

# THE CITY OF DAWSON



## COMMITTEE OF THE WHOLE MEETING #CW19-06

**DATE:** MONDAY, FEBRUARY 18, 2019

**TIME:** 7:00 PM

**LOCATION:** Council Chambers, City Office

### **1. CALL TO ORDER**

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

- a) Committee of Whole Agenda CW19-06

### **3. DELEGATIONS AND GUESTS**

### **4. ADOPTION OF THE MINUTES**

- a) Committee of Whole Meeting Minutes CW19-03 of February 4, 2019
- b) Special Committee of Whole Meeting Minutes CW19-04 of February 6, 2019
- c) Special Committee of Whole Meeting Minutes CW19-05 of February 8, 2019

### **5. BUSINESS ARISING FROM THE MINUTES**

- a) Committee of Whole Meeting Minutes CW19-03 of February 4, 2019
- b) Special Committee of Whole Meeting Minutes CW19-04 of February 6, 2019
- c) Special Committee of Whole Meeting Minutes CW19-05 of February 8, 2019

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

- a) Budget Presentations
  - i. Capital Budget
- b) Association of Yukon Communities Annual General Meeting  
Re: Yukon Sustainable Community Award, Hanseatic Award, Municipal Employee Award of Excellence; and Call for Resolutions
- c) Request for Direction RE: Gas Tax Funding for the Canadian Bank of Commerce  
NHS 2019 Stabilization work

### **7. BYLAWS AND POLICIES**

### **8. PUBLIC QUESTIONS**

### **9. INCAMERA SESSION**

- a) Land and Legal Related Matters

### **10. ADJOURNMENT**

**MINUTES OF COMMITTEE OF WHOLE MEETING CW19-03** of the council of the City of Dawson called for 7:00 PM on Monday, February 4, 2019 in the City of Dawson Council Chambers.

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<b>PRESENT:</b>	Mayor Councillor Councillor Councillor	Wayne Potoroka Stephen Johnson Bill Kendrick Molly Shore
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<b>ABSENT:</b>	Councillor	Natasha Ayoub
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<b>ALSO PRESENT:</b>	CAO EA Recreation Manager CDO	Cory Bellmore Heather Favron Marta Selassie Clarissa Huffman
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**Agenda Item:** Call to Order

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

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**Agenda Item:** Agenda

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**CW19-03-01** Moved by Mayor Potoroka, seconded by Councillor Johnson that the agenda for committee of the whole meeting #CW19-03 be accepted as presented. Carried 3-0

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**Agenda Item:** Delegations and Guests

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*Councillor Kendrick joined committee at 7:01 p.m.*

- a) Aletta Leitch, Corporate Services and Climate Change, Department of Environment  
RE: Climate Change Green Economy Strategy

An overview of the project was provided. Climate Change and Green Economy Strategy translates into four goals that Yukon government would like to do with this initiative.

1. Adapt to the impacts of climate change that we are already seeing.
2. Reduce greenhouse gas emissions to try and contribute to having less warming in the future.
3. Ensure Yukoners have access to reliable, affordable and sustainable energy.
4. Generate new green economic opportunities as action is taken on climate change and energy.

The Yukon government invited all Yukon municipalities, First Nations, and transboundary governments to partner in developing the new strategy. The new strategy will replace and update both the Yukon government's Climate Change Action Plan and the Energy Strategy for Yukon, which were released in 2009. This will involve one comprehensive integrated planning process with an added focus on the economic benefits that can be realized by taking action in these areas.

The new strategy will respond to some of the weakness of previous documents which were highlighted in a recent federal audit of Yukon's climate change action. Yukon government committed to addressing the concerns through a new integrated strategy to be released by the end of 2019.

An overview of the project timeline was provided, including work to date, current status and next steps. The next steps of the project include preparation of “what we heard” report, drafting of strategy, and public review of draft strategy anticipated in summer 2019.

The proposed process for the drafting phase of the strategy includes

1. Gather input from partners, YG departments, stakeholders and the public.
2. Establish and agree on decision-making criteria with partners.
3. Prioritize content for inclusion in draft strategy using agreed-upon decision-making criteria.
4. Discuss draft priorities with partners, as well as YG departments and experts.
5. Work collaboratively with partners to complete draft strategy.

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**Agenda Item:** Adoption of the Minutes

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a) Committee of Whole Meeting Minutes CW19-01 of January 21, 2019

**CW19-03-02** Moved by Councillor Johnson, seconded by Councillor Shore that the minutes of committee of the whole meeting #CW19-01 of January 21, 2019 be accepted as presented.  
Carried 4-0

b) Special Committee of Whole Meeting Minutes CW19-02 of January 28, 2019

**CW19-03-03** Moved by Mayor Potoroka, seconded by Councillor Shore that the minutes of special committee of the whole meeting #CW19-02 of January 28, 2019 be accepted as presented. Carried 4-0

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

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a) Budget Presentations

- i. Recreation Department – The Recreation Manager provided an overview of the 2019 draft Recreation Department operating and maintenance budget.
  - Question on what is proposed for the savings from debenture interest?
  - Request to see 2019 draft capital budgets.
  - Recommend Administration review ICIP fund guidelines.
  - Request to see fitness equipment space requirements best practices and guidelines.
- ii. Protective Services – The CAO provided an overview of the Draft 2019 Protective Services operating and maintenance budget.
  - The CAO will review call out and false alarm revenue with the new hire.

**CW19-03-04** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole acknowledges receipt of Budget presentations for the Recreation Department and Protective Services. Carried 4-0

b) Request for Decision RE: Subdivision Application #18-107: Lot 1077-1 Klondike Highway

**CW19-03-05** Moved by Councillor Johnson, seconded by Mayor Potoroka that committee of the whole forwards the Request for Decision RE: Subdivision Application #18-107: Lot 1077-1 Klondike Highway to council with a recommendation to approve subject to conditions presented in report. Carried 4-0

c) Request for Decision RE: Subdivision 18-036: Amendment Request

**CW19-03-06** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole forwards the Request for Decision RE: Subdivision 18-026: Amendment Request to council with a recommendation to approve subject to condition presented in report. Carried 4-0

d) Request for Decision RE: OCP Additional Scope of Work, Residential Suitability Analysis

Committee held discussion regarding the "City of Dawson Residential Suitability Analysis Report" prepared by Stantec Consulting Ltd.

- Costs might be a little low.
- Suitability on the east side does not seem to take into account the cross-country ski trails.
- With the east bench placer mining project there is a 150 m setback in the decision document for any excavation next to the old dump surveyed land parcel. One would think the excavation prohibition would also be for any excavation for any residential home builds.
- Question if Slinky East / West is as dense as it can be.
- Report does not reflect the need for a pedestrian trail to go through the area.
- Some of the suitability and capacity assessments seem really important for some of the costing i.e. infrastructure capacity. Hope this information will be available in the next step.
- The Dome Road upgrade costing seems low.
- Estimates presented do not take into account any upgrades to existing infrastructure.
- Not totally in agreement with Area C not having potential for development, not sure this area should be completely disregarded.

In response to questions presented in the Request for Decision regarding *Slinky East/West*, the committee provided the following

Question 1: Highest /best use of land. Maximize land and look to smallish size lots. Getting a sense of servicing, infrastructure, and carrying costs will be important information. Determining how much the city is willing to spend on developing lots i.e. landscaping, will need to be asked during feasibility.

Question 2: Dome Road expansion area could be reviewed. There is a desire to maximize the space and interest in looking at other potential pockets of land near, and adjacent to planning area.

In response to questions presented in the Request for Decision regarding Dredge Pond Phase II, the committee provided the following

Question 1: Any development in the area needs to be safe. In terms of a flood event industry standards should be followed. There is a desire to see a view scape analysis.

Question 2: There is desire to reserve a portion of the site as a Municipal Historic Site.

A good place to start in looking at this area would be planning that has previously taken place in the area.

**CW19-03-07** Moved by Councillor Johnson, seconded by Councillor Kendrick that committee of the whole forwards the Request for Decision RE: City of Dawson Residential Suitability Analysis: Stantec Report to council with a recommendation to accept the report for information. Carried 4-0

e) Debrief Discussion RE: KATTS and CKS

Letters have been drafted regarding trails and potential land tenure, and the landfill agreement.

In follow up to the ask of CKS, we've heard from staff the next step will be to engage in the process of determining what type of facility is required. There is the outstanding question regarding the request for increased funding for diversion that still needs to be dealt with.

f) Discussion RE: Association of Yukon Communities Strategic Plan Update

AYC requested input from members in advance of its Strategic Planning session. Committee held discussion regarding the five questions provided by AYC to assist in gathering input prior to the session.

1. Looking back over the past few years, where do you think AYC has been effective and valuable?
  - Valuable in securing more funding for municipalities
  - Good advocacy, and advocating as one voice for the municipalities
  - Good research
2. What should AYC ultimately be trying to accomplish? What do you see as its purpose?
  - Municipalities voice to the government and FCM
  - Advocacy, advocacy, advocacy
3. What would you change about AYC and its work if you could?
  - Policy papers and briefing notes should be used
  - Better follow up / tracking of resolutions, and reporting back to members
  - Prefer no committees, and the work being done at the board level
4. What do you think should be priority areas for AYC over the next few years? Looking back at the last strategic plan, what objectives still remain to work on?
  - Obtaining more base funding for the Association
  - Figuring out the carbon tax rebate and how to deal with it
  - Preparing for Federal Election this fall and future elections
  - Lobbying for municipalities to have ability to use gas tax funds to leverage ICIP funding
5. How do you see the roles of AYC staff, Board members and CAOs playing out? In your view, who has what responsibilities?
  - ED's main role - communicating and advocating at the YG level

**CW19-03-08** Moved by Mayor Potoroka, seconded by Councillor Shore that committee of the whole extend the meeting no longer than on hour. Carried 4-0

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**Agenda Item:** In camera Session

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**CW19-03-09** Moved by Mayor Potoroka, seconded by Councillor Shore that committee of the whole move into a closed session for the purposes of discussing land related matters as authorized by section 213 (3) of the Municipal Act. Carried 4-0

**CW19-03-10** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole reverts to an open session of committee of the whole and proceeds with the agenda. Carried 4-0

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**Agenda Item:** Adjournment

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**CW19-03-11** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole meeting CW19-03 be adjourned at 10.59 p.m. with the next regular meeting being Monday, February 18, 2019. Carried 4-0

**THE MINUTES OF COMMITTEE OF WHOLE MEETING CW19-03 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW19-\_\_-\_\_ AT COMMITTEE OF WHOLE MEETING CW19-\_\_ OF FEBRUARY 18, 2019.**

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Wayne Potoroka, Chair

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Cory Bellmore, CAO

**MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-04** of the council of the City of Dawson called for 7:00 PM on Wednesday, February 6, 2019 in the City of Dawson Council Chambers.

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

**ABSENT:** Councillor Natasha Ayoub

**ALSO PRESENT:** CAO Cory Bellmore

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**Agenda Item:** Call to Order

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

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**Agenda Item:** Agenda

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**CW19-04-01** Moved by Mayor Potoroka, seconded by Councillor Johnson that the agenda for committee of the whole meeting #CW19-04 be accepted as presented. Carried 3-0

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**Agenda Item:** Budget Presentations

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*Councillor Kendrick joined committee at 7:10 p.m.*

a) Planning and General Administration

The CAO provided an overview of the 2019 draft Planning and General Administration operating and maintenance budgets.

**CW19-04-02** Moved by Councillor Johnson, seconded by Councillor Shore that committee of the whole acknowledges receipt of Budget presentations for the Planning and General Administration Departments. Carried 4-0

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**Agenda Item:** Adjournment

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**CW19-04-03** Moved by Councillor Johnson, seconded by Councillor Shore that committee of the whole meeting CW19-04 be adjourned at 841 p.m. with the next regular meeting being February 18, 2019. Carried 4-0

**THE MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-04 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW19-\_\_-\_\_ AT COMMITTEE OF WHOLE MEETING CW19-\_\_ OF FEBRUARY 18, 2019.**

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Wayne Potoroka, Chair

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Cory Bellmore, CAO

**MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-05** of the council of the City of Dawson called for 12:00 PM on Friday, February 8, 2019 in the City of Dawson Council Chambers.

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

**ABSENT:** Councillor Natasha Ayoub

**ALSO PRESENT:** CAO Cory Bellmore

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**Agenda Item:** Call to Order

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

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**Agenda Item:** Agenda

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**CW19-05-01** Moved by Mayor Potoroka, seconded by Councillor Johnson that the agenda for committee of the whole meeting #CW19-05 be accepted as presented. Carried 4-0

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**Agenda Item:**

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1) *Official Community Plan Bylaw #2018-18 & Zoning Bylaw #2018-19* RE: Maps and Land Designation

Committee reviewed the land designation and the zoning maps. Discussion ensued regarding land designations for the waterfront and the North End Planning areas, future planning areas, and mineral resource extraction.

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**Agenda Item:** Adjournment

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**CW19-05-02** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole meeting CW19-05 be adjourned at 1:55 p.m. with the next regular meeting being February 18, 2019. Carried 4-0

**THE MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW19-04 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW19-\_\_-\_\_ AT COMMITTEE OF WHOLE MEETING CW19-\_\_ OF FEBRUARY 18, 2019.**

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Wayne Potoroka, Chair

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Cory Bellmore, CAO



# *Association of Yukon Communities*

## 44th Annual General Meeting & Conference Program

St. Elias Convention Centre  
Village of Haines Junction, Yukon  
May 9-12, 2019  
**AGM and Conference Program-DRAFT**

### **Thursday May 9, 2019**

1:00 pm – 4:00 pm      Administrators' Forum – Chair CAO Haines Junction – Council Chambers

6:00 pm – 8:00 pm      **Opening Meet and Greet – Municipal Jeopardy**

DEPENDING ON MINSTERS AND MLAS AVAILABILITY, COUNCILS WILL HAVE TIME SLOTS FOR 1 ON 1 MEETINGS THROUGH OUT FRIDAY AND SATURDAY

### **Friday May 10, 2019**

8:00 am – 9:00 am      **Delegate Breakfast – Mezzanine**

8:00 am – 9:00 am      **AYC board meeting – Council Chambers**

9:15 am – 9:45 am      Welcoming Ceremony and Speakers-President Tara Wheeler  
Blast Cannon? Sing O' Canada?

- Premier Sandy Silver
- Community Service Minister John Streicker
- Mayor Thomas Eckervogt
- Champagne Aishihik Chief Smith

9:45 am – 10:15 am      Guest Speakers

- Leader of the Official Opposition – Stacey Hassard-invited
- Leader of the Third Party – Liz Hanson

10:15 am – 10:30 am      **Health Break**

10:30 am – 11:15 am      FCM President Vicki-May Hamm-invited

11:15 am – 12:00 am      Solid Waste-YG-Dave Albisser/Todd Powell

12:00 pm – 1:00 pm      **Lunch**

1:00 pm - 1:30pm      Building Paperwork Trails in Paperless World-Olga Rivkin, Lidstone & Company

1:30pm - 2:00pm      Cannabis Regulations-YG Matt King/Patricia Randell

2:00 pm – 2:30 pm	CAMA Toolkits
2:30 pm– 3:00 pm	Inspector Lindsay Ellis, RCMP “M” Division
<b>3:00 pm – 3:15 pm</b>	<b>Health Break</b>
<b>3:15 pm – 3:35 pm</b>	Yukon Amateur Radio Association
<b>3:40-4:00 pm</b>	Arctic Inspiration Prize-Marti Ford
<b>6:00 pm – 6:30 pm</b>	<b>Happy Hour</b>
<b>6:30 pm – 11:00 pm</b>	<b>Opening Banquet Dinner – Main Hall – Awards and Live Auction Guest Speaker Premier Sandy Silver-invited</b>

### **Saturday May 11, 2019**

<b>8:00 am – 9:00 am</b>	<b>Delegate Breakfast</b>
9:00 am – 10:00 am	Fire and Fuel Management – Bob Gray
<b>10:00 am – 10:15 am</b>	<b>Health Break</b>
10:15am - 10:45 am	Fire Management – Colin Urquhart
10:45am-12:00 pm	Community Business Casing: 20 min at each station – 4 stations, ideas below: Municipal Revenue Generation? Community and Recreation? Infrastructure and Procurement? Community Disputes? Resolutions?
<b>12:00 pm – 1:00 pm</b>	<b>Lunch Guest Speaker MP Larry Bagnell</b>
1:00 pm – 1:45 pm	Official Community Planning and Zoning – Zoe Morrison-Stantec
1:45pm-3:45 pm	Community Tour would includes HJ community plan...
4:00pm -5:00pm	Minister meets with Mayors/CAOs
<b>6:00 pm – 6:30 pm</b>	<b>Happy Hour</b>
<b>6:30 pm – 9:00 pm</b>	<b>Host Community Dinner and Silent Auction</b>

### **Sunday May 12, 2019**

<b>8:00 am – 9:00 am</b>	<b>Delegate Breakfast</b>
<b>9:00 am – 12:00 pm</b>	<b>AYC AGM</b>
<b>12:00 pm –12:15 pm</b>	<b>Closing Comments – Lunch to Go</b>

# Association of Yukon Communities

## 44th Annual General Meeting & Conference

May 9-12, 2019 – Haines Junction, Yukon

### Registration Form

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Full Name of Companion: \_\_\_\_\_

#### Registration Fees:

AYC Member\* \$ 400.00

Non-Member\* \$ 475.00

Trade Show \$ 250.00

Friday Banquet Only \$ 50.00

Saturday Banquet Only \$ 50.00

Host Community \$200.00

Media N/C

To assist in planning (especially catering), please indicate which events/meals you will attend.

	Yes	No
Full Session	_____	_____
Sunday AGM	_____	_____

\* Full registration includes all sessions, lunches, dinners, banquet and refreshment breaks.

Food Allergies – Please provide details		
Other individual needs- Please provide details		
Meal	Will Attend “Yes”	Will not attend “NO”
Thursday Reception		
Friday Breakfast		
Friday Lunch		
Friday Dinner		
Saturday Breakfast		
Saturday Lunch		
Saturday Dinner		
Sunday Breakfast AGM attendees only		
Sunday Lunch AGM attendees only		

#### Payment:

\_\_\_\_\_ Payment enclosed with this form. We accept Credit Cards.

Credit Card # \_\_\_\_\_ Expire date \_\_\_\_\_

\_\_\_\_\_ Please invoice me at email: \_\_\_\_\_

And payment to follow by mail. Mail to: Association of Yukon Communities, #140-2237 - 2nd Avenue, Whitehorse, Yukon, Y1A 0K7

#### Registration Deadline and Cancellation Policy

Registrations may be submitted up to the time of the conference.

For registrations received after April 26, 2019, please add \$50.00 for late fees.

Refund requests must be received in writing before April 26, 2019. A \$50.00 handling fee will be applied to all refund requests.

**No refunds will be made after April 26, 2019; however a substitute delegate may attend.**





## Yukon Sustainable Community Award



**Please use form below and attach further information if required)**

Applications may be submitted by any order of government with jurisdiction in the Yukon, a Yukon non-governmental organization or a member of the private sector with offices in the Yukon.

Applications must be submitted to The Association of Yukon Communities before March 22, 2019 for projects completed in 2018.

The Board of the Association of Yukon Communities will approve the selection of a winner.

Applications should consider the following elements:

1. Project title \_\_\_\_\_

2. Start and finish dates \_\_\_\_\_

3. Objective(s) of the project

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. Describe how the project and related policies represent improvements on previous approaches

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Principal activities undertaken to implement the project

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

6. Any quantifiable environmental benefits, such as reductions in greenhouse gas emissions

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7. Any financial benefits, such as savings, expected return on investment, or avoided costs

1. 

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2. 

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3. 

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4. 

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8. Describe how the community was engaged in the project (e.g., planning, consultation and participation), if applicable 

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9. Any other information you deem important to the project (feel free to attach any other information)

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**Apply to:**

Association of Yukon Communities  
#140 – 2237 2nd Avenue  
Whitehorse, Yukon Y1A 0K7

Fax 867-668-7574  
email [ayc@northwestel.net](mailto:ayc@northwestel.net)

## Nomination Form – AYC Hanseatic Award

### Nomination Guidelines

Nominations may be submitted by Yukon municipal elected officials.

Nominees must be or have been a Yukon municipal politician who is not currently on the AYC executive.

**PLEASE SUBMIT NOMINATION PRIOR TO MARCH 22, 2019**

The Hanseatic Award recognizes a current or former Yukon municipal politician who has made an outstanding contribution to the advancement of Yukon municipal government and furthered the goals of the Association of Yukon Communities.	
Name of municipal council in Yukon:	Date submitted:
Name and present title of the nominee:	Dates and titles during Municipal Service:
Dates and titles for service on AYC Board:	
Contributions to the advancement of municipal government and the goals of AYC (approximately 200 words):	
Particular activities undertaken:	
Particular Achievements:	
Other awards received for municipal service:	

## **AYC Municipal Employee Award of Excellence**

### **Nomination Guidelines**

**PLEASE SUBMIT PRIOR TO MARCH 22, 2019**

The Nominees must be or have been an employee of a Yukon municipality.

AYC Civic Employee Award recognizes the contribution of an employee of a member community who has demonstrated an exceptional level of professionalism, leadership and innovation in his/her job.	
Name of municipal council in Yukon:	Date submitted:
Name and present title of the nominee:	Dates and titles during Municipal Service:
Describe the exceptional level of professionalism, leadership and innovation displayed by the employee in his/her job (approximately 200 words):	
Particular activities undertaken:	
Particular Achievements:	
Other awards received for municipal service:	



# Association of Yukon Communities

## 2019 Resolution Form

Title of Resolution: \_\_\_\_\_

WHEREAS:

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WHEREAS:

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THEREFORE BE IT RESOLVED:

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BE IT FURTHER RESOLVED:

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Submitted by the Community of: \_\_\_\_\_

Signature of Mayor or Council Member \_\_\_\_\_

Date: \_\_\_\_\_

## **AYC Briefing Note [Template]**

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**Subject:**

*[Brief on-line statement/title of the subject to be discussed]*

**Issue:**

*[Brief and succinct – one paragraph – overview of the issue to be brought forward for consideration/discussion]*

**Background:**

*[Brief – one to two paragraph(s) or bullet points – key background information with additional information added as appendixes, only if required]*

**Analysis/Discussion:**

*[Brief – one to two paragraph(s) or bullet points – analysis of the issue as presented highlighting key considerations, impacts and concerns]*

**Recommendation (Optional):**

*[Brief – one paragraph or bullet points – if appropriate the sponsor may put forward a recommendation forward for the AYC Board for addressing next steps or actions specific to the issue as presented]*

**Municipal Sponsor:**

*[Name of municipality bringing issue forward for discussion and consideration]*

**Date and Version:**

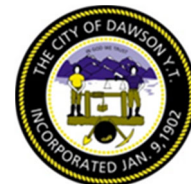
*[Date that note was drafted and version number for tracking purposes]*

**When and Why to Use the AYC Briefing Note Template:**

- *To provide a means by which a Municipal Sponsor (council or CAO) can bring issues forward for discussion at AYC Board meetings or for general information updates (if a decision is being sought then please defer to the AYC Decision Note Template).*
- *The information contained within the Briefing Note will provide Executive and Board members a way in which to be better informed about an issue in advance of meeting.*
- *Retaining such Briefing Notes will allow for better tracking of issues by AYC members and staff.*

**Please keep Briefing Notes to a maximum of 1 page in length**

# Report to Council



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

☐ In Camera

<b>AGENDA ITEM:</b>	Canadian Bank of Commerce NHS : 2019 Stabilization Gas Tax Application	
<b>PREPARED BY:</b>	T. Buhler	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>Canadian Bank of Commerce NHS : Five Year Plan DRAFT</li><li>Canadian Bank of Commerce NHS : 2019 Stabilization Budget DRAFT</li></ul>
<b>DATE:</b>	February 18, 2019	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> <ul style="list-style-type: none"><li>Canadian Bank of Commerce Historic Site Bylaw # 13-01</li></ul>		

## RECOMMENDATION

That Council direct Administration to apply for Gas Tax Funding for the Canadian Bank of Commerce NHS 2019 Stabilization work.

## ISSUE / PURPOSE

The scope of the 2019 Stabilization work includes the following tasks:

- Extant recording and survey photographs (RFQ RFD submitted to COW February 18, 2019)
- West elevation stair removal and reframing of window (RFQ to be approved by CAO, under \$15,001)
- Manufacturing and install of exterior pressed tin elements and hip roof repair (RFQ RFD to be submitted to COW February 25, 2019)
- Exterior Paint (RFQ RFD to be submitted to COW February 25, 2019)

This will complete the *Stabilization Phase* and will ensure the building is fully protected from the elements until such time as a use can be determined.

## BACKGROUND SUMMARY

The Canadian Bank of Commerce National Historic Site (NHS) is a major surviving structure located both on the Dawson City waterfront and in the downtown core. The building is significant both architecturally and historically. Since its purchase by the City of Dawson in 2013, preservation and re-use have been identified as municipal priorities.

## ANALYSIS / DISCUSSION

The total estimated budget for the 2019 work based on estimates received in November 2018 is \$489,750.00

The City of Dawson has applied to the following funder for the following amounts:

- |  |              |
|--|--------------|
| ▪ Parks Canada Cost Sharing Program :                      | \$100,000.00 |
| ▪ Yukon Government Historic Properties Assistance Program: | \$19,500.00  |

If the City of Dawson is 100% successful in its grant applications, the project would require the following:

- |  |              |
|--|--------------|
| ▪ Gas Tax Funding  | \$345,250.00 |
| ▪ City of Dawson Donation from CIBC for window restoration | \$25,000.00  |

<b>Total</b>	<b>\$489,750.00</b>
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These are matching grants and stackable with each other and Gas Tax Funding, and for us to take advantage of these grants we must show that we have the matching funding secured, i.e. approval of Gas Tax Funding in advance of April 15, 2019.

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The above scope and attached budget assume that the asbestos paper located between the exterior wall pressed tin and the exterior wood sheathing will be encapsulated and not removed.

This decision needs to be confirmed in advance of the 2019 work and Gas Tax Funding request.

Encapsulation:

Future penetrations through the exterior wall would require certified hazardous abatement professionals to complete the work, and an increase in budget for this type of work would be required. The building may be less attractive to potential users with the encapsulated asbestos paper, however proper encapsulation and education could combat this.

Removal:

If removal of the asbestos paper in this location were considered this would mean recording and removal of the exterior pressed tin, some loss of historic fabric, and an increase in time and capital budget. The building would be more attractive to potential users with the removal of the asbestos paper. Research has shown that this type of metal work is costly to recreate and install and tradespeople in this field are few.

## ALIGNMENT TO OFFICIAL COMMUNITY PLAN & STRATEGIC PRIORITIES

*Official Community Plan, Section 3.2 Municipal Infrastructure*

*Official Community Plan, Section 3.9 Heritage Preservation*

### APPROVAL

<b>NAME:</b>	Cory Bellmore, CAO	<b>SIGNATURE:</b>
<b>DATE:</b>		

CANADIAN BANK OF COMMERCE : STABILIZATION 2019

PROJECT GENERAL INFO

ADMIN	MANAGER	Administration						
	CODING							
	START	01-04-2019						
	FINISH	31-12-2019						

FUNDS	FUNDS REQUIRED	\$	489,750.00	
	CITY OF DAWSON	\$	25,000.00	donation from CIBC for windows
	PARKS CANADA	\$	100,000.00	application submitted waiting for confirmation of gas tax funding
	GAS TAX	\$	345,250.00	submit application Feb 19
	YG HPAP	\$	19,500.00	submit application Feb 19
	TOTAL FUNDS AVAIL	\$	489,750.00	

INVOICES TO DATE								
	TOTAL	\$	-					

FUNDS REMAINING								
	TOTAL	\$	489,750.00					

PROJECT TIMELINE

status	% complete	priority	start date	end date	days	task	assigned to	notes
			29-Apr	31-May		extant recording		
			29-Apr	31-Oct		window restoration		
			03-Jun	07-Jun		stair removal		
			29-Apr	29-Jun		wall repair		
			07-Jul	25-Jul		exterior paint		

## SCOPE + ESTIMATES

SCOPE : EXTANT DRAWINGS		ESTIMATE \$ 26,000.00
SCOPE: Develop a complete set of extant drawings. Final product to be in .dwg and .pdf file formats. Provide digital photos of areas noted in extant drawings. Photos to be in .jpeg or .tiff format.		
total	\$	26,000.00
SCOPE : WINDOW RESTORATION		ESTIMATE \$ 72,000.00
SCOPE: Restore and/or reconstruct 18 windows.		
total	\$4000/window x 18 windows \$	72,000.00
SCOPE : STAIR REMOVAL		ESTIMATE \$ 10,000.00
SCOPE: Remove existing west elevation stair.		
total	\$	10,000.00
SCOPE : WALL AND ROOF REPAIR		ESTIMATE \$ 200,000.00
SCOPE: Repair and patch missing metal on walls and roof.		
total	\$	200,000.00
SCOPE : EXTERIOR PAINT		ESTIMATE \$ 100,000.00
SCOPE: Paint exterior walls and roof		
total	\$	100,000.00
SCOPE: GAS TAX BANNER		\$ 125.00
SUBTOTAL		\$ 408,125.00
CONTINGENCY 15%		\$ 61,218.75
CITY OF DAWSON PROJECT MANAGER 5%		\$ 20,406.25
TOTAL		\$ 489,750.00