

THE CITY OF DAWSON

COMMITTEE OF THE WHOLE MEETING #CW24-06

DATE: Tuesday August 6, 2024

TIME: 7:00 PM

LOCATION: City of Dawson Council Chambers

Join Zoom Meeting

<https://us02web.zoom.us/j/81823845187>

Meeting ID: **818 2384 5187**

1. CALL TO ORDER

2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA

1. Committee of the Whole Meeting CW24-06

3. DELEGATIONS & GUESTS

1. Guest Presentation: Stantec Re: Official Community Plan & Zoning Bylaw – 10 Year Review

BUSINESS ARISING FROM DELEGATIONS & GUESTS

4. FINANCIAL & BUDGET REPORTS

1. Budget Variance Report – January – June 2024
2. Cashflow Forecast on June 30, 2024
3. Accounts Payable Lists 24-12 – 24-15
4. Visa Expenses lists January – June 2024

5. BYLAWS & POLICIES

1. Development Incentive Policy Update
2. 2024 Municipal Election Bylaw (2024-09)
3. Correspondence Policy (2024-02)

6. CORRESPONDENCE

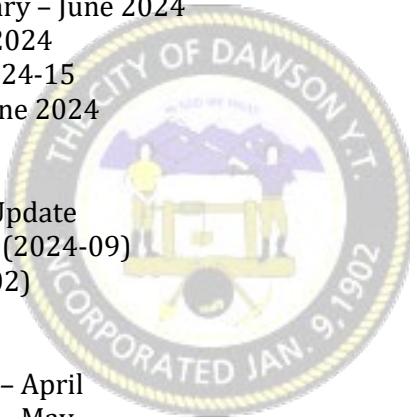
1. RCMP Monthly Policing Report – April
2. RCMP Monthly Policing Report – May
3. Sue Lancaster RE: Concerns
4. Kim Biernaskie RE: Correspondence Policy (staff response included)

BUSINESS ARISING FROM CORRESPONDENCE

7. PUBLIC QUESTIONS

8. CLOSED MEETING- Section: 213 (3)(e)-Regarding a Matter Still Under Consideration

9. ADJOURNMENT



City of Dawson OCP & ZBL overview





Agenda

Introduction of the Stantec team

Official Community Plan and Zoning Bylaw

- Project overview
- Role of an OCP and ZBL
- Planning hierarchy
- Goals and objectives
- Generalized project plan
- Engagement overview

Coming up

Questions



Introduction of the Stantec team



Lesley Cabott

RPP (PIBC, APPI, SPPI),
FCIP, MA, ICD D

Planning Lead,
BC and Northern Canada



Amanda Haeusler

RPP (PIBC, SPPI), MCIP

Planning and Engagement
Specialist



Working Group

ADVISORY
COMMITTEE



Eric Hertzman

BA

GIS Specialist



Jamie Davignon

B.A. Sc., P.Eng.

Civil Lead, Yukon



Project overview

To reflect changes and challenges in the community, OCP and ZBLs are generally scheduled for **minor updates every five years** with a **comprehensive review every ten years**.

In 2018, there was a minor update done which:

- Consolidated amendments
- Reconsidered land use in areas associated with potential hazards and future growth
- Allowed for a mix of industrial and residential uses outside of the Historic Townsite

This time, we will be focusing on determining the community's vision, identifying development areas, increasing housing, enhancing vibrancy, and enhancing emergency preparedness.

Role of an Official Community Plan

Intended to guide development and decision-making within a municipality towards a shared vision.

As outlined in the *Yukon Municipal Act*, an OCP must address:

- Future development and use of land in the municipality;
Sec 5 Tr'ondëk Hwëch'in Lands, Sec. 6 Land Use, Sec. 7 Housing
- Provisions of municipal services and facilities;
Sec. 12 Parks and Recreation
- Environmental matters in the municipality;
Sec 8 Environmental Stewardship
- Development of utility and transportation systems;
Sec. 14 Municipal Utility Infrastructure, Sec. 13 Transportation
- Provisions for regular review of the OCP and ZBL; and
Sec. 16. Implementation
- Any other matters Council deems necessary.
Sec. 2 Community Vision, Sec. 3 Guiding Principles, Sec. 8 Economic Development, Sec. 9 Heritage and Culture, Sec. 11 Food Security, Sec. 15 Municipal Finance

Should be general, a guide for future development, and is not intended to be totally reflective of existing development.





Role of a Zoning Bylaw

Intended to prohibit, regulate, and control the use and development of land and buildings in a municipality.

As outlined in the Yukon Municipal Act, a Zoning Bylaw can regulate:

- Use of land
- Location, height, and size of structures
- Size and layout of lots
- Population density or use intensity
- Development in hazardous areas
- Loading and parking facilities
- Design and character of buildings
(Heritage Management Plan, Design Guidelines for Historic Dawson)
- Lighting and landscaping
(fences and screening)
- Surface-based natural resource removal (e.g. soil, gravel)
- Tree cutting

Should be specific, reflect existing conditions, consider every legal land parcel, and identify only what is currently approved.

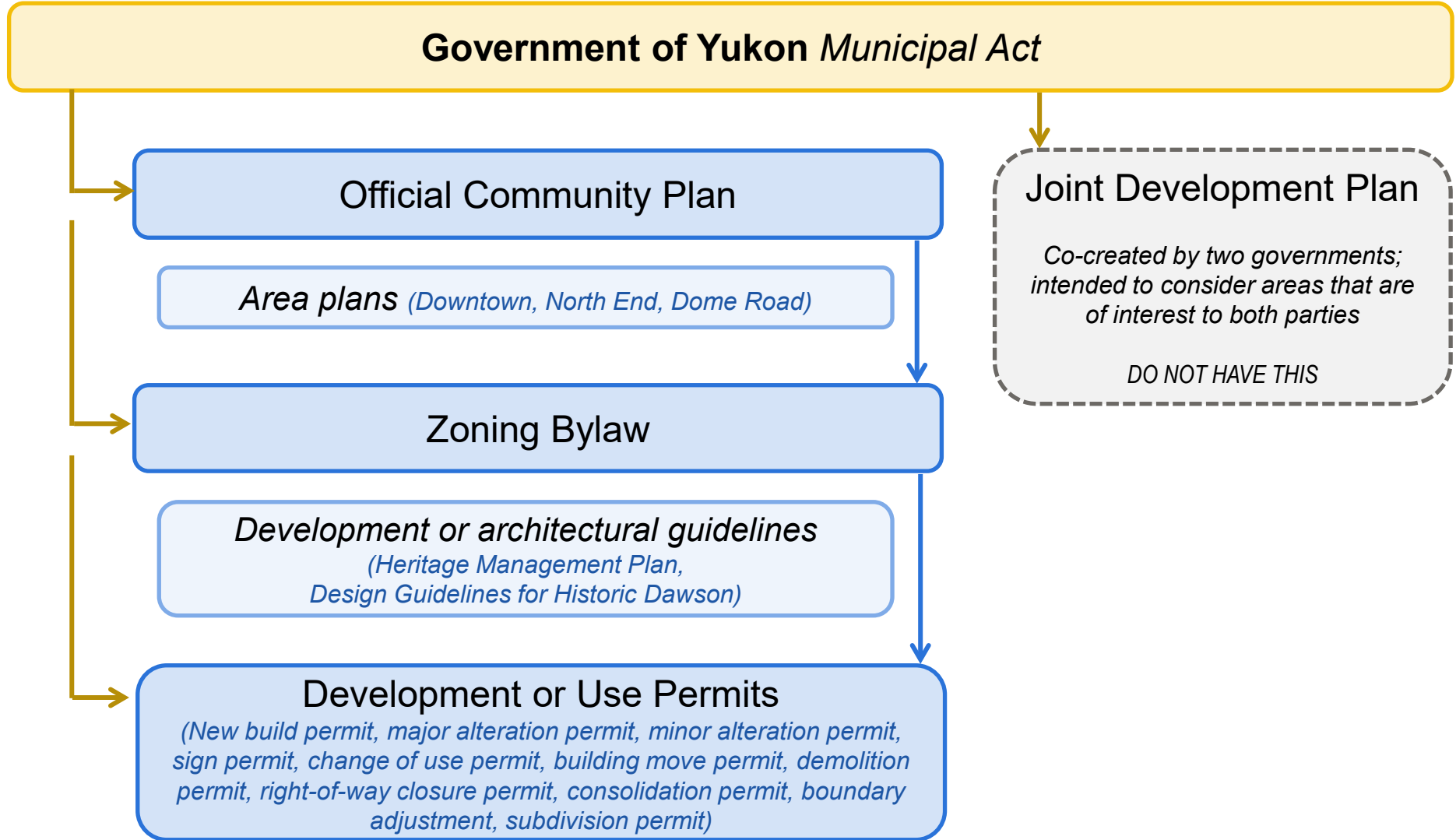


Planning hierarchy

High Level
Concepts



More
Detailed



Goals and objectives

Identify and tackle challenges

- Housing is a priority
- Revitalize the community (economic growth)
- Plan for climate change
- Expand land development opportunities

Learn and brainstorm

- Hands-on planning charrette

Refocus and restructure

- Determine what is “uniquely Dawson”
- Keep it simple

Engage effectively





Generalized project plan

Phases and Key Tasks

Est. Timeline

Phase 1 Project Start-Up and Research

June - Sept

- Internal kick-offs with the Working Group and both Councils
- Review of background information, creation of base maps, development of population projections
- Formation of an Advisory Committee
- Development of an Engagement Plan

Phase 2 Consultation

June - Nov

- Hands on Planning Charrette and public information session
- Various meetings with TH and City of Dawson Council

Phase 3 Draft OCP and ZBL

Nov - Mar

- Meetings with the Advisory Committee and City of Dawson Council workshop to get direction

Phase 4 Final OCP and ZBL

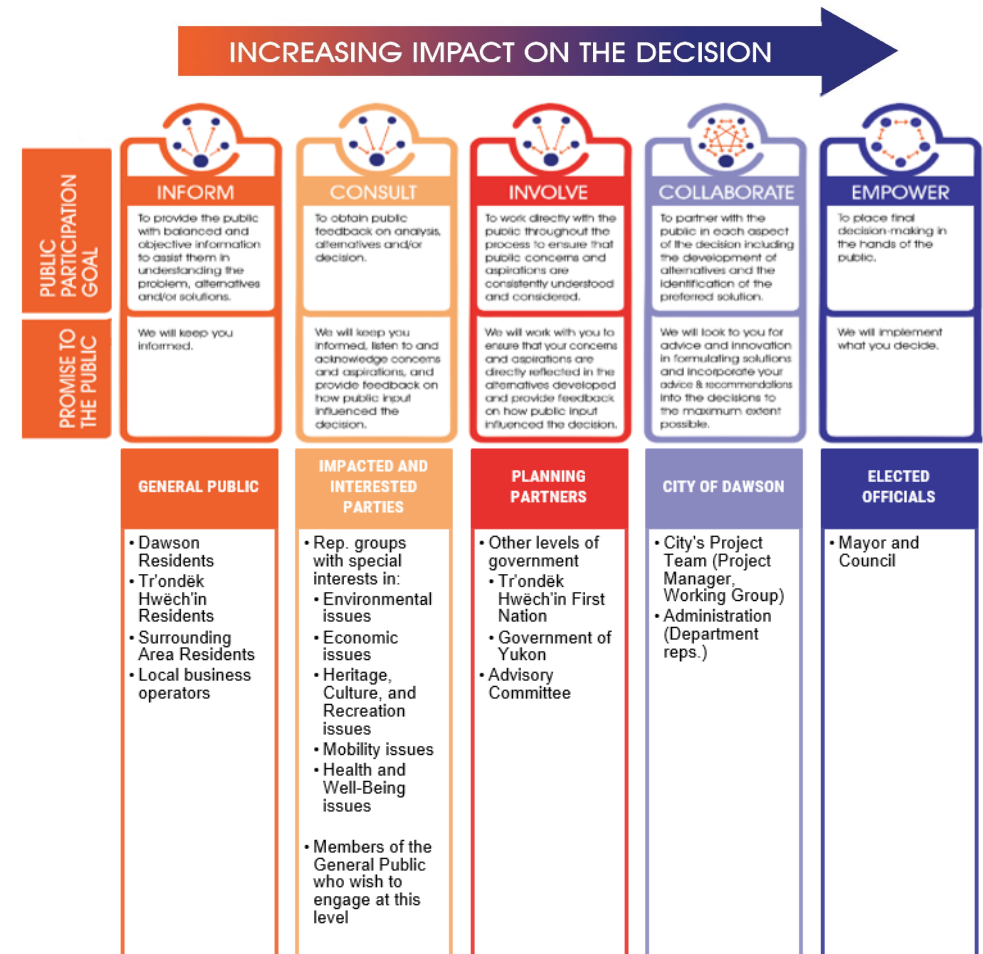
Apr - July

- Public information session and City of Dawson Council workshop

Engagement overview

Goals

- Reach those who have a direct interest in the future of Dawson, including those located locally and afar.
- Inform those engaged about the roles of the OCP and ZBL, and how these documents are used every day by municipal staff.
- Provide a diverse range of opportunities for those interested to share their opinions about the future of Dawson.
- Form an Advisory Committee that accurately represents the diversity of interests in Dawson.
- Choose engagement tools that remove barriers and promote equity and inclusion.
- Build and improve relationships with community members, businesses and other organizations operating in Dawson, and other levels of government.





A look at your Planning Partners

Working Group

Represents other levels of government active in Dawson.

Role

- Help review the reports and final drafts
- Provide guidance, feedback, and recommendations
- Provide relevant information within their area of expertise
- Provide existing reports, background information, and inventory details
- Provide community group contacts
- Provide a supportive role in organizing meetings

Members

- Charlotte Luscombe, TH
- Ben Campbell, YG

Tr'ondëk Hwëch'in

Share Indigenous perspectives and TH insight that can be used to shape the OCP and ZBL and enhance the planning process. Build and strengthen relationships.

Role/ Involvement

- Elected Officials (Meeting Aug 21)
 - To be determined by TH
 - Presentations at key milestones
- Administration
 - To be determined by TH
 - Charlotte is on the Working Group
- Citizens
 - To be determined by TH

Advisory Committee

Gain insight into the needs, interests, and preferences of community members, impacted, and interested parties.

Role

- Act as a sounding board for the Planning Team (Stantec + Working Group)
- Provide feedback on engagement tools, proposed concepts, or guiding directions
- Share information about other projects as they are able
- Act as local champions by encouraging community participation during engagement

Members - TBD

- Seeking approximately 10 people
- Representative of various interests, industries, and socio-economic perspectives
- Have put out an open call for membership



Upcoming engagement

Hands-On Planning Charrette

- Two-days, open to everyone
- Participants will sit side-by-side to hear and share about the challenges and opportunities Dawson faces, what potentially can be done, and share opinions about what the priorities should be.

Q: What topics should we cover?

- *Geohazards and land development suitability*
- *Climate change and permafrost melt*
- *Flood hazard mapping (Stantec/ YG)*
- *Heritage management*
- *Indigenous perspectives*
- *Missing middle housing*

Public Information Session

- Share high-level information from the Planning Charette
- Identify focus areas of the OCP, which will become topic headings and policy sections
(e.g., vision, heritage, environmental stewardship, housing, growth, economy, movement, municipal services and assets)
- Discuss visioning
What is “uniquely Dawson”?
Should/ how could TH culture be more integrated and/ or reflected in Dawson?

Q: What else should we get input on?

Specific engagement with TH

- Will be designed and organized in collaboration with TH
- Intended to incorporate information from the Planning Charette and the Public Information Session
- Will likely include a community dinner



Coming up

Phase 1 Research and Analysis

- Formation of an Advisory Committee (underway)
- Determination of TH involvement/ consultation process
- Gathering background information, development of base maps
- Creation of the Engagement Plan
- Critical evaluation of the existing OCP and ZBL

Phase 2 Consultation

- Advisory Committee project launch (Date TBD)
- **NEW** Opportunity to tag-on engagement during other events (September)
 - Could do some youth visioning or SWOT exercises
- Preparation of communication and engagement materials
 - Online project launch, notifications, charette planning, etc
- Hands-on-Planning Charette (November)

Questions?



Revenue Expenditures Update
Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
REVENUE					
General Municipality:					
General Taxation	2,672,363	2,672,363	2,650,229	(22,134)	1%
Grants in Lieu of Taxes	1,214,929	1,214,929	1,199,336	(15,593)	1%
Grants	3,002,102	2,962,102	3,035,704	73,602	-1%
Penalties and Interest	25,600	12,800	6,542	(6,258)	74%
Other Revenue	45,000	15,000	36,873	21,873	18%
Sale of Services	130,000	50,250	60,375	10,125	54%
Total General Municipality:	7,089,994	6,927,444	6,989,061	61,617	1%
Cable	200,586	100,293	86,759	(13,534)	57%
Protective Services:					
Fire Protection	25,379	8,460	9,390	930	63%
Emergency Measures	-	-	-	-	0%
Bylaw Enforcement	6,000	3,000	4,885	1,885	19%
Total Protective Services:	31,379	11,460	14,275	2,815	55%
Public Works:					
Water Services	1,027,286	207,793	204,028	(3,765)	80%
Sewer Services	696,947	120,000	116,455	(3,545)	83%
Waste Management	601,461	164,500	191,734	27,234	68%
Other Revenue	97,625	38,550	21,785	(16,765)	78%
Total Public Works:	2,423,319	530,843	534,002	3,159	78%
Public Health - Cemetery	4,300	2,150	1,325	(825)	69%
Planning	56,400	14,420	10,700	(3,720)	81%
Recreation:					
Recreation Common	65,166	5,844	5,977	133	91%
Programing & Events	66,579	30,790	26,545	(4,245)	60%
AMFRC	72,500	36,250	53,868	17,618	26%
Water Front	62,232	31,116	40,556	9,440	35%
Pool	21,624	8,675	18,291	9,616	15%
Green Space	17,040	7,520	36,928	29,408	-117%
Total Recreation:	305,140	120,194	182,164	61,970	40%
TOTAL REVENUE:	10,111,118	7,706,804	7,818,286	111,483	23%

EXPENDITURES:					
General Municipality:					
Mayor and Council	197,485	98,743	87,816	(10,926)	56%
Council Election	-	-	76	76	0%
Grants/Subsidies	190,241	64,703	33,845	(30,858)	82%
Administration	1,441,081	738,041	653,608	(84,433)	55%
Other Property Expenses	21,000	10,500	9,582	(918)	54%
Computer information System	106,600	67,925	83,849	15,924	21%
Communications	44,180	23,240	11,955	(11,285)	73%
Municipal Safety Program	4,589	2,294	3,262	968	29%
Total General Municipality:	2,005,176	1,005,446	883,993	(121,452)	56%
Cable	241,323	120,662	89,364	(31,298)	63%

Revenue Expenditures Update
Jan- Jun, 2024

Protective Services:					
Fire Protection	396,065	198,033	107,296	(90,736)	73%
Emergency Measures	38,085	19,043	12,981	(6,062)	66%
Bylaw Enforcement	140,824	70,412	64,033	(6,379)	55%
Total Protective Services:	574,974	287,487	184,310	(103,177)	68%
Public Works:					
Common	519,946	259,973	249,888	(10,086)	52%
Roads and Streets - Summer	129,611	64,806	29,514	(35,291)	77%
Roads and Streets - winter	417,995	208,998	108,691	(100,307)	74%
Sidewalks	18,479	9,239	29,274	20,034	-58%
Dock	150	75	-	(75)	100%
Surface Drainage	80,290	40,145	12,003	(28,142)	85%
Water Services	1,471,038	735,519	539,199	(196,320)	63%
Sewer Services	262,161	131,081	106,391	(24,689)	59%
Waste Water Treatment Plant	232,000	116,000	54,369	(61,631)	77%
Waste Management	691,643	345,821	170,439	(175,382)	75%
Building Maintenance	398,110	199,055	161,023	(38,032)	60%
Waste Diversion	404,575	202,288	97,199	(105,089)	76%
Total Public Works:	4,625,997	2,312,999	1,557,989	(755,009)	66%
Public Health - Cemetery	8,000	4,000	-	(4,000)	100%
Planning	434,500	207,250	143,188	(64,062)	67%
Recreation:					
Recreation Common	275,746	137,873	152,497	14,624	45%
Programming & Events	286,633	143,316	109,068	(34,249)	62%
AMFRC	682,020	341,010	301,420	(39,590)	56%
Water Front	39,911	19,955	8,656	(11,300)	78%
Pool	225,331	112,665	56,474	(56,191)	75%
Green Space	308,138	187,569	156,636	(30,933)	49%
Total Recreation:	1,817,777	942,388	784,751	(157,637)	57%
TOTAL EXPENDITURES:	9,707,748	4,880,231	3,643,594	(1,236,637)	62%
NET OPERATING SURPLUS	403,370	2,826,572	4,174,692	1,348,120	
TOTAL WAGES AND BENEFITS	4,268,855	2,134,427	1,867,802	(266,625)	56%

Revenue Expenditures Update
Jan-Jun, 2024

Summary A	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan- Jun Budget	% Annual Budget Remaining
Property Taxes / Pmt in Lieu	3,887,292	3,887,292	3,849,565	(37,727)	1%
Comprehensive Municipal Grant	2,922,102	2,922,102	2,922,102	-	0%
	<u>6,809,394</u>	<u>6,809,394</u>	<u>6,771,667</u>	<u>(37,727)</u>	<u>1%</u>
Departmental Expenses Net of Department Revenue					
Gen Gov	(1,863,100)	(956,657)	(724,422)	232,235	61%
Public Works	(2,202,678)	(1,782,156)	(1,023,987)	758,169	54%
Planning	(378,100)	(192,830)	(132,487)	60,343	65%
Fire	(408,772)	(208,616)	(110,887)	97,729	73%
Recreation	(1,512,637)	(822,194)	(602,586)	219,607	60%
Cable	(40,738)	(20,369)	(2,605)	17,764	94%
Unallocated (outstanding 2023 invoices)					0%
Net Expenses	<u>(6,406,024)</u>	<u>(3,982,822)</u>	<u>(2,596,975)</u>	<u>1,385,846</u>	<u>59%</u>
Net Operating Surplus	403,370	2,826,572	4,174,692	1,348,120	

Revenue Expenditures Update
Jan- Jun, 2024

GENERAL MUNICIPAL	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Property Tax					
Property Taxes - Residential	1,318,135	1,318,135	1,358,372	40,237	-3%
Property Taxes - Non-Residential	1,354,228	1,354,228	1,291,857	(62,371)	5%
Total Property Tax	2,672,363	2,672,363	2,650,229	(22,134)	1%
Grants in Lieu of Taxes					
Federal Grants in Lieu - Residential	31,744	31,744	31,744	(0)	0%
Territorial Grants in Lieu - Residential	18,124	18,124	24,082	5,958	-33%
Federal Grants in Lieu - Non-Residential	183,739	183,739	171,340	(12,399)	7%
Territorial Grants in Lieu - Non-Residential	488,479	488,479	479,327	(9,152)	2%
Tr'ondek Hwech'in Grants In Lieu	492,843	492,843	492,843	0	0%
Total Grants in Lieu of Taxes	1,214,929	1,214,929	1,199,336	(15,593)	1%
Taxes & Payments in lieu of Taxes	3,887,292	3,887,292	3,849,565	(37,727)	1%
Comprehensive Municipal Grant	2,922,102	2,922,102	2,922,102	-	0%
	-	-	-	-	0%
Comprehensive Municipal Grant	2,922,102	2,922,102	2,922,102	-	0%

Revenue Expenditures Update

Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
GENERAL MUNICIPAL					
REVENUES					
Grants					
Non Capital Grants/Funding		-	10,000	10,000	0%
Training Grant	4,000	2,000	-	(2,000)	100%
Carbon Rebate	76,000	38,000	103,602	65,602	-36%
Total Grants	80,000	40,000	113,602	73,602	-42%
Penalties & Interest					
Penalties & Interest - Property Taxes	15,000	7,500	1,443	(6,057)	90%
Penalties & Interest - Water & Sewer	10,000	5,000	5,100	100	49%
Administration Fee - Tax Liens	600	300	-	(300)	100%
Total Penalties & Interest	25,600	12,800	6,542	(6,258)	74%
Other Revenue					
Bank Interest	20,000	6,667	36,873	30,207	-84%
Interest on Investments	100,000	33,333	-	(33,333)	100%
Less Interest Transferred to Reserve	(75,000)	(25,000)	-	25,000	100%
Total Other Revenue	45,000	15,000	36,873	21,873	18%
Sales of Services					
Business Licence	40,000	20,000	31,345	11,345	22%
Intermunicipal Business Licence	1,500	750	1,758	1,008	-17%
Certificate and Searches	2,000	1,000	1,100	100	45%
Building Lease/Rental Income	86,500	28,500	26,172	(2,328)	70%
Total Sales of Services	130,000	50,250	60,375	10,125	54%
TOTAL GENERAL MUNICIPAL REVENUE	280,600	118,050	217,393	99,343	23%
EXPENDITURES: MAYOR AND COUNCIL					
Wages & Honoraria - Mayor/Council	71,750	35,875	34,644	(1,231)	52%
Benefits - Mayor/Council	4,305	2,153	2,048	(105)	52%
Employee Wages - Council Services	52,590	26,295	24,728	(1,567)	53%
Employee Benefits - Council Services	7,889	3,944	3,895	(49)	51%
Membership	29,814	14,907	14,611	(296)	51%
Training/Conferences - Mayor and Council	5,125	2,563	1,095	(1,468)	79%
Travel - Accommodation and Meals	11,788	5,894	3,131	(2,763)	73%
Travel - Transportation	9,225	4,613	2,674	(1,939)	71%
Special events/sponsorship	4,000	2,000	992	(1,008)	75%
Supplies Office - Mayor and Council	-	-	-	-	0%
Non Capital Equipment/Office Furniture	1,000	500	-	(500)	100%
TOTAL MAYOR AND COUNCIL EXPENDITURES	197,485	98,743	87,816	(10,926)	56%
Elections	20,000	10,000	-	(10,000)	100%

Revenue Expenditures Update

Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
GENERAL MUNICIPAL					
Elections		-	76	76	0%
Total Elections	-	-	76	76	0%
Grant Expenses					
Homeowner Senior Tax Grants	14,165	14,165	13,476	(689)	5%
Development Incentive Grant	75,000	-	-	-	100%
Water and Sewer - Senior Discount	30,076	15,038	12,069	(2,969)	60%
Community Grants	30,000	15,000	8,300	(6,700)	72%
Dawson Ski Hill Grants	6,000	3,000	-	(3,000)	100%
KDO Funding	35,000	17,500	-	(17,500)	100%
Total Grants / Subsidies	190,241	64,703	33,845	(30,858)	82%
Administration					
Wages - Administration	568,875	284,438	266,894	(17,544)	53%
Benefits - Administration	85,331	42,666	41,777	(889)	51%
Professional Fees	2,000	1,000	1,180	180	41%
Audit	27,000	11,000	2,684	(8,316)	90%
Legal	100,000	50,000	8,822	(41,178)	91%
Human Resource	15,375	7,688	2,570	(5,118)	83%
Membership/Conference	2,563	1,281	1,073	(209)	58%
Training	6,500	3,250	3,905	655	40%
Travel - Accommodation and Meals	8,000	4,000	-	(4,000)	100%
Travel - Transportation	10,250	5,125	3,933	(1,192)	62%
Advertising - Administration--Advertising		-	5,280	5,280	0%
Promotional Material/Hosting Event	30,000	15,000	17,322	2,322	42%
Subscriptions & Publications	-	-	34	34	0%
Postage ALL DEPTS	13,500	6,750	5,512	(1,238)	59%
Freight	1,700	850	199	(651)	88%
Supplies - Office ALL DEPTS	25,920	12,960	10,635	(2,325)	59%
Non Capital Equipment	4,000	2,000	-	(2,000)	100%
Photocopier Expense - ALL DEPTS	9,000	4,500	3,605	(895)	60%
Building Repairs and Maintenance	15,000	7,500	1,722	(5,778)	89%
Electrical	12,000	6,000	8,652	2,652	28%
Heating	27,675	13,838	6,995	(6,842)	75%
Insurance - ALL DEPTS	374,268	187,134	196,303	9,169	48%
Telephone and Fax	33,825	16,913	15,440	(1,472)	54%
Bank Charges	4,300	2,150	2,565	415	40%
Payroll Fees	7,000	3,500	3,129	(371)	55%
Bad Debt Expense	500	250	-	(250)	100%
Assessment Fees	40,000	40,000	43,377	3,377	-8%
Partnerships	15,000	7,500	-	(7,500)	100%
Intermunicipal Business Licence	1,500	750	-	(750)	100%
TOTAL ADMINISTRATION EXPENSES	1,441,081	738,041	653,608	(84,433)	55%

Revenue Expenditures Update

Jan- Jun, 2024

GENERAL MUNICIPAL	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Cemetery					
Cemetery Revenues					
Sale of Cemetery Plots	4,300	2,150	1,325	(825)	69%
Transfer in from Reserves					0%
Total Cemetery Revenues	4,300	2,150	1,325	(825)	69%
Cemetery Expense					
Contracted Services	5,000	2,500	-	(2,500)	100%
Landscaping/ Maintenance	3,000	1,500	-	(1,500)	100%
Equipment Rentals					0%
Total Cemetery Expense	8,000	4,000	-	(4,000)	100%
Net Cemetery Expenses	(3,700)				
Other Property Expenses					
Utility - 8th Ave Residence		-	703	703	0%
Heating - 8th Residence		-	2,139	2,139	0%
Repairs and Maintenance - 8th Residence	7,000	3,500	-	(3,500)	100%
Utility - 6th Ave. Rental		-	751	751	0%
Heating - 6th Ave. Rental		-	613	613	0%
Repairs and Maintenance - 6th Ave.	5,000	2,500	162	(2,338)	97%
Property Lease /staff housing	9,000	4,500	5,214	714	42%
Total Other property Expenses	21,000	10,500	9,582	(918)	54%
Computer Information Systems					
Accounting System Support Plan	30,750	30,000	29,257	(743)	5%
Network Workstation Support Plan	46,125	23,063	44,843	21,780	3%
Network Software and Accessories	25,625	12,813	321	(12,492)	99%
Repairs, Maintenance & Non Capital	4,100	2,050	9,428	7,378	-130%
TOTAL COMPUTER IT EXPENSES	106,600	67,925	83,849	15,924	21%
Communications					
Communications - Advertising ALL D	22,655	11,328	5,750	(5,578)	75%
Licence Fees	2,300	2,300	2,298	(2)	0%
Contracted Services	19,225	9,613	3,908	(5,705)	80%
TOTAL COMMUNICATIONS EXPENSES	44,180	23,240	11,955	(11,285)	73%

Revenue Expenditures Update

Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
GENERAL MUNICIPAL					
Bylaw Enforcement					
Revenues					
Bylaw Revenue	3,000	1,500	4,365	2,865	-46%
Animal Control Fees	2,000	1,000	520	(480)	74%
Grants	1,000	500	-	(500)	100%
Total Expenses	6,000	3,000	4,885	1,885	19%
Expenses					
Wages - Bylaw	83,025	41,513	39,186	(2,327)	53%
Benefits - Bylaw	12,454	6,227	5,353	(874)	57%
Legal Fees / Professional Fees	10,000	5,000	-	(5,000)	100%
Training	4,000	2,000	600	(1,400)	85%
Travel - Accommodation and Meals	2,250	1,125	1,331	206	41%
Travel - Transportation	1,750	875	-	(875)	100%
Educational Material/Special Events	2,000	1,000	771	(229)	61%
Non Capital Equipment	500	250	-	(250)	100%
Contracted Services	2,000	1,000	-	(1,000)	100%
Animal Control - Humane Society	14,600	7,300	10,950	3,650	25%
Operating Supplies/Signs/Animal con	3,900	1,950	4,302	2,352	-10%
Specialty Clothing	1,000	500	315	(185)	69%
Vehicle Fuel	1,845	923	703	(219)	62%
Vehicle Repairs and Maintenance	1,500	750	520	(230)	65%
Total Expenses	140,824	70,412	64,033	(6,379)	55%
NET BYLAW ENFORCEMENT EXPEND	(134,824)				
Health & Safety					
Wages - Safety	4,025	2,013	2,806	793	30%
Benefits - Safety	564	282	457	175	19%
Total Health & Safety	4,589	2,294	3,262	968	29%
TOTAL GENERAL MUNICIPAL EXPEN	2,154,000	1,079,857	948,026	(131,832)	56%
TOTAL GENERAL MUNICIPALITY REVENUE	290,900	123,200	223,603	100,403	23%
TOTAL GENERAL MUNICIPALITY EXPENSES	2,154,000	1,079,857	948,026	(131,832)	56%
NET GENERAL MUNICIPALITY	(1,863,100)	(956,657)	(724,422)	232,235	61%
penalties & Interests	70,600	27,800	43,416	15,616	(0)
Fees & Charges	140,300	55,400	66,585	11,185	(0)
Grants	80,000	40,000	113,602	73,602	(0)
Total	290,900	123,200	223,603	100,403	(1)
DEPARTMENTAL WAGES AND BENEFITS	830,329	415,164	393,163	(22,001)	53%

Revenue Expenditures Update
Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Public Works					
Revenue					
Water Service					
Water Utility Fee	920,568	160,585	153,027	(7,558)	83%
Bulk Water Sales - Fill Station	20,756	6,227	4,791	(1,436)	77%
Water Delivery	75,962	37,981	38,345	364	50%
Disconnect/Reconnect Water Services	10,000	3,000	7,865	4,865	21%
Total Water Service	1,027,286	207,793	204,028	(3,765)	80%
Sewer Service					
Sewer Utility Fee	696,947	120,000	116,455	(3,545)	83%
Total Sewer Service	696,947	120,000	116,455	(3,545)	83%
Waste Management					
Waste Management Fees	298,621	52,000	50,268	(1,732)	83%
YG Funding for Waste Management	145,000	43,500	-	(43,500)	100%
Ground Water Monitoring	35,000	20,000	26,825	6,825	23%
Tipping Fees	50,000	-	-	-	100%
YG Funding for Recycling Depot	42,840	40,000	65,927	25,927	-54%
Recycling Revenue (Raven Recycling)	30,000	9,000	31,921	22,921	-6%
Composting Program		-	16,793	16,793	0%
Total Waste Management	601,461	164,500	191,734	27,234	68%
Other					
New Installation Fee - Labour	46,125	18,450	8,036	(10,414)	83%
Sale of Gravel	1,500	600	-	(600)	100%
New Installation Fee - Sale of Inventory	35,000	14,000	7,691	(6,309)	78%
Load Capacity	10,000	4,000	5,051	1,051	49%
Misc Services		-	20		0%
Grant - Training	5,000	1,500	988	(512)	80%
Total Other	97,625	38,550	21,785	(16,785)	78%
Total Revenue - Public Works	2,423,319	530,843	534,002	3,139	78%

Revenue Expenditures Update
Jan- Jun, 2024

Public Works	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
EXPENDITURES - PUBLIC WORKS:					
COMMON:					
Wages - PW Common	151,700	75,850	110,095	34,245	27%
Benefits - PW Common	22,755	11,378	15,399	4,022	32%
Professional Fees	1,000	500	-	(500)	100%
Membership/Conference/Meetings	1,500	750	58	(692)	96%
Training	5,000	2,500	2,105	(395)	58%
Travel - Accommodation and Meals	3,125	1,563	2,100	538	33%
Travel - Transportation	2,050	1,025	710	(315)	65%
Promotional Material/Special Events	513	256	-	(256)	100%
Subscriptions & Publications	513	256	371	115	28%
Freight	9,000	4,500	1,005	(3,495)	89%
Supplies Office - PW Common--Supplies Office		-	72	72	0%
Non Capital Equipment	10,000	5,000	3,687	(1,313)	63%
Photocopier Expense (lease)	1,430	715	748	33	48%
Building Repairs and Maintenance	10,250	5,125	2,289	(2,836)	78%
Electrical	8,661	4,331	1,847	(2,484)	79%
Heating	32,000	16,000	22,748	6,748	29%
Telephone and Fax	15,375	7,688	6,087	(1,601)	60%
Contract Services - Common	8,000	4,000	6,865	2,865	14%
Supplies - Common Operating	20,500	10,250	7,720	(2,530)	62%
Supplies - Safety	15,375	7,688	6,414	(1,274)	58%
Vehicle Fuel	40,000	20,000	12,028	(7,972)	70%
Vehicle Repairs and Maintenance	35,875	17,938	13,880	(4,058)	61%
Heavy Equipment Fuel	30,000	15,000	8,931	(6,069)	70%
Heavy Equipment R&M	76,875	38,438	24,729	(13,708)	68%
Mosquito Control	18,450	9,225	-	(9,225)	100%
TOTAL COMMON EXPENDITURES:	519,946	259,973	249,888	(10,086)	52%

Revenue Expenditures Update
Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Public Works					
Transportation					
Roads - Summer					
Wages - PW Roads Summer	13,325	6,663	5,157	(1,506)	61%
Benefits - PW Roads Summer	1,999	999	945	(54)	53%
Freight	513	256	-	(256)	100%
Contracted Services	61,500	30,750	8,298	(22,453)	87%
Supplies - Operating	1,025	513	-	(513)	100%
Chemicals	10,250	5,125	-	(5,125)	100%
Cold Mix	3,075	1,538	-	(1,538)	100%
Gravel	10,250	5,125	555	(4,570)	95%
Signs	7,175	3,588	4,523	936	37%
Street Lights	20,500	10,250	10,037	(213)	51%
Total Roads - Summer	129,611	64,806	29,514	(35,291)	77%
Roads - Winter					
Wages - PW Roads Winter	63,550	31,775	7,271	(24,504)	89%
Benefits - PW Roads Winter	9,533	4,766	978	(3,788)	90%
Freight	2,563	1,281	-	(1,281)	100%
Contracted Services	256,250	128,125	90,535	(37,590)	65%
Winter Chemical	66,625	33,313	-	(33,313)	100%
Street Lights	19,475	9,738	9,906	169	49%
Total Roads - Winter	417,995	208,998	108,691	(100,307)	74%
Sidewalks					
Wages - PW Sidewalks	11,275	5,638	25,708	20,071	-128%
Benefits - PW Sidewalks	1,691	846	3,431	2,586	-103%
Freight	513	256	-	(256)	100%
Contracted Services	1,000	500	-	(500)	100%
Supplies - Material	4,000	2,000	134	(1,866)	97%
TOTAL SIDEWALKS:	18,479	9,239	29,274	20,034	-58%
Dock					
Marine Lease	150	75	-	(75)	100%
Total Dock	150	75	-	(75)	100%

Revenue Expenditures Update
Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Public Works					
Surface Drainage					
Wages - PW Surface Drainage	55,350	27,675	4,241	(23,434)	92%
Benefits - PW Surface Drainage	8,303	4,151	570	(3,581)	93%
Freight	513	256	-	(256)	100%
Electrical	1,000	500	204	(296)	80%
Contracted Services	10,000	5,000	6,258	1,258	37%
Supplies	5,125	2,563	731	(1,832)	86%
Total Surface Drainage	80,290	40,145	12,003	(28,142)	85%
ENVIRONMENTAL USE AND PROTECTIONS:					
Water					
Wages - PW Water Services	471,500	235,750	191,856	(43,894)	59%
Benefits - PW Water Services	70,725	35,363	26,645	(8,717)	62%
Professional Fees	10,250	5,125	-	(5,125)	100%
Professional Fees - Water Licence	5,000	2,500	6,130	3,630	-23%
Membership/Conference/Certificates	4,100	2,050	129	(1,921)	97%
Training	5,000	2,500	870	(1,630)	83%
Travel - Accommodation and Meals	5,125	2,563	-	(2,563)	100%
Travel - Transportation	2,563	1,281	-	(1,281)	100%
Freight	26,000	13,000	9,847	(3,153)	62%
Non Capital Equipment	5,125	2,563	696	(1,867)	86%
Repairs and Maintenance	76,875	38,438	40,967	2,530	47%
Electrical	145,000	72,500	42,571	(29,929)	71%
Heating	307,500	153,750	82,542	(71,208)	73%
Telephone	18,700	9,350	7,886	(1,464)	58%
Contract Services	51,250	25,625	26,736	1,111	48%
Supplies - Operating	115,000	57,500	63,357	5,857	45%
Supplies - Safety	5,125	2,563	789	(1,774)	85%
Chemicals	15,000	7,500	4,113	(3,387)	73%
Water Sampling/Testing	12,300	6,150	2,439	(3,711)	80%
Vehicle Fuel - PW Water Services--Vehicle F	-	-	3,115	3,115	0%
Vehicle Repairs and Maintenance - PW Wat	-	-	56	56	0%
Water Delivery	118,900	59,450	28,457	(30,993)	76%
Total Water	1,471,038	735,519	539,199	(196,320)	63%
Sewer					
Wages - PW Sewer Services	156,825	78,413	85,705	7,293	45%
Benefits - PW Sewer Services	23,524	11,762	11,926	164	49%
Freight	1,538	769	-	(769)	100%
Non Capital Equipment	3,075	1,538	-	(1,538)	100%
Electrical	26,000	13,000	6,575	(6,425)	75%
Contracted Services	40,000	20,000	630	(19,370)	98%

Revenue Expenditures Update
Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan- Jun Budget	% Annual Budget Remaining
Public Works					
Supplies	8,200	4,100	220	(3,880)	97%
Supplies - Safety	3,000	1,500	-	(1,500)	100%
Vehicle Fuel - PW Sewer Services--Vehicle Fuel		-	1,335	1,335	0%
Total Sewer	262,161	131,081	106,391	(24,689)	59%

Revenue Expenditures Update
Jan- Jun, 2024

	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Public Works					
Waste Water Treatment plant					
Wages - PW WWTP		-	1,429	1,429	0%
Benefits - PW WWTP		-	194	194	0%
YG Payment towards Operating WWTP	232,000	116,000	52,746	(63,254)	77%
Total Wastewater Treatment Plant	232,000	116,000	54,369	(61,631)	77%
Solid Waste Management					
Wages - PW Waste Management	346,450	173,225	117,415	(55,810)	66%
Benefits - PW Waste Management	51,968	25,984	16,149	(9,834)	69%
Training	5,125	2,563	2,372	(190)	54%
Travel - Accommodation and Meals	5,125	2,563	-	(2,563)	100%
Travel - Transportation	2,563	1,281	-	(1,281)	100%
Freight	513	256	44	(213)	92%
Non-Capital Equipment	20,000	10,000	-	(10,000)	100%
Building Repairs and Maintenance	7,175	3,588	656	(2,931)	91%
Electrical	3,500	1,750	522	(1,228)	85%
Heating	4,613	2,306	1,869	(437)	59%
Contracted Services	145,000	72,500	10,546	(61,954)	93%
Supplies	1,538	769	1,234	465	20%
Supplies - Safety	3,075	1,538	1,211	(326)	61%
Sampling/Testing	41,000	20,500	-	(20,500)	100%
Vehicle Fuel (including garbage truck)	20,000	10,000	5,523	(4,477)	72%
Vehicle Repairs and Maintenance	5,000	2,500	-	(2,500)	100%
Water Delivery/Septic	1,500	750	998	248	33%
Heavy Equipment Fuel	7,000	3,500	4,261	761	39%
Heavy Equipment Repairs & Maintenance	20,500	10,250	7,324	(2,926)	64%
Public Work-Waste Colle-Vehicle Rep	-	-	315	315	0%
Total Solid Waste Management	691,643	345,821	170,439	(175,382)	75%

Revenue Expenditures Update
Jan- Jun, 2024

Public Works	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Solid Waste Diversion					
Wages - PW Diversion	240,000	120,000	74,358	(45,642)	69%
Benefits - PW Diversion	30,750	15,375	9,938	(5,437)	68%
Curbside Pickup	70,000	35,000	-	(35,000)	100%
Non-Capital Equipment	10,250	5,125	635	(4,490)	94%
Electrical	30,000	15,000	4,547	(10,453)	85%
Building Repairs and Maintenance	3,075	1,538	258	(1,279)	92%
Contracted Services	5,125	2,563	72	(2,491)	99%
Recycling Depot - Supplies	10,250	5,125	3,410	(1,715)	67%
Supplies - Safety	5,125	2,563	1,471	(1,092)	71%
Diversion Centre supplies		-	2,510	2,510	0%
Composting Program	35,000	35,000	32,962	(2,038)	6%
Total Solid Waste Diversion	404,575	202,288	97,199	(105,089)	76%
Building Maintenance					
Wages - PW Other	323,900	161,950	135,325	(26,625)	58%
Benefits - PW Other	48,585	24,293	18,090	(6,203)	63%
Janitorial Supplies - ALL DEPTS	25,625	12,813	7,609	(5,204)	70%
Total Building Maintenance:	398,110	199,055	161,023	(38,032)	60%
TOTAL PUBLIC WORKS REVENUE	2,423,319	530,843	534,002	3,139	78%
TOTAL PUBLIC WORKS EXPENDITURES	4,625,997	2,312,999	1,557,989	(755,009)	66%
NET PUBLIC WORKS EXPENDITURES	(2,202,678)	(1,782,156)	(1,023,987)	758,149	54%
penalties & Interests					
Fees & Charges	2,423,319		534,002		3
Grants					
Total	2,423,319		534,002		3
DEPARTMENTAL WAGES AND BENEFITS	2,103,706	1,051,853	862,826	(189,027)	59%

Revenue Expenditures Update

Jan- Jun, 2024

	2024 Annual Budget	2024 Jan- Jun Budget	2024 Jan- Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
PLANNING & DEVELOPMENT:					
REVENUES - PLANNING:					
Development Permits	15,000	7,500	10,700	3,200	29%
Land Sales	25,000	-	-	-	100%
Cash in Lieu (parking)	6,400	1,920	-	(1,920)	100%
Transfer in from Reserves (Heritage)	10,000	5,000	-	(5,000)	100%
TOTAL REVENUE - PLANNING:	56,400	14,420	10,700	(3,720)	81%
EXPENDITURES - PLANNING:					
Wages - Planning	250,000	125,000	103,066	(21,934)	59%
Benefits - Planning	37,500	18,750	12,967	(5,783)	65%
Honoraria	12,000	6,000	3,231	(2,769)	73%
Legal	50,000	25,000	20,421	(4,579)	59%
Training	6,000	3,000	-	(3,000)	100%
Travel - Accommodation and Meals	3,000	1,500	2,966	1,466	1%
Travel - Transportation	4,000	2,000	536	(1,464)	87%
Non Capital Equipment/Office Furniture	2,000	1,000	-	(1,000)	100%
Downtown Revitalization	20,000	10,000	-	(10,000)	100%
Heritage Incentive	10,000	5,000	-	(5,000)	100%
Contracted services	25,000	2,500	-	(2,500)	100%
Survey and Title Costs	15,000	7,500	-	(7,500)	100%
TOTAL EXPENDITURES - PLANNING:	434,500	207,250	143,188	(64,062)	67%
TOTAL PLANNING REVENUES:	56,400	14,420	10,700	(3,720)	81%
TOTAL PLANNING EXPENSES:	434,500	207,250	143,188	(64,062)	67%
NET PLANNING EXPENSES	(378,100)	(192,830)	(132,487)	60,343	65%
DEPARTMENTAL WAGES AND BENEFITS	287,500	143,750	116,033	(27,717)	60%

Revenue Expenditures Update

Jan- Jun, 2024

	2024 Annual Budget	2024 Jan- Jun Budget	2024 Jan- Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
Protective Services					
Fire Protection Revenues					
Fire Alarm Monitoring	10,204	3,401	6,390	2,989	37%
Inspection Services	2,050	683	-	(683)	100%
Fire & Alarm Response	5,125	1,708	-	(1,708)	100%
Miscellaneous Protective Services	8,000	2,667	3000	333	63%
Total Fire Protection Revenues	25,379	8,460	9,390	930	63%
Fire Protection Expenses					
Wages - Fire Protection	111,725	55,863	47,445	(8,418)	58%
Benefits - Fire Protection	16,759	8,379	7,414	(966)	56%
Fire Fighter Call Outs	30,750	15,375	12,975	(2,400)	58%
Benefits - Fire Fighter WCB	30,000	15,000	-	(15,000)	100%
Professional Fees (medical fees)	2,050	1,025	-	(1,025)	100%
Membership	1,000	500	377	(123)	62%
Training/Certificates	35,875	17,938	7,480	(10,458)	79%
Travel - Accommodation and Meals	5,000	2,500	-	(2,500)	100%
Travel - Transportation	4,000	2,000	-	(2,000)	100%
Promotional Material	2,050	1,025	-	(1,025)	100%
Special Events	3,000	1,500	1,495	(5)	50%
Freight	1,000	500	1,143	643	-14%
Non Capital Equipment	2,000	1,000	67	(933)	97%
Building Repairs and Maintenance	2,000	1,000	416	(584)	79%
Electrical	5,000	2,500	1,205	(1,295)	76%
Heating	9,994	4,997	3,016	(1,981)	70%
Insurance (FF additional)	5,125	2,563	-	(2,563)	100%
Telephone and Fax	6,663	3,331	2,458	(874)	63%
Contracted Services	53,050	26,525	3,248	(23,277)	94%
Supplies - Operating and safety	25,000	12,500	11,397	(1,103)	54%
Supplies - Specialty Clothing/other	20,500	10,250	2,583	(7,667)	87%
Supplies - Safety	-	-	510	510	0%
Smoke/CO Detector Campaign	5,125	2,563	-	(2,563)	100%
Training facility	2,000	1,000	-	(1,000)	100%
Vehicle Fuel	4,613	2,306	1,710	(596)	63%
Vehicle Repairs and Maintenance	2,563	1,281	552	(729)	78%
Heavy Equipment Fuel	1,538	769	429	(339)	72%
Heavy Equipment Repairs and Maintenance	7,688	3,844	1,128	(2,716)	85%
Interest on Lease Equipment	-	-	248		0%
Total Fire Protection Expenses	396,065	198,033	107,296	(90,985)	73%
Net Fire Protection	(370,686)	(189,573)	(97,906)	91,915	74%

Revenue Expenditures Update

Jan- Jun, 2024

EMO Expenses					
Wages - EMO	21,525	10,763	9,392	(1,371)	56%
Benefits - EMO	3,229	1,614	1,508	(107)	53%
Promotional Material/Special Events	2,000	1,000	388	(612)	81%
Emergency Messaging system	2,900	1,450	552	(898)	81%
Supplies (includes Infosat communication)	1,997	998	287	(711)	86%
Non Capital Equipment	1,025	513	427	(85)	58%
Contract Services	3,360	1,680	-	(1,680)	100%
Safety Kits and Supplies	2,050	1,025	428	(597)	79%
Total EMO Expenses	38,085	19,043	12,981	(6,062)	66%
DEPARTMENTAL WAGES AND BENEFITS	153,238	76,619	65,758	(10,861)	57%

Revenue Expenditures Update
Jan- Jun, 2024

Recreation	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	Budget Remaining
Recreation Revenues - Common					
Lotteries - Yukon	45,978	-	-	-	100%
Equipment Rental	4,000	2,000	1,512	(488)	62%
Misc Revenue (includes misc grant)	7,688	3,844	4,465	621	42%
Sponsored Initiatives	7,500	-	-	-	100%
Total Recreation Revenues - Common	65,166	5,844	5,977	133	91%
Recreation Expenses - Common					
Wages - Recreation	120,950	60,475	97,496	37,021	19%
Benefits - Recreation	18,143	9,071	12,908	3,837	29%
Professional Fees	6,000	3,000	239	(2,761)	96%
Training	4,500	2,250	1,808	(442)	60%
Travel - Accommodation and Meals	4,000	2,000	-	(2,000)	100%
Travel - Transportation	3,075	1,538	-	(1,538)	100%
Freight	7,000	3,500	4,144	644	41%
Non Capital Equipment/Office Furniture	3,000	1,500	826	(674)	72%
Photocopier Expense (lease)	2,189	1,095	1,815	721	17%
Telephone and Fax	18,100	9,050	7,848	(1,202)	57%
Bank Service Charges/Debit Machine	6,458	3,229	3,480	251	46%
Contracted Services	10,250	5,125	196	(4,929)	98%
Supplies - Safety	6,150	3,075	3,757	682	39%
Lottery Grants	45,000	22,500	11,000	(11,500)	76%
Vehicle Fuel	7,431	3,716	2,784	(932)	63%
Vehicle Repairs and Maintenance	6,000	3,000	190	(2,810)	97%
Sponsored Initiatives	7,500	3,750	4,006	256	47%
Total Recreation Expenses - Common	275,746	137,873	152,497	14,624	45%
Programs & Events Revenue					
YLAP Grant/Youth Activity Grant	12,500	3,750	750	(3,000)	94%
Programs - Under 14 yrs of age		-	305	305	0%
Programs - combined after 2021	48,079	24,040	25,490	1,450	47%
Grants	6,000	3,000	-	(3,000)	100%
Total Programs & Events Revenue	66,579	30,790	26,545	(4,245)	60%

Revenue Expenditures Update
Jan- Jun, 2024

Recreation	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	Budget Remaining
Programs & Events Expenses					
Wages - Programs and Events	176,300	88,150	75,879	(12,271)	57%
Benefits - Programs and Events	26,445	13,223	8,658	(4,565)	67%
Training	2,050	1,025	340	(685)	83%
Travel - Accommodation & Transportation	2,050	1,025	1,551	526	24%
Non Capital Equipment	5,125	2,563	1,786	(777)	65%
Contracted Services - Instructors	35,000	17,500	11,704	(5,796)	67%
Supplies Programming	11,788	5,894	6,845	951	42%
Supplies - YLAP	12,500	6,250	2,266	(3,984)	82%
Canada Day	5,125	2,563	39	(2,524)	99%
Discovery Day	2,563	1,281	-	(1,281)	100%
Celebration of Lights	7,688	3,844	-	(3,844)	100%
Total Programs & Events Expenses	286,633	143,316	109,068	(34,249)	62%
Programs & Events Net					
Rec Center Revenue					
Merchandise/skate sharpening	3,500	1,750	665	(1,085)	81%
Public Skating	9,000	4,500	981	(3,519)	89%
Ice Fees	46,000	23,000	41,062	18,062	11%
Curling Club Lease	5,000	2,500	-	(2,500)	100%
Recreation Facility Rental & Kitchen lease	9,000	4,500	11,161	6,661	-24%
Total Rec Centre Revenue	72,500	36,250	53,868	17,618	26%
Rec Centre Expenses					
Wages	217,300	108,650	93,241	(15,409)	57%
Benefits	32,595	16,298	11,373	(4,924)	65%
Freight - AMFRC		-	3,201	3,201	0%
Building R & M	125,000	62,500	80,201	17,701	36%
Equipment R & M	12,500	6,250	4,215	(2,035)	66%
Electrical	175,000	87,500	32,479	(55,021)	81%
Propane	-	-	291	291	0%
Heating	107,625	53,813	68,920	15,107	36%
Contracted Services	6,000	3,000	1,020	(1,980)	83%
Supplies Operating	6,000	3,000	6,479	3,479	-8%
Total Rec Centre Expenses	682,020	341,010	301,420	(39,590)	56%
Net Rec Centre Expenses	(609,520)				
Waterfront Building Revenues					
Fitness Passes	62,232	31,116	40,556	9,440	35%
Total Revenues - Waterfront Building	62,232	31,116	40,556	9,440	35%

Revenue Expenditures Update
Jan- Jun, 2024

Recreation	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	Budget Remaining
Waterfront Building Expenses					
Wages - Waterfront	9,738	4,869	2,446	(2,423)	75%
Benefits - Waterfront	1,461	730	447	(283)	69%
Building R & M	7,000	3,500	1,378	(2,122)	80%
Equipment R & M	5,125	2,563	-	(2,563)	100%
Electrical	6,500	3,250	1,419	(1,831)	78%
Heating	7,688	3,844	2,876	(968)	63%
Supplies Operating	2,400	1,200	90	(1,110)	96%
Total Waterfront Building Expenses	39,911	19,955	8,656	(11,300)	78%
Net Waterfront Building	22,321				
Pool Revenue					
Public Swim	16,000	6,400	11,223	4,823	30%
Swimming Lessons 14-	-	-	1,800	1,800	0%
Swimming Lessons	5,368	2,147	-	(2,147)	100%
Merchandise	-	-	118	118	0%
Swim Club	-	-	5,150	5,150	0%
Rentals	256	128	-	(128)	100%
Total Pool Revenues	21,624	8,675	18,291	9,616	15%
Pool Expenses					
Wages - Pool	102,500	51,250	28,038	(23,212)	73%
Benefits - Pool	15,375	7,688	3,514	(4,174)	77%
Membership/Conference	205	103	-	(103)	100%
Training	6,150	3,075	370	(2,705)	94%
Travel - Accommodation and Meals	1,281	641	959	318	25%
Travel - Transportation	769	384	-	(384)	100%
Building Repairs and Maintenance	25,000	12,500	2,532	(9,968)	90%
Electrical	17,938	8,969	3,838	(5,131)	79%
Heating	46,500	23,250	6,534	(16,716)	86%
Supplies - lesson materials	513	256	338	82	34%
Supplies - Operational	3,588	1,794	3,370	1,576	6%
Swim Club Expenditures	513	256	-	(256)	100%
Chemicals	5,000	2,500	6,981	4,481	-40%
Total Pool Expenss	225,331	112,665	56,474	(56,191)	75%

Revenue Expenditures Update
Jan- Jun, 2024

Recreation	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	Budget Remaining
Net Pool	(203,707)				
Green Space Revenue					
Rentals - Minto	3,000	1,500	-	(1,500)	100%
Farmers Market Lease	1,000	500	-	(500)	100%
Commemorative Parks Donations	3,000	1,500	-	(1,500)	100%
Misc Grant	5,000	1,500	13,087	11,587	-162%
Rentals - Parks & Greenspaces	3,000	1,500	3,441	1,941	-15%
Miscellaneous Revenue	2,040	1,020	20,400	19,380	-900%
Total Green Space Revenue	17,040	7,520	36,928	29,408	-117%
Green Space expenses					
Wages	123,000	61,500	70,288	8,788	43%
Benefits	18,450	9,225	8,025	(1,200)	57%
Training	2,050	1,025	-	(1,025)	100%
Non Capital Equipment	8,000	4,000	451	(3,549)	94%
Repairs & Maintenance - Minto		-	27	27	0%
Commemorative Parks Program	2,000	2,000	2,000	-	0%
Equipment Repairs & Maintenance	2,050	1,025	1,081	56	47%
Electric - Minto	6,000	3,000	2,714	(286)	55%
Electric - Other	3,588	1,794	1,595	(199)	56%
Contracted Services	35,000	17,500	9,149	(8,351)	74%
Parks & Greenspace Maintenance	23,000	11,500	7,004	(4,496)	70%
Land Lease	500	250	300	50	40%
Golf Course - Operating Lease	65,000	65,000	45,000	(20,000)	31%
DC Minor Soccer Lease	7,000	3,500	-	(3,500)	100%
Community Garden	12,500	6,250	9,003	2,753	28%
Total Green Spaces Expenses	308,138	187,569	156,636	(30,933)	49%
Net Green Spaces	(291,098)	(180,049)	(119,708)	60,340	59%
TOTAL RECREATION REVENUES:	305,140	120,194	182,164	61,970	40%
TOTAL RECREATION EXPENSES:	1,817,777	942,388	784,751	(157,637)	57%
NET RECREATION EXPENSES	(1,512,637)	(822,194)	(602,586)	219,607	60%
penalties & Interests					
Fees & Charges	217,475	106,601	163,558	56,957	
Grants	87,666	13,594	18,302	4,708	
Total	305,140	120,194	181,859	61,665	
DEPARTMENTAL WAGES AND BENEFITS	862,256	431,128	412,313	(18,815)	52%

Revenue Expenditures Update
Jan- Jun, 2024

	Cable Television:	2024 Annual Budget	2024 Jan-Jun Budget	2024 Jan-Jun Actual	Over (Under) Jan-Jun Budget	% Annual Budget Remaining
	Revenues					
10-200-200-42000	Analog Basic	156,000	78,000	67,976	(10,024)	56%
10-200-200-42100	Digital Basic	33,845	16,922	12,531	(4,391)	63%
10-200-200-42200	Packages	7,537	3,769	2,843	(926)	62%
10-200-200-42700	New Installations/Recon	1,000	500	39	(461)	96%
10-200-200-45000	Fibre Optic Rental	4,704	2,352	1,850	(502)	61%
10-200-200-42550	Estimated loss of custom	(2,500)	(1,250)	-	1,250	100%
	Total Revenues	200,586	100,293	86,759	(13,534)	57%
	Expenses					
10-200-200-60010	Wages	27,675	13,838	15,335	1,497	45%
10-200-200-60015	Benefits	4,151	2,076	2,374	298	43%
10-200-200-61110	Advertising/Analog Char	-	-	1,200	1,200	0%
10-200-200-62700	Supplies - Office	2,500	1,250	-	(1,250)	100%
10-200-200-62750	Non-capital Equipment	2,000	1,000	3,130	2,130	-57%
10-200-200-65100	Tower/Equipment Repa	5,000	2,500	-	(2,500)	100%
10-200-200-65500	Electrical	13,325	6,663	4,795	(1,868)	64%
10-200-200-65590	Telephone and Fax	2,255	1,128	984	(143)	56%
10-200-200-70000	Contracted Services	54,000	27,000	23,188	(3,812)	57%
10-200-200-71000	Supplies - Operating	2,050	1,025	-	(1,025)	100%
10-200-200-71320	Cable Pole Rental/Site L	35,000	17,500	-	(17,500)	100%
10-200-200-72200	Television Stations	93,367	46,683	38,358	(8,325)	59%
	Total Expenses	241,323	120,662	89,364	(31,298)	63%
	Net Cable	(40,738)	(20,369)	(2,605)	17,764	94%
	DEPARTMENTAL WAGE	31,826	15,913	17,709	1,795	44%



City of Dawson

Cash flow forecast

Starting cash on hand: \$ 1,749,306 Starting date: Jan 2024 Cash minimum balance: \$ 250,000

	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Total
Bank (beginning of month)	\$ 1,749,306	\$ 1,107,057	\$ 806,310	\$ 362,866	\$ 2,910,983	\$ 2,862,756	\$ 5,660,825	\$ 6,353,368	\$ 5,656,542	\$ 4,082,198	\$ 3,436,090	\$ 2,765,506	
Cash receipts													
Taxes, Fees & Charge	\$ 104,676	\$ 141,765	\$ 73,654	\$ 135,483	\$ 423,741	\$ 1,602,999	\$ 1,240,000	\$ 128,000	\$ 96,000	\$ 78,000	\$ 65,000	\$ 56,000	\$ 4,145,318.30
Government Payment	\$ 312,701	\$ 96,345	\$ 52,942	\$ 3,555,189	\$ 66,235	\$ 1,889,788	\$ 55,000	\$ 35,000	\$ 105,000	\$ 120,000	\$ 25,000	\$ 2,100,000	\$ 8,413,199.07
Recycle Payment	\$ 10,576	\$ 4,176	\$ 3,040	\$ 12,689	\$ 22,890	\$ 37,991	\$ 20,000	\$ 15,000	\$ 10,000	\$ 6,000	\$ 4,000	\$ 5,000	\$ 151,361.07
Interest, other income	\$ 7,925	\$ 4,989	\$ 2,892		\$ 10,109	\$ 10,959	\$ 14,200	\$ 15,600	\$ 12,000	\$ 10,000	\$ 10,000	\$ 6,000	\$ 104,673.51
GST Refund		\$ 121,929			\$ 73,349			\$ 89,000			\$ 76,000		\$ 360,278.22
Reserve contributions			\$ 758,281						\$ (758,281)			\$ (1,012,427)	\$ (1,012,427.49)
Other receipts													\$ -
Total cash receipts	\$ 435,877	\$ 369,203	\$ 890,809	\$ 3,703,361	\$ 596,323	\$ 3,541,737	\$ 1,329,200	\$ 282,600	\$ (535,281)	\$ 214,000	\$ 180,000	\$ 1,154,573	\$ 12,162,402.68
Total cash available	\$ 2,185,183	\$ 1,476,261	\$ 1,697,119	\$ 4,066,226	\$ 3,507,306	\$ 6,404,494	\$ 6,990,025	\$ 6,635,968	\$ 5,121,261	\$ 4,296,198	\$ 3,616,090	\$ 3,920,078	
Cash paid out													
Payroll	\$ 279,085	\$ 264,086	\$ 401,868	\$ 280,027	\$ 296,886	\$ 299,732	\$ 300,000	\$ 450,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 3,771,683.36
Employee benefit pro	\$ 40,781	\$ 31,795	\$ 17,645	\$ 62,557	\$ 43,670	\$ 37,127	\$ 40,000	\$ 60,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 493,574.74
Insurance (other than health)		\$ 12,447		\$ 363,781									\$ 376,228.00
Interest expense													\$ -
Travel	\$ 3,269	\$ 368	\$ 992	\$ 2,312	\$ 1,800	\$ 5,005	\$ 8,500	\$ 6,800	\$ 2,500	\$ 9,800	\$ 8,700	\$ 8,000	\$ 58,045.13
Training	\$ 11,093		\$ 733		\$ 5,168	\$ 10,000	\$ 15,000	\$ 10,000	\$ 8,000	\$ 12,000	\$ 5,000	\$ 3,000	\$ 79,993.37
Visa	\$ 12,493	\$ 5,640	\$ 10,194	\$ 6,146	\$ 11,040	\$ 13,286	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 130,799.10
Contracts	\$ 161,620	\$ 158,334	\$ 217,175	\$ 165,238	\$ 160,906	\$ 112,333	\$ 100,000	\$ 250,000	\$ 450,000	\$ 300,000	\$ 300,000	\$ 350,000	\$ 2,725,605.94
Professional	\$ 38,590	\$ 6,962	\$ 25,355	\$ 15,163	\$ 16,095	\$ 8,720	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700	\$ 163,085.11
Materials and supplies	\$ 37,703	\$ 31,877	\$ 48,703	\$ 43,060	\$ 38,953	\$ 101,936	\$ 40,000	\$ 80,000	\$ 100,000	\$ 80,000	\$ 60,000	\$ 68,000	\$ 730,232.67
Repairs and maintenance	\$ 276,797	\$ 43,853	\$ 379,879	\$ 64,813	\$ 10,312	\$ 26,941	\$ 15,000	\$ 10,000	\$ 15,000	\$ 25,000	\$ 30,000	\$ 40,000	\$ 937,595.43
Utilities	\$ 198,834	\$ 100,907	\$ 213,540	\$ 122,754	\$ 35,255	\$ 74,299	\$ 35,789	\$ 35,000	\$ 43,500	\$ 63,000	\$ 74,000	\$ 86,000	\$ 1,082,877.60
Rent or lease	\$ 858	\$ 858	\$ 1,257	\$ 842	\$ 1,381	\$ 842	\$ 842	\$ 1,858	\$ 1,858	\$ 1,858	\$ 1,858	\$ 2,258	\$ 16,570.20
Taxes and licenses			\$ 2,298										\$ 2,298.04
Fees & charges	\$ 224	\$ 1,363	\$ 1,203	\$ 3,038	\$ 826	\$ 259	\$ 826	\$ 568	\$ 1,005	\$ 250	\$ 826	\$ 325	\$ 10,712.34
Advertising	\$ 4,079	\$ 829	\$ 315	\$ 3,366	\$ 4,079		\$ 1,000		\$ 3,000	\$ -	\$ 4,000	\$ 2,000	\$ 22,667.67
Grants	\$ 6,200		\$ 4,600	\$ 3,000	\$ 1,700	\$ 50,500	\$ 39,000	\$ 39,500	\$ 43,500	\$ 1,500	\$ 1,500	\$ 6,500	\$ 197,500.00
Miscellaneous	\$ 6,500	\$ 10,633	\$ 8,497	\$ 19,146	\$ 16,480	\$ 2,688	\$ 20,000	\$ 15,000	\$ 10,000	\$ 6,000	\$ 4,000	\$ 5,000	\$ 123,944.39
Subtotal	\$ 1,078,126	\$ 669,951	\$ 1,334,253	\$ 1,155,244	\$ 644,550	\$ 743,669	\$ 636,657	\$ 979,426	\$ 1,039,063	\$ 860,108	\$ 850,584	\$ 931,783	\$ 10,923,413.09
Loan principal payment													\$ -
To reserve													\$ -
Total cash paid out	\$ 1,078,126	\$ 669,951	\$ 1,334,253	\$ 1,155,244	\$ 644,550	\$ 743,669	\$ 636,657	\$ 979,426	\$ 1,039,063	\$ 860,108	\$ 850,584	\$ 931,783	\$ 10,923,413.09
Cash on hand (end of month)	\$ 1,107,057	\$ 806,310	\$ 362,866	\$ 2,910,983	\$ 2,862,756	\$ 5,660,825	\$ 6,353,368	\$ 5,656,542	\$ 4,082,198	\$ 3,436,090	\$ 2,765,506	\$ 2,988,295	

The City of Dawson
Cheque Run 24-12 Jun 14 2024

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60852	AGF Investments Inc.	\$1,117.12		ADM	RRSP10-11
60853	BMO Nesbitt Burns	\$950.00		ADM	RRSP10-11
60854	Cambrian Credit Union	\$1,264.48		ADM	RRSP10-11
60855	Canada Life	\$925.08		ADM	RRSP10-11
60856	CIBC-Dawson City	\$782.84		ADM	RRSP10-11
60857	CIBC - Whitehorse	\$1,096.76		ADM	RRSP10-11
60858	Public Service Alliance of Canada	\$2,912.77		ADM	UnionPP10-11
60859	Questrade Inc.	\$1,885.40		ADM	RRSP10-11
60860	Royal Bank of Canada Brampton	\$400.00		ADM	RRSP10-11
60861	Scotia Securities	\$950.00		ADM	RRSP10-11
60862	CIBC-Dawson City	\$913.92		ADM	RRSP10-11
60863	Questrade Inc.	\$1,000.00		ADM	RRSP10-11
60864	Scotia Securities	\$1,096.76		ADM	RRSP10-11
60865	CIBC-Dawson City	\$1,375.16		ADM	RRSP10-11
60866	CIBC-Dawson City	\$600.00		ADM	RRSP10-11
60867	CIBC-Dawson City	\$745.60		ADM	RRSP10-11
60868	CIBC-Dawson City	\$400.00		ADM	RRSP10-11
60869	CIBC-Dawson City	\$800.00		ADM	RRSP10-11
60870	CIBC-Dawson City	\$1,301.28		ADM	RRSP10-11
60871	CIBC-Dawson City	\$823.84		ADM	RRSP10-11
60872	CIBC-Dawson City	\$1,210.12		ADM	RRSP10-11
60873	44478 Yukon Inc.-Tangerine Technologies	\$9,251.13		ADM	IT-NtwkSupp
60874	911 Supply	\$215.21		PS	BylawUniform
60875	Grainger Canada	\$496.13		PW	OpSupp
60876	Advance North Mechanical	\$242.46	\$214.50	REC	VehR&M
			\$27.96	PW	VehR&M
			\$242.46		
60877	AFD Petroleum Ltd.	\$13,555.40	\$8,152.15	REC	BldgFuel-Pool
			\$1,955.35	PW	BldgFuel-WTP
			\$3,447.90	ALL	VehFuel
			\$13,555.40		
60878	Air North Partnership	\$734.01	\$344.24	PS	Freight
			\$341.48	PW	Freight
			\$48.29	ADM	Freight
			\$734.01		
60879	All Yukon Refrigeration	\$1,271.55		REC	EquipR&M
60880	Arctic Inland Resources Ltd.	\$478.57	\$220.67	REC	OpSupp-CommGdn
			\$140.76	PW	BrdwalkSupp
			\$117.14	PW	OpSupp
			\$478.57		
60881	Associated Engineering (B.C.) Ltd	\$17,842.77	\$17,187.32	ADM	Resto-CBC Ph2
			\$655.45	PW	SCADA-WTP
			\$17,842.77		
60882	Atkinson, Mary - In Trust	\$200.00		ADM	PettyCash
60883	BHB Holdings	\$131.25		ADM	ArchiveStorage
60884	Bonanza Market	\$274.87	\$114.87	ADM	OffSupp
			\$160.00	REC	ProgSupp
			\$274.87		

The City of Dawson
Cheque Run 24-12 Jun 14 2024

60885	Bowie, Helen	\$39.00		REC	ReimbProgSupp
60886	Brenntag Canada Inc.	\$1,005.88		PW	Chemicals
60887	Chilkoot Geological Engineers Ltd.	\$19,373.55		REC	REC ContSvs-Arena
60888	Cotter Enterprises	\$3,885.00		CABLE	ContSvs
60889	Dawson City General Store	\$730.29	\$538.95	REC	OpSuppComm
			\$73.69	REC	ProgSupp
			\$117.65	ADM	OffSupp
			\$730.29		
60890	Dawson Hardware Ltd.	\$1,542.96	\$124.14	REC	SafetyGear
			\$64.29	PW	OpSupp
			\$186.12	REC	BldgR&M-Wtfrt
			\$67.99	PW	BldgR&M-DivCtre
			\$73.29	PW	JaniSupp
			\$116.40	REC	OpSupp
			\$49.53	REC	Pk&GrnspR&M
			\$45.33	ADM	OpSupp
			\$365.26	REC	OpSupp-CommGdn
			\$69.81	REC	SafetySupp
			\$380.80	REC	BldgR&M-Pool
			\$1,542.96		
60891	Dawson Trading Post	\$69.20		REC	SafetySup
60892	Display Systems International Inc.	\$315.00		CABLE	OpSupp
60893	Frank's Plumbing	\$344.40		REC	BldgR&M
60894	Gammie Trucking Ltd.	\$388.50		REC	OpSupp
60895	Grenon Enterprises Ltd.	\$3,563.71	\$147.00	REC	OpSuppCommGdn
			\$75.08	PW	WtrDel-DivCtr
			\$955.50	PW	ContSvs-StmDrainGerties
			\$220.50	REC	Pk&GrnspR&M
			\$582.75	PW	WtrDel-Quigley
			\$1,388.63	PW	ContSvs-StmDrainLiftStator
			\$194.25	PW	OpSupp-GravelGerties
			\$3,563.71		
60896	Hayes, Ondine	\$169.95		ADM	RecyRefund
60897	HiMark Mechanical	\$590.63		PW	HvyEquipR&M
60898	Humane Society Dawson	\$2,000.00		REC	Grant
60899	Infosat Communications	\$89.96		PS	SatPhone
60900	Klondike Office Systems	\$1,292.79		ADM	OffSupp-CopyCounts
60901	Kormendy, Shauna	\$135.00		ADM	RecycRefund
60902	Lawson Lundell LLP	\$973.40		ADM	ProFees-Legal
60903	Meagher, James	\$393.55		REC	RPAYTravel
60904	Nordique Fire Protection	\$4,414.20		PS	OpSupp
60905	Northern Avcom Ltd.	\$3,093.20		PS	ContSvs
60906	Northern Superior Mechanical	\$1,432.95	\$1,275.29	PW	VehR&M
			\$51.21	PS	VehR&M
			\$106.45	REC	EquipR&M
			\$1,432.95		
60907	North Klondike Highway Music Society	\$2,000.00		REC	CommGrt
60908	Norton Rose Fulbright	\$7,288.05	\$2,932.65	PL&D	ProFees-Legal
			\$4,355.40	ADM	ProFees-Legal

The City of Dawson
 Cheque Run 24-12 Jun 14 2024

			\$7,288.05		
60909	Pacific Northwest Moving	\$1,038.60	\$217.05	REC	Freight
			\$821.55	PW	Freight
			\$1,038.60		
60910	Parenteau, Nathalie	\$2,650.00		ADM	ContSvs-GraphicDesign
60911	Parks Canada	\$990.00		PL&D	ReturnDeposit
60912	Provident	\$4,928.00		PS	Insurance
60913	Raven's Nook	\$910.35		PW	SafetyGear
60914	A Ray of Sunshine	\$127.24	\$15.70	REC	ProgSupp
			\$103.57	REC	SafetySupp
			\$7.97	PW	SafetySupp
			\$127.24		
60915	SKKY hotel	\$288.75		ADM	Accommodations
60916	Stahl Peterbilt	\$767.11		PW	OpSupp-DivCtre
60917	Staples #251 Whitehorse	\$535.19		PS	OpSupp
60918	Mawunganidze, Ricky	\$3,000.00	\$1,000.00	ADM	DamDep-CFOres
			\$2,000.00	ADM	RentJune-CFOres
			\$3,000.00		
60919	Annies Creek Birch Farm	\$4,042.50		PS	ContSvs-SignInstalls
60920	Total Fire Protection Services	\$6,447.66	\$2,625.00	PW	ContSvs-AnnualInspect
			\$2,100.00	REC	ContSvs-AnnualInspect
			\$265.49	ADM	BldgR&M
			\$1,020.02	ADM	ContSvs-AnnualInspect
			\$437.15	PS	ContSvs-AnnualInspect
			\$6,447.66		
60921	Total North Communications Ltd	\$684.08		ADM	IT-Phone
60922	Tsunami Solutions Ltd. dba SafetyLine	\$170.10		PW	SafetyLine
60923	Wong, Edmund	\$33.50		REC	Reimburse
60924	WSP Canada Inc	\$10,122.00		REC	BldgR&M-Arena

The City of Dawson
Cheque Run 24-13 Jun 28/24

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60925	AGF Investments Inc.	\$1,117.12		ADM	CRRSP 12-13
60926	BMO Nesbitt Burns	\$950.00		ADM	CRRSP 12-13
60927	Cambrian Credit Union	\$1,264.48		ADM	CRRSP 12-13
60928	Canada Life	\$925.08		ADM	CRRSP 12-13
60929	CIBC-Dawson City	\$913.92		ADM	CRRSP 12-13
60930	CIBC - Whitehorse	\$1,096.76		ADM	CRRSP 12-13
60931	Public Service Alliance of Canada	\$3,387.56		ADM	UnionDues PP12-13
60932	Questrade Inc.	\$1,921.70		ADM	CRRSP 12-13
60933	Royal Bank of Canada Brampton	\$400.00		ADM	CRRSP 12-13
60934	Scotia Securities	\$950.00		ADM	CRRSP 12-13
60935	CIBC-Dawson City	\$1,375.16		ADM	CRRSP 12-13
60936	Questrade Inc.	\$1,000.00		ADM	CRRSP 12-13
60937	Scotia Securities	\$1,096.76		ADM	CRRSP 12-13
60938	CIBC-Dawson City	\$600.00		ADM	CRRSP 12-13
60939	CIBC-Dawson City	\$745.60		ADM	CRRSP 12-13
60940	CIBC-Dawson City	\$400.00		ADM	CRRSP 12-13
60941	CIBC-Dawson City	\$800.00		ADM	CRRSP 12-13
60942	CIBC-Dawson City	\$1,301.28		ADM	CRRSP 12-13
60943	CIBC-Dawson City	\$823.84		ADM	CRRSP 12-13
60944	CIBC-Dawson City	\$1,210.12		ADM	CRRSP 12-13
60945	Advance North Mechanical	\$527.61		PS	VehR&M
60946	AFD Petroleum Ltd.	\$5,292.10	\$1,381.16	ALL	VehFuel
			\$979.36	ALL	VehFuel
			\$1,820.91	PW	BldgFuel-WTP
			\$1,110.67	REC	BldgFuel-Pool
			<hr/>		
			\$5,292.10		
60947	Air North Partnership	\$1,106.10	\$392.18	PW	Freight
			\$563.28	PL&D	Transportation
			\$150.64	ADM	Freight
			<hr/>		
			\$1,106.10		
60948	Arctech Circle Welding Services Inc.	\$472.50		PW	HvyEqR&M
60949	Associated Engineering (B.C.) Ltd	\$4,573.80		ADM	CBC Resto Ph2
60950	Atkinson, Mary - In Trust	\$9,000.00		ADM	DivCtrCash
60951	Bower, Alyssa	\$554.85		REC	ContSvsInstructor
60952	Bureau Veritas	\$1,269.08		PW	ContSvsWtr
60953	Centaur Products Inc.	\$2,310.00		REC	OpSupp
60954	Clear Water Controls	\$951.62		PW	ClearwtrCont PW EqR&M
60955	Dawson Hardware Ltd.	\$1,525.47	\$61.38	PW	JaniSupp
			\$34.95	ADM	BldgR&M
			\$556.91	PW	SafetyGear
			\$124.43	PW	OpSupp
			\$123.14	PW	BldgR&M
			\$21.23	REC	Grnsp-NonCapEquip
			\$152.11	PW	Tools
			\$16.05	REC	SafetySupp

The City of Dawson
Cheque Run 24-13 Jun 28/24

			\$66.09	REC	PkGrnsR&M
			\$42.43	REC	ProgSupp
			\$158.66	REC	GrnsSp-NonCapEq
			\$9.43	PS	OpSupp
			\$158.66	REC	Grnsp-EqR&M
			<hr/>		
			\$1,525.47		
60956	Dominion Station	\$727.66	\$516.91	PW	Fuel
			\$210.75	REC	Fuel
			<hr/>		
			\$727.66		
60957	Downtown Hotel	\$971.25		REC	Accommodations
60958	Flow Systems Distribution Inc.	\$9,872.35		PW	ContSvs-IT-Neptune
60959	Gabat, Jeffrey	\$911.19		HR	PP13
60960	Hughes, Maya	\$554.10		REC	Instructor
60961	Humane Society Dawson	\$3,650.00		PS	ContSvs
60962	Klondike Visitors Association	\$2,500.00		REC	CommGrt
60963	Kokopellie Farm	\$2,572.50		REC	GrnspMaint
60964	Lifesaving Society	\$351.90		REC	LessonSupplies
60965	Listers Motor Sports	\$310.72		PW	OpSupp
60966	MacDougall, Emery	\$769.56		REC	Instructor
60967	Manitoulin Transport	\$3,047.36		PW	Freight
60968	Masserey, Mike	\$369.35		PS	Reimbursements
60969	McDonald, Kate	\$769.56		REC	Instructor
60970	Nordick, Madison	\$492.52		REC	Instructor
60971	Northwestel Inc.	\$6,850.36		ALL	Phone
60972	Raven's Nook	\$401.10		PW	SafetyGear
60973	RDH Building Science	\$1,905.75		ADM	CBC Resto Ph2
60974	D. Regimbal Contracting & Construct	\$8,500.00		REC	ContSvs-Gazebo
60975	Sherrard, Julia	\$430.45		REC	Instructor
60976	Stuart, Michael	\$2,657.86		HR	PP12-13
60977	Swinton, Ashley	\$4,783.84		REC	ContSvsInstructore
60978	The Chickweeders	\$6,561.18		REC	ContSvs
60979	Total Fire Protection Services	\$4,436.25	\$1,501.50	PW	ContSvsAnnualInspect-Re
			\$2,934.75	REC	ContSvsAnnualInspect-Re
			<hr/>		
			\$4,436.25		
60980	Uline Canada Corporation	\$3,652.22	\$1,543.64	PW	OpSupp
			\$2,108.58	PW	SafetySupp
			<hr/>		
			\$3,652.22		
60981	Yukon University	\$791.25		PW	Training
60982	Yukon Energy Corporation	\$3,512.12		PW	Street Lights
60983	Yukon Pump Ltd.	\$4,749.17		PW	Signage
60984	Yukon Service Supply Co.	\$1,108.49		PW	JaniSupp
60985	Zarringhalam, Farzad	\$1,822.28		PL&D	Travel-NatIPlannersConf-

The City of Dawson
Cheque Run 24-14 Jul 12/24

The City of Dawson
Cheque Run 24-14
7/12/2024

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60986	44478 Yukon Inc.-Tangerine Technolog	\$3,434.55		ADM	ContSvs-ITNtwk
60987	Advance North Mechanical	\$728.07	\$649.32	PS	VehR&M
			\$78.75	PW	VehR&M
			\$728.07		
60988	AFD Petroleum Ltd.	\$5,949.15	\$4,775.97	REC	BldgFuel-Pool
			\$1,173.18	ALL	VehFuel
			\$5,949.15		
60989	Arctic Inland Resources Ltd.	\$308.72	\$45.19	PS	OpSupp
			\$53.82	REC	NonCapEq
			\$209.71	PW	OpSupp
			\$308.72		
60990	Arctic Star Printing Inc.	\$650.06	\$597.56	ADM	OpSupp
			\$52.50	REC	ProgSupp
			\$650.06		
60991	Arctech Circle Welding Services Inc.	\$147.00		PW	HvyEqR&M
60992	Atkinson, Mary - In Trust	\$13,000.00		ADM	DivCtreCash
60993	Aurora Inn	\$1,253.70		REC	Accommodations
60994	Bonanza Market	\$107.89	\$37.72	REC	ProgSupp
			\$50.60	ADM	OffSupp
			\$19.57	REC	OpSupp
			\$107.89		
60995	Cassiar Consulting	\$4,103.13		ADM	Replacement-ContSvs
60996	Chilkoot Geological Engineers Ltd.	\$9,156.00	\$236.25	PW	ContSvsGer
			\$8,919.75	REC	ContSvArena
			\$9,156.00		
60997	Dawson City General Store	\$727.12	\$633.16	REC	ProgSupp
			\$93.96	ADM	OffSupp
			\$727.12		
60998	Dawson City Minor Soccer	\$1,963.45		REC	DCMinorSoc ContSvs-PitchM
60999	Dawson City Museum	\$500.00		REC	ContSvs
61000	Dawson Firefighters Association	\$15,945.00	\$14,745.00	PS	ContSvsQ2
			\$1,200.00	REC	ContSvsCdaDay
			\$15,945.00		
61001	Dawson Hardware Ltd.	\$1,469.29	\$57.63	REC	BldgR&MCrocus
			\$93.73	PS	OpSupp
			\$284.15	REC	BldgR&M-Pool
			\$160.60	REC	GrnspNonCapEq
			\$118.02	REC	OpSupp
			\$245.49	ADM	OffSupp
			\$21.72	PW	JaniSupp
			\$51.73	REC	VehR&M
			\$109.58	REC	PkGnspMaint
			\$38.73	REC	ProgSupp
			\$185.27	REC	OpSupp-Pool

The City of Dawson
 Cheque Run 24-14 Jul 12/24

			\$17.82	REC	SafetySupp
			\$102.03	REC	NonCapEquip
			\$1,486.50		
61002	Display Systems International Inc.	\$315.00		CABLE	OpSupp
61003	Gammie Trucking Ltd.	\$378.00		ADM	CBC Resto
61004	Henderson, David	\$2,679.55		M&C	Travel CAMAConf
61005	Hirakida, Kimiko	\$3,223.00		REC	ContSvs-Pool
61006	Humane Society Dawson	\$520.00		REC	ContSvs-CdaDay
61007	Infosat Communications	\$89.96		PS	SatPhone
61008	Jete, Dany	\$240.00		REC	ContSvs-Instructor
61009	Juliette's Manor	\$2,450.00		ADM	StaffAccommodations
61010	Klondike Active Transport & Trails Societ	\$4,250.00		REC	Grants
61011	Klondike Office Systems	\$686.83		ADM	ContSvs-CopyCount
61012	Klondike Institute of Arts & Culture	\$314.00		REC	ContSvs-CdaDay
61013	Klondike Printing	\$718.20		REC	SpcClothP
61014	Lawson Lundell LLP	\$9,271.50		ADM	ProFees-Legal
61015	Mackenzie Petroleum Ltd	\$219.02		PW	VehFuel
61016	Manitoulin Transport	\$95.09		REC	Freight
61017	Masserey, Mike	\$738.93		PS	Reimbursements
61018	Mary Masserey	\$1,400.00		PS	ContSvs
61019	Maximillian's Gold Rush Emporium	\$167.92		REC	GrnspNonCapEquip
61020	Metrix Group LLP	\$25,725.00		ADM	Auditors
61021	Pacific Northwest Moving	\$178.54		REC	Freight
61022	A Ray of Sunshine	\$379.71		REC	ProgSupp
61023	Robitaille, Paul	\$1,230.68		ADM	DevIniative
61024	Shred-Tech	\$6,294.75		ADM-PV	Freight
61025	Spriggs, Duncan	\$590.33		ADM	Return-CCardFunds
61026	Staples #251 Whitehorse	\$822.37		PS	ContSvs
61027	Taylor, Edward	\$226.80		CABLE	Refund
61028	Mawunganidze, Ricky	\$2,000.00		ADM	CFORes Rent
61029	Total North Communications Ltd	\$684.08		ADM	ContSvs-Inspections
61030	Triple J Hotel	\$2,543.73	\$401.73	PS	Promo-SpcEvt
			\$2,142.00	REC	Accommodations
			\$2,543.73		
61031	Tsunami Solutions Ltd. dba SafetyLine	\$170.10		PW	SafetyLine
61032	Uline Canada Corporation	\$472.11	\$255.30	REC	SafetySupp
			\$216.81	REC	OpSupp
			\$472.11		
61033	Van Den Berg, Dr. Gabriel	\$200.00		PS	ContSvs
61034	Van Nostrand, Angela	\$250.00		REC	ContSvs-Instructor
61035	VGeo (2062832 Alberta Ltd)	\$7,980.00		PL&D	ContSvs-HAF
61036	Williams Construction	\$3,150.00		REC	ContSvs
61037	Yukon Circus Society	\$7,500.00		REC	ContSvs

The City of Dawson
Cheque Run 24-15 Jul 26/24

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
61038	AGF Investments Inc.	\$1,154.00		ADM	RRSP14-15
61039	BMO Nesbitt Burns	\$950.00		ADM	RRSP14-15
61040	Cambrian Credit Union	\$1,264.48		ADM	RRSP14-15
61041	Canada Life	\$940.58		ADM	RRSP14-15
61042	CIBC-Dawson City	\$913.92		ADM	RRSP14-15
61043	CIBC - Whitehorse	\$1,096.76		ADM	RRSP14-15
61044	Public Service Alliance of Canada	\$3,500.24		ADM	Union14-15
61045	Questrade Inc.	\$1,958.00		ADM	RRSP14-15
61046	Royal Bank of Canada Brampton	\$400.00		ADM	RRSP14-15
61047	Royal Bank of Canada	\$1,292.64		ADM	RRSP14-15
61048	Scotia Securities	\$950.00		ADM	RRSP14-15
61049	CIBC-Dawson City	\$1,375.16		ADM	RRSP14-15
61050	Questrade Inc.	\$1,000.00		ADM	RRSP14-15
61051	Scotia Securities	\$1,096.76		ADM	RRSP14-15
61052	CIBC-Dawson City	\$600.00		ADM	RRSP14-15
61053	CIBC-Dawson City	\$745.60		ADM	RRSP14-15
61054	CIBC-Dawson City	\$400.00		ADM	RRSP14-15
61056	CIBC-Dawson City	\$1,301.28		ADM	RRSP14-15
61057	CIBC-Dawson City	\$823.84		ADM	RRSP14-15
61058	VOID				
61059	AFD Petroleum Ltd.	\$7,136.84	\$3,890.89	REC	BldgFuel-Pool
			\$3,245.95	ALL	VehFuel
			\$7,136.84		
61060	Air North Partnership	\$1,506.79	\$1,040.53	PW	Freight
			\$466.26	PL&D	Freight
			\$1,506.79		
61061	Arctic Inland Resources Ltd.	\$3,431.69	\$3,206.95	PW	BrdwalkSu
			\$69.80	PW	BldgMaint-OpSupp
			\$3,276.75		
			\$154.94		AIRes PW BldgR&MSu
61062	Atkinson, Mary	\$608.40		ADM	Mileage
61063	Bonanza Market	\$955.22	\$535.89	REC	PromoSpcEvt-REC BrdMtg
			\$87.76	ADM	PromoSpcEvt-WstManMtg
			\$323.99	REC	PromoSpcEvt-REC CtreOpen+
			\$7.58	ADM	OffSupp
			\$955.22		
61064	Dawson City General Store	\$506.50	\$286.08	REC	ProgSupp
			\$164.50	ADM	OffSupp
			\$55.92	REC	ProgSuppCDay
			\$506.50		
61065	Dawson City Minor Soccer	\$685.00		REC	Instructors
61066	Dawson Hardware Ltd.	\$2,391.81	\$394.60	PW	SafetySupp
			\$23.60	PW	OpSupp
			\$196.69	PW	JaniSupp
			\$5.25	PW	BldgR&M-Quigley

The City of Dawson
 Cheque Run 24-15 Jul 26/24

			\$196.47	PW	BldgMaintOpSupp
			\$125.94	PW	SafetyGear
			\$14.16	PW	OpSupp
			\$17.75	PW	BldgR&M-WTP
			\$236.13	PW	OpSupp-DivCtre
			\$19.99	PW	BldgR&M-Shop
			\$16.05	PW	OpSupp-Quigley
			\$82.89	REC	BldgR&MWtrFrt
			\$123.90	REC	Pk&GnR&M
			\$49.14	REC	BldgR&M-Arena
			\$51.96	PW	OpSupp-WTP
			\$74.15	PW	OpSupp
			\$23.54	ADM	BldgR&M
			\$15.10	REC	GrnSp-OpSupp
			\$84.71	REC	OpSupp-Gdn
			\$7.74	REC	EqR&M
			\$354.06	ADM	OffSupp-Paper
			\$38.73	REC	ProgSupp
			\$19.83	CABLE	OpSupp
			\$95.21	REC	BldgR&M-Pool
			\$124.22	REC	PkGrnsMaint
			\$2,391.81		
61067	Eecol Electric Corp	\$204.12		PW	BldgR&M-DivCtre
61068	Environmental Operators Certifica	\$630.00		PW	Ann. Memberships
61069	Gammie Trucking Ltd.	\$367.50		REC	ContSvs-CdaDay
61070	Golden Nights Energy Ltd.	\$313.30		PW	VehR&M
61071	Graf Enviro Services Inc.	\$18,291.00	\$11,025.00	PW	Rentals-Bins
			\$5,880.00	PW	ContSvs-Dome Spring Sweepi
			\$315.00	PW	ContSvs-Transportation w-Lo
			\$1,071.00	PW	ContSvs-Quigley Tidying
			\$18,291.00		
61072	Humane Society Dawson	\$2,000.00		REC	Grant
61073	Juliette's Manor	\$2,450.00		ADM	Staff Accommodations
61074	Klondike Institute of Arts & Culture	\$4,405.00	\$405.00	REC	ContSvs-Registrations Circus
			\$2,000.00	REC	Grants
			\$2,405.00		
61075	B & D Luggage Services	\$300.00		REC	OpSupp-CdaDay
61076	Lifesaving Society	\$311.45		REC	OpSupp-Pool
61077	Manitoulin Transport	\$1,280.24	\$1,184.56	PW	Freight
			\$47.94	ADM	Freight
			\$47.74	REC	Freight
			\$1,280.24		
61078	McConkey, George	\$1,800.00		REC	Sponsored Initiatives
61079	Northern Superior Mechanical	\$1,203.88	\$30.37	REC	EqR&M
			\$258.78	PW	OpSupp
			\$88.92	PW	SafetySupp
			\$179.30	PW	HvyEquipR&M

The City of Dawson
Cheque Run 24-15 Jul 26/24

			\$396.93	PW	OpSupp
			\$27.69	ADM	BldgR&M
			\$221.89	PW	OpSupp
			<hr/>		
			\$1,203.88		
61080	Northwestel Inc.	\$6,854.03		ALL	Phone
61081	Northlands Water & Sewer Supplie	\$107,685.07		PW	OpSupp-Stock Pile
61082	Norton Rose Fulbright	\$2,478.00		ADM	ProFees-Legal
61083	North Fire Systems Inc.	\$29,003.51	\$13,332.26	PS	ContSvs-AnnSvs
			\$15,671.25	PS	OpSupp
			<hr/>		
			\$29,003.51		
61084	Pacific Northwest Moving	\$2,240.23	\$2,132.29	PW	Freight
			\$107.94	REC	Freight
			<hr/>		
			\$2,240.23		
61085	Raven's Nook	\$2,192.40		PW	SafetyGear
61086	Spectrum Security - Sound Ltd.	\$346.47		PW	ContSvs-Monitoring
61087	Sunnydale Landscaping	\$5,166.00		REC	GrnSp-R&M
61088	Superior Propane Inc	\$398.56		REC	Propane-Arena Kitchen
61089	Mawunganidze, Ricky	\$2,000.00		ADM	CFO Res
61090	The Chickweeders	\$7,138.68		REC	ContSvs
61091	Top Link Disc Golf	\$1,264.73		REC	Supplies-Sponsored Initiative:
61092	Total Fire Protection Services	\$866.25	\$501.38	PW	ContSvs-Ann Emergency Light
			\$364.87	REC	ContSvs-Ann Emergency Light
			<hr/>		
			\$866.25		
61093	Transition Industries	\$42,000.00		REC	ContSvs
61094	Trillium Sales Group Inc.	\$8,778.00		PS	PromoSpEvt
61095	Uline Canada Corporation	\$2,002.54	\$541.21	PW	JaniSupp
			\$1,461.33	PW	OpSupp
			<hr/>		
			\$2,002.54		
61096	Underhill Geomatics Ltd.	\$28,182.00		REC	ContSvs-Arena
61097	Yukon University	\$620.00	\$350.00	PS	Training
			\$270.00	PW	Training
			<hr/>		
			\$620.00		
61098	Yukon Energy Corporation	\$58,803.92	\$3,513.95	PW	LITES Jul12 STmt
			\$55,289.97	ALL	MAIN Jul18 Stmt
			<hr/>		
			\$58,803.92		
61099	Yukon Honda	\$98.49		PW	EqSupp
61100	Yukon Pump Ltd.	\$1,973.86		PW	Signage
61101	Yukon Disc	\$7,200.00		REC	OpSupp

Aventura Visa Statement Date:

December 28 to January 27 , 2024

\$268.55 \$5,639.54

TX Date	Vendor	Detail	Purchase \$	Gst	Total
1/19/2024	Zoom	subscription	\$2.53	\$0.13	\$2.66

\$0.13 \$2.66

TX Date	Vendor	Detail	Purchase \$	Gst	Total
12/28/2024	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
1/14/2024	MaintainX	monthly subscription	\$357.48	\$17.87	\$375.35
	MaintainX	monthly subscription	\$357.49	\$17.87	\$375.36
1/14/2024	WhenIWork	monthly subscription	\$29.46	\$1.47	\$30.93
1/17/2024	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
1/17/2024	Novamen Inc	Chemcial Arena	\$1,019.92	\$51.00	\$1,070.92
1/22/2024	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
1/22/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
1/24/2024	Adobe	monthly subscription	\$347.88	\$17.39	\$365.27
1/25/2024	PHE Canada	program supply	\$19.05	\$0.95	\$20.00

\$110.31 \$2,316.50

TX Date	Vendor	Detail	Purchase \$	Gst	Total
1/23/2024	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00

TX Date	Vendor	Detail	Purchase \$	Gst	Total
12/23/2023	Canada Safety Training	Training	\$24.95	\$1.25	\$26.20
12/29/2023	Canada Safety Training	Training	\$14.95	\$0.75	\$15.70

\$2.00 \$41.90

TX Date	Vendor	Detail	Purchase \$	Gst	Total
1/2/2024	Canva	communications	\$18.09	\$0.90	\$18.99
1/8/2024	Immigration Canada	recruiting	\$219.05	\$10.95	\$230.00
1/15/2024	Pitney Bowes	postage meter rent	\$497.61	\$24.88	\$522.49
1/16/2024	Canada Post	postage	\$14.19	\$0.71	\$14.90
1/17/2024	Horizon Hotel	travel	\$476.09	\$23.80	\$499.89
1/22/2024	Apple	communications	\$3.99	\$0.20	\$4.19
1/23/2024	Grand & Toy	office supplies	\$498.36	\$24.92	\$523.28
1/23/2024	Grand & Toy	office supplies	\$194.99	\$9.75	\$204.74
1/24/2024	Grand & Toy	office supplies	\$0.00	\$0.00	\$0.00

\$96.12 \$2,018.48

Aventura Visa Statement Date:

January 28 to February 27, 2024

\$456.38 \$10,193.79

TX Date	Vendor	Detail	Purchase \$	Gst	Total
1/29/2024	Zoom	subscription	\$11.20	\$0.56	\$11.76
2/27/2024	Zoom	subscription	\$11.20	\$0.56	\$11.76

\$1.12 \$23.52

TX Date	Vendor	Detail	Purchase \$	Gst	Total
1/29/2024	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39
1/29/2024	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
2/14/2024	MaintainX	monthly subscription	\$362.15	\$18.11	\$380.26
	MaintainX	monthly subscription	\$362.14	\$18.11	\$380.25
2/15/2024	WhenIWork	monthly subscription	\$29.85	\$1.49	\$31.34
2/20/2024	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
2/23/2024	Canadian Tire	programming supplies	\$257.95	\$12.90	\$270.85
2/23/2024	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
2/23/2024	SP KICKSLED Revolution	Supplies	\$599.00	\$29.95	\$628.95
2/26/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
2/27/2024	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39

\$87.10 \$1,829.10

TX Date	Vendor	Detail	Purchase \$	Gst	Total
2/22/2024	Dawson City Liquor Store	Hosting event	\$85.67	\$4.28	\$89.95
2/23/2024	ESRI Canada Limited	GIS Professional	\$1,450.00	\$72.50	\$1,522.50
2/27/2024	ESRI Canada Limited	GIS Professional	\$2,868.22	\$143.41	\$3,011.63

\$220.19 \$4,624.08

Card Number: Bell Mobility

TX Date	Vendor	Detail	Purchase \$	Gst	Total
2/22/2024	Bell Mobility	Cell Phones	\$1,234.92	\$61.75	\$1,296.67

TX Date	Vendor	Detail	Purchase \$	Gst	Total
1/29/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
2/16/2024	Air North	Travel	\$710.00	\$35.50	\$745.50
2/16/2024	WATERAX	Fire prevention	\$519.75	\$0.00	\$519.75
2/20/2024	CPC/SCP	Freight	\$26.79	\$1.34	\$28.13
2/23/2024	MIDODOIHU9A	Midodo	\$86.97	\$0.00	\$86.97
2/23/2024	YG Building Safety	Boiler ticket renewal	\$3.00	\$0.00	\$3.00
2/26/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29

\$39.44 \$1,437.93

TX Date	Vendor	Detail	Purchase \$	Gst	Total
1/29/2024	Grand & Toy	office supplies	\$83.95	\$4.20	\$88.15
2/1/2024	CPC/SCP	office supplies	\$19.00	\$0.95	\$19.95
2/5/2024	Canva	communications	\$18.09	\$0.90	\$18.99
2/5/2024	Grand & Toy	office supplies	\$34.22	\$1.71	\$35.93
2/5/2024	Grand & Toy	office supplies	\$33.58	\$1.68	\$35.26
2/9/2024	CPC/SCP	office supplies	\$26.58	\$1.33	\$27.91
2/15/2024	CPC/SCP	office supplies	\$19.00	\$0.95	\$19.95
2/20/2024	Grand & Toy	office supplies	\$5.46	\$0.27	\$5.73
2/21/2024	Amzn Mktp	office supplies	\$149.71	\$7.49	\$157.20
2/23/2024	Apple	communications	\$3.99	\$0.20	\$4.19
2/26/2024	Grand & Toy	office supplies	\$309.14	\$15.46	\$324.60
2/26/2024	Grand & Toy	office supplies	\$232.98	\$11.65	\$244.63

\$46.79 \$982.49

Aventura Visa Statement Date:

February 28 to March 27, 2024

\$391.30 \$6,146.35

TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/27/2024	Zoom	subscription	\$226.10	\$11.31	\$237.41

\$11.31 \$237.41

TX Date	Vendor	Detail	Purchase \$	Gst	Total
	Adobe	monthly subscription	\$0.00	\$0.00	\$0.00
2/29/2024	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
3/14/2024	MaintainX	monthly subscription	\$359.83	\$17.99	\$377.82
	MaintainX	monthly subscription	\$359.83	\$17.99	\$377.82
3/15/2024	WhenIWork	monthly subscription	\$29.66	\$1.48	\$31.14
3/18/2024	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
3/25/2024	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
3/25/2024	DooDle.com Zurich	Yearly subscription	\$115.79	\$5.79	\$121.58
3/25/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
3/26/2024	TBL Power DISC GOLF A Am:	Supplies	\$104.68	\$5.23	\$109.91
3/27/2024	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39

\$53.63 \$1,126.33

TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/1/2024	FACEBK CXLUYF3E2	Facebook Ad Re Solid Waste	\$35.00	\$1.75	\$36.75
3/13/2024	SQ COURAGE K9&FIRST	Bylaws-Educational Material/Specil Even	\$714.29	\$35.71	\$750.00

\$37.46 \$786.75

TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/22/2024	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00

TX Date	Vendor	Detail	Purchase \$	Gst	Total
2/28/2024	Whitehorse Motors	Vehicle Repair and Maintenance	\$183.07	\$9.15	\$192.22
3/4/2024	Grand & Toy	Office Supplies	\$222.19	\$11.11	\$233.30
3/5/2024	YG Building Safety	Boiler Ticker Renewal	\$9.00	\$0.00	\$9.00
3/6/2024	CANADASAFETYTRAINING	Training	\$14.95	\$0.75	\$15.70
3/6/2024	CANADASAFETYTRAINING	Training	\$24.95	\$1.25	\$26.20
3/8/2024	SWANA ONTARIO	Training	\$1,300.00	\$169.00	\$1,469.00
3/11/2024	Grand & Toy	Office Supplies	\$121.28	\$6.06	\$127.34
3/15/2024	CANADASAFETYTRAINING	Training	\$360.15	\$18.01	\$378.16
3/18/2024	CANADASAFETYTRAINING	Training	\$34.95	\$1.75	\$36.70
3/18/2024	Grand & Toy	Office Supplies	\$131.21	\$6.56	\$137.77
3/26/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29

\$224.94 \$2,652.68

TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/4/2024	Canva	communications	\$18.09	\$0.90	\$18.99
3/22/2024	Apple	communications	\$3.99	\$0.20	\$4.19
3/25/2024	LIBOA	Training	\$57.14	\$2.86	\$60.00

\$3.96 \$83.18

Aventura Visa Statement Date: **March 28 to April 27, 2024**

			Purchase \$	Gst	Total
			\$523.59		\$11,040.46
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/1/2024	CANADIANTIRE	programming supplies	\$88.91	\$4.45	\$93.36
4/1/2024	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
4/10/2024	SURVEYPLANET PRO PLAN	Survey	\$239.01	\$11.95	\$250.96
4/12/2024	LASTPASS.com	Annual subscription - password protection	\$51.00	\$2.55	\$53.55
4/15/2024	MaintainX	monthly subscription	\$367.50	\$18.38	\$385.88
	MaintainX	monthly subscription	\$367.49	\$18.37	\$385.87
4/15/2024	WhenIWork	monthly subscription	\$30.30	\$1.51	\$31.81
4/18/2024	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
4/19/2024	Canadian Tire	programming supplies	\$191.99	\$9.60	\$201.59
4/23/2024	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
4/25/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
			\$70.56		\$1,481.68
TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/28/2024	CIVIC Info	Conference Registration	\$600.00	\$30.00	\$630.00
4/1/2024	FACEBK CXLUYF3E2	Promotion of City web	\$78.13	\$3.91	\$82.04
4/4/2024	Dawson City General Store	Supplies for Public Section	\$66.12	\$3.31	\$69.43
4/8/2024	YG EMR LANDS BRANCH	Subdivision Fee	\$23.81	\$1.19	\$25.00
4/9/2024	CIVIC Info	Learning	\$33.99	\$1.70	\$35.69
4/10/2024	FCM-FED.OF CDN MUN	FCM Registration	\$1,095.00	\$54.75	\$1,149.75
4/19/2024	Grand & Toy	office supplies	\$474.10	\$23.71	\$497.81
4/22/2024	GOLD RUSH INN	Mayor Travel	\$350.00	\$17.50	\$367.50
4/24/2024	CIVIC Info	CAO CAMA Membership	\$320.00	\$16.00	\$336.00
			\$152.06		\$3,193.22
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/22/2024	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00
			60.00		\$1,260.00
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/5/2024	GREEN LINE HOSE AND FITT	Steam Hose	\$696.00	\$34.80	\$730.80
4/9/2024	SP EMOTORNATIONS	Arena Furnace	\$564.85	\$28.24	\$593.09
4/9/2024	STAPLES	Scanner	\$262.49	\$13.12	\$275.61
4/25/2024	YG Territorial Agent	Vehicle Registration	\$45.00	\$0.00	\$45.00
			\$76.17		\$1,644.50
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/1/2024	CPC/SCP	office supplies	\$27.05	\$1.35	\$28.40
4/3/2024	Canva	communications	\$18.09	\$0.90	\$18.99
4/19/2024	TrainHR	Training	\$317.50	\$15.87	\$333.37
4/23/2024	Apple	communications	\$3.99	\$0.20	\$4.19
4/26/2024	STAPLES	office supplies	\$564.98	\$28.25	\$593.23
4/26/2024	Trainingg LLC	Training	\$2,364.65	\$118.23	\$2,482.88
			\$164.81		\$3,461.06

Aventura Visa Statement Date: April 28 to May 27, 2024

			Purchase \$	Gst	Total
				\$568.66	\$13,716.27
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/29/2024	Zoom	subscription	\$11.20	\$0.56	\$11.76
4/29/2024	Zoom	subscription	\$11.20	\$0.56	\$11.76
				\$1.12	\$23.52
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/29/2024	Adobe	monthly subscription	\$29.99	\$1.50	\$31.49
4/29/2024	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
4/29/2024	FACEBK C6K373C6C2	Rec facebook page - Advertisement	\$291.75	\$14.59	\$306.34
4/30/2024	Amzn Mktp	Program supplies	\$116.80	\$5.84	\$122.64
5/1/2024	FACEBK 2E6LT246C2	Rec facebook page - Advertisement	\$41.84	\$2.09	\$43.93
5/6/2024	THE TERRY FOX FOUNDATIC	Supplies	\$389.05	\$19.45	\$408.50
5/14/2024	Starlink Internet	Communication	\$619.00	\$30.95	\$649.95
5/14/2024	MaintainX	monthly subscription	\$364.89	\$18.24	\$383.14
	MaintainX	monthly subscription	\$364.88	\$18.24	\$383.13
5/15/2024	WhenIWork	monthly subscription	\$30.08	\$1.50	\$31.58
5/15/2024	SP DYNAMIC DISCS	program supplies - Trilogy Challenge	\$1,457.14	\$72.86	\$1,530.00
5/21/2024	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
5/21/2024	BORDERFREE 3860	Supplies	\$322.79	\$16.14	\$338.93
5/21/2024	ISSUU	monthly subscription - Communication - Programmi	\$318.93	\$15.95	\$334.88
5/23/2024	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
5/27/2024	Amzn Mktp	bounce house blower	\$410.03	\$20.50	\$430.53
5/27/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
5/27/2024	Adobe	monthly subscription	\$29.99	\$1.50	\$31.49
				\$243.10	\$5,105.19
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/29/2024	GOLD RUSH INN	Mayor Tourism Conference	\$525.00	\$26.25	\$551.25
5/1/2024	FACEBK 74CXT3Y3E2	Promoting Emergency Managemnet Planning	\$37.87	\$1.89	\$39.76
5/6/2024	CPC/SCP	Office supply	\$77.58	\$3.88	\$81.46
5/6/2024	Dawson City Liquor Store	AYC Reception	\$157.33	\$7.87	\$165.20
5/6/2024	Dawson City General Store	AYC Reception	\$349.13	\$17.46	\$366.59
5/13/2024	Rimrock Resort Hotel	CAMA Conference Room Deposit	\$432.54	\$21.63	\$454.17
5/15/2024	SP AEDSHOP	Protective Services AED	\$341.12	\$17.06	\$358.18
5/15/2024	SP AEDSHOP	Protective Services AED	\$2,241.52	\$112.08	\$2,353.60
5/15/2024	City of Dawson	Test payment E Permit	\$5.00	\$0.25	\$5.25
				\$208.36	\$4,375.46
TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/22/2024	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/29/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
5/1/2024	YG Territorial Agent	Vehicle Registration	\$1,077.00	\$0.00	\$1,077.00
5/16/2024	Walmart	PW Supplies	\$349.92	\$17.50	\$367.42
5/27/2024	SOLID WASTE ASSOC.	Membership	\$345.22	\$0.00	\$345.22
5/27/2024	SOLID WASTE ASSOC.	Testing	\$352.26	\$0.00	\$352.26
5/27/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
				\$20.10	\$2,196.48
TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/29/2024	PUBLIC MOBILE	Emergency Control Group	\$15.00	\$0.75	\$15.75
5/3/2024	Canva	communications	\$18.09	\$0.90	\$18.99
5/13/2024	STAPLES	office supplies	\$211.89	\$10.59	\$222.48
5/15/2024	Real CDN Superstore	office supplies	\$64.72	\$3.24	\$67.96
5/22/2024	Apple	communications	\$3.99	\$0.20	\$4.19
5/27/2024	Grand & Toy	office supplies	\$390.95	\$19.55	\$410.50
5/27/2024	PUBLIC MOBILE	Emergency Control Group	\$15.00	\$0.75	\$15.75
				\$35.98	\$755.62

Aventura Visa Statement Date: **May 28 to June 27, 2024**

\$652.82 \$14,179.29

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/27/2024	CIBC Visa	Annual charge	\$470.00	\$0.00	\$470.00
6/27/2024	Zoom	subscription	\$11.20	\$0.56	\$11.76
				\$0.56	\$481.76

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/29/2024	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
5/30/2024	Air North	Instructor Travel	\$519.00	\$25.95	\$544.95
6/3/2024	Facebook	Rec Facebook - Advertising	\$16.40	\$0.82	\$17.22
6/3/2024	YG Enviro Health	Pool License to Operate	\$23.81	\$1.19	\$25.00
6/4/2024	Amzn Mktp	Pool Supplies - Spikeball Nets	\$247.35	\$12.37	\$259.72
6/4/2024	Amzn Mktp	Pool Supplies - Lifejackets	\$74.41	\$3.72	\$78.13
6/10/2024	Amzn Mktp	bounce house blower refund	-\$410.03	-\$20.50	-\$430.53
6/12/2024	Town & mountain Hotel	Accommodation - Travel - Programming Staff T	\$657.00	\$32.85	\$689.85
6/14/2024	Stickertalk	Parks and Greenspace Maintenance	\$48.33	\$2.42	\$50.75
6/14/2024	MaintainX	monthly subscription	\$366.91	\$18.35	\$385.26
	MaintainX	monthly subscription	\$366.91	\$18.35	\$385.26
6/17/2024	WhenIWork	monthly subscription	\$30.24	\$1.51	\$31.75
6/17/2024	Star Link	Communication	\$170.00	\$8.50	\$178.50
6/17/2024	Amazon	Pool Supplies - Cross Net	\$184.99	\$9.25	\$194.24
6/18/2024	Canadian Tire	Supplies	\$744.83	\$37.24	\$782.07
6/18/2024	Sportcheck	YLAP Supplies - Floats for Nets	\$124.45	\$6.22	\$130.67
6/18/2024	Amzn Mktp	Canada Day	\$38.95	\$1.95	\$40.90
6/18/2024	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
6/19/2024	Canadian Tire	Supplies	\$89.97	\$4.50	\$94.47
6/19/2024	Dollarma	Supplies	\$90.50	\$4.53	\$95.03
6/21/2024	SQ Klondike Institute	Programming - Off-site facility rental	\$299.05	\$14.95	\$314.00
6/24/2024	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
6/25/2024	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
6/25/2024	Vistaprint	Operating Supplies - Swimming Passes	\$59.97	\$3.00	\$62.97
6/27/2024	Adobe	monthly subscription	\$29.99	\$1.50	\$31.49
				\$192.40	\$4,040.37

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/29/2024	CPC/SCP	Office supply	\$80.10	\$4.01	\$84.11
6/2/2024	Gold Rush Inn	CAO- CAMA Conference trip	\$205.00	\$10.25	\$215.25
6/5/2024	Rimrock Inn	CAO- CAMA Conference trip	\$1,062.13	\$53.11	\$1,115.24
6/6/2024	CIP-ICU	Planning Conference Registration	\$1,229.00	\$61.45	\$1,290.45
6/10/2024	Alt Hotel Calgary	Councilor Pikalek FCM 2024	\$1,278.80	\$63.94	\$1,342.74
6/17/2024	Mackenzie Petroleum	gas for Rouge	\$99.05	\$4.95	\$104.00
				\$197.70	\$4,151.79

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/21/2024	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/4/2024	SP Emotornations	Shipping	\$59.95	\$3.00	\$62.95
6/4/2024	Staples	Supplies	\$156.45	\$7.82	\$164.27
6/5/2024	BC Water Anburnaby	Membership	\$129.00	\$6.45	\$135.45
6/7/2024	Staples	Safety - WD	\$74.58	\$3.73	\$78.31
6/12/2024	Canada safety Training	Training	\$14.95	\$0.75	\$15.70
6/13/2024	ATS Traffic LTD.	Post Mounts	\$91.20	\$4.56	\$95.76
6/17/2024	AMAN Mktp	Protection Plan	\$34.99	\$1.75	\$36.74
6/18/2024	AMAN Mktp	Cables for Cameras	\$49.99	\$2.50	\$52.49
6/24/2024	AMAN Mktp	Cameras for landfill	\$379.99	\$19.00	\$398.99
6/27/2024	AMAN Mktp	Trail Cams	\$191.27	\$9.56	\$200.83
6/27/2024	Adobe Inc.	Subscription	\$25.99	\$1.30	\$27.29
				\$60.42	\$1,268.78

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/29/2024	Grand & Toy	office supplies	\$93.72	\$4.69	\$98.41
6/3/2024	Grand & Toy	office supplies	\$1,179.94	\$59.00	\$1,238.94
6/3/2024	Grand & Toy	office supplies	\$39.19	\$1.96	\$41.15
6/3/2024	Canva	communications	\$18.09	\$0.90	\$18.99
6/10/2024	Grand & Toy	office supplies	\$29.99	\$1.50	\$31.49
6/17/2024	Dell Canada	Dock Stations for Council Chamber	\$274.78	\$13.74	\$288.52
6/21/2024	Grand & Toy	office supplies	\$1,195.14	\$59.76	\$1,254.90
6/24/2024	Apple	communications	\$3.99	\$0.20	\$4.19
				\$141.74	\$2,976.59



City of Dawson

Report to Council

Agenda Item	Development Incentive Policy Update
Prepared By	Planning and Development
Meeting Date	August 6, 2024
References (Bylaws, Policy, Leg.)	Development Incentive Policy
Attachments	Draft Development Incentive Policy

	Council Decision
x	Council Direction
x	Council Information
	Closed Meeting

Recommendation

That Committee of the Whole review the draft Development Incentive Policy, consider options for Incentives, and forward the draft Policy to the next Council meeting for adoption.

Executive Summary

The purpose of reviewing the Development Incentive Policy is to identify revisions, address existing challenges, and introduce new incentives that encourage development of a variety of housing types to meet the community's needs.

Background

During the last few years, administration found a few shortcomings and challenges with the City of Dawson Development Incentive program.

The City hired Stantec to assist in rewriting the Policy. Stantec evaluated the existing Policy, met with City of Dawson staff several times to understand needs and requirements, and researched similar incentive programs in other communities to provide options for incentive types that the City may offer.

After reviewing the updates/revisions supplied by Stantec, administration recommends the revisions in the attached draft Policy and the options indicated below.

Discussion / Analysis

Challenges

The City of Dawson staff has identified the following challenges, which will be addressed throughout the review.

1. Funding becomes tied-up with ineligible applicants

Applicants enter into multi-year agreements with the City to obtain incentive funds; this earmarks a certain dollar value of the total development incentive program budget to that applicant for up to ten years. For example, when an applicant does not comply with requirements of their Development Permit, such as those required by the Heritage Advisory Council, they are ineligible for funding. If the applicant continues to have outstanding requirements, they do not receive the funding, but it is still earmarked for them for up to ten years, anticipating future compliance.

2. The total available funds are low

The City has a limited and prescriptive amount of funding to be used each year for the Development Incentives Program; this funding comes from the City's operational budget. Currently, the available funds associated with the Development Incentives Program are completely earmarked for existing multi-year agreements, even if those applicants are no longer eligible under the program criteria. This means there is no opportunity to fund other projects for the next several years.

3. Incentives do not adequately encourage missing middle housing types

Dawson is facing significant housing challenges and has recently received funding from the Housing Accelerator Fund (HAF), intended to encourage initiatives to build more homes. These funds are intended to diversify the type of housing available in Dawson, specifically introducing housing types that fill the "missing middle" between low-rise single-family houses and mid-rise apartment buildings.

4. Consider alternative incentives

The existing Development Incentive Program offers primarily multi-year tax grants, as well as waiving parking requirements. To further incentivize development, additional incentives should be considered.

Options and Recommendations

Termination of Agreements

Currently, the Policy does not provide a mechanism for terminating Agreements for non-compliant developments. Section 3.1.a of the attached draft Policy outlines how conformity with the OCP, Zoning Bylaw, and Heritage Management Plan is required as an eligibility criterion. Section 7 describes the procedure for terminating the Agreement for non-compliant Properties.

Total available funds

The administration recommends adding a new Reserve for Development Incentives to the Reserve Fund Bylaw. All unused funds will be transferred to the reserve, including funds granted to non-compliant Properties or unfinished developments.

- Option 1a: create a new Reserve in Reserve Fund Bylaw.
- Option 1b: do not create a new Reserve.

It is also recommended that the City removes the \$100,000 limit on Active Tax Grant. Instead, Council will determine the amount annually during the budget approval process based on information supplied by staff on the number of applications (existing and anticipated), the City's operational budget, funds in the Reserve, and available external funding.

- Option 2a: remove the \$100,000 limit and include a section in the Policy explaining how Council would approve the Active Tax Grant annually.
- Option 2b: do not change this and leave section 2.1.m as is.

Incentive conditions

Currently, the Policy provides a 10-year Standard Tax Grant for Market Rental Housing, Supportive Housing, and Affordable Housing, a 5-year Standard Tax Grant for Vacant/Underdeveloped Properties, and a 3-year Preferred Tax Grant for secondary suits, all at 100% tax grant. The alternatives are:

- Option 3a: declining 7-year abatement (100%, 90%, 80%, 70%, 60%, 50%, 40%) for all housing types except secondary/garden suits, and a declining 4-year abatement (100%, 90%, 80%, 70%) for secondary/garden suits (*recommended*).
- Option 3b: declining 5-year abatement (100%, 80%, 60%, 40%, 20%) for all housing types except secondary/garden suits, and a declining 3-year abatement (100%, 90%, 80%) for secondary/garden suits.
- Option 3c: a 5-year Standard Tax Grant for all housing types except secondary/garden suits, and a 3-year Preferred Tax Grant for secondary/garden suits.
- Option 3d: do not change the duration and percentage of tax grants in the current Policy.

Other Incentives

It is recommended that Council consider adding the following Incentives to the Policy:

1. Missing middle housing:
 - a. Minimum of two, maximum of 8, new dwelling units anywhere within the municipality.
 - b. Declining 7-year abatement (100%, 90%, 80%, 70%, 60%, 50%, 40%).
2. Building conversion:
 - a. Change a preexisting accessory building to a garden suite.
 - b. \$3,000 or \$4,000 municipal tax credit. (This can be funded by HAF in the next few years)
 - c. Relaxation of setback and size restrictions.

3. Fast tracked approval for infill housing

The City will hire a consultant (funded through HAF) to prepare development plans for "missing middle" housing types (four, six, and eight units) and seek approval from the Heritage Advisory Committee. Only pre-approved designs are eligible for the Fast-Track process. Lots are pre-identified, and correctly zoned, for the construction of a preapproved residential building plans. Applicants can receive quick approvals by working directly with the City to construct one of several pre-approved buildings. This should work in Dawson because most lots are 50' by 100'.

4. Mixed use development

Dawson confronts a number of issues, including the number of vacant lots zoned C1 in the Downtown Core. Although multi-unit residential is one of the permitted uses in C1, owners may not want to devote their parcel exclusively to residential units. The first floor of mixed-use developments could be used for business purposes, with the upper floors for residential usage. This incentive will improve Dawson's economic growth while also providing new housing. The incentive may be a declining 7-year abatement.

5. Development Grant of \$40,000 for multi-unit construction

Property owners will be eligible for a \$40,000 Development Grant to construct multi-unit housing. This fund should be approved by Council each year (see option 2a) and may be subject to the availability of external funding only. For the next year, this could be sourced from HAF for one or two multi-unit projects.

Fiscal Impact

Discussed in previous sections.

Alternatives Considered

Discussed in previous sections.

Next Steps

Finalizing the Policy based on Council direction and bring it to the next Council meeting for adoption

Approved by	Name	Position	Date
Paul Robitaille	<i>Paul Robitaille</i>	A/CAO	August 3, 2024



City of Dawson
Development Incentives Policy
2024-XX

BACKGROUND

There is currently a need for rental housing – including supportive, affordable rental, and market rental housing, - in the City of Dawson. These needs can be addressed through a variety of options including mixed-use and multi-unit residential buildings, secondary suites, and other types of housing developments. Increased Historic Townsite development would further the City’s sustainability objectives for a more compact development pattern and take advantage of existing services; further, the conversion of underdeveloped and vacant properties increases economic and community vitality. These types of development help to meet the Official Community Plan goals and policies.

Council recognizes that land constraints, high construction costs, and other factors pose serious constraints to the supply of housing and optimum land use in Dawson City, and that a subsidy may be required. The City does have a role in land development, permitting, and taxation, through which it may encourage development where it is not being initiated under normal market conditions.

City of Dawson fees and charges are low relative to other jurisdictions, and many fees are based on cost recovery, making it challenging to reduce or grant these costs without impacting operating budgets. It is desirable for the City to use a model that provides significant financial incentives for strategic development, while limiting the short-term financial impact on the operational budget.

The Development Incentives offered through this Policy aim to encourage the construction of multi-unit, rental, or supporting housing, and increase future tax income for the City.

POLICY STATEMENT

The City of Dawson will provide financial INCENTIVES for projects that provide rental units, supportive housing, and multi-unit residential buildings and/or convert vacant and/or derelict properties into more beneficial land uses.

Commented [PM1]: This Policy also offers non-financial incentives

1.00 Definitions

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

- a. "ACTIVE TAX GRANT" means the total value of tax-based INCENTIVES allocated by the City of Dawson under this Policy.
- b. "ACCESSORY BUILDING OR STRUCTURE", as defined by the City of Dawson *Zoning Bylaw*, means a separate building or structure, on the same lot as a primary building, which is ancillary or subordinate to the PRIMARY BUILDING or structure. Examples of accessory structures include garages, gazebos, garden sheds, greenhouses, and storage sheds.
- c. "AFFORDABLE RENTAL HOUSING" means RENTAL HOUSING that is provided at or below the median market housing rents for comparable housing as presented by the Yukon Bureau of Statistics in the Yukon Rent Survey. In the event that this definition conflicts with that of a funding program through which an owner is seeking financial support for the same development, the definition of the other funding program shall apply.
- d. "AGREEMENT" means a Development Incentive Agreement made between an applicant and the City of Dawson under this Policy.
- e. "ASSESSED VALUE", as defined by the *Assessment and Taxation Act*, means the value of LAND or IMPROVEMENTS, or both (PROPERTY), as determined by the Assessment and Taxation Act.
- f. "BASE RATE" is calculated in Policy 2.1 d); intended to be used to reflect the value of IMPROVEMENTS prior to the proposed development, as outlined in an AGREEMENT.
- g. "DEVELOPMENT FEE" means the fee(s) associated with applying for a Development Permit and the Development Incentive Program, as outlined in the City of Dawson *Fees and Charges Bylaw*.
- h. "CONDOMINIUM" as defined by the *Condominium Act*.
- i. "INCENTIVE" means either a financial or non-financial support made by the City of Dawson to applicants for developments meeting the eligibility criteria provided in this policy, as detailed in an AGREEMENT.
- j. "DOWNTOWN" means the area defined within the City of Dawson *Official Community Plan* as the Downtown Core.
- k. "DWELLING UNIT", as defined by the City of Dawson *Zoning Bylaw*, means a self-contained building or portion of a building, whether occupied or not, that is used or intended to be used as a residence. Dwelling units usually contain cooking, eating, living, sleeping, and sanitary facilities.
- l. "HISTORIC TOWNSITE" means the area defined within the City of Dawson *Official Community Plan* as the Historic Townsite.

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Commented [PM9]: Originally was "contribution". It's been replaced by "support" to recognize non-financial incentives.

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- m. "IMPROVEMENT", as defined by the *Assessment and Taxation Act*, means an improvement to PROPERTY and includes (a) anything erected or placed in, on or under land or affixed to land so that without special mention it would be transferred by a transfer of land, and (b) anything erected or placed in or on, or affixed to an improvement so that without special mention it would be transferred by a transfer of land.
- n. "LAND", as defined by the *Assessment and Taxation Act*, means physical land and includes land covered by water, but does not include coal, minerals, oil, gas, gravel or other substances occurring naturally in or under land.
- o. "LOAD CAPACITY CHARGE" means the charge, as listed in the City of Dawson *Fees and Charges Bylaw*, levied against new development by the City of Dawson to recover costs associated with increased load on the water/sewer system.
- p. "MARKET RENTAL HOUSING" means housing that is provided at above the median market housing rents for comparable housing as presented by the Yukon Bureau of Statistics in the Yukon Rent Survey.
- q. "MIXED-USE" means a building containing a mixture of commercial and residential uses.
- r. "PARCEL", as defined by the City of Dawson *Zoning Bylaw*, means any lot, block, or other area in which land is held, or into which land is subdivided. This definition does not include a highway, street, or lane.
- s. "PREFERRED TAX GRANT" means an annual monetary INCENTIVE as calculated in Policy 2.1 e); intended to be used to reflect development changed undertaken for PRIMARY DWELLING UNITS, and outlined in an AGREEMENT.
- t. "PRINCIPAL BUILDING", as defined by the City of Dawson *Zoning Bylaw*, means a building that contains floor space, the majority of which is used for the permitted principal use on the LAND.
- u. "PRIMARY DWELLING UNIT" means a DWELLING UNIT that has a greater flood area than any other DWELLING UNIT on the parcel.
- v. "PROPERTY", as defined by the *Assessment and Taxation Act* as real property, means LAND and IMPROVEMENTS.
- w. "rental housing" means any formation of multi-unit residential housing, as defined by the *Zoning Bylaw*, that is retained by a single owner, with units that are available to rent on a monthly or semi-monthly basis. Rental units must be retained as one legal entity and cannot be subdivided through a condominium process, even if all units are retained by one owner.
- x. "SECONDARY SUITE", as defined by the City of Dawson *Zoning Bylaw*, means a self-contained DWELLING UNIT that is located within a PRIMARY DWELLING UNIT and is less than 40% of the total floor area of the building. A secondary suite has its own cooking, sleeping, and sanitary facilities. Both dwelling units are registered under the

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same land title. A secondary suite is not a DUPLEX.

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- y. "STANDARD TAX GRANT" means an annual monetary INCENTIVE as calculated in Policy 2.1 c); intended to be used to reflect development changes not associated with PRIMARY DWELLING UNITS, undertaken and outlined in an AGREEMENT.
- z. "SUPPORTIVE HOUSING" means the use of a building for residential dwelling units that is owned and operated by a non-profit agency or non-government organization and designed to accommodate tenants who require assistance. Typical uses would include assisted housing for seniors or assisted housing for people with disabilities.
- aa. "SHORT TERM VACATION RENTAL" means the provision of rental accommodation for less than 30 consecutive days to a primary tenant whose purpose for residing in Dawson City is vacationing.
- bb. "TAX" means taxes as defined by the Municipal Government Act.
- cc. "UNDERDEVELOPED PROPERTY" means a PROPERTY for which the value of assessed IMPROVEMENTS is less than \$35,000 in an R-zone or less than \$60,000 in any other zone.
- dd. "VACANT PROPERTY" means a PROPERTY that does not contain a PRIMARY BUILDING OR STRUCTURE aligned with the intended use of the PROPERTY as set out in the City of Dawson *Zoning Bylaw*. A PROPERTY may be considered vacant if an ACCESSORY BUILDING OR STRUCTURE, as defined in the *Zoning Bylaw*, is present.

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2.00 DEVELOPMENT INCENTIVES – GENERAL

2.1. Based on the eligibility criteria listed in this policy, an applicant may apply for an INCENTIVE as follows:

- a. INCENTIVES as outlined in the following section will be considered by the City and, if granted, will be incorporated in a Development Incentive Agreement ("AGREEMENT").
- b. TAX applied to the value of LAND are not eligible available for reduction or grant.
- c. The value of a STANDARD TAX GRANT will be calculated annually by subtracting the BASE RATE and the portion of the TAX levied on the value of the LAND from the full ANNUAL TAX paid on July 2nd for the duration of the AGREEMENT.
- d. The BASE RATE will be calculated as the value of TAX to be collected (levied) for IMPROVEMENTS, as established through the Tax Levy Bylaw, to be paid on the first July 2nd following the AGREEMENT coming into effect. In the case where IMPROVEMENTS were demolished prior to the AGREEMENT coming into effect, the BASE RATE would be zero.
- e. The value of a PREFERRED TAX GRANT will be calculated annually by subtracting the portion of TAX levied on the value of the LAND from the full ANNUAL TAX as paid on July 2nd for the duration of the AGREEMENT.

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- f. Payment of tax-based INCENTIVES will begin once an eligible development has received occupancy for all units. Any TAX paid to the City prior to occupancy will not be eligible for a grant under this policy.
- g. Tax-based INCENTIVES will be implemented through a grant to the property owner, processed after July 2nd annually.
- h. INCENTIVES will not be applied retroactively for projects which have already received a Development Permit. This includes permits that have been cancelled or lapsed and reapplied for in an effort to receive an INCENTIVE.
- i. The terms of payment of the INCENTIVES will be specified in AGREEMENT as further described in this Section 6.00 Procedure of this Policy.
- j. If an eligible SECONDARY SUITE, AFFORDABLE RENTAL, MARKET RENTAL or SUPPORTIVE HOUSING development becomes part of a CONDOMINIUM corporation or ceases to function as rental or supportive housing prior to completion of the term set out in the AGREEMENT, the AGREEMENT will become void and the owner will be required to repay the monetary INCENTIVES received to date.
- k. The use of SECONDARY SUITE, AFFORDABLE RENTAL, MARKET RENTAL, or SUPPORTIVE HOUSING units for SHORT-TERM VACATION RENTALS at any point during the term of the AGREEMENT without the permission of the City of Dawson will render the AGREEMENT for the entire development void and the owner will be required to repay the monetary INCENTIVES received to date.
- l. Receipt of an INCENTIVE outlined in this policy does not disqualify an applicant from receiving a different incentive, grant, or funding opportunity provided for by another bylaw, policy, or organization. A development is only eligible to receive one tax INCENTIVE enacted under this policy.
- m. The City shall not exceed a \$100,000 value in ACTIVE TAX GRANTS (including both STANDARD TAX GRANT and PREFERRED TAX GRANT) at any given time. Administration shall report on the total amounts of tax grants and fee/charge waivers applied through Development Incentives on an annual basis and update Council on the tax granting room available in January of each year.
- n. Applications will be accepted and processed on first-come, first-serve basis.
- o. No exceptions shall be made to this policy without the consent of Council.

Commented [PM23]: Added. Applicants can receive one tax incentive plus non-monetary incentives.

3.00 GENERAL ELIGIBILITY CRITERIA

3.1. The following eligibility criteria apply to all developments to be considered for an AGREEMENT under this Policy:

- a. Proposed developments must be in compliance with the City of Dawson *Official Community Plan* and *Zoning Bylaw*; which may also require adherence with the *Heritage Management Plan* and other neighborhood plans as applicable.

Commented [PM24]: Revised

- b. A development proposal that includes more than one eligible PROPERTY, contiguous or otherwise, will be considered in its entirety for an INCENTIVE so long as all applicable Development Permits are obtained within a two-month period, all development components are undertaken by the same developer/owner, and all construction has commenced within one year of issuance of Development Permits.
- c. INCENTIVES for VACANT and/ or UNDEVELOPED PROPERTIES apply to the creation of new housing units in renovated, redeveloped and/or newly constructed buildings.
- d. MARKET RENTAL, AFFORDABLE RENTAL, and SUPPORTIVE HOUSING units that are part of a MIXED-USE DEVELOPMENT in the DOWNTOWN may be eligible for INCENTIVES subject to the City's ability to calculate the portion of IMPROVEMENTS attributable to the residential uses versus the commercial use (for which no INCENTIVE shall apply).
- e. Any MARKET RENTAL, AFFORDABLE RENTAL, and SUPPORTIVE HOUSING developments that are part of a CONDOMINIUM corporation will be ineligible for Development Incentives.
- f. Government agencies, at all levels of government, will not be eligible for the INCENTIVES under this policy, excepting thereout First Nation development corporations.
- g. Organizations that enter into a long-term lease (minimum 20 years) for development and/or use of a government-owned property and will be registered with the City of Dawson as the taxpayer for the leased property are eligible.
- h. Any applicant with outstanding taxes or other monies owing to the City of Dawson shall be ineligible.

4.00 TYPES OF INCENTIVES

4.1. Based on the type of development proposed, there are six different INCENTIVES that can be granted under this Policy.

Type	Eligibility	Incentive
a) Vacant and/or Underdeveloped Property	• Development with a minimum construction value of \$75,000 in the Historic Townsite	• <input checked="" type="checkbox"/> years Standard Tax Grant
b) Market Rental Housing	• Minimum of four Market Rental Housing units in the Historic Townsite	• <input type="checkbox"/> X years Standard Tax Grant
c) Supportive Housing	• Minimum of four Supportive Housing units located anywhere within the municipality	• <input checked="" type="checkbox"/> years Standard Tax Grant • Waiver of Load Capacity Charge • Waiver of Development Fees

Commented [PM25]: Please see the report for options.

d) Affordable Rental Housing	<ul style="list-style-type: none"> • Minimum of four Affordable Rental Housing units in the Historic Townsite 	<ul style="list-style-type: none"> • X years Standard Tax Grant • Waiver of Load Capacity Charge • Waiver of Development Fees
e) Secondary Suite	<ul style="list-style-type: none"> • Secondary suite located anywhere within the municipality 	<ul style="list-style-type: none"> • X years Preferred Tax Grant • Waiver of Load Capacity Charge • Waiver of Development Fees • Waiver of parking requirements for secondary suite

4.2. Duration of tax INCENTIVES shall be considered based on the location of the development, adherence with the *Official Community Plan* and *Housing Needs Assessment*, and number of DWELLING UNITS proposed.

5.00 SPECIFIC ELIGIBILITY CRITERIA AND CONDITIONS

In addition to the General Eligibility Criteria outlined in Section 3, the following conditions must be met to be eligible for specific INCENTIVES.

5.1. AFFORDABLE RENTAL HOUSING INCENTIVES

- a. A minimum of four new AFFORDABLE RENTAL HOUSING units must be provided anywhere within the fully serviced portions of the HISTORIC TOWNSITE;
- b. Rents must be kept affordable for the entire duration of the AGREEMENT term.
 - 5.1.b.1. Affordability shall be determined by the City through comparison of rents on an annual basis against the most recent Rent Survey issued by the Yukon Bureau of Statistics.
 - 5.1.b.2. Rents must be reduced if found to exceed median market rates, whereas owners are encouraged to maintain current rents should they be below median market rates.
 - 5.1.b.3. Recipients are to provide this information with their grant request on an annual basis.

5.2. SUPPORTIVE HOUSING INCENTIVES

- a. A minimum of four new SUPPORTIVE HOUSING units must be provided within the City of Dawson municipal boundaries.

5.3. MARKET RENTAL HOUSING INCENTIVES

- a. A minimum of four new MARKET RENTAL HOUSING units must be provided within the City of Dawson Historic Townsite.

6.00 PROCEDURE

6.1. Application

-
- a. To receive an INCENTIVE as laid out in this policy, Developers must complete a Development Incentive Application, available from the City of Dawson.

6.2. Screening

- a. Applications must include a development plan and will not be eligible for consideration unless they meet the minimum eligibility criteria as listed in this policy.
- b. Both administration and Council retain the right to decline an application that conforms with the policy in wording but it deems does not meet its intent.

6.3. Approval

- a. The terms of SECONDARY SUITE INCENTIVES will be approved by the Planning and Development Officer. INCENTIVES totaling \$100,000 or less in combined value will be approved by the Chief Administrative Officer, and all other INCENTIVES will be approved by Council.

6.4. Administration

- a. The terms of all INCENTIVES will be outlined in the AGREEMENT signed by the City of Dawson and the applicant.
- b. Granting of INCENTIVES will be done only after the applicant has received a Development Permit for their eligible project. This milestone can be considered when AGREEMENTS come into effect.
- c. For annual tax INCENTIVES, the City will provide a grant in the applicable amount each year until the end of the AGREEMENT term, following an annual request from the recipient made from the applicant to the City in writing.
- d. Annual requests must include the following:
 - 6.4.d.1. A request for the annual tax INCENTIVE amount, as prescribed in their AGREEMENT;
 - 6.4.d.2. A declaration confirming their PROPERTY's continued compliance with this policy; and
 - 6.4.d.3. A list of rents demonstrating compliance with s. 5.2.a.2 of this Policy, if applicable.
- e. Grants will be processed after property owners have paid their taxes in full.
 - 6.4.e.1. If a property owner is in arrears of their property taxes they will no longer be eligible for an INCENTIVE.

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7.00 **TERMINATION OR EXPIRATION OF AGREEMENTS**

Commented [PM27]: Added

- 7.1. The AGREEMENT shall be revoked if the Development Permit is revoked.
- 7.2. The AGREEMENT may be revoked if:

- a. construction for the development has not commenced within one year of issuance of Development Permits, unless the applicant is able to prove an extraordinary circumstance which caused construction delay;
 - b. the Development Permit has expired or lapsed;
 - c. there are outstanding open Building Permits remaining one year after occupancy is given for the development;
 - d. at anytime the PROPERTY is no longer in compliance with the eligibility criteria outlined in this Policy.
- 7.3. When an AGREEMENT is revoked, the City shall provide written confirmation of such to the applicant within 14 days, clearly stating the reason(s) for the termination.
- 7.4. Municipal funds associated with AGREEMENTS that have been revoked or expired shall be returned to the Reserve Fund for reallocation to other projects.

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POLICY TITLE: *Development Incentives Policy*

POLICY #: 2024-XX

EFFECTIVE DATE: August X, 2024

ADOPTED BY COUNCIL ON: August X, 2024

RESOLUTION #: C24-XX-XX

Alexander Somerville, Chair

Original signed by _____
David Henderson, CAO



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	May 29, 2024
SECOND	June 18, 2024
THIRD and FINAL	



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

Alexander Somerville, Chair
Presiding Officer

David Henderson, CAO
Chief Administrative Officer

DRAFT



THE CITY OF DAWSON

2024 Municipal Election Bylaw

Bylaw No. 2024-09

PART IV – APPENDIX A

DRAFT



**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.

Next Steps

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



City of Dawson

Correspondence Policy

2024-02

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.

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.

Alexander Somerville, Presiding Officer

David Henderson, CAO

POLICY TITLE	Correspondence Policy
POLICY NO.	2024-02
EFFECTIVE DATE	
ADOPTED BY COUNCIL ON	
RESOLUTION NO.	

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
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Dawson City, Yukon
Y0B 1G0
www.cityofdawson.ca

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.

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

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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.

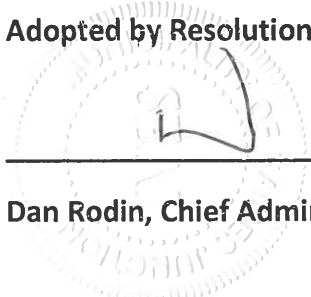
Where uncertainty exists, the Correspondence item will be included on the Regular Council Meeting Agenda.

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 27th day of May, 2020.



Dan Rodin, Chief Administrative Officer



Town of Watson Lake

Incoming Correspondence Policy #2022-03

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

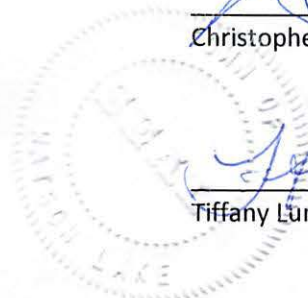
RESOLUTION #: 2022-22-195



Christopher Irvin – Mayor



Tiffany Lund – Municipal Clerk





Communications Policy

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

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;
- 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);
- 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;
- 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.

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.

▣



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

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

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

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

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

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

Department:	<u>Council</u>	Policy No.:	<u>COU-013</u>
Sub-department:	<u>Corporate & 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>

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 & 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>

- 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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Meeting No.:	<u>1588</u>	Meeting No.:	<u></u>

- 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.



MONTHLY POLICING REPORT April, 2024

**Dawson City RCMP Detachment
“M” Division
Yukon**

The Dawson City RCMP Detachment responded to a total of 85 calls for service during the month of April, 2024.

OCCURENCES	April, 2024	Year to date 2024	April, 2023	Year to date 2023	Year Total 2023
Assaults (all categories)	3	13	4	15	46
Sexual Assault	0	2	0	0	7
Break and Enter	4	7	1	3	12
Thefts (all categories)	3	9	8	28	92
Drugs (all categories)	0	0	1	2	4
Cause a Disturbance	5	7	6	12	62
Mischief	6	28	14	28	111
Impaired Driving	4	7	0	1	23
Vehicle Collisions	1	13	3	20	67
Mental Health Act	3	6	5	18	49
Assistance to General Public	4	11	6	20	71
Search and Rescue	1 Land	1 Land	0	1 Land	9 Land
Missing Persons	1	2	1	1	8
Wellbeing Checks	8	28	2	8	98
Check Stops (represents the actual number of check stops)	0	0	0	0	5
Other Calls for Service	42	177	33	164	738
Total Calls for Service	85	311	84	321	1402
Criminal Code Charges / (CDSA)	6 Criminal Code	20 Criminal Code	2 Criminal Code	14 Criminal Code	61 Criminal Code
Liquor Act/MVA/CEMA Charges/Cannabis Act (Can Act)/Campground Act (Camp. Act)	4 Motor Vehicle Act	14 Motor Vehicle Act	3 MVA	8 MVAct	40 MVA 1 Liquor Act

PLEASE NOTE: The statistic numbers in the report may change monthly as file scoring is added, deleted or changed. This occurs as investigations develops resulting in additional charges or changing the scoring on a file. Numbers as at/corrected to 2024.04.30.



	April, 2024	Year to Date 2024 Total	April, 2023	Year Total 2023
Prisoners held locally	7	17	1	64
Prisoners remanded	0	1	0	2
Totals	7	18	1	66

Justice Reports	April, 2024	Year to Date 2024	April, 2023	Year Total 2023
Victim Services Referrals Offered	4	23	5	77
Youth Diversions	0	0	0	0
Adult Diversions	0	0	0	2
Restorative Justice Offered Total	0	0	0	3

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

Community approved priorities are:

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

(1) Substance Abuse

The Dawson City RCMP have seen an increase in property crime fueled by alcohol and drugs, including four Break and Enters to local businesses. The individual(s) involved have since been arrested and charged accordingly. In addition to this, two drivers were charged criminally for operating a conveyance while impaired by alcohol. As the summer season is right around the corner, the RCMP expects an increase in call volume and foot traffic around town. We are hopeful that our presence on the street will

diminish the desire for offenders to commit crimes while under the influence.

(2) Road Safety

As mentioned above, road safety is always a priority within the Dawson City detachment. Numerous drivers were warned or charged with different traffic offences. Our members ensure that they are present after bar close to offer rides to our citizens and ensure they get home safe. Members will continue to enforce the Motor Vehicle Act and promote safe driving.

(3) Youth Initiatives

Sgt. Wallace and Cpl. Penk continue to be highly involved with the breakfast program at RSS.

(4) Attendance at THFN, City of Dawson and Community Events

Members attended the interagency meeting.

Sgt. Wallace and Cpl. Penk attended the Chief and Council meeting.

Cpl. PENK/Sgt. WALACE attended several EMO meetings with regards to possible flooding in the community.

Cst. Le Gresley and Cst. Tremblay organized a 4 vs 4 hockey tournament to close out the KHL season.

Cst. Jeffery and Cst. Le Gresley attended the Trinke Zho daycare.

Cst. Weedmark attended the SAR course put on locally.

(5) Restorative Justice

There are currently no restorative justice initiative.

Kindest regards,

Prepared by Cst. Chris LE GRESLEY



Sgt. David WALLACE
N. C. O. In Charge - RCMP
Box 159

Dawson City, Yukon
Y0B 1G0

/am

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**MONTHLY
POLICING REPORT
MAY, 2024**

**Dawson City RCMP Detachment
“M” Division
Yukon**

The Dawson City RCMP Detachment responded to a total of 126 calls for service during the month of May, 2024.

OCCURENCES	May 2024	Year to date 2024	May 2023	Year to date 2023	Year Total 2023
Assaults (all categories)	5	18	3	18	46
Sexual Assault	1	3	0	0	7
Break and Enter	7	14		4	12
Thefts (all categories)	11	21	5	33	92
Drugs (all categories)	1	1	0	2	4
Cause a Disturbance	4	11	4	16	62
Mischief	9	37	13	43	111
Impaired Driving	3	10	3	4	23
Vehicle Collisions	3	16	1	21	67
Mental Health Act	6	12	1	19	49
Assistance to General Public	5	16	10	30	71
Search and Rescue	0	1 Land	2 Land	3 Land	9 Land
Missing Persons	1	3	0	3	8
Wellbeing Checks	7	36	12	27	98
Check Stops (represents the actual number of check stops)	0	0	3	3	5
Other Calls for Service	63	239	169	321	738
Total Calls for Service	126	438	226	547	1402
Criminal Code Charges / (CDSA)	6 Criminal Code	26 Criminal Code	1 Criminal Code	14 Criminal Code	61 Criminal Code
Liquor Act/MVA/CEMA Charges/Cannabis Act (Can Act)/Campground Act (Camp. Act)	12 Motor Vehicle Act	26 Motor Vehicle Act	2 Motor Vehicle Act	8 Motor Vehicle Act	40 Motor Vehicle Act 1 Liquor Act

PLEASE NOTE: The statistic numbers in the report may change monthly as file scoring is added, deleted or changed. This occurs as investigations develops resulting in additional charges or changing the scoring on a file. Numbers as at/corrected to 2024.05.31.





Cst. Jack JEFFERY and Cst. Claire LAPOINTE at the RCMP Booth at the Dawson City Gold Show

	May, 2024	Year to Date 2024 Total	May, 2023	Year Total 2023
Prisoners held locally	7	24	8	64
Prisoners remanded	0	1	0	2
Totals	7	25	8	66

Justice Reports	May, 2024	Year to Date 2024	May, 2023	Year Total 2023
Victim Services Referrals Offered	8	31	5	77
Youth Diversions	0	0	0	0
Adult Diversions	0	0	0	2
Restorative Justice Offered Total	0	0	0	3

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

Community approved priorities are:

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

(1) Substance Abuse

- Bar checks for alcohol and drugs continued throughout the ramp up of tourist and summer activities. Citizens found in a desperate need to get home are being looked after and rides are being offered to ensure they get home safely.

(2) Road Safety

- Impaired investigations are being conducted on a regular bases and increased enforcement is predicted throughout the few months as more people start arriving. Speeding and distracted drivers are also a priority.

(3) Youth Initiatives

- Members are present in many of the activities starting up and end of School gatherings. Members make extra efforts to be present for school drop off and pick up when available. Members regularly attended the breakfast program to lend a hand.

(4) Attendance at THFN, City of Dawson and Community Events

- Members attend THFN and community events as they occurred. Dave Wallace is always happy to call numbers at Bingo and members gladly accept any invited to R22 for various events.

(5) Restorative Justice

There are no restorative justice matters at this time

Kindest regards,



Cst. Phil PREMERL

for

Sgt. David WALLACE
N. C. O. In Charge - RCMP
Box 159
Dawson City, Yukon
Y0B 1G0

/am

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Sue Lancaster
1291-6th 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

To: [CAO Dawson](#)
Subject: RE: Correspondence Policy
Date: June 27 2024 8:44 AM

From: kim biernaskie <kimbiernaskie@gmail.com>
Sent: Thursday, June 27, 2024 8:44 AM
To: Bill Kendrick <bill.kendrick@cityofdawson.ca>; Patrik Pikalek <Patrik.Pikalek@cityofdawson.ca>; Julia Spriggs <Julia.Spriggs@cityofdawson.ca>; Alexander Somerville <Alexander.Somerville@cityofdawson.ca>; Brennan Lister <Brennan.Lister@cityofdawson.ca>; CAO Dawson <cao@cityofdawson.ca>; uffish@northwestel.net; Samantha.Crosby <samantha.crosby@yukon.ca>; riel.allain@yukon.ca
Subject: Correspondence Policy

Dear Mayor Bill Kendrick and Council Members,

I am writing to express my deep concern about the lack of responses to public correspondence and the absence of a formal correspondence policy. Despite Mayor Bill Kendrick directing the Chief Administrative Officer to adopt Watson Lake's policy for our town by simply removing Watson Lake's name and substituting it with Dawson City over 16 weeks ago, we still do not have a policy in place. This delay is troubling and indicates a lack of commitment to transparent and effective communication with the public.

Moreover, letters written to the mayor and council remain unanswered. This lack of engagement is further compounded by the fact that there has been no public engagement since before the COVID-19 pandemic. The only town hall meeting held recently was initiated by concerned citizens regarding the new waste management plan, highlighting a significant gap in official efforts to engage with the community.

It is disheartening to note that after the waste management meeting, the "What We Heard" document did not reflect any of the concerns voiced by citizens. Despite this, the city administration continues to move forward with this plan. What's the point of soliciting public input if it is ultimately disregarded?

At council meetings, the acclaimed councillor, now chair, often does not allow public questions or cuts them short. This practice stifles public discourse and prevents citizens from voicing their concerns and participating in local governance effectively. It appears evident that this council has no intention of hearing the public's concerns.

I urge the mayor and council to prioritize the establishment of a correspondence policy and ensure that all public correspondence is

addressed promptly and thoughtfully. Additionally, I request that regular town hall meetings be scheduled to facilitate open and transparent communication between the council and the residents of Dawson City. This will not only build trust but also ensure that the community's voice is heard and considered in decision-making processes.

Thank you for your attention to this important matter. I look forward to your prompt response and action.

Sincerely,

Kim Biernaskie

To: [Kim Biernaskie](#)
Subject: RE: Correspondence Policy
Date: June 27, 2024 6:06:54 PM

On Thu, Jun 27, 2024 at 6:06 PM CAO Dawson <cao@cityofdawson.ca> wrote:

Kim,

As this letter has been sent to a number of people, myself included, I will respond from administration to add clarity to some of the issues you have identified.

City staff are working on an updated correspondence policy as per the direction of council. By itself it is a relatively straightforward project, but staff do not have the luxury of focussing on singular projects, they must balance a multitude of day-to-day responsibilities and fluctuating priorities. This does not mean that correspondence is not being addressed. In fact, as you may be aware of, the city is following an agreed upon interim practice of bringing correspondence forward to Committee of the Whole meetings unless it is dealt with through a specific report / presentation / or discussion. The Committee of the whole meetings provide a formal, on the record acknowledgment of correspondence received and the committee of the whole structure provides more leeway for follow-up should council deem to do so.

It is pertinent to note that most correspondence is received for information only , without individual response beyond acknowledgement of receipt. When correspondence is received for information, it is identifying that it has been received and council members are aware of the content and will presumably consider said content when dealing with associated matters.

It is important to recognize that Municipal Council meetings and committee of the whole meetings are in themselves public engagement steps. They are open to the public by legislation and are required to provide public notice by various means. The meetings are physically open to the public, are broadcast on FM radio, live streamed on the internet, covered by local media, and the minutes are available online. Council members interact with the community daily through family , work, and social activities and they bring community feedback to the council chamber as a significant part of their role. Virtually all business dealt with by a municipal council must go through multiple public meeting steps – this is a requirement to ensure that residents have opportunities to become aware of a discussion and provide feedback to elected officials. We would all agree that this is not always sufficient depending on the nature of the issues being discussed.

The waste management discussion utilized a broader public meeting which was productive and going forward it is utilizing several community engagement steps including a community working group, sector focus groups and possibly another large public session for various aspects of the discussion. Similarly, during budget discussions, the City utilized focussed special budget meetings over a 5-month period and a live call in discussion on CFYT with the Mayor and members of council. On the new Rec Centre, the City is using an enlarged Recreation Board as an advisory body to move the project forward. With Tr'ondek Hwech'in the city has developed staff and council connections to increase engagement and feedback

on multiple issues. As you are aware, emergency services held a public discussion around emergency response planning and has engaged the emergency services in the area in a series of discussions on response planning.

Developing additional engagement activities requires resources and time (in planning and participating) . Finding the balance of the appropriate additional outreach beyond the meeting structures is an ongoing process for communities and often changes depending on the issues.

With regards to the “What we Heard” document on waste management – we would be happy to review with you either the executive summary document or the longer version which are both available on the City Website. The longer version walks through the actual questions / statements made during the session at the TH Hall and identifies the concerns voiced. The process for identifying the concerns voiced included reviewing the zoom recording of the event so we may disagree with the statement that the document did not reflect any of the concern voiced by citizens. We do understand that participants will not necessarily see the discussion the same way and such diversity is expected and important. As outlined at subsequent council meetings and endorsed by council, staff will utilize the feedback and additional engagement tools to adjust and develop plans for modifications to how the City deals with solid waste and we expect to bring various recommendations back to council over the coming months for consideration.

With regards to council meeting procedures, I should reiterate here that I am responding from the Administration. All levels of legislature adopt procedures to use at meetings to ensure stakeholder involvement, transparency, fairness, efficiency, and effectiveness. The City of Dawson procedures identify opportunities for members of the public to present on an issue as a delegation, through correspondence, and in public questions. For practical reasons, the procedures also limit the time of meetings to 3 hours with the possibility of a maximum 1-hour extension. It is the responsibility of the meeting chair to manage the meeting, using tools identified in the adopted procedures, to ensure issues are dealt with in a manner that corresponds with these goals - this sometimes means compromises - for example to ensure fairness and focus in a debate council members are limited to 5 minutes when speaking or delegations are asked to make their presentation in 10 minutes to ensure other delegations or additional business can be dealt with., etc.

I sincerely hope this helps clarify some of the concerns you have identified and as I have identified previously, I would be happy to discuss City activities with you from an administrative standpoint.

Your email will be included in the correspondence of the next committee of the whole meeting unless you indicate that you do not wish it to be included.

Sincerely

David Henderson B.Sc.,M.B.A.

Chief Administrative Officer (CAO)

Dawson City, Yukon Territory

Tr'ondëk Hwëch'in Traditional Territory

Bus 867.993.7400 x402

Cell 613.802.3840

Klondike World Gold Panning Championship 2023 Bid Committee

6 August 2024

City of Dawson

Attention: Mayor Bill Kendrick and Council

Re: Bid for Canada to host the World Gold Panning Championships in 2028 in Dawson City

There is interest in the World Gold Panning community in coming to Dawson City for the World Championships. Dawson City has successfully hosted the championships previously, most recently in 2007. We were scheduled to host in 2021 but were forced to cancel due to the pandemic. We are regularly asked by the board of the World Gold Panning Association as well as individual members of the competitive gold panning community when we might host the championships again.

The World Gold Panning Association has membership each year of between 20 and 24 countries. The event typically involves 5 days of panning as well as opportunities for cultural and tourism events as well as an informational evening for the country which will be hosting the following year. The Annual General Meeting of the association is also held during this event.

Currently no host country has been selected for the 2028 Championships.

We are seeking a letter of support from the City of Dawson to host this event in July or August of 2028 which I can share when I attend this year's championship and AGM in Zlate Hory, Czech Republic the week of August 19th. I will be departing Dawson for this event on August 15th. It would be great to have your letter of support in hand.

Thank you,

David Millar
Chair, Klondike World Gold Panning 2028 Committee