

**CITY OF DAWSON**  
**AGENDA - COUNCIL MEETING #C24-13**  
**TUESDAY, July 16, 2024 at 7:00 p.m.**  
**Council Chambers, City of Dawson Office**

Join Zoom Meeting

<https://us02web.zoom.us/j/85007963943?pwd=kKcFMV85tNTluTyx8b4KMg01EUDWss.1>

Meeting ID: **850 0796 3943**

Passcode: **686619**

**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

1. Council Meeting Agenda #C24-13

**3. ADOPTION OF THE MINUTES**

1. Council Meeting Minutes C24-11 of June 18, 2024
2. Special Council Meeting C24-12 of June 26, 2024

**BUSINESS ARISING FROM MINUTES**

**4. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS**

1. Heritage Advisory Committee Member Appointment
2. Information Report RE: Tipping Fee Implementation Plan
3. Motion to Add a Regular Committee of the Whole Meeting in August

**5. BYLAWS & POLICIES**

1. 2024 Municipal Election Bylaw (#2024-09)- 3<sup>rd</sup> and Final Reading
2. Zoning Bylaw Amendment No. 29 (2024-05)- 2<sup>nd</sup> & 3<sup>rd</sup> Reading (East Bench Mining Claims)
3. Zoning Bylaw Amendment No. 30 (2024-06)- 2<sup>nd</sup> & 3<sup>rd</sup> Reading (Lower Bench Mining Claims)
4. 2024-02 Correspondence and Communications Policy

**6. CORRESPONDENCE**

1. Sue Lancaster RE: Concerns

**BUSINESS ARISING FROM CORRESPONDENCE**

**7. PUBLIC QUESTIONS**

**8. CLOSED MEETING- Section: 213 (3)(e)-Regarding a Matter Still Under Consideration Section: 213 (3)(f) Conduct of Existing or Anticipated Legal Proceedings**

**9. ADJOURNMENT**

**MINUTES OF COUNCIL MEETING C24-11** of the Council of the City of Dawson held on Tuesday, June 18, 2024 at 7:00 p.m. via City of Dawson Council Chambers.

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**PRESENT:**

Mayor William Kendrick  
 Councillor Alexander Somerville  
 Councillor Brennan Lister  
 Councillor Julia Spriggs  
 Councillor Patrik Pikálek

**REGRETS:**

**ALSO PRESENT:**

CAO: David Henderson  
 MC: Elizabeth Grenon  
 PDM: Farzad Zarringhalam  
 PWM: Jonathan Howe  
 CFO: David Ni

**1 CALL TO ORDER**

The Chair, Councillor Somerville called Council meeting C24-11 to order at 7:01 p.m.

**C24-11-01 2 ADOPTION OF AGENDA**  
**Moved By:** Councillor Spriggs  
**Seconded By:** Councillor Pikálek

That the agenda for Council meeting C24-11 of June 18, 2024 be adopted as presented.

CARRIED UNANIMOUSLY

**3 DELEGATIONS & GUESTS**

*The Chair, Councillor Somerville, declared a conflict of interest regarding the delegation and stepped out of the meeting.*

*Councillor Pikálek nominated Councillor Spriggs as chair of Meeting C24-11 until the return of Councillor Somerville.*

*Councillor Lister seconded the nomination. All members were in agreeance.*

**3.1 Delegate: John Mitchell RE: Horses in the North End**

John Mitchell explained the history of horses being kept on their property and asked that the bylaws be changed to keep it status quo.

*Councillor Somerville returned to the meeting and resumed as of Chair of the meeting.*

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#### 4 PROCLAMATIONS

- C24-11-02**      **4.1 Dawson City Pride Celebrations (June 28 - July 14, 2024)**  
**Moved By:** Councillor Somerville  
**Seconded By:** Councillor Spriggs
- That Council proclaim June 28-July 14, 2024 to be Dawson City Pride Celebrations, in the City of Dawson.
- CARRIED UNANIMOUSLY
- Mayor Kendrick read aloud the proclamation.*
- 

#### 5 PUBLIC HEARINGS

- 5.1 Subdivision Application #24-034: Lot 1021-2, Dome Road Subdivision**
- 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.
- 

- 5.2 Consolidation Application #24-037: W ½ of Lot 1 and W ½ of Lot 2, Block HJ, Harper Estate**
- The Chair called for submissions. The Chair called for submissions a second time. The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.
- 

- 5.3 Consolidation Application #24-038: E ½ of Lot 1 and E ½ of Lot 2, Block HJ, Harper Estate**
- The Chair called for submissions. The Chair called for submissions a second time. The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.
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- 5.4 Consolidation Application #24-039: Lots 7 and 3, Blocks C and 2, Government Addition**
- 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.
- 

#### 6 ADOPTION OF MINUTES

- C24-11-03**      **6.1 Council Meeting Minutes C24-09 of May 21, 2024**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Councillor Lister
- That the minutes of Council Meeting C24-09 of May 21, 2024 be approved as presented.
- CARRIED UNANIMOUSLY
-

- C24-11-04**      **6.2      Special Council Meeting Minutes C24-10 of May 29, 2024**  
**Moved By:** Councillor Spriggs  
**Seconded By:** Councillor Somerville
- That the minutes of Special Council Meeting C24-10 of May 29, 2024 be approved as presented.
- CARRIED UNANIMOUSLY
- 
- 7      FINANCIAL & BUDGET REPORTS**
- 
- C24-11-05**      **7.1      Accounts Payables: Cheque #60518 to #60851 & EFTs**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Councillor Spriggs
- That Council acknowledges receipt of Accounts Payable Cheques #60518-60851 and EFT's, provided for informational purposes.
- CARRIED UNANIMOUSLY
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- 8      SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS**
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- C24-11-06**      **8.1      CBC Restoration Project Direction**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Pikálek
- That Council direct administration to proceed with Option 2: Restoration plan to dedicate a portion of the 2024 project budget to the restoration of the exterior cladding.
- CARRIED UNANIMOUSLY
- 
- C24-11-07**      **8.2      Interim Landfill Agreement 2024 Renewal**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Councillor Somerville
- That Council authorize the renewal of the Interim Regional Waste Management Facility Agreement for 2024.
- CARRIED UNANIMOUSLY
- 
- C24-11-08**      **8.3      Motion from Member of Council RE: City of Dawson Land Development Update**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Somerville
- That Council direct administration to prepare a land development update regarding City of Dawson-owned lands, with the intent of obtaining further feedback and direction from Council on land development priority areas, next steps, and associated timelines.
- CARRIED 3-2
-

- C24-11-09**      **8.4      Community Grants & Recreation Grants – May Intake**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Mayor Kendrick
- That Council approve the Community Grants, as recommended by the Community Grant Committee in the amount of \$12,718.67 and approve the Level 2 Recreation Grants, as recommended by the Recreation Board in the amount of \$12,838.30.
- CARRIED UNANIMOUSLY
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- 8.5      Subdivision Applications #24-034 to #24-039**
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- C24-11-10**      **8.5.1      Subdivision Application #24-034: Lot 1021-2, Dome Road Subdivision**  
**Moved By:** Councillor Spriggs  
**Seconded By:** Mayor Kendrick
- That Council grant subdivision authority to subdivide Lot 1021-2, Quad 166 B/03 into two lots, subject to the following conditions:
1. The applicant submits a Stormwater Management Plan to the satisfaction of the Planning Manager and Public Works Manager.
  2. The applicant submits an access plan to the satisfaction of the Planning Manager and Public Works Manager.
  3. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
  4. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.
- CARRIED UNANIMOUSLY
- 
- C24-11-11**      **8.5.2      Consolidation Application #24-037: W ½ of Lot 1 and W ½ of Lot 2, Block HJ, Harper Estate**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Spriggs
- That Council grant subdivision authority to consolidate W ½ of Lot 1 and W ½ of Lot 2, Block HJ, Harper Estate subject to the following conditions:
1. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
  2. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.
- CARRIED UNANIMOUSLY
- 
- C24-11-12**      **8.5.3      Consolidation Application #24-038: E ½ of Lot 1 and E ½ of Lot 2, Block HJ, Harper Estate**  
**Moved By:** Councillor Somerville  
**Seconded By:** Councillor Spriggs
- That Council grant subdivision authority to consolidate E ½ of Lot 1 and E ½ of Lot 2, Block HJ, Harper Estate, subject to the following conditions:

1. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
2. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

CARRIED UNANIMOUSLY

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**C24-11-13**      **8.5.4 Consolidation Application #24-039: Lots 7 and 3, Blocks C and 2, Government Addition**

**Moved By:** Councillor Spriggs

**Seconded By:** Mayor Kendrick

That Council grant subdivision authority to consolidate Lot 7 (remainder) Block C, Government Addition and Lot 31 Block 2, North End, subject to the following conditions:

1. The applicant submits a Stormwater Management Plan to the satisfaction of the Planning Manager and Public Works Manager.
2. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
3. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

CARRIED UNANIMOUSLY

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**9 BYLAWS & POLICIES**

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**C24-11-14**      **9.1 2024 Municipal Election Bylaw (#2024-09)- 2nd Reading**

**Moved By:** Councillor Somerville

**Seconded By:** Councillor Lister

That Council give bylaw #2024-09, being the 2024 Municipal Election Bylaw, second reading.

CARRIED 4-1

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**9.2 Zoning Bylaw Amendment No. 32 (#2024-11)- 2nd and 3rd Readings**

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**C24-11-15**      **9.2.1 Zoning Bylaw Amendment No. 32 (#2024-11)-Second Reading**

**Moved By:** Councillor Somerville

**Seconded By:** Mayor Kendrick

That Council give bylaw #2024-11, being Zoning Bylaw Amendment No. 32 Bylaw, second reading.

CARRIED UNANIMOUSLY

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**C24-11-16**      **9.2.2 Zoning Bylaw Amendment No. 32 (#2024-11)-Third and Final Reading**

**Moved By:** Mayor Kendrick

**Seconded By:** Councillor Somerville

That Council give bylaw #2024-11, being Zoning Bylaw Amendment No. 32 Bylaw, third and final reading.

CARRIED UNANIMOUSLY

## 10 PUBLIC QUESTIONS

Sylvia Farr had questions regarding the development of the landfill and a question regarding a firebreak and parking on 5th Avenue between King Street and Queen Street.

Sue Lancaster had a question regarding rec grants and a question regarding why her letter wasn't included in the agenda package.

Brent Macdonald had a question regarding communication preferences of Council.

Diana Andrew had questions regarding the interim landfill agreement.

Kim Biernaskie had a question regarding the account payables cheque #60526.

## 11 CLOSED MEETING: A Matter Still Under Consideration (Section 213(3)(e) Municipal Act)

**C24-11-17**      **11.1 Extend Meeting**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Mayor Kendrick

That Council meeting C24-11 be extended not to exceed one hour

CARRIED UNANIMOUSLY

**C24-11-18**      **11.2 Move into Closed Session of Council**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Somerville

That Council move into a closed session of Council, as authorized by Section 213(3)(e) of the *Municipal Act*, for the purposes of discussing a matter still under consideration.

CARRIED UNANIMOUSLY

**C24-11-19**      **11.3 Revert to Open Session of Council**  
**Moved By:** Councillor Somerville  
**Seconded By:** Mayor Kendrick

That Council revert to an open session of Council to proceed with the agenda.

CARRIED UNANIMOUSLY

**C24-11-20**      **12 ADJOURNMENT**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Mayor Kendrick

That Council Meeting C24-11 be adjourned at 10:11 p.m. with the next regular meeting of Council being July 16, 2024.

CARRIED UNANIMOUSLY

**THE MINUTES OF COUNCIL MEETING C24-11 WERE APPROVED BY COUNCIL RESOLUTION #C24-XX-XX AT COUNCIL MEETING C24-XX OF JULY 16, 2024.**

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Alexander Somerville, Chair

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David Henderson, CAO



**MINUTES OF SPECIAL COUNCIL MEETING C24-12** of the Council of the City of Dawson held on Wednesday, June 26, 2024 at 5:30 p.m. via City of Dawson Council Chambers

**PRESENT:**

Mayor William Kendrick  
Councillor Julia Spriggs  
Councillor Patrik Pikálek

**REGRETS:**

Councillor Alexander Somerville  
Councillor Brennan Lister

**ALSO PRESENT:**

CAO: David Henderson  
AMC: Shelly Musyj  
CFO: David Ni

*Councillor Pikálek nominated Councillor Spriggs to chair Special Council Meeting C24-12. Councillor Spriggs seconded the nomination. All members present were in agreeance.*

**1 CALL TO ORDER**

The Chair, Councillor Spriggs called Special Council meeting C24-12 to order at 5:30 p.m..

**2 SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS**

**C24-12-01 2.1 Receive and Approve the 2023 Draft Audited Statements of the City of Dawson**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Councillor Spriggs

That Council receive and approve the 2023 Draft Audited Statements of the City of Dawson.

CARRIED UNANIMOUSLY

**C24-12-02 3 ADJOURNMENT**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Mayor Kendrick

That Special Council Meeting C24-12 be adjourned at 6:40 p.m. with the next regular meeting of Council being July 16, 2024.

CARRIED UNANIMOUSLY

**THE MINUTES OF SPECIAL COUNCIL MEETING C24-12 WERE APPROVED BY COUNCIL RESOLUTION #C24-13-XX AT COUNCIL MEETING C24-13 OF JULY 16, 2024.**

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Julia Spriggs, Chair

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David Henderson, CAO



# City of Dawson

## Report to Council

Agenda Item	Heritage Advisory Committee Appointment
Prepared By	Planning and Development
Meeting Date	July 16, 2024
References (Bylaws, Policy, Leg.)	Heritage Bylaw
Attachments	

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That Council appoint Sylvia Soulliere to the Heritage Advisory Committee with terms ending September 30, 2026.

### Executive Summary

There are currently two open seats on the Heritage Advisory Committee. As per S. 4.01 of the Heritage Bylaw "Council shall, by resolution, appoint a minimum of three and a maximum of five voting members to the Heritage Advisory Committee".

### Background

The City of Dawson has received a written self nomination by Sylvia Soulliere.

### Discussion / Analysis

Currently, HAC has three voting members:

1. Megan Gamble - appointed September 21st 2022 to September 30th 2024
2. Mike Ellis - appointed March 29th 2023 to September 30th 2024
3. Aaron Woroniuk – Appointed February 26th 2024 to September 30th, 2025

Self nomination letter from Sylvia Soulliere:

*My name is Sylvia Soulliere and I have been a Dawson resident since 2017. I am inquiring about joining the Heritage Advisory Committee as I moved here due to the beauty and rich history that Dawson City holds. It would be an honour to be a part of upholding the unique aesthetic that made me fall in love with this town.*

*As for personal experience, I worked as the Planning and Development Assistant from August 2018 to May 2019 and was responsible for running the Heritage Advisory Committee meetings during this time. I already have a knowledge of the procedure of the meetings & requirements stated in the Heritage Management Plan.*

### Fiscal Impact

Voting members of the Heritage Advisory Committee will be compensated with a monthly honorarium of \$200.

### Next Steps

Planning will inform the applicant of the Council's decision.

Approved by	Name	Position	Date
	<a href="#">Elizabeth Gam</a>	A/CAO-Municipal Clerk	July 12, 2024



# City of Dawson

## Report to Council

Agenda Item	Tipping fee implementation plan
Prepared By	Project Manager
Meeting Date	July 10 <sup>th</sup> , 2024
References (Bylaws, Policy, Leg.)	
Attachments	

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

### Recommendation

This report is for information purposes only.

### Executive Summary

This report provides an update on the implementation of volume-based tipping fees as part of our City's waste management strategy and interim waste management agreement. The introduction of these fees aims to incentivize waste reduction and diversion, promote recycling efforts, and align with sustainability goals. The phased approach includes initial implementation for Industrial, Commercial, and Institutional (ICI) waste followed by domestic waste.

### Background

Traditional flat-rate fees do not incentivize waste reduction or recycling efforts effectively. Council accepted the 2024 Interim Regional Waste Agreement on June 18<sup>th</sup>, 2024 which includes the commitment to introduce tipping fees at the Quigley Landfill.

The implementation plan for volume-based tipping fees is currently being developed, where charges are based on the volume of waste disposed as approved in the 2023 and 2024 fees and charges bylaw.

### Discussion / Analysis

The 2021 Sterling Hansen Associates report for the Association of Yukon Communities provides the following estimates for Dawson City.

A MSW Generation rate: 2.30 kg/person/day or 839.50 kg/person/year and a Recycling rate: 0.23 kg/person/day or 83.95 kg/person/year

The adoption of tipping fees will allow the City of Dawson to improve the tracking of the recycling rate of the community.

The first meeting with the Waste Management Group took place on July 8<sup>th</sup>. The primary topics of discussion were tipping fee implementation, ICI fee structure, additional cost neutral material salvaging/diversion options, and public engagement strategies.

### Next Steps

1. Continued engagement with the Waste Management Working Group.
2. Phase 1 - ICI Tipping Fees: Roll out volume-based tipping fees for ICI sectors, including comprehensive outreach and education programs.
3. Phase 2 - Domestic Waste Fees: Gradually introduce volume-based tipping fees for residential sectors, following successful implementation in Phase 1.
4. Diversion Alternatives: Continue evaluating salvaging and diversion opportunities (e.g. Additional recycling bins, list of free material disposal at the landfill)
5. Monitoring and Evaluation: Regularly assess the program's impact on waste reduction, recycling rates, and financial outcomes to inform future adjustments and improvements.

Approved by	Name	Position	Date
	<a href="#">Elizabeth Gern</a>	A/CAO-Municipal Clerk	Jul 12, 2024



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

**WHEREAS** section 53 of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may by bylaw regulate the conduct of an election; and

**WHEREAS** section 60 (1)(a) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may dispense with the requirement of a list of electors for an election; and

**WHEREAS** section 61 (1)(b) of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may by bylaw provide for a system of registration of person entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote; now

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

### PART I - INTERPRETATION

#### 1.00 Short Title

1.01 This bylaw may be cited as the **2024 Municipal Election Bylaw**.

#### 2.00 Purpose

2.01 The purpose of this bylaw is to regulate the conduct of the 2024 municipal election.



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

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# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

### 3.00 Definitions

3.01 In this Bylaw:

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

## PART II – APPLICATION

### 4.00 Election Officials

- 4.01 Pursuant to section 56(1) of the *Municipal Act*, Mr. Charles Brunner is hereby appointed as Returning Officer and is hereby responsible for the administration of the 2024 municipal election.
- 4.02 Pursuant to section 56 (1)(e) of the *Municipal Act*, the Returning Officer is hereby delegated the power to appoint Deputy Returning Officers.
- 4.03 For the purposes of fulfilling the requirements of Division 3 of the *Municipal Act*, the CAO or their designate shall serve as the Designated Municipal Officer.
- 4.04 Election officials shall, during their employment, refrain from any active or public support or criticism of any candidate.

### 5.00 Nominations

- 5.01 Nomination Day is Thursday, September 19, 2024.
- 5.02 Nomination proceedings shall take place in the City Council Chambers located on the upper floor of the City Administration Building located at 1336 Front Street.



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

- 5.03 The Returning Officer shall receive nominations no later than 12 noon on Thursday, September 26, 2024.
- 5.04 Nominations may be presented to the Designated Municipal Officer, or Returning Officer, or via fax.
- 5.05 All faxed nominations shall be clearly marked "ELECTION NOMINATION" and be sent to the attention of the Returning Officer or Designated Municipal Officer.
- 5.06 In all cases, it shall be the responsibility of the person presenting the nomination to ensure that the nomination is complete and presented prior to the deadline pursuant to this bylaw.
- 6.00 Places and Hours of Polls**
- 6.01 The advanced polling place and the regular polling place shall be established at the Art and Margaret Fry Recreation Centre.
- 6.02 The advanced poll shall be held Thursday, October 10, 2024, and the hours of the poll shall be from 8 a.m. to 8 p.m.
- 6.03 Pursuant to section 53(d) of the *Municipal Act*, council does hereby establish a mobile polling station for the express purpose of attending health care and extended health care facilities within the City of Dawson or at residences of electors' incapable of attending a poll due to physical incapacity.
- 6.04 The mobile poll shall be conducted on Thursday, October 10, 2024.
- 6.05 The Returning Officer is hereby delegated the authority to determine the hours and manner of operation of the mobile poll within the constraints of the *Municipal Act* requirements for conducting an election.
- 6.06 The regular poll shall be held Thursday, October 17, 2024, and the hours shall be from 8 a.m. to 8 p.m.
- 7.00 Registration of Voters**
- 7.01 Pursuant to section 60(1) of the *Municipal Act*, the city hereby dispenses with the requirement to produce a list of electors for the 2024 municipal election.



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

7.02 Pursuant to section 60(1)(b) and 61(1)(b) of the *Municipal Act*, the city does hereby establish the following procedures and forms to govern the conduct of the 2024 municipal election:

- (a) All individuals meeting the eligibility criteria contained in section 48 of the *Municipal Act* and wishing to cast a ballot shall be required to register by swearing or affirming the Oath of Elector Eligibility, contained in Appendix A of this bylaw, in the presence of a Deputy Returning Officer.
- (b) Once the Voting Register has been completed, the Deputy Returning Officer shall present the elector with ballot(s).

### 8.00 NOTICE TO ELECTORS

8.01 The Designated Municipal Officer shall supply to the Returning Officer signage to be displayed at all polling stations which shall inform voters of the following:

- (a) The offences contained in section 160 of the *Municipal Act*; and
- (b) The penalties associated with the offences contained in section 160 of the *Municipal Act*; and
- (c) A statement that, pursuant to this bylaw, the name of any individual challenged by a Deputy Returning Officer, a candidate or candidate's agent, or by an elector, who swears an oath of eligibility and votes in the election shall be forwarded to the appropriate authorities for investigation and possible prosecution.

### 9.00 Challenged Electors

9.01 Within 7 days of receipt of election records from the Returning Officer, the Designated Municipal Officer shall examine the Voting Register for the purpose of identifying any elector who was challenged at the poll.

9.02 The Designated Municipal Officer shall, within 5 days of examining the Voting Register, forward copies of the Voting Registrations of all challenged electors to the appropriate authorities for investigation and prosecution.





# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

### 10.00 Fees

10.01 The following rates shall be paid to persons, other than full time officers or employees of the city, acting as election officials:

Returning Officer	as per contract \$6000
Deputy Returning Officer	\$29.00 per hour
Polling Clerk	\$23.00 per hour

### PART III – FORCE AND EFFECT

#### 11.00 Appendices

11.01 Appendix “A” attached to and referred to in this bylaw forms part of this bylaw and is to be read in conjunction with this bylaw.

#### 12.00 Severability

12.01 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder unless the court makes an order to the contrary.

#### 13.00 Enactment

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

#### 14.00 Bylaw Readings

Readings	Date of Reading
FIRST	<b>May 29, 2024</b>
SECOND	<b>June 18, 2024</b>
THIRD and FINAL	



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

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*Alexander Somerville, Chair*  
**Presiding Officer**

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*David Henderson, CAO*  
**Chief Administrative Officer**

DRAFT



# THE CITY OF DAWSON

*2024 Municipal Election Bylaw*

Bylaw No. 2024-09

## PART IV – APPENDIX A

DRAFT

APPENDIX "A"

VOTING REGISTER  
Municipal Act – Section 60  
City of Dawson Bylaw #2024-09

Local Jurisdiction: City of Dawson  
Election Date: October 17, 2024  
Voting Station: \_\_\_\_\_

**Oath of Elector Eligibility**

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Elector) (Street Address of Residence)

Do hereby swear / affirm that I am eligible to vote in the above mentioned election because:

- I have not voted previously in this election;
- I am 18 years of age or older;
- I am a Canadian Citizen; and
- I have resided within the boundaries of the City of Dawson for the 12 consecutive months preceding Election Day

\_\_\_\_\_  
Signature of Elector

\_\_\_\_\_  
Signature of Deputy Returning Officer

**Deputy Returning Officer**

Voter Number: \_\_\_\_\_

Ballots Issued to Elector (Check [x] all that apply)

- MAYOR
- COUNCILLORS

OBJECTION TO PERSON VOTING	Name of Candidate / Candidate Agent Making Objection	Deputy's Initials
	Reason for Objection:	
INCAPACITATED ELECTOR	Ballot of Incapacitated Elector was marked by another person: Check [ ]	
	Reason:	



# City of Dawson

## Report to Council

Agenda Item	Bylaw #2024-05 and Bylaw #2024-06
Prepared By	Planning and Development
Meeting Date	July 16, 2024
References (Bylaws, Policy, Leg.)	Municipal Act
Attachments	Bylaw #2024-05 and Bylaw #2024-06

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

### Recommendation

1. That Council give bylaw #2024-05, being the Zoning Bylaw Amendment No.29 Bylaw, second reading.
2. That Council give bylaw #2024-05, being the Zoning Bylaw Amendment No.29 Bylaw, third and final reading.
3. That Council give Bylaw #2024-06, being the Zoning Bylaw Amendment No.30 Bylaw, second reading.
4. That Council give Bylaw #2024-06, being the Zoning Bylaw Amendment No.30 Bylaw, third and final reading.

### Executive Summary

The City is working to balance land planning and mineral extraction land use needs through the creation of a time limited Direct Control District (DCD) for the Klondike River Bench and Klondike East Bench areas that will enable mineral extraction activity in the medium term.

### Background

Official Community Plan Amendment No. 6 (Bylaw #2022-05) was passed on July 6, 2022 and provides for the use of DCDs in the OCP and ZBL generally, as well as designates the Klondike East Bench DCD in the OCP.

Official Community Plan Amendment No. 7 (Bylaw #2022-07) was passed on August 31, 2022 and designates Klondike River Bench DCD in the OCP.

### Discussion / Analysis

#### Direct Control Districts

S. 291 of the Municipal Act under Division 2: 'Zoning Bylaws' provides a zoning tool that enables municipalities to create direct control districts in both the OCP and ZBL to directly regulate land use and development of selected area(s). Direct control districts are intended to provide for development that may be outside of the land uses and regulations of standard zoning. It is a short section with three clauses:

1. *The council of a municipality may designate direct control districts in its official community plan if it wants to directly control the use and development of land or buildings in the area individually rather than establish rules common to all buildings and land in the area.*
2. *If a direct control district is designated in a zoning bylaw, the council may, subject to the official community plan, regulate the use or development of land or buildings in the district in any manner it considers necessary.*
3. *In respect of a direct control district, the council may decide on a development permit application itself, or may delegate the decision to a development authority that may be created under section 191 with directions that it considers appropriate.*

The powers granted to municipalities under the Municipal Act to create direct control districts are broad and, once created, Council has significant discretion in how a development in a direct control district is regulated. The Municipal Act requires both the designation of direct control districts in the OCP and the designation of direct control districts in the ZBL.

District-Specific Regulations have been specified in sections 4 of the attached bylaws.

Approved by	Name	Position	Date
	<i>Elizabeth Grenon</i>	A/CAO-Municipal Clerk	July 12, 2024



July 10, 2024

City of Dawson Mayor and Council  
City of Dawson  
Box 308  
Dawson City, YT Y0B 1G0

Dear Mayor and Council,

**Re: City of Dawson Consultation regarding Zoning Bylaw Amendments No. 29 and 30**

I am writing on behalf of Tr'ondëk Hwëch'in (TH) Council regarding Zoning Bylaw Amendments no. 29 and no. 30. I thank the City of Dawson (CoD) for providing TH the opportunity to consult on these proposed before the final reading.

TH is supportive of the two amendments, although our support for the zoning amendments is not an endorsement of the project or mining within the municipality overall. We note that the Official Community Plan amendment was made in 2022 and the Zoning Amendment is necessary for the CoD to implement it.

Following our discussion, we highlight the following comments we wish to share as part of this Consultation:

1. Ultimately, TH view the amendments as a temporary solution to the ongoing issue of how mining activities are assessed and permitted within municipalities. We note that both amendments are time limited (no. 29 is 2040 and no. 30 is 2027), but it is unclear what will happen upon expiry of the mining land use permits issued by the Yukon Government (YG). Will new amendments be required upon renewal of mining land use permits? Additionally, we believe that the noise limit for the upper bench portion (amendment no.29) will mean that the mining work the proponent wishes to undertake will not be completed within the mandated timeframe, which again raises questions as to whether new zoning amendments will be needed in future.
2. TH recognizes that the CoD and YG have an interest in developing the area in the future. As such, we recognize that the mine needs to be worked to expedite planning, potentially for new residential areas. TH supports the amendment to the zoning bylaw insofar as it will ensure the proponent adheres to the CoD's bylaws and that a Direct Control District will enable greater enforcement power. The continuance of mining in this area is an issue the CoD and YG need to address, and we hope these amendments support the eventual cessation of activity in this area.

Tr'ondëk Hwëch'in Government  
PO Box 599 · Dawson City, YT · Y0B 1G0  
Phone 867-993-7100 · Fax 867-993-6553  
Web [www.trondek.ca](http://www.trondek.ca)

3. We note that reclamation is required for both amendments and therefore TH encourages the CoD to work with the proponent to undertake reclamation in a way that will support the area's possible future development. To assure us that reclamation will happen, we ask the following questions:
  - a. Can the CoD confirm the proponent will be responsible for reclamation, including the total financing of reclamation?
  - b. Who will ensure the reclamation takes place and enforce the provisions of the bylaw?
4. Related to the last point, TH requests clarification on the requirement to maintain a 2 to 1 slope around the trails. Is the requirement only during the reclamation stage or also when mining activity is being undertaken?
5. TH has questions about what could be contained within the Development Permit itself and wants to be certain that the conditions are in line with the Zoning Amendments and the land use permit issued by YG. We request that when permits are issued, TH receives a copy.

We want to make clear that our support of this amendment is unrelated to our previous consultation with YG that was undertaken during the YESAB assessment. Our interest is to ensure TH interests and Settlement Lands are protected and currently, we do not see any adverse impacts based on the terms included in the Zoning Amendments. If there are changes to the amendments before the final reading, we request that there is further consultation with TH. Finally, it is our view that these amendments will not ultimately provide the CoD and its residents with any long-term certainty over the future of this area. As long as the claims remain in good standing with YG, the current Placer Act maintains that the claimholder has a right to mine the sub-surface.

Should you wish to discuss any of the above items further, please do not hesitate to contact us. Alice McCulley ([Alice.McCulley@trondek.ca](mailto:Alice.McCulley@trondek.ca)), Natural Resources Director, will be able to provide technical clarification. Any other correspondence related to this consultation should be directed through Brenda Butterworth-Carr, Executive Director.

Sincerely,



Darren Taylor  
Hähkè, Tr'ondëk Hwëch'in

cc: Alice McCulley, TH Natural Resources Director  
Brenda Butterworth-Carr, TH Executive Director  
David Henderson, CoD CAO



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 29 Bylaw

Bylaw No. 2024-05

**WHEREAS** section 265 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council may pass bylaws for municipal purposes; and

**WHEREAS** section 289 of the Municipal Act provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

**WHEREAS** section 294 of the Municipal Act provides for amendment of the Zoning Bylaw;

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

### PART I - INTERPRETATION

#### 1.00 Short Title

This bylaw may be cited as the *Zoning Bylaw Amendment No. 29 Bylaw*.

#### 2.00 Purpose

2.01 The purpose of this bylaw is to provide for:

- (a) The provision of Direct Control Districts.
- (b) The designation of the Klondike East Bench Direct Control District.
- (c) A series of text amendments.





# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 29 Bylaw

Bylaw No. 2024-05

### Table of Contents

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# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 29 Bylaw

Bylaw No. 2024-05

### 3.00 Definitions

#### 3.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretation Act*, RSY 2002, c. 125, shall apply;
- (b) “City” means the City of Dawson; and
- (c) “Council” means the Council of the City of Dawson; and
- (d) “*Force Majeure*” means any of the following: acts of God, earthquakes, hurricanes, landslides, floods, explosions, wars, armed conflicts, riots, insurrections, rebellions, sabotage, blockades, epidemics/pandemics, partial or entire failures of utilities and infrastructure owned and operated by governmental bodies, lockouts, strikes and other labour disturbances, or any other event or cause, whether similar or dissimilar to the foregoing, beyond the control of the placer miner which they could not reasonably have protected themselves against, provided however that lack of funds or credit, regulatory approvals, and ordinary weather events, including large snow events, and other circumstances that are reasonably foreseeable in and around the Yukon and the City of Dawson area, or any event or cause which was caused, created by or in any way contributed to by the placer miner, shall not constitute an event of *force majeure*.”

## PART II – APPLICATION

### 4.00 Amendment

#### 4.01 Insert a new subsection 15.3 “DCD (Direct Control Districts)”. The new subsection 15.3 shall read as follows:

“A direct control district is an area where, in the opinion of Council, development may require a more specific, sensitive, and flexible means of land use and development control, including, but not limited to, time limited uses.

Council shall decide on development permit applications in direct control districts.



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 29 Bylaw

Bylaw No. 2024-05

Direct control districts shall be regulated as per section 291 of the Municipal Act. For greater certainty, for designated time limited direct control districts, upon expiry of the time limited direct control district, no legal non-conforming uses are thereby created under section 301 of the Municipal Act or otherwise.”

- 4.02 Council designates the Direct Control District titled “Klondike East Bench Direct Control District” under subsection 15.3.1 as follows:

“The purpose of the Klondike East Bench Direct Control District is for Council to directly control land use and development within the designated area to enable time limited mineral extraction activity until December 31, 2040 provided there is an active placer land use approval and water license in effect for the mineral claims contained within the Klondike East Bench Direct Control District.

The area of the Klondike East Bench Direct Control District is depicted by the map amendment in section 8 of this bylaw (the “Amended Area”). This specifically includes the Grant Numbers listed in Table 1 of this bylaw”.

- 4.03 Insert “Permitted Uses” under subsection 15.3.1 as follows:

“The following use(s) are permitted in the Klondike East Bench Direct Control District:

1. Land development preparation
2. Natural resource development
3. Reclamation
4. Remediation”

- 4.04 Insert “District-Specific Regulations” under subsection 15.3.1 as follows:

1. “Granular material excavated from any mining operations site may be relocated from one area of the site to another, but no material may be removed from the site, other than for a permitted Natural Resource Extraction use.
2. No quarrying activity is permitted, as an otherwise permitted Natural Resource Extraction use.
3. Mining operations must at all times be in compliance with the Property Maintenance & Nuisance Abatement Bylaw #07-03.
4. Hours of operation for mining operations sites shall be limited to 9:00 a.m. to 5:00 p.m. or any hours of operation permitted under valid and subsisting licenses obtained from



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 29 Bylaw

Bylaw No. 2024-05

both the Yukon Environmental and Socio-economic Assessment Board or the Yukon Water Board.

5. Vehicles that may rut, mark, or otherwise damage a road may not be operated on a City road right-of-way. Any violations will be subject to the terms, conditions and penalties set out under the Traffic By-Law #00-21.
6. A person operating a mining operations site shall post adequate notices on the boundaries of the active mining area notifying the public that they are entering an active mine site. The notices posted must be visible and legible to the public at all times.
7. A person operating a mining operations site must report any suspected naturally occurring asbestos immediately to both the City and to the Medical Officer of Health with Yukon Government, Health and Social Services.
8. A person operating a mining operations site shall contact the City immediately in the event of a reportable petroleum hydrocarbon spill.
9. The Operator must not mine, access or in any way disturb the trails referred to as the Moose Mountain Cross Country Ski trails. A 30 m buffer must be maintained for all trails, in which no mining activity of any kind shall take place.
10. No activity shall take place within 100 m of curtilage of an existing residence (defined as the developed areas of a property) unless the person operating a mining operations site provides the City with written approval from all affected residents to operate within that buffer zone.
11. The only septic system allowed for a mining operation is a septic holding tank which is to be operated in accordance with the Public Health and Safety Act, RSY 2002, c. 176.
12. In addition to the above-listed conditions, all mining operations must comply with all applicable municipal bylaws and policies, and non-compliance will be subject to any applicable enforcement and penalties as set out in the applicable bylaws and policies.
13. The time period established for the Klondike East Bench Direct Control District, shall be extended by up to a maximum of one year from the date(s) that any holder of a valid placer mining claim is prevented from performing miner like work on their claims by reason of *force majeure*, provided the miner provides the City with immediate written notice on their discovery of the same. The extension of time shall be limited to the time the miner was reasonably prevented from performing mining work on account of the *force majeure* event at issue, provided that the cumulative extension of time available to the miner, on account of all *force majeure* events and in respect of any or all of their mining claims within the Klondike East Bench Direct Control District, shall not exceed one year in duration.”



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 29 Bylaw

Bylaw No. 2024-05

- 4.05 The zoning maps attached to and forming part of Zoning Bylaw 2018-19 are hereby amended by changing the zoning of a portion of the Amended Area from Future Planning to Klondike East Bench Direct Control District, as shown in Appendix 1, until December 31, 2040.
- 4.06 The zoning maps attached to and forming part of Zoning Bylaw 2018-19 are hereby amended by changing the zoning of a portion of the Amended Area from Parks and Greenspace to Klondike East Bench Direct Control District, as shown in Appendix 1, until December 31, 2040.

### PART III – FORCE AND EFFECT

#### 5.00 Severability

- 5.01 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder unless the court makes an order to the contrary.

#### 6.00 Enactment

- 6.01 This bylaw shall come into force on the day of the passing by Council of the third and final reading.

#### 7.00 Bylaw Readings

Readings	Date of Reading
FIRST	April 16, 2024
PUBLIC HEARING	May 7, 2024
SECOND	
THIRD and FINAL	

\_\_\_\_\_  
*Alexander Somerville, Chair*  
**Presiding Officer**

\_\_\_\_\_  
*David Henderson, CAO*  
**Chief Administrative Officer**



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 29 Bylaw

Bylaw No. 2024-05

### 8.00 Appendices

#### Appendix 1. Amended Area

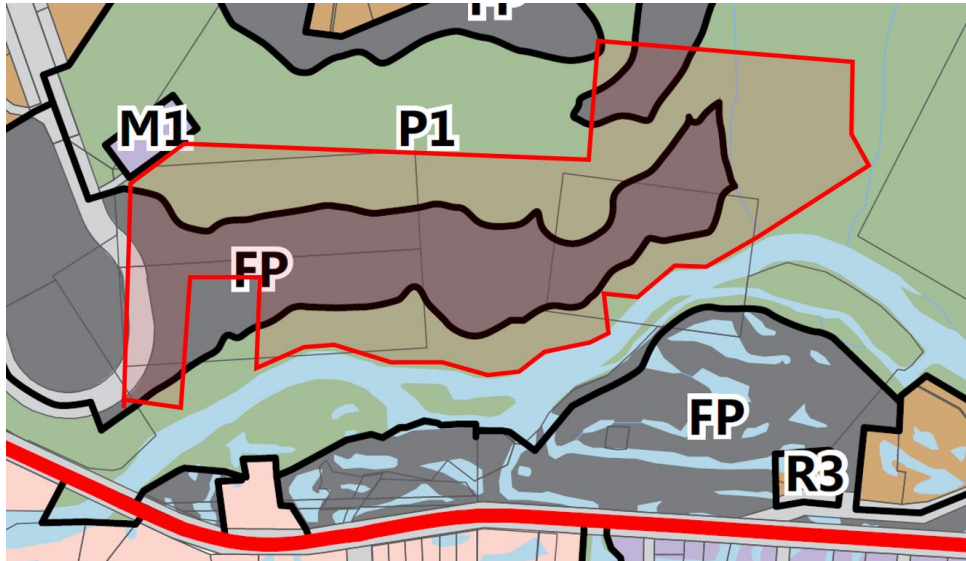


Figure 1. Map amendment.

P 38790	P 33141	P 33143
P 34949	P 37566 (north of Klondike River only)	P 00691 (north of Klondike River only)
P 04455	P 04456	P 22058
P 28927 (north of Klondike River only)	P 34978	P 35171
P 35187 (north of Klondike River only)	P 35685 (north of Klondike River only)	P 36281
P 36282	P 37027	P 37068
P 29645 (excluding lot 1029, Quad 116B/03)	P 29759	P 01543 (north of Klondike River only)
P 01545 (north of Klondike River only)		

Table 1. Grant Numbers within the Amended Area as per the active Placer Land Use Approval and Water License.



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 30 Bylaw

Bylaw No. 2024-06

**WHEREAS** section 265 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council may pass bylaws for municipal purposes; and

**WHEREAS** section 289 of the Municipal Act provides that a zoning bylaw may prohibit, regulate and control the use and development of land and buildings in a municipality; and

**WHEREAS** section 294 of the Municipal Act provides for amendment of the Zoning Bylaw;

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

### PART I - INTERPRETATION

#### 1.00 Short Title

This bylaw may be cited as the *Zoning Bylaw Amendment No. 30*.

#### 2.00 Purpose

2.01 The purpose of this bylaw is to provide for the designation of the Klondike River Bench Direct Control District.





# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 30 Bylaw

Bylaw No. 2024-06

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# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 30 Bylaw

Bylaw No. 2024-06

### 3.00 Definitions

#### 3.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretation Act*, RSY 2002, c. 125, shall apply;
- (b) “City” means the City of Dawson;
- (c) “Council” means the Council of the City of Dawson; and
- (d) “*Force majeure*” means any of the following: acts of God, earthquakes, hurricanes, landslides, floods, explosions, wars, armed conflicts, riots, insurrections, rebellions, sabotage, blockades, epidemics/pandemics, partial or entire failures of utilities and infrastructure owned and operated by governmental bodies, lockouts, strikes and other labour disturbances, or any other event or cause, whether similar or dissimilar to the foregoing, beyond the control of the placer miner which they could not reasonably have protected themselves against, provided however that lack of funds or credit, regulatory approvals, and ordinary weather events, including large snow events, and other circumstances that are reasonably foreseeable in and around the Yukon and the City of Dawson area, or any event or cause which was caused, created by or in any way contributed to by the placer miner, shall not constitute an event of *force majeure*.”

## PART II – APPLICATION

### 4.00 Amendment

#### 4.01 Council designates the Direct Control District titled “Klondike River Bench Direct Control District” under subsection 15.3.2 as follows:

“The purpose of the Klondike River Bench Direct Control District is for Council to directly control land use and development within the designated area to enable time limited mineral extraction activity until December 31, 2027. For greater certainty, the allowable mineral extraction uses in the Klondike East Bench Direct Control District will expire on December 31, 2027.



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 30 Bylaw

Bylaw No. 2024-06

The area of the Klondike River Bench Direct Control District is depicted by the map amendment in section 8 of this bylaw (the “Amended Area”). This specifically includes the Grant Numbers listed in Table 1 of this bylaw”.

4.02 Insert “Permitted Uses” under subsection 15.3.2 as follows:

“The following use(s) are permitted in the Klondike River Bench Direct Control District:

1. Land development preparation
2. Natural resource development
3. Reclamation
4. Remediation”

4.03 Insert “District-Specific Regulations” under subsection 15.3.2 as follows:

1. “Granular material excavated from any mining operations site may be relocated from one area of the site to another, but no material may be removed from the site, other than for a permitted Natural Resource Extraction use.
2. No quarrying activity is permitted.
3. Mining operations must at all times be in compliance with the Property Maintenance & Nuisance Abatement Bylaw #07-03.
4. Hours of operation for mining operations sites shall be limited to 9:00 a.m to 5:00 p.m on weekdays, or any hours and days of operation permitted under valid and subsisting licenses obtained from both the Environmental and Socio-economic Assessment Board or the Yukon Water Board.
5. Vehicles that may rut, mark, or otherwise damage a road may not be operated on a City road right-of-way. Any violations will be subject to the terms, conditions and penalties set out under the Traffic By-Law #00-21.
6. A person operating a mining operations site shall post adequate notices on the boundaries of the active mining area notifying the public that they are entering an active mine site. The notices posted must be visible and legible to the public at all times.
7. A person operating a mining operations site must report any suspected naturally occurring asbestos immediately to both the City and to the Medical Officer of Health with Yukon Government, Health and Social Services.
8. A person operating a mining operations site shall contact the City immediately in the event of a reportable petroleum hydrocarbon spill.
9. No activity shall take place within 100 m of curtilage of an existing residence (defined as the developed areas of a property) unless the person operating a mining operations site provides the City with written approval from all affected residents to operate within that buffer zone.



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 30 Bylaw

Bylaw No. 2024-06

10. The only septic system allowed for a mining operation is a septic holding tank which is to be operated in accordance with the Public Health and Safety Act, RSY 2002, c. 176.
  11. In addition to the above-listed conditions, all mining operations must comply with all applicable municipal bylaws and policies, and non-compliance will be subject to any applicable enforcement and penalties as set out in the applicable bylaws and policies.
  12. The time period established for the Klondike River Bench Direct Control District, shall be extended by up to a maximum of one year from the date(s) that any holder of a valid placer mining claim is prevented from performing miner like work on their claims by reason of *force majeure*, provided the miner provides the City with immediate written notice on their discovery of the same. The extension of time shall be limited to the time the miner was reasonably prevented from performing mining work on account of the *force majeure* event at issue. The cumulative extension of time available to the miner, on account of all *force majeure* events and in respect of any or all of their mining claims within the Klondike River Bench Direct Control District, shall not exceed one year in duration.
- 4.04 The zoning maps attached to and forming part of Zoning Bylaw 2018-19 are hereby amended by changing the zoning of a portion of the Amended Area from Single Detached and Duplex Residential to Klondike River Bench Direct Control District, as shown in Appendix 1, until December 31, 2027.
- 4.05 The zoning maps attached to and forming part of Zoning Bylaw 2018-19 are hereby amended by changing the zoning of a portion of the Amended Area from Institutional to Klondike River Bench Direct Control District, as shown in Appendix 1, until December 1, 2027.

### PART III – FORCE AND EFFECT

#### 5.00 Severability

- 5.01 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder unless the court makes an order to the contrary.

#### 6.00 Enactment



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 30 Bylaw

Bylaw No. 2024-06

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

### 7.00 Bylaw Readings

Readings	Date of Reading
FIRST	April 16, 2024
PUBLIC HEARING	May 7, 2024
SECOND	
THIRD and FINAL	

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*Alexander Somerville, Chair*  
**Presiding Officer**

---

*David Henderson, CAO*  
**Chief Administrative Officer**



# THE CITY OF DAWSON

## Zoning Bylaw Amendment No. 30 Bylaw

Bylaw No. 2024-06

### 8.00 Appendices

#### Appendix 1. Amended Area

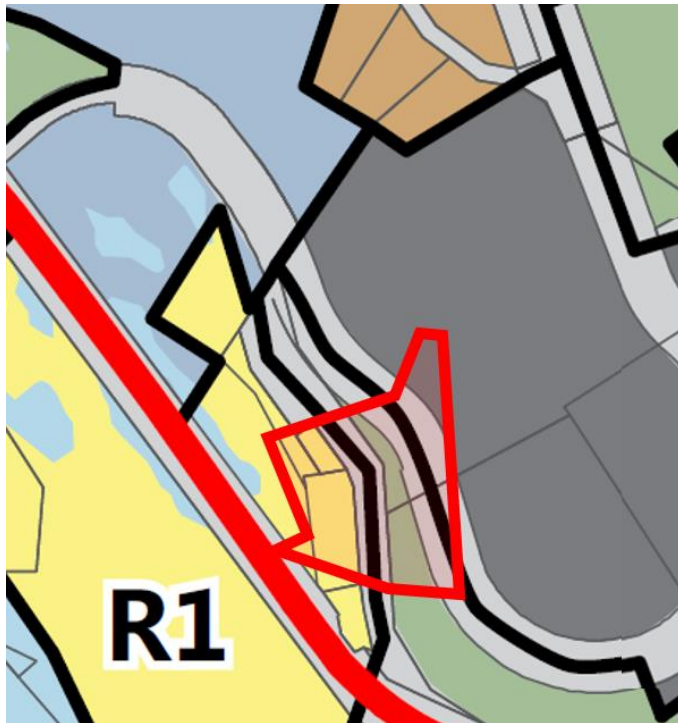


Figure 1. Map amendment.

P 34307	P 34309	P 36298
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Table 1. Grant Numbers within the Amended Area as per the active Placer Land Use Approval and Water License.



**City of Dawson  
Report to Council**

Agenda Item	Correspondence and Communications Policy
Prepared By	David Henderson CAO / Liz Grennon Municipal Clerk
Meeting Date	July 16, 2024
References (Bylaws, Policy, Leg.)	
Attachments	Mayors email, Correspondence Policies from Haines Junction, Watson Lake, Whitehorse, Nanaimo, Pemberton, Township of Southgate

X	Council Decision
X	Council Direction
	Council Information
	Closed Meeting

**Recommendation**

That Council adopt Policy #2024-02, being the Correspondence and Communications Policy.

**Executive Summary**

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

**Background**

**March 5, 2024, Council, at the committee of the whole passed the following motion:**

That Committee of the Whole adopt the policy or practice outlined in the executive summary regarding the receipt of correspondence and direct administration to present a draft policy for council.

**The practice referred to in the executive summary and as adopted is as follows:**

1. Correspondence addressed to “Mayor and Council” is forwarded to the Clerk, a copy will be kept on file, and receipt acknowledged by the Municipal Clerk.
2. Such correspondence is then:
  - a. Vetted to determine appropriateness. (i.e. language, accusations, jurisdiction, commercial pitch).
  - b. Vetted to determine if a staff response is appropriate/ sufficient. ( i.e. simple question, request for a program letter of support).
  - c. Presented to the next scheduled Committee of the whole meeting.

- d. Or alternatively presented to a meeting dealing with the topic of the correspondence if such a meeting is planned.
- e. Correspondence is received for information and council members determine further action if necessary.
  3. Place “Correspondence” earlier on the agenda, immediately following delegations.
  4. Correspondence should be in hand by Wed morning preceding CoW meeting unless considered time sensitive.

### **Current situation**

The City of Dawson does not have a specific policy on correspondence. Correspondence is noted on the agenda template used for Council and committee meetings. Generally, Correspondence is “Received For Information Only” to formally acknowledge receipt, on the public record and to note that all of council has had an opportunity to read and ingest the information therein. It is assumed that Council members and staff, thus informed, will incorporate such correspondence in their decision making, where appropriate.

In Practice, Dawson Council sometimes has general discussion on Correspondence items and / or entertains Business arising from Correspondence although such an item is not included within the proceedings bylaw. Such discussions have at times been extensive enough to push the meeting times beyond the 10pm and 11 pm time limits, extending meetings to 4hrs and cutting off other scheduled business.

Recent correspondence has tended to cover multiple issues and concerns with an expectation of formal response or interaction via correspondence and/or the public meeting. Concerns have been noted about formal acknowledgement of receipt, response, publishing, and vetting by administration.

### **Best Practices**

There is a wide range of practice amongst municipalities. Larger municipalities do not receive correspondence on their meeting agenda and instead staff distribute correspondence to the appropriate recipients. Smaller municipalities tend to receive some forms of correspondence at meetings. All municipalities vet incoming correspondence before putting it on a public agenda.

Municipalities that do receive correspondence at meetings generally receive Formal Correspondence – Formal Correspondence includes letters from Upper levels of Government identifying funding approvals, policy changes, announcement, etc.

Correspondence is vetted for the following reasons:

1. Jurisdiction – Municipalities have jurisdiction or decision-making capacity over a defined range of services and issues – correspondence urging municipal action on National Defense, Yukon Government Staffing policies, or First Nation governance would likely be considered outside the municipal jurisdiction and not something that should tie up municipal resources. We note “likely” because individual circumstances vary.
2. Appropriateness – The Council Chamber is a workplace and is governed by workplace legislation and municipal policies prohibiting harassing or violent activity or comments derogatory to the public, council members or staff. There are privacy issues that deal with personal information of council, staff or residents. Inappropriate language or unsubstantiated accusations is not accepted in the workplace and would not be accepted in correspondence in a meeting of council.
3. Matters already considered or information already provided – Municipal councils operate under parliamentary procedures to ensure fairness in the discussion ( each member is provided equal time, and access) , transparency in in the process ( decisions are made in public, after public debate) , and due consideration of decisions ( decisions require consideration multiple times before being finalized) and bringing an issue back to the municipal table via correspondence is often considered redundant once a decision has been made. Alternatively, if correspondence is seeking information that was previously identified through council consideration and staff reports it would be considered redundant to assign resources to it again and may be simply refer to previous information.
4. Effective Disposition – Correspondence that can effectively be dealt with by staff is generally redirected to staff to deal with; departmentally, and then CAO. This may involve identifying policy

or process, decisions previously made, or dealing with a specific concern. If a staff response does not satisfy an issue, it can be elevated further.

5. Relevancy – Subjectively, a decision is sometimes necessary by the CAO or Mayor as to the relevancy of a piece of correspondence to the wellbeing of the Municipality.

### **Nature of Correspondence**

The municipality receives a large volume of correspondence on a daily basis, primarily via email. These emails are formal correspondence from other levels of government and agencies; business correspondence regarding contracts, services, and finance; discussions with various stakeholders on municipal issues; and concerns from residents.

Correspondence that identifies specific questions or issues that can be addressed with factual information from staff are most often referred to staff for a response.

Correspondence that states a position on an issue that is being debated by council is generally received for Information - doing so notes that the authors position on an issue has been received and presumably incorporated in councils' information gathering process on the issue.

Correspondence that wishes to engage in ongoing discussion or debate with Council is more challenging. The municipal Council has 5 members and their position on an issue is determined through a process of information gathering, feedback, forming the question, debating the question, and resolution by vote. Residents can participate in this process through correspondence at various stages but should recognize that a response identifying the will of council is reflected in the debate and outcome of the debate on a particular issue.

### **Legislation**

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

### **Correspondence Management**

**Staff Response** - If the goal of correspondence is to get information on an issue, then one of the more productive steps in managing correspondence is having staff respond to the author addressing the questions asked, to the extent possible.

**Council Distribution or Access** - If the goal of correspondence is to inform Council members of information or the authors position on an issue then a commonly used step is to share correspondence with all council members outside of the meeting structure. An option may be identified for Council members to request a certain piece of correspondence be included in a meeting package or a council member may introduce a related item of business for discussion or deliberation.

**Committee of the Whole** – Receiving Correspondence at a committee of the whole offers a formal, on the record acknowledgment and an opportunity for council to develop further action related to correspondence if desired.

### **Committee of the Whole Meetings**

Dawson has adopted the usage of Committee of the whole meetings. In practice, all items go to the committee of the whole meeting first where further action, if necessary, is determined. Not all business goes on to council. Receipt of Items for Information Only, Direction to Staff or Direction for Further review can be determined at the committee level without going to council. Committee of the Whole meetings are officially documented, are public, and consist of the entire council.

Committee of the Whole meetings are considered a less formal meeting than a Council Meeting and a meeting where the question on an issue to be debated at a Council meeting can be formulated. This format lends itself to receiving correspondence and should Council feel that a specific action or resolution is warranted based on correspondence received, a resolution can be formed through discussion at the Committee of the Whole meeting. Council can ask staff for additional research or work or can refer correspondence to staff for a response. If a resolution is forwarded from CoW to a subsequent council meeting, Council, Staff, and the public will have had due notice to research, prepare, and familiarize themselves with the resolution leading to an informed discussion and outcome.

A principle of parliamentary procedure for Council meetings is that no discussion (or limited discussion) takes place without a resolution. A resolution, debated under procedural rules, keeps the discussion focused, fair, and



transparent. When a committee of the Whole structure is used to develop resolutions that are then forwarded to council, council meetings are more productive and effective in dealing with the many facets of business that come before Council.

### **Deadlines for inclusion on the agenda**

Regular City of Dawson Council and Committee of the Whole meetings are held on Tuesday's. The goal of staff is to release for distribution the meeting package by the end of the business day on the Friday preceding the scheduled meeting. The package must be released and posted at a minimum of 24 hours prior to the meeting.

The package preparation process involves receiving all reports, resolutions, and documentation; reviewing and editing where appropriate, reformatting and adding attachments, adding or removing some items based on available staff, critical timing, and how busy the agenda is or isn't. While this is happening, staff must also maintain day-to-day administrative responsibilities and meetings.

This process requires all items to be available by the Wednesday morning preceding the meeting.

### **Key Highlights of policies from other Municipalities**

#### **Haines Junction**

Staff vets material for relevance, jurisdiction, source etc. with primarily formal correspondence to the Municipality included in the council meeting package. – Correspondence is shared with Council prior to meeting.

#### **Whitehorse**

Administration acknowledges receipt of correspondence in 7 days, responds within 30 days, primarily by staff, department, or Senior Admin.

#### **Carmacks**

Correspondence is generally formal

#### **Watson Lake**

CAO, in consultation with Mayor, determines which correspondence is placed on the Council agenda.

Enquiries or complaints will be forwarded to department Managers for follow up.

“Allowable” correspondence will be added to agenda if received 3 business days prior to meeting.

Allowable correspondence includes:

- From other governments or agencies
- Dealing with Councils role under section 177 of the Municipal act
- Issues dealing with the Municipality of Watson Lake specifically
- Proclamation requests
- Government Reports
- Other correspondence as requested by a member of council or as determined by the CAO
- Correspondence not considered confidential

Correspondence deemed unallowable:

- Text messages on personal telephones
- Anonymous correspondence
- Correspondence that does not specifically refer to Watson Lake
- Where content contains obscene or defamatory language
- Related to a matter that had been previously acknowledged or responded to and provides no additional information for consideration or review

#### **Southgate Township**

Correspondence shall be vetted for defamatory comments, allegations, inferences, disrespectful, improper matters, confidential or personal material, content that violates the municipalities violence & harassment policy.

Correspondence received by the Clerks Email account, and cleared for distribution will be distributed to all

members of council, with receipt to sender acknowledged by email. Item may be attached to related staff reports.

Staff may respond to correspondence if deemed appropriate CAO. Sender will be advised who their correspondence has been directed to - not all correspondence will receive a response. Correspondence dealing with operational matters will be directed to the appropriate department and if necessary escalated to the CAO.

Correspondence related to a pending development application, public hearing, or staff report for council will be held until that item is brought forward and the correspondence will be attached to said item.

The CAO may redact inappropriate comments and identify such to sender before processing further.

### **Pemberton**

- Correspondence is vetted for appropriateness
- Operational matters are referred to staff
- Correspondence related to a decision already made are shared with Council and placed on an agenda at the discretion of the CAO
- Correspondence on an issue with a pending report or process will be attached at that time

### **Nanaimo**

Correspondence on Unsolicited Goods and services will not be acknowledged or retained

#### **Discussion / Analysis**

**Committee of the Whole** - The City of Dawson operates a Committee of the Whole System whereby business is primarily directed to the Committee of the Whole first for discussion or review. The CoW process is ideal for the receipt of correspondence and disposition as appropriate.

**Vetting of Correspondence**- Correspondence is received by the City for a variety of purposes. Prior to considering correspondence in a public forum there is a need to vet it for a number of reasons: language, defamatory or derogatory comments, privacy, jurisdiction of the municipality, etc. This role generally falls on senior staff on a day-to-day basis.

Correspondence is often vetted on the basis that the question has already been answered or the issue has been determined by council and the correspondence is no longer relevant to council.

**Correspondence Management** - For effective management of correspondence, referral to staff where information is asked for or operational concerns are identified will often satisfy the purpose of the correspondence.

For efficient management of Correspondence Council can receive vetted correspondence at the Committee of the Whole and if a member of council deems it appropriate to take action related to a specific piece of correspondence the Chair may entertain discussion to formulate a resolution for council, to request further research or actions by staff, or take other action.

Council may further consider circulation of vetted correspondence and only correspondence requested by council be brought to the Committee of the whole.

**Correspondence submission Deadline** - Identifying a deadline for receipt of correspondence to be considered at a designated meeting is important. The work required to assemble and distribute the meeting package is considerable and last-minute changes complicate the process. The deadline for presenting as a delegation at Council has been identified for practical purposes as Monday Morning prior to a meeting and offers an alternative for a resident who cannot submit correspondence by the deadline for inclusion in the package.

**Defining Correspondence** – It is not always clear that correspondence is intended for inclusion at a public meeting. Some correspondence is sent to all of council, some of council, some staff and council, etc. Sometimes the author does not realize that the correspondence will be put into the public realm

#### **Fiscal Impact**

The scope of response to correspondence identified by policy will have some effect on staff resources. The

#### **Alternatives Considered**

Volume of correspondence when dealing with emails is extensive and responding takes time.

Continue with historical practice of receiving and discussing at all meetings

Circulate to Council members and add items to the next designated meeting when requested by a council member.

Circulate to council members and add items to the CoW agenda when requested by a council member.

Add only official formal Correspondence to a meeting agenda and delegate balance of correspondence to Staff.

<b>Next Steps</b>
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If council adopts policy as Is or with amendments, it goes into effect.

If council refers policy to Committee of the Whole for further development Council should express additional information desired from staff.

If council refers/defers to a future Council meeting, then Council should identify additional information desired from staff.

Approved by	Name	Position	Date
	David Henderson	CAO	7/12/2024



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# City of Dawson

## Correspondence and Communications Policy

### # 2024-02

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### POLICY STATEMENT

The City of Dawson is committed to ensuring that communications/correspondence received by the City is addressed consistently and efficiently, and filed, tracked, and dispositioned in accordance with the City of Dawson Records Management Bylaw, policies, and procedures.

#### 1.0 **Purpose**

1.01 This Policy is meant to cover correspondence received by the City of Dawson. Providing a clear and objective policy for the handling of correspondence facilitates good governance and amplifies public engagement in relation to City services, operations, and statutory requirements.

#### 2.0 **Application**

2.01 This policy applies to all employees and elected members of Council of the City of Dawson

#### 3.0 **Definitions**

3.01 The following terms are used within this policy and are defined as follows:

- a) "CAO" means the Chief Administrative Officer for the City of Dawson.
- b) "CITY" means the City of Dawson.
- c) "CORRESPONDENCE" means any written communication, including letters, emails, faxes, petitions, and other forms of written expression sent to the City of Dawson from someone outside of the organization.
- d) "COUNCIL" means the elected members of Council for the City of Dawson.
- e) "MEETING" means regular Council or Committee of the Whole (COW) meeting.

#### 4.0 **Procedures**

4.01 Correspondence addressed to "Mayor and Council" or "City of Dawson" will be forwarded to the Municipal Clerk, a copy will be kept on file, and receipt acknowledged to the sender/author.

4.02 Such correspondence will then be:

- 
- a) Vetted by the Municipal Clerk and/or the CAO to determine appropriateness. (i.e. obscene or defamatory language, accusations, insinuations, jurisdiction, unsolicited commercial product or service, confidential matter, content contrary to municipal violence and harassment policy, and anonymity).
  - b) Reviewed to determine if the question has been answered or addressed previously or the issue determined by Council.

In such cases, the correspondence will be shared with Council but not added to a meeting agenda as no longer relevant to current decision making.

- c) Reviewed to determine if a staff response is appropriate/ sufficient. (i.e. simple question, request for letter of support, operational concern).
- 4.03 If correspondence deals with a pending development application, public hearing, or a matter that is awaiting a staff report for council consideration, the correspondence will be held until such time as the item comes before council. At that time, the correspondence may be attached as background to the corresponding agenda item.
- 4.04 If correspondence is determined appropriate, current, and not dealt with by staff, it will then be added to Correspondence at the next scheduled Committee of the Whole meeting.
- 4.05 If no Committee of the Whole meeting is scheduled in a given month, correspondence may be:
- a) added to a regular Council meeting agenda at the discretion of the CAO, in consultation with the Mayor; or
  - b) presented to a meeting dealing with the topic of the correspondence if such a meeting is planned.
- 4.06 Correspondence is received for information and council members may determine further action by resolution.
- 4.07 The deadline for receipt of correspondence to be included in a meeting package is the Wednesday morning prior to the Council meeting, unless identified by the CAO as time sensitive.
- 4.08 Correspondence addressed to a specific staff member or department will be provided to the identified member or department manager and a copy of the correspondence will be maintained in the appropriate department and made available to the CAO upon request.
- 4.09 Such correspondence will then:
- a) Be vetted by the department manager to determine appropriateness. (i.e. obscene or defamatory language, accusations, insinuations, jurisdiction, unsolicited commercial product or service, confidential matter, content contrary to municipal violence and harassment, anonymity).
  - b) Receive acknowledgment from the department manager or CAO within 7 days and a response within 30 days.

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4.10 The responding Department Manager or CAO will consider all relevant municipal policies, Bylaws, upper government legislation and pertinent information in responding.

**5.00 Force and Effect**

5.01 This policy shall come into full force and effect upon adoption by Council.

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Alexander Somerville, Presiding Officer

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David Henderson, CAO

<b>POLICY TITLE</b>	Correspondence and Communications Policy
<b>POLICY NO.</b>	2024-02
<b>EFFECTIVE DATE</b>	
<b>ADOPTED BY COUNCIL ON</b>	
<b>RESOLUTION NO.</b>	

Hello Council and CAO Henderson,

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

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

Council's Role (Section 177 Municipal Act)

A council is responsible for

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

**(emphasis added)**

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

Best regards,

William (Bill) Kendrick  
Mayor

(867) 993-3319

The City of Dawson  
P.O. Box 308  
Dawson City, Yukon  
Y0B 1G0  
[www.cityofdawson.ca](http://www.cityofdawson.ca)

[bill.kendrick@cityofdawson.ca](mailto:bill.kendrick@cityofdawson.ca)

I acknowledge and respect that I live and work within the traditional territory of the Tr'ondëk Hwëch'in, whose ancestors have lived along the Yukon River for millennia.

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**From:** Bill Kendrick

**Sent:** February 19, 2024 1:29 PM

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

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

Hi all,

Regarding the bigger picture about staff and council response times:

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

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

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

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

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

This last one is a website example:

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

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



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

William (Bill) Kendrick  
Mayor

(867) 993-3319

The City of Dawson  
P.O. Box 308  
Dawson City, Yukon  
Y0B 1G0  
[www.cityofdawson.ca](http://www.cityofdawson.ca)  
[bill.kendrick@cityofdawson.ca](mailto:bill.kendrick@cityofdawson.ca)

**Village of Haines Junction**  
**Incoming Correspondence Policy**

**Policy #27-20**

**Objective**

This policy defines the process of handling correspondence (both electronic and paper) addressed to: 1) Mayor and/or Council and 2) specific staff or the Village of Haines Junction as a whole. This policy is to ensure that incoming correspondence received by the Village of Haines Junction is distributed to its intended recipients so that it is acted upon in a timely manner and that appropriate record-keeping policies are applied.

**Parameters**

General

All paper correspondence will be received, opened and date-stamped by the Corporate Administrator or their designate.

A copy of all paper correspondence will be filed in the Correspondence binder.

The greater Haines Junction/Dakwākāda Region extends from Alaska Highway km 1568, east of Pine Lake, to km 1590, near Bear Creek.

Council Correspondence

The Corporate Administrator in consultation with the Chief Administrative Officer shall decide which correspondence is placed on Regular Council Meeting Agendas.

The following types of correspondence will be placed under the Correspondence section of Regular Council Meeting Agendas unless the correspondence is embargoed or confidential:

- Correspondence addressed or carbon-copied to Mayor and/or Council from elected officials, the Association of Yukon Communities or the Federation of Canadian Municipalities;
- Correspondence addressed to Mayor and/or Council that addresses issues relating to Council's role as defined in Section 177 of the Municipal Act;
- Correspondence addressed to Mayor and/or Council that addresses issues specifically related to the greater Haines Junction/Dakwākāda area;
- Government-issued reports and updates specifically relating to the municipality or Council's role as defined in Section 177 of the Municipal Act;
- Petitions that have the names of the signatories attached; and
- Any other correspondence as requested by a Member of Council or as determined by the Chief Administrative Officer.

Correspondence that meets the above parameters for inclusion on Regular Council Meeting Agendas and is embargoed or confidential will be presented to Mayor and Council during Closed Meeting.

Correspondence addressed to an individual Member of Council that does not meet the above parameters for inclusion on Regular Council Meeting Agendas will be forwarded to the individual recipient.

Correspondence that will be not placed on Regular Council Meeting Agendas include:

- Correspondence that is anonymous;
- Petitions that do not have the names of the signatories attached; and
- Correspondence that addresses issues which are not specifically related to the greater Haines Junction/Dakwākāda area.

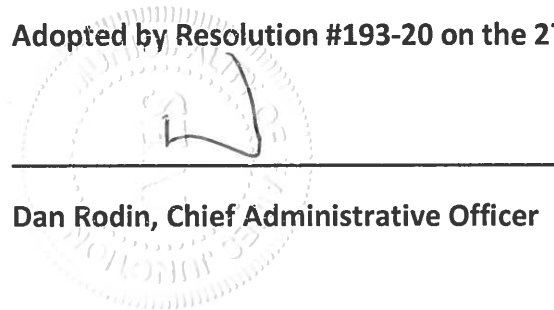
Where uncertainty exists, the Correspondence item will be included on the Regular Council Meeting Agenda.

Non-Council Correspondence

Correspondence addressed to an individual staff member will be provided to the staff member and a copy will be provided to the Chief Administrative Officer.

Correspondence addressed to the municipality will be provided to the Chief Administrative Officer.

**Adopted by Resolution #193-20 on the 27<sup>th</sup> day of May, 2020.**



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**Dan Rodin, Chief Administrative Officer**



## Town of Watson Lake

### Incoming Correspondence Policy #2022-03

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#### PURPOSE

The purpose of this policy is to define the process of handling correspondence received by the Town of Watson Lake addressed to any municipal employee or member of Council. This includes correspondence received by way or email, direct mail, hand delivered, and couriered.

#### 1. POLICY AND PRINCIPLES

##### 1.1 Policy Statement

The Town is committed to ensuring that incoming correspondence received by the Town of Watson Lake is distributed to its intended recipients and is acted upon in a timely manner.

#### 2. INTERPRETATION AND APPLICATION

##### 2.1 Definitions

In this policy:

**CAO** means the Chief Administrative Officer of the Town, appointed by bylaw pursuant to the *Municipal Act*;

**Complainant** means the individual filing a complaint with the Municipality;

**Complaint** means an issue or concern raised with a municipal program, service, or operation which is not resolved at the time of the incident and for which the complainant submits their concerns to the Municipality in accordance with this policy;

**Correspondence** means a written exchange of communication by way of letter or email;

**Council** means the elected members of Council for the Town of Watson Lake;

**Designated Officer** means the Chief Administrative Officer or Town employee appointed by the Chief Administrative Officer;

**Unallowable Correspondence** means a correspondence that is not acceptable and will not be acted upon due to the nature of the content or means of receipt.

##### 2.2 Application

##### 2.2.1 This policy applies to all employees and elected members of Council for the Town of Watson Lake.

**2.2.2** This policy applies to incoming correspondence received by way of mail, email, or hand delivered.

**3. ROLES AND RESPONSIBILITIES**

**3.1** CAO or Designated Officer shall:

- Receive, open, and date stamp all paper correspondence addressed to any member of Council or to the Town of Watson Lake;
- In consultation with the Mayor decide which correspondence is placed on Council Meeting Agendas;
- Forward on enquiries and complaints to the appropriate Department Manager for response or follow-up;
- Ensure prompt confirmation of receipt of correspondence is communicated to sender, within regular business hours of the Town of Watson Lake, and indicate an approximate timeline for response, if warranted; and,
- Maintain a filing system of all incoming correspondence received by members of Council and the Town of Watson Lake.

**3.2** Council shall:

- Add correspondence to Council Meeting Agendas if received within 3 business days prior to the Council Meeting and is not deemed a confidential or unallowable correspondence; and,
- Respond to all correspondence that are deemed allowable, in as timely a manner that the situation allows.

**4.0 COUNCIL CORRESPONDENCE**

**4.1** The following types of correspondence will be placed under the Correspondence section of Council Meeting Agendas and acted upon, unless the correspondence is confidential:

- Correspondence addressed to Mayor and/or Council from elected officials, the Association of Yukon Communities, or the Federation of Canadian Municipalities;
- Correspondence addressed to Mayor and/or Council that addresses issues relating to Council's role as defined in *Section 177 of the Municipal Act*;
- Correspondence addressed to Mayor and/or Council that addresses issues specifically related to the municipality of Watson Lake;
- Proclamation requests addressed to Mayor and/or Council;
- Government issued reports and updates specifically related to the municipality or Council's role as defined in *Section 177 of the Municipal Act*;
- Petitions that have the names of the signatories attached; and,
- Any other correspondence as requested by a member of Council or as determined by the CAO.

**4.2** Correspondence deemed confidential will be presented to Mayor and Council during Closed

Meeting.

**4.3** The following types of correspondence will be deemed an unallowable correspondence and may not be acted upon:

- Text messaged received on personal telephones;
- Correspondence that are sent anonymously;
- Petitions that do not list the names of signatories;
- Correspondence that does not specifically relate to matters of the Town of Watson Lake;
- Correspondence that contains obscene or defamatory language or threats; and,
- Correspondence that relates to a matter that had previously been acknowledged or responded to and provides no additional information for consideration or review.

**5. NON-COUNCIL CORRESPONDENCE**

**5.1** Correspondence addressed to an individual staff member will be provided to the staff member, filed in an appropriate folder, and a copy will be provided to the Chief Administrative Officer upon request.

**5.2** Correspondence addressed to the municipality will be provided to the Chief Administrative Officer or Designated Municipal Officer.

**5.3** The following types of correspondence will be deemed an unallowable correspondence and may not be acted upon:

- Text messaged received on personal telephones;
- Correspondence that are sent anonymously;
- Petitions that do not list the names of signatories;
- Correspondence that does not specifically relate to matters related to the Town of Watson Lake;
- Correspondence that contains obscene or defamatory language or threats; and,
- Correspondence that relates to a matter that had previously been acknowledged or responded to and provides no additional information for consideration or review.

**6. COMPLAINT HANDLING**

**6.1** It is the responsibility of all Town employees to attempt to resolve issues or concerns as they arise and before they become complaints, and identify opportunities to improve municipal services.

**6.2** Where frontline resolution cannot be achieved, complaints should be submitted to the Department Manager, CAO, or Designated Officer and include:

- The name, phone number, and other contact information available of the individual submitting the complaint;

- The nature of the complaint including any related background information;
- Dates, times, and locations of the incident;
- Names of any employees previously contacted regarding the issue; and,
- Any actions being requested of the Municipality.

**6.3** The Department Manager, CAO, or Designated Officer shall acknowledge in writing that the Complaint has been received within 5 business days of receipt of the complaint.

**6.4** The Department Manager, CAO, or Designated Officer shall review the issues identified by the complainant and in doing so may:

- Review relevant municipal and territorial legislation;
- Review the Municipality's relevant policies and procedures;
- Review any existing file documents;
- Interview employees or members of the public involved in the issue;
- Identify actions that may be taken to address the complaint or improve municipal operations; or,
- Escalate the issue to Mayor and Council for resolution.

**6.5** The Department Manager, CAO, or Designated Officer shall respond to the complainant in a timely manner. The response shall include:

- Whether the complaint was substantiated;
- If the complaint is not substantiated, the reasons for the decision; and,
- Any actions that Municipality has or will take as a result of the complaint.

**7.0** **GENERAL**

**7.1** Individuals who submit correspondence and other information to the Town of Watson Lake or elected Council should be aware that any personal information contained within their correspondence may become a part of public record and may be made available through Council Meeting Agendas or packages.

**7.2** Every correspondence, written or otherwise, included on an agenda for consideration in an open session of Council shall be deemed to be a correspondence in the public domain.

**7.3** All incoming and outgoing correspondence shall be filed in an appropriate municipal property file or folder.

**POLICY TITLE:** Incoming Correspondence Policy

**POLICY #:** 2022-03

**EFFECTIVE DATE:** December 21, 2022


**ADOPTED BY COUNIL ON:** December 20, 2022

**RESOLUTION #:** 2022-22-195



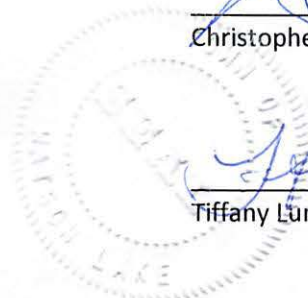
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Christopher Irvin – Mayor



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Tiffany Lund – Municipal Clerk





UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

MEMORANDUM

TO : SAC, NEW YORK

FROM : SAC, NEW YORK

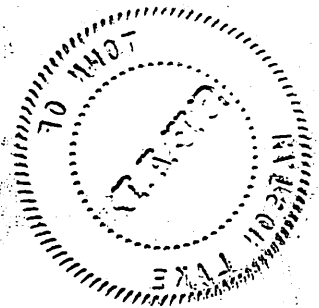
SUBJECT: [Illegible]

DATE: [Illegible]

RE: [Illegible]

1. [Illegible]

2. [Illegible]





## Communications Policy

<b>Policy Number:</b>	<b>2024-04</b>
<b>Approved by:</b>	<b>Council Resolution 2021-05-06 dated March 11, 2024</b>
<b>Effective date:</b>	<b>March 11, 2024</b>
<b>Department:</b>	<b>Financial Services</b>

### **PURPOSE**

This policy is to establish guidelines for external communication for the City of Whitehorse.

### **POLICY STATEMENT**

Council is committed to supporting responsive, accountable, and transparent communications about the City of Whitehorse

### **SCOPE**

This policy applies to City Council, City staff, as well as contractors employed by the City.

### **OBJECTIVES**

The objectives of the Communications Policy are to provide a framework for communications which ensures the City will:

1. Be responsive, accountable and transparent;
2. Provide clear, accurate and timely information about the City's policies, programs, services and initiatives to residents, business owners and visitors;
3. Continually strive for high quality client-service by:
  - a. Working closely with departments to support and implement their communications needs.
  - b. Listening and being responsive to public feedback and concerns and incorporating it into our work whenever possible.
  - c. Showing respect for differences in race, skin colour, place of origin, religious viewpoint, immigrant or newcomer status, ethnic origin, language, ability, mobility, sex, sexual orientation, gender identity, gender expression, age, or income level.
  - d. Ensuring our communication is inclusive and accessible to residents and visitors across our various platforms and materials are in-line with best practices.
4. Work to advance reconciliation by supporting and promoting City-led reconciliation initiatives and programs;

5. Use plain language in all our public-facing materials. 'Plain language' can be broadly described as any writing designed to ensure the average reader understands the message as quickly, easily and completely as possible;
6. Promote public engagement and involvement in decision-making processes where appropriate when establishing or developing priorities, policies, programs and services including engaging with the public and stakeholders whenever possible;
7. Provide clear communication on how accomplishments, initiatives, and/or programs/projects fit within the City's vision, plans and strategic priorities;
8. Create clear links between accomplishments, initiatives, and/or programs/projects and the City's plans and guiding documents.

## **RESPONSIBILITIES**

The City is responsible for communicating a wide variety of information to all members of the public, across a variety of demographics, through a wide variety of mediums.

Working with the City Manager, the Strategic Communications Department is responsible for communicating the priorities set by Council along with information it deems in the public interest. While the priorities of Council may change, the Strategic Communications Department is responsible for providing a consistent, community-focused voice in line with this policy's objectives.

The City employs a wide variety of platforms for communicating to the public where it may provide information and education about City programs and services.

These platforms include, among other things:

- City website: [whitehorse.ca](http://whitehorse.ca);
- Public engagement site;
- Social media accounts;
- The City's emergency alert system;
- Public service announcements and news releases;
- Press conferences and technical briefings;
- Mail outs and inserts;
- Bulletin boards;
- Various newsletters; and
- Local media.

The City will strive to use appropriate visuals for its external communications, wherever possible, to further support the public in understanding the desired message.

## **MEDIA RELATIONS AND SPOKESPEOPLE**

All media releases and queries are managed by the Strategic Communications Department.

The department will work with media outlets to help ensure accuracy, ensure City-wide coordination and a timely response to meet media deadlines whenever possible; and maintain a respectful, professional working relationship with the media.

All news releases and public service announcements will receive final approval from the Strategic Communications Manager, the appropriate department Directors and Managers, as well as the City Manager when applicable.

The Strategic Communications Department will monitor media coverage and, in its discretion, may seek corrections if it deems content to be incorrect, misleading or a misrepresentation. The Strategic Communications Department reserves the right to stop accommodating media requests in cases where the respective media outlet continues to publish false or misleading information within their stories, or if their staff are abusive and/or uncooperative.

The City will maintain, on its website, an archive of our media releases, advisories and public service announcements to the extent possible related to:

- Newsworthy events involving the City;
- City initiatives and programs;
- Notifications that materially affect residents (excluding construction related updates and notices).

#### Spokespeople

Unless otherwise stated, and in accordance with the *Municipal Act* and the City' bylaws, the designated spokesperson for the City of Whitehorse will be the Mayor, the City Manager or, where delegated by the Mayor or the City Manager, the Manager of Strategic Communications.

The Mayor is the City Council spokesperson when discussing decisions of Council, unless the Mayor has expressly delegated this to another Council member or City staff.

When appropriate, and where approved by the City Manager and/or the Manager of Strategic Communications, program staff may speak to projects within their purview; however this is not an expectation.

#### Council Communication

Where an individual member of Council expresses an opinion, it should be made clear to the audience they are not speaking on behalf of the City or Council as a body. Unless they have been authorized to speak on behalf of the City or Council as a body, individual members of Council, including the Mayor, should state that their comments and opinions reflect their own personal opinion. City resources should not be used by members of Council for public communications or events where they are not acting or speaking on behalf of the City.

The decisions of Council shall be reflected as collective corporate decisions.

### Council Social Media

Social media pages created by Mayor or Councillors to represent themselves for political purposes will be self-administered, and do not belong to, or reflect the positions of, City of Whitehorse.

### **CORPORATE SOCIAL MEDIA**

Social media can be utilized as a two-way communication tool between the City and the public, providing valuable interaction in real-time and with important information.

At all times the City welcomes feedback and provides the following platforms to communicate with City administration and/or City Council:

- The 'Contact Us' page on whitehorse.ca, which may provide phone numbers and email addresses for all City departments;
- The 'City Council' page on whitehorse.ca, which lists the public phone numbers and email addresses of the Mayor and City Council;
- Through social media 'direct message' features; and
- Through project pages on the City's engagement platform under 'Who's Listening'.

The City's social media accounts also provide an opportunity to support community-based initiatives in line with the goals and strategic priorities of Council. While content is controlled solely by the Strategic Communications Department, the City strives to create a supportive, collaborative, and informative social media space that highlights all the City has to offer.

The City reserves the right to delete posts that contain, without limitation, any of the following:

- Violent, obscene, profane, hateful, racist, abusive, pornographic or sexual posts, links or images;
- Degrading or offensive posts targeting City of Whitehorse staff;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, national or ethnic origin, age, creed, gender or identity, marital status, socio-economic status, physical or mental disability, or sexual orientation;
- Comments that threaten or defame any person or organization;
- Solicitations, advertisements, or endorsements of any financial or commercial organizations;
- Comments promoting or opposing any person campaigning for election to a political office;
- Comments that suggest or encourage illegal activity or posting of material that violates copyrights or trademark rights of others;
- Content containing spam or posted by anonymous or robot accounts;
- Repetitive posts copied and pasted or duplicated by single or multiple users; and/or unintelligible messages.

## **PUBLIC ENGAGEMENT**

An open and responsive engagement process with the community is vital for effective public policy development and for gaining public support for decisions.

When appropriate, the City will engage with residents and make reasonable efforts to:

- Inform the community of opportunities to participate in public consultation and resident engagement initiatives;
- Use communication methods that will reach key stakeholders, elicit their concerns, involve them in the decision-making process, and provide feedback on how their input was incorporated;
- Ensure communications or information materials prepared for engagement purposes are presented and identified as being from the City; and
- Provide public engagement training opportunities to staff.

Research and public surveys are used to gain a better understanding of the needs, expectations, and emerging concerns of the residents in our community.

Information and feedback collected through public engagement initiatives may be used to:

- Assess the public's response to proposals or to possible changes or initiatives;
- Assess the effectiveness of policies, programs and services;
- Measure progress in service improvement; and
- Evaluate the effectiveness of communications activities, such as advertising.

The City uses a number of tools to engage on civic matters. Input shared with the City will be forwarded to administration and City Council in their decision-making process.

Some tools used to solicit information and feedback include:

- Social media;
- The City's engagement platform;
- Targeted surveys;
- Open house-style information sessions;
- Town Hall-style sessions; and
- City staff booths at public events.

## **CITY BRANDING**

For its role and responsibilities to be clearly recognized, it must have a single and consistent visual identity.

The City logo reflects the organization's role as the accountable and authoritative body and distinguishes the City from other organizations and groups. The logo is protected by copyright and trademark, and cannot be used without the express written consent of the City.

City logo use by outside organizations must reflect the City's official role or partnership in a program, service, or event. Logo use requests by outside organizations must be directed to the Strategic Communications Department for consideration and written approval where deemed appropriate.

The City of Whitehorse Brand Identity Guide provides details on logo placement, colours, typography and other branding elements.

## **CRISIS AND EMERGENCY COMMUNICATION**

The City strives to provide timely, effective communication before, during, and after an emergency. An "emergency" is defined as any situation that may threaten the life, health, property or environment of members of the public.

### Emergencies

Responding to media inquiries at fires and other emergency and/or public safety situations is dependent on the nature and severity of the emergency.

It is always preferred that media reach out to the Strategic Communications Department on inquiries related to emergencies. In the event members of the Whitehorse Fire Department receive questions from the media or the public, they should direct those questions to the Platoon Chief, Fire Chief, and/or the Strategic Communications Department.

The Manager of Strategic Communications should be notified in all instances where there is media coverage in respect of an emergency, and the Manager of Strategic Communications will come to the scene of the emergency when able and appropriate to do so.

### Crisis Communications Team

When a state of emergency is declared, the City's Public Information Officer (PIO) will work with the City's Emergency Operations Centre (EOC) to alert residents and detail the safety measures being enacted.

During or following an emergency, the spokesperson on behalf of the City may be the PIO, the City Manager, or a designate.

### Emergency Materials

The City should make reasonable efforts to provide prepared materials (brochures, fact sheets, etc.) to members of the media, City Council and the public in the event of an emergency. The materials would detail, among other things, the nature of the emergency and the safety measures being enacted.

The City may use the following platforms to communicate information related to an emergency:

- Local radio stations;
- The City's emergency alert system;
  - *Requires citizens to register in advance to receive these alerts*

- City website ([whitehorse.ca/emergency](http://whitehorse.ca/emergency));
- An EOC Public Information Telephone Line;
- City social media platforms;
- Canada Games Centre exterior pylon sign;
- City employee email distribution;
- Transit bus digital display messages;
- Northwestel Community TV; and/or
- By any other means deemed necessary.

In the event of a larger emergency and the need to partner with the territorial government's Emergency Measures Organization (EMO), additional messaging may be communicated via:

- Electronic highway signs;
- Alert Ready;
- [Yukon.ca/emergencies](http://Yukon.ca/emergencies);
- The Government of Yukon's social media platforms; and/or
- by any other means deemed necessary.

The City's emergency plans and strategies can be found at [whitehorse.ca/emergency](http://whitehorse.ca/emergency).

### **REPEAL OF EXISTING POLICY**

The Communications Policy adopted by Council resolution 2010-04-07, including all amendments thereto, is hereby repealed.

### **SUPPORTING REFERENCES**

Please note that some of the items below may not be publicly available.

*City of Whitehorse - Brand Identity Guide*

#### **History of Amendments**

<u>Date of Council Decision</u>	<u>Reference (Resolution #)</u>	<u>Description</u>
March 11, 2024	2024-05-06	Initial adoption.

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<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2023-NOV-20
<b>Policy Number:</b>	COU-238	<b>Amendment Date/s:</b>	
<b>Title:</b>	Council Correspondence Policy	<b>Repeal Date:</b>	
<b>Department:</b>	Legislative Services	<b>Approval Date:</b>	2023-NOV-20

**PURPOSE:**

To establish protocols for handling electronic and paper Correspondence addressed to the Mayor and/or Council.

**DEFINITIONS:**

Correspondence	Means all letters or requests addressed to Mayor and Council from an individual or organization either electronically (via email) or via Canada Post, fax, or hand delivery.
Meeting Agenda	Means a Regular Council or Committee Meeting Agenda.

**POLICY:**

The Council Correspondence Policy establishes a formalized process to ensure all Correspondence received by the City of Nanaimo addressed to Mayor and/or Council is addressed consistently and efficiently, and filed, tracked, and dispositioned in accordance with the City of Nanaimo Records Management Bylaw, policies, and procedures.

**APPLICATION:**

This policy is applicable to all Correspondence received addressed to Mayor and/or Council. This does not include correspondence sent to individual Council members, or sent to some but not all Council members, unless that Correspondence is forwarded to the Mayor’s office for response.

Mailed Correspondence addressed to individual Council members and marked “confidential” or “private” will be unopened and placed in that individual’s mailbox at City Hall.

**PROCESS:**

1. Correspondence Addressed to Mayor and Council (for action)
  - 1.1 Correspondence related to operational matters, including letters of inquiry and/or complaints from the public will be acknowledged and directed to the applicable staff for resolution and response. Copies of the request, and response, will be circulated to Council for information. Matters left not responded to will be escalated to the Chief Administrative Officer.
  - 1.2 Correspondence related to a matter that is awaiting a staff report for Council’s consideration will be held until that item is brought forward on a Meeting Agenda. At that time, the Correspondence will be attached as background to the corresponding agenda item.

- 1.3 Correspondence related to public hearings will be dealt with as per the Public Hearing Process Policy.
- 1.4 Requests for letters of support, in-kind contributions, support in principle, or funding will be dealt with as per Council's Support Policy or Grants Policy as applicable.
- 1.5 Correspondence requiring an action to be taken by Council that is not covered in sections 1.1 through 1.4, will be reviewed by the Corporate Officer and where applicable, placed on a future Meeting Agenda for consideration.

## 2. Correspondence to Mayor and Council (for information)

- 2.1 Correspondence addressed to Mayor and Council that does not require action will be circulated to Council for information via the weekly Council Information Package with a link to Council's SharePoint page. Examples include:
  - An event invitation
  - A letter of thanks, appreciation or commendation
  - Newsletters, annual reports, conference information and updates
  - Memos and updates from senior staff

## 3. Correspondence Addressed to the Mayor

- 3.1 All correspondence addressed to the Mayor shall be dealt with at the Mayor's discretion and a copy, as appropriate, circulated to Council members for information.

## 4. Correspondence Received by a Member of Council

A Council member that has received Correspondence directly or has identified an item of Correspondence from the Council Information Package that they wish to bring forward for consideration by Council, shall submit the Correspondence to the Corporate Officer who will add it to a Meeting Agenda in accordance with the procedures outlined in this policy.

## 5. Correspondence for a Meeting Agenda

- 5.1 Correspondence considered on a Meeting Agenda forms part of the public record and will be published. The author's name and address are relevant to Council's consideration of the matter and will be disclosed through the process. House numbers, phone numbers, and personal email addresses will be redacted pursuant to the *Freedom of Information and Protection of Privacy Act*.
- 5.2 In the event Correspondence requests consideration of a particular topic, without providing any background information or additional commentary, staff will request additional supporting information from the letter writer(s) prior to placing the Correspondence on the next available Meeting Agenda.
- 5.3 Any inappropriate, offensive, misleading, harassing or threatening Correspondence need not be acknowledged and will be filed.

6. Late Correspondence

6.1 All correspondence received after the stipulated deadline shall be forwarded by the Corporate Officer to the following Meeting, with the exception of correspondence that is deemed by the Corporate Officer to fall within the definition of a “Late Item” as outlined in Council’s Procedure Bylaw.

7. Petitions

7.1 Petitions presented to Council must meet the criteria as set out in Council’s Procedure Bylaw.

8. Anonymous Correspondence

8.1 No action will be taken on anonymous complaints except where there is reason to believe that the situation involves life and/or safety issues.

9. Unsolicited Goods and Services

9.1 Correspondence regarding unsolicited goods and services will not be acknowledged or retained.

**RELATED DOCUMENTS:**

Council Procedure Bylaw No. 7272

COU-185 - Grants Policy

COU-237 - Council Support Policy

COU-233 - Public Hearing Process Policy

**REPEAL or AMENDMENT:**

N/A

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate &amp; Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>17 October 2023</u>	Amendment:	<u></u>
Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

## POLICY PURPOSE

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To establish a protocol for receipt of and response to Village correspondence and to ensure such correspondence will be handled in a consistent manner.

## DEFINITIONS

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*Correspondence means all letters or requests sent to the Village of Pemberton from someone outside of the organization addressed to "Mayor"; "Council"; "Mayor and Council", "Village Council"; or "Councillors" either via paper, or electronically (email)*

*Council Meeting means any Regular Council meeting scheduled on the annual Council Meeting Schedule.*

*Corporate Officer means the person appointed to this role by Council or their delegate.*

## REFERENCES

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This Policy makes reference to the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, and Village of Pemberton Council Procedure Bylaw No. 788, 2015.

## POLICY

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All Council and Mayor's Correspondence shall be logged in a manner that will track the correspondence item, as well as all responses.

Correspondence considered on a Meeting Agenda forms as part of the public record and will be published. The author's name and address is relevant to Council's consideration of the matter and will be disclosed through this process, and the house number and any phone numbers or personal email addresses will be redacted pursuant to section 22 of the *Freedom of Information and Protection of Privacy Act*.

Correspondence submitted relating to a matter under Section 90 of the *Community Charter* that is not of an operational nature will be considered at a closed meeting of Council.

## PROCEDURES

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### **Correspondence received by the Village of Pemberton**

Staff will acknowledge the sender by confirming receipt of their Correspondence.

The Correspondence will be time-stamped upon receipt and should the Correspondence be

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Approved By:	<u>Council</u>	Amended By:	<u></u>
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Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

received outside of regular business hours the Correspondence will be time-stamped the following day.

The Correspondence will be filed within the general filing system and:

- Will be referred to the Corporate Officer for determination of next steps;
- When addressed to Council, be circulated to Council as soon as possible, a copy will be forwarded for inclusion on the next Council Agenda package subject to the terms of this Policy
- Should the correspondence in the opinion of the Corporate Officer or Chief Administrative Officer deemed to constitute as inappropriate remarks about an individual(s) of Council or Municipal Staff, the Corporate Officer shall be authorized to withhold the Correspondence on any agenda;
- Correspondence received late pursuant to the Village of Pemberton’s Council Procedure Bylaw No. 788, 2015 for the next Council Meeting shall be forwarded by the Corporate Officer to the following meeting;
- Correspondence received by a staff member but includes a member(s) of Council and is deemed operational will be handled by staff and the remaining Council members will be included in the initial email; or
- Correspondence addressed to an individual Council member and marked “confidential” or “private” shall be considered to be private correspondence and directed unopened to that individual’s mailbox at Municipal Hall.

### Correspondence received by Council

When Correspondence is received by a member of Council or has identified an item from public that they may wish to bring forward to Council. The member shall submit the Correspondence to the Corporate Officer to be added to a Council Meeting Agenda in accordance with the procedures outlined in this policy. Further, when the Correspondence is referred to staff, staff will respond to the author of the Correspondence requesting permission to publish the Correspondence on a public agenda.

When Correspondence is received by a member of Council but is operational in nature the Correspondence will be referred to the Corporate Officer or the Chief Administrative Officer where the Correspondence will be forwarded to the appropriate manager equipped in responding.

### Correspondence for Agenda Packages

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate &amp; Legislative</u>	Created By:	<u>Ethan Fredeen</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>17 October 2023</u>	Amendment:	<u></u>
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- Correspondence to be included in a Council Meeting Agenda package must:
- Not pertain to any business addressing a pending development application that has yet to be brought forward to Council;
- Contain the name and preferably the civic address of the correspondent;
- Be addressed to Mayor and Council, or members of Council;
- Be respectful and free of personal attacks;
- Correspondence that was sent to a Council Member but forwarded to staff to be included on a Council agenda, staff will request consent from the author for their correspondence to be published on a Council agenda;
- Pertain to matters that are within the purview of the Village Council; and
- Be received prior to the deadline established by the Village of Pemberton Council Procedure Bylaw No. 788, 2015.

### Correspondence Related to a Development Application

All correspondence regarding a Development Application shall be considered as Council Correspondence.

When Correspondence relating to a pending development application, a public hearing, or a matter that is awaiting a staff report for Council’s consideration, will be held until that item is brought forward on a Council or Committee of the Whole Meeting Agenda. At that time, all correspondence pertaining the presented development application will be attached as background to the corresponding item.

Development related correspondence will be referred to the Development Services where the correspondence will be filed and the author of the Correspondence will be notified of the next steps pertaining to their development related Correspondence. Should Correspondence be received and pertains to a multitude of Municipal related matters but a portion of the Correspondence pertains to an ongoing Development Application the Correspondence will be deemed as Correspondence Related to a Development Application and will be withheld from being published on a Council Agenda until the next time the Development Application is being brought up on a Council agenda. The author will be notified and staff will work with the author to either:

- Requesting the author to draft an additional letter that discusses the matters outside of the Development related matters can be addressed by Council; or

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- The Corporate Officer or Chief Administrative Officer will redact the Development related matters with the consent of the author and the unredacted portion of the letter will be presented at the next Council meeting where the Development Application is being discussed.

Correspondence received after the close of a public hearing and before Council has made a final decision on the matter shall be withheld from Council until after Council has made a final decision on the matter.

### **Correspondence Related to Council Decision**

If Council has made a final decision on a matter, all future Council Correspondence received regarding that same matter shall be circulated to Council and may, at the discretion of the Chief Administrative Officer or Corporate Officer, be placed on a future meeting Agenda for information.

### **Correspondence Related to Operations**

When addressed to Council but related to operational matters, including letter of inquiry and/or complaints from the public will first be directed to the applicable staff for resolution and response.

When deemed as operational in nature, the correspondence would be referred to the appropriate staff to review and respond accordingly, the appropriate staff member will follow up with the author of the correspondence to resolve the subject of the correspondence.

### **Petitions**

Petitions are deemed presented to Council when they are filed with the Corporate Officer. A petition to Council must include the full name and residential address of each petitioner.



## **Council Correspondence Policy**

### **Purpose**

This policy is meant to cover all communications/correspondence received by the Township of Southgate addressed to Council and/or any correspondence requested to be included on a Council agenda. This Policy is to ensure that the communications are dealt with in an efficient and consistent manner.

### **Application**

This policy applies to all communications/correspondence received by direct mail, hand delivery, fax, courier or electronic means.

### **Procedures**

Communications shall be processed as soon as possible after they are received. Once received, the communications shall be date stamped (if not already provided for electronically).

Any communication that contains defamatory statements, allegations, inferences, disrespectful or improper matter shall not be forwarded to Council or staff and shall be handed over to the CAO for review and returned to the sender.

General correspondence from the public shall not be included on the Council agenda; unless:

1. used as supporting information to a staff report; or
2. it is the topic for a scheduled delegation as per the procedural by-law;  
or
3. included as supporting information to a Notice of Motion by Council.

Communications shall be distributed as follows:

#### **Invoices:**

Any invoices addressed to any member of Council shall be stamped with the invoice approval stamp and are to be distributed to the appropriate member for sign off and then forwarded to the treasurer.

#### **General Communication:**

Any communication received by the Township through the Clerk's office or the information email account and directed to Council, shall be forwarded to all members of Council at the same time. If received via email, a reply email shall be provided stating that the email was forwarded on for Council's information and filed accordingly. Current or past communication items may be pulled from the files and placed on an upcoming agenda either through the consent agenda or as an attachment to a staff report as required.



**Inquiries or Complaints:**

Any communications in relation to an inquiry or a complaint shall be dealt with, or forwarded to, the appropriate department for first consideration.

**Resolutions from other municipalities:**

Any communications from other municipalities requesting support shall be forwarded to all of Council for their information. Should any Council member or staff wish to support the recommendation, they shall contact the Clerk to ask for inclusion on the next available agenda under Notice of Motion with the motion of support. Council are requested to provide the information on the appropriate template for inclusion on the agenda.

**Updates from associations or organizations:**

Correspondence provided for Council and public update (i.e. association update newsletters or minutes from meetings) shall be placed on the Council consent agenda and received for information only.

**Proclamations:**

All requests for proclamation endorsement shall be placed on the consent agenda of a Council meeting close to the date requested for proclamation. Once approved, the Mayor shall sign the proclamation and a signed copy of the proclamation shall be forwarded to the requesting organization and placed on the Township website.

**Funding Requests:**

Any and all requests for funding shall be forwarded to the treasurer for consideration as per the associated policy. Communications requesting funds after the deadline for applications has closed may be brought forward to Council through a staff report process.

Individuals who submit communications and other information to council and its Committees or Boards should be aware that any personal information contained within their communications including name, email and/or mailing address or phone number, may become part of the public record and may be made available through the agenda process which includes publication on the Township's website.

Sue Lancaster  
1291-6<sup>th</sup> Ave  
Dawson, YT  
867-993-3631

To: City of Dawson  
CAO & Counsellors Pikalek, Spriggs, Somerville and Lister

June 3, 2024

I am writing to express my opinion on the ongoing dispute between the City of Dawson, Mayor Bill Kedrick and continued correspondence from a small number of community members in regard to the land issues.

As a long-time member of this community, and a long-time listener to City meetings, I rarely communicate directly with the city when it comes to petitioners and their personal agendas. I will put comments forward when the business is a community matter that I feel I have both solid opinions and information to offer.

I am disappointed that this issue has taken up so much time of our Counsel and the hours of work wasted of staff members that are trying to resolve it. The fact that the "Mayor" (and I use that term lightly as he does NOT represent me as a community member) has used his position on Counsel and as mayor to continue this ridiculous dispute is unconscionable. ANY other community member would have been dealt with years ago. I know many community members that have had to deal with numerous bylaws, that they may not like, but have complied with. The fact that he chose to make this public and waste so much of your time and that of the staff is ludicrous.

The individuals who continue to write and express themselves to counsel have obviously bought the party line, and not dug deeper into the facts.

I have not seen correspondence from anyone that supports the stance the city is taking. Likely because we tend to believe you already know what we think. I decided I was sick of seeing those letters and wanted to express my support for the city in continuing this fight. There should not be special consideration because he holds a seat at the table. He should stop wasting time and money trying to get something for free. He should be forced to follow the same bylaws the rest of us do.

Sincerely,  
Sue Lancaster