City;or
  - The Conflict of Interest cannot be resolved.

Furthermore:

- Individuals participating in the evaluation of Bids must immediately declare and address any potential Conflict of Interest.

4.2 <u>Supplier Conduct</u>

The City requires its Suppliers to act with integrity and conduct business in an ethical manner. The City may refuse to do business with any Supplier that has engaged in illegal or unethical bidding practices, has an actual or potential Conflict of Interest or an unfair advantage or fails to adhere to ethical business practices.

4.2.1 <u>Illegal or Unethical Bidding Practices</u>

Illegal or unethical bidding practices include:

- Bid-rigging, price-fixing, bribery or collusion or other behaviors or practice prohibited by federal or provincial statutes;
- Offering gifts or favours to the City's officers, employees, appointed or electedofficials or any other representative of the City;
- Engaging in any prohibited communications during a Procurement process;
- Submitting inaccurate or misleading information in a Procurement process;and/or
- Engaging in any other activity that compromises the City's ability to run a fair Procurement process.

The City will report any suspected cases of collusion, Bid rigging or other offenses under the *Competition Act* to the Competition Bureau or other relevantauthorities.

4.3 <u>Prohibitions</u>

4.3.1 No Council member, appointed officer or City employee shall interfere in the Procurement process by knowingly causing or permitting anything to be done or communicated to anyone in a manner that is likely to cause any potential Supplier to have an unfair advantage or disadvantage in obtaining a Contract forthe supply of deliverables to the City.

4.3.2 Other than documents or information publicly available, Council members shall not be given documents or otherwise receive information related to a particular Procurement that is considered confidential and has a bearing on the outcome of a Procurement

process while the Procurement process is under way. Bidderswho contact members of Council regarding a Procurement while theProcurement process is under way will be directed to communicate with the contact person listed in the Solicitation Document.

For the purposes of this section, the Procurement process is understood to commence when the RFX is posted and to conclude when the contract award iscommunicated publicly. For greater certainty, during this period Council members will not have access to any Bid, or evaluation ranking or evaluation team report.

4.3.3 No Deliverables shall be purchased from a Council member, officer or employeeof the City or from any immediate relative or business or professional associateof that person, unless the extent of the interest of the Council member, officer oremployee has been fully disclosed and the Procurement approved by:

- The CAO in the case of City employees; or
- By Council in the case of Council members or appointed officers.

4.3.4 No employee or Council member shall utilize City assets, Contracts, Procurement processes or policies to obtain Deliverables for personal advantageexcept for Supplier-offered employee discount programs, or Deliverables procured on the City's behalf specifically for employee wellness or other humanresource initiatives.

4.3.5 Absolutely no gifts or favours are to be accepted by the purchasing representatives of the City in return for business or the consideration of business.City employees shall not endorse one Supplier in order to give that Supplier an advantage over others.

5.0 PROCUREMENT PROCESSES

5.1 Solicitation Documents

Solicitation Documents are a key mechanism to give effect to the policy principles set out in section 1.2 of this policy and to enable the City to achieve Best Value. The terms and specifications, including evaluation criteria, set out in a Solicitation Document must take into consideration, and to the extent practicable, reflect and implement those policy principles.

The requirements contained in a Solicitation Document must be fair and reasonable in relation to the City's needs, and be written so as not to unreasonably limit Suppliers from submitting Bids by virtue of excessive or limiting standards or other criteria.

Solicitation Documents must include:

- All information material to the Procurement;
- All evaluation criteria that will be considered in the evaluation of the Bid; and
- Administrative matters such as the Procurement process dates, contactinformation, etc.

5.2 Low Value Procurement (Purchases Not Exceeding $10,000)

The Purchaser may directly select a Supplier, without obtaining quotes, however, the procedure used to purchase low value Deliverables shall otherwise be in accordance with this policy. Obtaining competitive quotes, although not required, remains a good business practice and should be done where practicable.

Purchases of low value Deliverables may be made using a properly authorized Credit Card, Purchase Order, Contract or petty cash.

5.3 Competitive Procurement Methods

All purchases exceeding $10,000 ordinarily must use an open, transparent, competitive

selection process whereby competitive Bids are obtained.

5.3.1 Invitational Competition (greater than $10,000 to $25,000)

The Purchaser may directly obtain written quotes from a minimum of three Suppliers. Quotes obtained, or evidence of efforts towards obtaining quotes, must be documented and filed with the procurement information. If the Purchaserhas exhausted all efforts to obtain three quotes and can support this with documented evidence, a minimum of two written bids is acceptable if approved by the Manager.

The Deliverables shall be purchased through the issuance of a Purchase Order or Contract.

5.3.2 Request for Quotation (RFQ)

Deliverables estimated at more than $25,000 but less than $50,000 may be handled by a RFQ when the requirement can be fully defined and an award selection made on the basis of total cost that meets all specifications, terms andconditions.

The Purchaser shall prepare the solicitation documents containing the relevant specifications, terms and conditions for Procurement of the Deliverables.

A resulting Procurement must be approved by the Department Manager .

The Deliverables shall be purchased through the issuance of a Purchase Order or Contract.

5.3.3 Request for Tender (RFT) or Request for Proposal (RFP)

An RFT or RFP must be used for any purchase valued over $50,000 and may be used for lesser value purchases where appropriate.

- An RFT is used to solicit competitive Bids for Deliverables when the solutions, specifications, performance standard(s) and timeframe(s) are defined in the Solicitation Document. Tenders are typically awarded to the compliant Bidderwith the lowest cost.
- An RFP is an alternative to the RFT, normally for the provision of Services, complex Goods or Construction, and allows the Bidder to propose a solution to the City's requirements, which may include providing unique skills. The selection of the successful Supplier is based on the evaluated overall Best Value to the City as defined via the specifications set out in the Solicitation Document.

An RFT shall be used where all of the following criteria apply:

- Two or more Suppliers are considered capable of supplying the Deliverables;
- Price is the only determining criterion;
- Market conditions are such that Bids can be submitted on a common pricing basis;
- It is intended to accept the lowest priced compliant tender without negotiations.

Should those criteria not apply, another procurement method approved by Department Manager will be used in place of the RFT.

For both RFTs and RFPs, the Purchaser shall provide to the Department Manager a purchase requisition form for approval containing the relevant specifications, terms and conditions for Procurement of the Deliverables.

A resulting Procurement requires approval as listed in Appendix B.

The Deliverables shall be purchased through the issuance of a Purchase Orderora formal Contract, as applicable.

5.3.4 Negotiated Competitive Procurement

In some cases, typically when procuring major and/or complex Deliverables, a traditional RFP with specific requirements may not be possible, or beneficial forthe City. This includes projects where a range of alternative proposed methods exist to meet the City's needs, while still meeting the basic requirements set outin the Solicitation Document. To make the most efficient and cost effective use of City resources, and limit the cancelling of RFPs, the City may choose to makeuse of a Negotiated Competitive Procurement.

The Negotiated Competitive Procurement process builds on the RFP process byincluding a phase during which shortlisted proponents engage in private dialogues with the City's evaluation committee members prior to submitting a best and final offer. The Negotiated Competitive Procurement steps will follow the RFP steps outlined in this Policy with the following changes:

- The RFP must state that a Negotiated Competitive Procurement process willbe used.
- A short-list of Bidders will be established based on evaluation criteria in the RFP.
- Discussions/negotiations will be initiated with each Bidder regarding theNegotiated Competitive Procurement process, issues and concerns about therequirements set out in the RFP, and each Bidder's specific proposal.
- Following these structured discussions, all Bidders will be requested toprovide their best and final offers.
- Revised proposals will be evaluated using the original evaluation criteria and evaluation team members.

The following will apply to all Negotiated Competitive Procurements:

- All Negotiated Competitive Procurements must be approved approved by the CAO and led by the Department Manager, with the involvement of staff of the Department procuring the Deliverable.
- No negotiations will take place unless the possibility of negotiations is expressly noted in the RFP Solicitation Document.
- Areas open for negotiation will be limited to areas chosen by the City.
- All proposals provided and subsequent negotiations will be treatedconfidentially; the City will ensure Bidders will not have access to another Bidder's proposal or Bid.
- All proponents will be treated equally throughout the process. Any changes or modifications made to requirements will be shared equally with all Biddersengaged in the competition.
- All short-listed proponents will be provided with an equal chance to provide abest and final offer.

5.3.5 Bid Evaluation

The Evaluation team will evaluate all Bids to confirm compliance with the requirements set out in the Solicitation Document.

An evaluation team will be formed comprising at least two staff members, one ofwhich will be the manager of the Department requisitioning the Deliverables. The evaluation team will conduct the evaluation of Bids in accordance with the evaluation methodology set out in the Solicitation Document.

In the case of a Negotiated Competitive Procurement, the evaluation team will form part of the negotiation team.

5.3.6 Local Preference in Price-Based Competitive Procurements

In a price-based Competitive Procurement where the total purchase price up to $100,000 and the Local Business's Bid meets the requirements set out in the Solicitation

Document, the City will give preference to Procurement from a LocalBusiness as follows:

- For Procurements valued at $50,000 to $100,000, where the Local Business'stotal Bid price is not more than 3% higher than the lowest compliant non-localBid price;
- For Procurements valued at $10,000 to $49,999.99, where the Local Business's total Bid price is not more than 5% higher than the lowest compliant non-local Bid price; and
- For Procurements valued under $10,000, where the Local Business's total Bidprice is not more than 10% higher than the lowest compliant non-local Bid price.

5.3.7 Cooperative (joint) Procurement

The Department Manager may make cooperative purchasing arrangements with other municipalities or public authorities under which particular Deliverables may be acquired by the City in conjunction with such otherpartners at a lower overall cost than they might otherwise achieve were they to proceed independently.

Because the cooperative arrangements may require the cooperation of multiple organizations with differing purchasing procedures, deviations from the requirements of this Policy are permitted in such cooperative arrangements provided that the principles set forth in this policy are fully respected.

Where the Department Manager has effected cooperative purchasing arrangements, Departments shall acquire the associated Deliverables in accordance with such cooperative arrangements and not otherwise.

5.4 Non-Competitive Procurement Methods

Situations will arise where use of a Competitive Procurement Process is not practical or possible. Any consideration to use a non-competitive selection process must be taken carefully and with an honest view of the conditions surrounding the purchase.

Note that the following situations will not be considered valid reasons for Non-Competitive Procurement:

- Where a Purchaser simply has a preference for a particular brand or supplier;
- Where insufficient time was allowed for the normal Procurement process to occur, or where there was a lack of planning for the purchase; and/or
- Where a Supplier is chosen solely because they were already engaged in thepast to provide similar Deliverables.

A Notice of Intent to Award should be posted publicly for a minimum of seven days prior to contracting a Non-Competitive Procurement (except in the case ofan Emergency) when the value of the total Contract would be more than $50,000.

5.4.1 Procurements in an Emergency

When a Department Manager is of the opinion that an Emergency warrants a non-competitive, Single Source Procurement for Deliverables necessary to respond to and remedy the situation, the Department Manager may authorize such a Procurement of Deliverables necessary to respond to and remedy the situation and may award the necessary Contract provided as per the authority in Appendix B.

If a list of pre-qualified Suppliers is available, it will be used to select the Supplier.

Where the extent or severity of the Emergency warrants a non-competitive Single Source Procurement likely to be in excess of Managers approval authority listed in Appendix B, the CAOmay award the necessary Contracts for the purchase of such Deliverables as considered necessary to remedy the situation without regard to the requirementfor a bid solicitation provided that the CAO is satisfied that adequate funds

may be appropriated from accounts within the Council approved budgets.

5.4.2 Single Source Procurement

Single Source Procurement may be used if the Deliverables are available from more than one source, but there are valid and sufficient reasons for selecting one Supplier in particular, as follows:

- An attempt to acquire the required Deliverables using a Competitive Procurement Process has been made in good faith, but has failed to identify more than one willing and compliant Supplier;
- The nature of the requirement is such that it would not be in the public interestto solicit competitive Bids, as in the case of security or confidentiality matters;
- Construction, renovations, repairs, maintenance etc. in respect of a building leased by the City may only be done by the lessor of the building, inaccordance with a lease agreement;
- The required Deliverables are to be supplied by a particular Supplier having specialized knowledge, skills, expertise or experience;
- Goods are purchased under circumstances which are exceptionally advantageous to the City, such as in the case of a bankruptcy or receivership;
- It is advantageous to the City to acquire the Deliverables from a Supplier pursuant to a procurement process conducted by another public body;
- It is advantageous to the City to acquire the Deliverables directly from anotherpublic body or public service body;
- Another organization is funding or substantially funding the acquisition and has determined the Supplier, and the terms and conditions of the commitmentinto which the City will enter are acceptable to the City;
- The acquisition is for a particular brand of Deliverables that are intended solelyfor resale to the public and no other brand is desirable and the brand is not available from any other source;
- Where due to abnormal market conditions, the Deliverables required are in short supply; or
- The acquisition is for entertainment at a City event.

5.4.3 Sole Source Procurement

Sole Source Procurement may be used if the Deliverables are available from only one Supplier by reason of:

- Statutory or market-based monopoly;
- A Competitive Procurement Process is precluded due to the application of anyAct or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material, and no alternative exists;
- The Deliverable (item, service, or system) is unique to one Supplier and no alternative or substitute exists; or
- There is a need for compatibility with Deliverables previously acquired or the required Deliverables will be additional to similar Deliverables being suppliedunder an existing Contract (e.g., warranty extension, compatibility with an existing technical system, or renewal of software licences).

5.4.4 Authorization of Single Source and Sole Source Procurements

Approvals required for the use of Single Source and SoleSource Procurements as per authority in Appendix B

5.5 Other Procurement Methods

The following methods of Procurement may be used.

5.5.1 Gathering Information

a) Request for Information (RFI)

The purpose of an RFI is to gather general supplier or product informationand gather information regarding the interest of the supplier community for a potential business opportunity. This method may be used when researching a contemplated Procurement and the characteristics of an ideal solution are still unknown.

Responses to an RFI typically contribute to the Competitive Procurement Process, are non-binding, and may lead to an issuance of an RFX. An RFI should be utilized for resolving targeted questions about the requiredacquisition, market sounding, seeking combinations of industry leading practices, suggestions, expertise and reciprocate concerns and additionalquestions from respondents. The information collected may also facilitatethe selection of the best method of Procurement.

b) Request for Pre-Qualifications (RFPQ)

An RFPQ is used to gather information regarding Suppliers' capability, capacity and qualifications, with the intention of creating a list of pre- qualified Suppliers. An RFPQ is not a legal offer to contract but only an invitation for suppliers to make offers to the City.

This process is intended to reduce effort devoted to the Competitive Procurement Process and may be considered in the following circumstances:

- The work will require substantial project management by the City and could result in a significant cost to the City if the Supplier is not appropriately experienced.
- The Deliverables to be purchased must meet national safety standards.
- The work involves complex, multi-disciplinary activities, specialized expertise, equipment, materials or financial requirements.
- There could be substantial impact on the City's operations if the workis not satisfactorily performed the first time.
- Any other circumstances deemed appropriate by Department Manager.

An RFPQ shall be provided to potential Suppliers that establishes thecriteria for pre-qualification, which may include, but are not limited to:

- Experience on similar work (firm and staff assigned);
- References provided from other customers for similar work;
- Verification of applicable licences and certificates;
- Health and safety policies and staff training; and/or
- Financial capability.

The time frame during which pre-qualification will apply may vary depending on the Deliverable. The RFPQ will state the duration of the resulting pre-qualification list.

c) Request for expression of interest (RFEOI)

An RFEOI is used to help assess interest in a particular project when thenumber of players, market size, or approach to solving a problem is largelyunknown. An RFEOI can help in determining the availability of potential Suppliers, compiling a list of Suppliers or determining potential scope of work. An RFEOI may be used as a pre-condition of any Procurement method used by the City.

The receipt of an expression of interest does not create any obligation between the potential Supplier and the City.

5.5.2 Standing Offer Agreements (SOA)

An SOA is an acquisition method that may be used when it is anticipated that there will be a repetitive need for Deliverables. SOAs support timely purchasesand to allow the City to take advantage of predetermined prices or discounts. AnSOA is not a Contract; it is an offer made by the Supplier to supply Goods and/orServices at pre-arranged prices, under specified terms including the time frameduring which the SOA will apply.

SOAs should only be set up with trusted suppliers, ordinarily selected using a Competitive Procurement Process subject to the stipulations of this policy, including those for Supplier performance management.

The time frame during which an SOA will apply may vary depending on the Deliverable. The terms of the SOA will state the duration for which it applies.

5.6 Notification of Procurement Opportunities

Notification of competitive Procurement opportunities exceeding $50,000 shall be made by open, electronic tendering means. Competitive Procurement opportunities below this threshold may also be made by means of open, electronic tendering, but it is not obligatory. Notifications should be posted for a minimum of 14 calendar days unless otherwise specified by the Manager.

Notification of competitive Procurement opportunities by means of open, electronic tendering may be complemented by other means where appropriate, e.g., newspaper advertising. If means other than electronic tendering is used for notification of Procurement opportunities, consideration shall be given to ensuring wide dissemination and equal opportunity for Suppliers.

Source lists may be maintained by the on an exception basisfor specific Deliverables if open, electronic tendering or other notification meanswill not notify the specific Supplier community of the opportunity.

6.0 CONTRACTING

6.1 Contract Management

Once a Procurement award has been completed, whether by Contract, PurchaseOrder or other form of agreement, the City is legally committed to proceed with the purchase. That commitment can only be rescinded by applying the contract terms available to do this or with the negotiated agreement of the Supplier. The negotiation process would incur costs for the City, and the likelihood is high that the negotiated agreement would include a financial penalty payable by the City. Such a situation is always to be avoided.

- All Contracts, Solicitation Documents and addenda or amendments thereto, notices of Contract awards, Bonds, letters of credit, notices of intent to Contract, change orders, Purchase Orders, renewals, extensions, and any other forms of commitment and Contracts will be on terms and conditions approved by the CAO. Any material deviation from the approved terms and conditions of any document may require

review by the City's legal counsel under the direction of the CAO.

- All Contracts must be endorsed by the Supplier prior to being endorsed by theCity.
- Department staff are responsible for any Contract-related documentation, including change documentation and to enable Contract changes to be prepared appropriately.
- Contract durations shall be limited to a maximum of five years, including optionyears, unless otherwise approved by the CAO.
- The award of a Contract may be made by way of an agreement or a PurchaseOrder.
  - A Purchase Order is to be used when the resulting Contract is straight forward and will contain the City's standard terms and conditions.
  - A formal agreement is to be used when the resulting Contract is complex and will contain terms and conditions other than the City's standard terms and conditions.
- It shall be the responsibility of the Department Manager, to determine if it is in the best interest of the Cityto establish a formal agreement with the Supplier.
- Where a formal agreement is required, as a result of the award of a Contractby delegated authority, the CAO shall execute the agreement inthe name of the City.
- The Executive Assistant will maintain all records and relevant supporting documents for Procurement Contracts in accordance with the City's records management authorities and practices.

6.2 Exercise of Contract Renewal Options

Where a Contract contains an option for renewal, the appropriate manager based on the contract value, may authorize to exercise such option provided that:

- The Supplier's performance in supplying the Deliverables is considered to have met the requirements of the Contract; and
- The Manager agrees that the exercise of the option is in the best interests of the City.

Where a Contract contains no option for renewal, the Manager may extend the Contract for a period of time no greater than one year from the dateof expiration provided that **all** of the following conditions are met:

- The Supplier's performance has met or exceeded the requirements of the Contract;

Inflationary increases for Contract renewal shall be limited to the annual Consumer Price Index for Whitehorse, Yukon, unless the Supplier can demonstrate that the Supplier's costs have increased significantly from the original Contract price and the Supplier's cost increases can be independently verified by the City.

6.3 Contract Amendments and Revisions

No amendment or revision, including price to a Contract shall be made unless the amendment is in the best interests of the City and provided to the CAO.

Purchasers may authorize amendments to Contracts provided that the total amended value of the Contract, including all cumulative changes, is within the approval authority of the Purchaser. Where expenditures for the proposed amendment combined with the price of the originalContract exceeds Purchaser authority, the change must be escalated to the authority authorized to approve the total value.

6.4 Guarantees of Contract Execution and Performance

The Solicitation Document may require that a Bid be accompanied by a Bond orother similar security to guarantee entry into a Contract. In addition, the successful Supplier may be required to provide:

- A performance Bond to guarantee the faithful performance of the Contract;and/or

- A payment Bond to guarantee the payment for labor and materials to be supplied in connection with the Contract.

Ordinarily, the City will require a Bond for Construction Contracts valued at $250,000 or higher.

The Purchaser may select the appropriate methods to guarantee execution and performance of the Contract. Methods may include one or more of, but are not limited to, financial Bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and holdbacks.

The Purchaser shall ensure that the guarantee methodsselected will:

- Not be excessive but sufficient to cover financial risks to the City;
- Provide flexibility in applying leverage on a Supplier so that the penalty is proportional to the deficiencies; and
- Comply with applicable statutes and regulations.

Financial Bonds for Contract performance shall only be required where the Citywill be exposed to costs if the Supplier does not complete the requirements of the Contract.

7.0 OTHER PRACTICES

7.1 Fairness Monitoring

The Manager, through its involvement in and monitoring of theProcurement process and practices, generally has the responsibility to oversee that Procurements are conducted in a fair and consistent manner, free of conflictand/or bias.

However, when planning a specific Procurement, the City may consider the useof an independent Fairness Monitor where an enhanced assurance of fairness is desired. This will generally be reserved for complex Procurements, typically, although not always, with a high value. A staff request to hire a Fairness Monitormust be documented, with a supporting rationale, and must be approved by theCAO. Council may also request the use of a fairness monitor.

Where the use of a Fairness Monitor can be anticipated, the associated cost should be included in the project budget. Otherwise, a budget amendment may be required.

7.2 Supplier Management

A Department Manager may monitor and document annually the performance of Suppliers providing Deliverables with a value greater than $50,000. Department Managers/Purchasers will be responsible to document Supplier performance in the Contract file by means of a Supplier performance evaluation form.

The Department Manager shall document evidence and provide to the CAO in writing where the performance of a Supplier has not satisfactorily met Contract specifications, or for health and safety violations.

In the event of poor Supplier performance, the Department Manager/Purchaser will develop a Supplier performance corrective action plan, with the participation of the Supplier, in an effort to bring performance back to anacceptable level. If acceptable performance is not restored, the CAO may take appropriate action to reduce risk to the City, including terminating a Contract, and prohibiting the unsatisfactory Supplier from bidding on future Contracts.

Supplier performance records will be posted internally on the City's intranet for three years, and shall be reviewed by all Department Managers or Purchasers priorto the acceptance of any Bid. A Bid received from a Supplier whose performanceis deemed unsatisfactory will not be accepted, unless otherwise approved by theCAO.

For the purposes of this section, the term “Supplier” may include any principal, director

or officer of that Supplier, whether submitting Bids directly or indirectly through another legal entity.

7.2.1 Exclusion of Suppliers

The City may, in its absolute discretion, exclude a Supplier from participating in a Procurement process or reject a Supplier's Bid, providing the Supplier with a written explanation for the exclusion and setting out applicable terms, if:

- The Supplier has failed to demonstrate that it has met the requirements of a performance corrective action plan intended to bring performance back to an acceptable level or other Supplier management plan initiated by the City;
- The Supplier has failed to declare a potential Conflict of Interest whenresponding to a Solicitation Document; and/or
- The Supplier, or any of its officers or directors has been engaged in, or is currently engaged in, directly or indirectly, a lawsuit against the City, its employees or elected officials or appointed officers in relation to:
  - any other Procurement process;
  - any other Contract for Deliverables; and/or
  - any matter arising from the City's exercise of its powers, duties, or functions.

A Supplier subject to such an exclusion may apply to City Council for a review ofthe exclusion.

7.3 Bid Dispute Resolution

All Bidders shall have an opportunity to advise the Purchasing Department Manager or contact as listed on the bid documents, prior to the deadline of the enquiries as outlined in the Solicitation Document, if a Bidderneeds to address any discrepancies, errors, concerns and/or omissions in the Solicitation Document, or if they have any questions or clarifications needed.

After the award of the Contract, Bid challenges pertaining to those matters shallnot be considered by the City.

Suppliers who have submitted an unsuccessful Bid in a Procurement process will be offered the opportunity for a debriefing. The goal of the debriefing is to assist Suppliers in improving their proposals for future projects. The debriefing will only discuss the Supplier's point rating in the Bid evaluation. Areas for improvement will be discussed on a comparative basis only, without divulging the point values of other Suppliers or any proprietary information. Debriefings may be either verbal or written at the discretion of the Department Manager.

In the instance of a Bid dispute which has not been resolved through a Supplierdebrief, the City shall put into place a Bid challenge panel to review the Bid dispute, comprising:

- Department Manager requesting the Procurement;
- The CFO
- Any other party deemed appropriate which may include an independent, non-City employee.

The Bid challenge panel's responsibilities include, but are not limited to, reviewing and making decisions on Bid irregularities or other issues pertaining to a Bid.

REPEAL OF EXISTING POLICY

The Procurement Policy #14-02 adopted by Council resolution C14-23-22-, includingall amendments thereto, is hereby repealed as of _____

FORCE AND EFFECT

This policy shall come into full force and effect on January 1, 2022.

Supporting References

Municipal Act RSY 2002, c.154

History of Amendments

Date of Council Decision	Reference (Resolution #)	Description

Appendix A – Items Exempt from this Procurement Policy

The purchasing methods described in the Procurement Policy do not apply to thefollowing:

1. Councillor/Employee Training and Education
   a) Registration, accommodation and tuition fees for conferences, conventions, courses and seminars
   b) Magazines, books and periodicals
   c) Memberships
   d) Staff development or workshops
2. Refundable Councillor/Employee Expenses
   a) Advances
   b) Meal allowances
   c) Travel
   d) Miscellaneous expenses
3. Employee/Employer's General Remittances/Expenses
   a) Payroll deduction remittances
   b) Council/Committee/Employee remuneration
   c) Licences/Memberships
   d) Agencies
   e) Damage claims
   f) Insurance premiums
4. Other
   a) Levies
   b) Utilities
   c) Postage
   d) Bailiff or collection agencies
   e) Licensing
   f) Any payments required to be made by the City under statutory authority
   g) Inventory for resale (sale price of items is under $5)
   h) Banking and Investment service fees
   i) Debt payments
   j) Borrowing/debt arrangements including leases
   k) Payment of damages or settlements
   l) Petty cash replenishments
   m) Insurance
   n) Legal services
   o) Hiring of negotiators, internal investigators, or actuaries
   p) Property assessments

Appendix B – Procurement Authority Matrix

Applicable taxes and duties shall be excluded in determining the Procurement limit ofthe Approval Authorities listed below. An Approval Authority may authorize adelegate, subject to section 3.4.4 of this policy.

Dollar Value	Tool / Procurement Process	Approval Authority (lowest level)	Policy Section
Petty Cash Under $100	Petty Cash Voucher	Department Manager	5.2
Under $10,000	Purchasing Card Purchase Order	Department Manager	5.2
$10,000 to $25,000	Informal Quotation(3 written quotes)/Invitational competition	Department Manager	5.3.1
$25,000 to $50,000	RFQ / RFP / Negotiated Competitive Procurement	CAO	5.3.2 5.3.4
Greater than $50,000	RFP / RFT/ Negotiated Competitive Procurement	Council	5.3.3 5.3.4
Under $10,000	Single Source or SoleSource	Department Manager **and** CFO	5.4.4
$10,000 to 50,000	Single Source or SoleSource Notice of Intent toAward	Department Manager **and** CAO	5.4.4
Greater than $50,000	Single Source or SoleSource Notice of Intent toAward	Council	5.4.4
Under $30,000	Emergency Procurement	Department Manager	5.4.1
Greater than $30,000	Emergency Procurement	CAO	5.4.1
Total cumulativevalue under $10,000	Contract Amendment / Revision	Department Manager **and** CFO	6.3
Total cumulative value greater than $10,000 to $25,000	Contract Amendment / Revision	CAO	6.3
Total cumulative value greater than $25,000 to $50,000	Contract Amendment / Revision	CAO	6.3
Total cumulative value greater than $50,000	Contract Amendment /Revision	Council	6.3

Invitation to Participate: Fire Service Review

July 15, 2021

Wayne Potoroka
Mayor
City of Dawson
Box 308 Dawson City
Yukon Y0B 1G0
cao@cityofdawson.ca

Wayne!

Dear Mayor Potoroka,

I am writing to invite you to provide input into a comprehensive review of the structural fire services offered in Yukon. The Government of Yukon has hired Response Specialties Consulting to complete a review of the delivery of all fire protection services under the Fire Marshal's Office jurisdiction. The Yukon Fire Marshal oversees and supports both municipal and rural fire services.

As part of this review, Response Specialties will be engaging a wide range of governments, partners and stakeholders to gather information on the governance, methods, successes, and challenges being faced by Yukon communities related to fire protection. As a leader in your community, your thoughts on the services provided will be valuable.

It is my hope that you will be willing and enthusiastic to assist in this important project. It is critical that the contractor hear all perspectives so that their review, and subsequent recommendations, can provide a meaningful path forward.

Response Specialties will reach out to you within the next 30 days to ask you a series of questions about your thoughts and opinions of the fire service in Yukon. I hope that you will find the time to assist them in their work and help move fire protection in the Yukon forward in a positive manner.

Sincerely,

Damien Burns
Assistant Deputy Minister, Protective Services
Community Services | Government of Yukon

RCMP·GRC

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

RECEIVED
JUL 15 2021

MONTHLY POLICING REPORT June, 2021

Dawson City RCMP Detachment "M" Division Yukon

Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada

The Dawson City RCMP Detachment responded to a total of 189 calls for service during the month of June, 2021.

OCCURENCES	June, 2021	Year to Date 2021	June, 2020	Year to date 2020	Year Total 2020
Assaults (all categories)	5	32	3	26	52
Sexual Assault	1	7	0	3	6
Break and Enter	0	6	0	2	13
Thefts (all categories)	7	21	7	21	56
Drugs (all categories)	1	12	4	16	28
Cause A Disturbance	7	42	15	32	70
Mischief	18	72	6	79	144
Impaired Driving	4	20	9	20	33
Vehicle Collisions	2	21	4	22	44
Mental Health Act	3	23	2	25	42
Assistance to General Public	5	207	6	50	81
Missing Persons (Search and Rescue) and Missing	2	2	8	11	28
Wellbeing Checks	2	25	4	43	74
Check Stops (represents number of vehicles checked at one check stop)	0	12	0	288	502
Other Calls for Service	132	397	118	387	922
Total Calls for Service	189	899	186	1133	2095
Total Criminal Code Charges	30	95	8	36	69
Total Liquor Act/MVACharges	2 Liquor Act	7 MVAct 3 Liquor Act 6 CEMA 1 Campground Act		6 MVAct	9 Motor Vehicle Act

PLEASE NOTE: The statistic numbers in the report may change monthly as file scoring is added, deleted or changed. This occurs as investigations develop resulting in additional charges or proving an incident to be unfounded.

Forty Mile Caribou migrating to their summer feeding grounds on the Canadian side of the border

	June, 2021	Year to Date 2021 Total	June, 2020	Year Total 2020
Prisoners held locally	1	25	7	44
Prisoners remanded	2	5	0	2
Total Prisoners	3	30	7	46

Justice Reports	June, 2021	Year to Date 2021	June, 2020	Year Total 2020
Victim Services Referrals Offered	7	33	3	54
Youth Diversions	0	1	0	1
Adult Diversions	0	0	0	2
Restorative Justice Total	1	3	0	3

Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved priorities are:

(1) Substance Abuse
(2) Road Safety
(3) Youth Initiatives
(4) Attendance at THFN and Community Events
(5) Restorative Justice

(1) Substance Abuse

With the travel restrictions easing and the ensuing influx of tourists, members are being pro-active and more patrols are conducted around local licensed drinking establishments, Front Street and Dyke areas to ensure responsible consumption still takes place and to dissuade impaired driving. During those patrols, members have been ensuring vulnerable customers have a safe way to return home and at times have provided safe rides to intoxicated patrons.

(2) Road Safety

Members conducted several patrols on the Dempster Highway and the Goldfields. A few vehicles were warned about their speed and reminded to slow down in constructions zones. Extremely positive feedback was received from the crews working on the highway, according to them the commercial vehicles are now slowing down in the construction zones and they feel safer while working on the road. Members also attended the THFN COVID-19 checkpoint to conduct radar operations and as a result motorist were slowing down considerably.

(3) Youth Initiatives

Unfortunately due to the school year ending and the COVID-19 cases augmenting daily in the Territory, these activities have been quite limited. A planned canoe trip with youth from every community had to be canceled due to the recent outbreak. Dawson City members have been interacting informally with

youth in the community when patrolling around town. Involvement will resume when the COVID-19 outbreak is back under control.

(4) Attendance at THFN and Community Events

Members attended several community events such as the Community Justice meetings, Inter Agency meetings, meetings to discuss youth drug trends and plan for the upcoming school year with Tr'ondek Hwech'in First Nation and Robert Service School. Members also attended the Tr'ondek Hwech'in COVID-19 checkpoint to ensure motorists and tourists stopped to report their arrival in Dawson City. Checkpoint personnel reported there was an increase in the amount of motorists stopping when members were present at the checkpoint.

(5) Restorative Justice

The Dawson City RCMP are currently working with Tr'ondek Hwech'in First Nation to divert a criminal code matter involving a youth who was involved in a property crime matter. The goal is to bring all parties involved to find a mutually acceptable resolution to this matter.

Fun Fact

June 5th 1985, On this day Inspector Charles Constantine departed from Seattle Washington on board the steamer "Excelsior" with the first squad of NWMP to establish a NWMP detachment in the Yukon.

The squad was the result of a previous trip, he and S/Sgt. Charles Brown had made the year before to investigate the situation in 40 Mile, the largest community in the gold fields. As a result of his report to Ottawa recommending a detachment of at least forty to fifty men be established and he was sent back to 40 Mile with 17 officers and men. Departing by CPR train from Broadview, Saskatchewan to Victoria, British Columbia.

A month later the group began a 1000-mile journey up river, enduring incessant flies and heat finally arriving at their destination on the Yukon River at Forty Mile River on July 24, 1895. Then they had to unload their supplies from the riverboats and begin constructing a post before winter. By November they had built eight log buildings with

sod rooves that they named "Fort Constantine" and settled in for the winter with temperatures dipping to -73 degrees!

Kindest regards,

Cst. Vince Madore

For

S/S/M Rob MORIN
N. C. O. In Charge
Dawson City RCMP-GRC
Box 159
Dawson City, Yukon Y0B 1G0