



THE CITY OF DAWSON

AGENDA - COUNCIL MEETING #C23-16

WEDNESDAY, October 4, 2023 at 7:00 p.m.
Council Chambers, City of Dawson Office

Join Zoom Meeting

<https://us02web.zoom.us/j/83627361703?pwd=NnFFb21HcjBZQUhwQWovcDB6SVprQT09>

Meeting ID: 836 2736 1703

Passcode: 477144

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

1. Council Meeting Agenda #C23-16

3. PUBLIC HEARINGS

1. Zoning Bylaw Amendment No. 24 RE: Add Microbrewery/Craft Distillery to zone C1 as a permitted use
2. Boundary Adjustment Application #23-091 RE: Lots 6, 7 & 8, Block 9, Days Addition

4. ADOPTION OF THE MINUTES

1. Council Meeting Minutes C23-12 of July 12, 2023
2. Special Council Meeting Minutes C23-13 of August 11, 2023
3. Council Meeting Minutes C23-14 of September 6, 2023
4. Special Council Meeting Minutes C23-15 of September 29, 2023

5. BUSINESS ARISING FROM MINUTES

6. FINANCIAL & BUDGET REPORTS

1. Accounts Payable Cheques and EFT's from #59621–59876

7. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS

1. Council & Committee of the Whole Meeting Schedule Change
2. Arena Concession Lease
3. Proposed Amendments to the Council Proceedings Bylaw (#11-12)
4. Contract Award: Administration Building HVAC Upgrades
5. Contract Award: Boiler Servicing
6. Waste Services Planning
7. Boundary Adjustment Application #23-091 RE: Lots 6, 7 & 8, Block 9, Days Addition
8. Pre-Approval of Expenses and Per Diem for Attendance at Chief and Mayor Forum in Whitehorse

8. BYLAWS & POLICIES

1. Bylaw #2023-09 Official Community Plan Amendment No. 10- (Dome Rd.) Third & Final Reading
2. Bylaw #2023-13 Zoning Bylaw Amendment No. 24- (Microbrewery/Craft Distillery) Second & Third Reading
3. Bylaw #2023-14 Zoning Bylaw Amendment No. 25- (C1 to R1-5th Avenue) First Reading
4. Bylaw #2023-15 Zoning Bylaw Amendment No. 26 (North End R2) First Reading

9. PUBLIC QUESTIONS

10. ADJOURNMENT

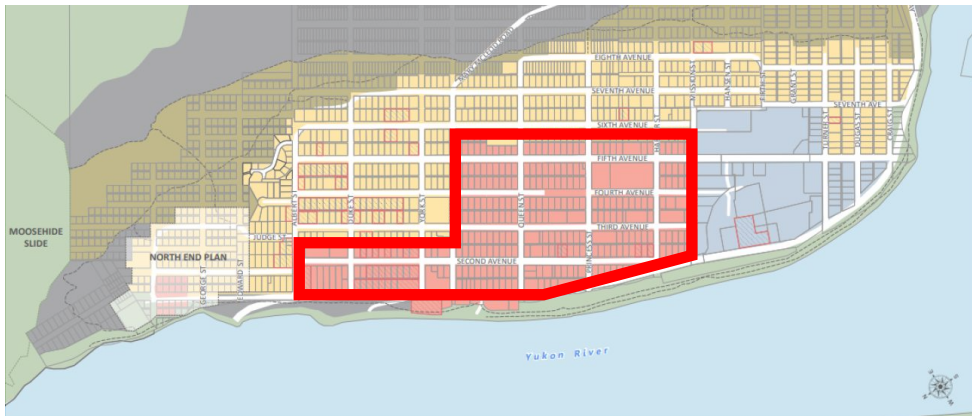


NOTICE OF PUBLIC HEARING

Zoning Bylaw Amendment

(Zoning Bylaw Amendment No. 24 – Bylaw #2023-13)

Subject Properties	All parcels in Downtown Core
Date and Time	October 4, 2023, 7:00pm
Location	Council Chambers, City Hall
Listen to Public Hearing	Radio CFYT 106.9 FM or cable channel #11



As per the *Municipal Act*, S. 294.1, upon receiving amendments to the Zoning Bylaw, Council must give notice to the public of the proposed changes. Therefore, the City of Dawson is now requesting input from the public regarding the ZBL Amendment No.24 (Bylaw #2023-13) that **adds “Microbrewery/Craft Distillery” as a Permitted Use for commercially zoned properties (C1).**

For more information or to provide your input prior to the public meeting, please contact:

Planning Manager
Box 308, Dawson, YT Y0B 1G0
PlanningManager@cityofdawson.ca
867-993-7400 ext. 414

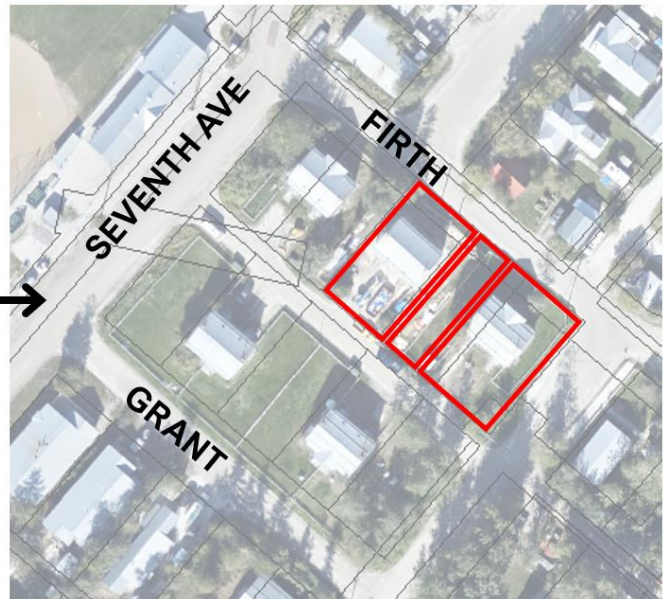
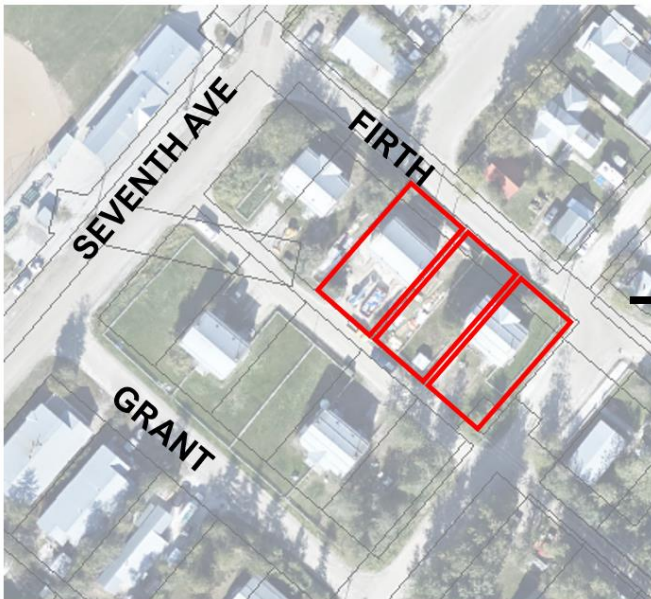


NOTICE OF PUBLIC HEARING

Subdivision Application

(Subdivision Application #23-091)

Subject Property	Lots 6, 7, and 8, Block 9, Day's Addition
Date and Time	October 4, 2023, 7:00pm
Location	Council Chambers, City Hall
Listen to Public Hearing	Radio CFYT 106.9 FM or cable channel #11



As per Bylaw, S.5.1.4.II, upon receiving an application for subdivision, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the subdivision application of Lots 6, 7, and 8, Block 9, Day's Addition.

For more information or to provide your input prior to the public meeting, please contact:

Planning Manager
Box 308, Dawson, YT Y0B 1G0
PlanningManager@cityofdawson.ca
867-993-7400 ext. 414

MINUTES OF COUNCIL MEETING C23-12 of the Council of the City of Dawson held on Wednesday, July 12, 2023 at 7:00 p.m. via City of Dawson Council Chambers.

PRESENT:

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

REGRETS:

Councillor Brennan Lister

ALSO PRESENT:

CAO: David Henderson
 EA: Elizabeth Grenon
 PDM: Farzad Zarringhalam
 PRM: Paul Robitaille

	1	Call To Order	The Chair, Mayor Kendrick called Council meeting C23-12 to order at 7:00 p.m.
C23-12-01	2	Adoption of the Agenda Moved By: Councillor Somerville Seconded By: Councillor Spriggs	That the agenda for Council meeting C23-12 of July 12, 2023 be adopted as amended. CARRIED 4-0
	3	Delegations & Guests	
	3.1	Clara Van Bibber RE: Dawson City Project Proposal	Clara Van Bibber and Jean Ellis presented their proposal for a Wellness Centre in Dawson.
	4	Business Arising from Delegations & Guests	
	5	Proclamation	
C23-12-02	5.1	LGBTQ2SIA+ Day Moved By: Councillor Somerville Seconded By: Councillor Spriggs	That Council proclaim July 14th, 2023 to be "LGBTQ2SIA+ Day", in the City of Dawson. CARRIED 4-0
	6	Adoption of the Minutes	

C23-12-03	6.1	Council Meeting Minutes C23-10 of June 14, 2023 Moved By: Councillor Somerville Seconded By: Councillor Pikálek
That the minutes of Council Meeting C23-10 of June 14, 2023 be approved as presented.		
CARRIED 4-0		
C23-12-04	6.2	Special Council Meeting Minutes C23-11 of June 28, 2023 Moved By: Councillor Pikálek Seconded By: Councillor Spriggs
That the minutes of Special Council Meeting C23-11 of June 28, 2023 be approved as presented.		
CARRIED 4-0		
7 Business Arising From Minutes		
8 Financial and Budget Reports		
C23-12-05	8.1	Audit Review and Approval Moved By: Councillor Pikálek Seconded By: Councillor Spriggs
That Council accepts the Audited Financial Statements for the year ending December 31, 2022 as presented.		
CARRIED 4-0		
Stephen Webber from Metrix Group gave a detailed overview of the 2022 audit.		
9 Special Meeting, Committee, and Departmental Reports		
C23-12-06	9.1	Community & Recreation Grants Moved By: Councillor Pikálek Seconded By: Councillor Somerville
That Council approve the Community Grants, as recommended by the Community Grant Committee in the amount of \$13,800 and that Council approve the Level 2 Recreation Grants, as recommended by the Recreation Board in the amount of \$13,002.50.		
CARRIED 4-0		
C23-12-07	9.2	Contract Award- Ninth Avenue Trail Upgrades Moved By: Councillor Somerville Seconded By: Councillor Spriggs
That Council award the Ninth Avenue Trail Upgrades contract to Transition Industries.		
CARRIED 4-0		
C23-12-08	9.3	Demolition Application #22-110 Moved By: Mayor Kendrick Seconded By: Councillor Somerville

That Council approve demolition permit application #22-110, conditional on staff satisfaction as to sufficiency of arrangements in place to ensure lots will not be left vacant.

CARRIED 4-0

C23-12-09	9.4	Demolition Application #23-054 Moved By: Councillor Somerville Seconded By: Councillor Pikálek	<p>That Council approve demolition permit application #23-054, conditional on staff satisfaction as to sufficiency of arrangements in place to ensure lots will not be left vacant.</p> <p>CARRIED 3-1</p>
10		Bylaws & Policies	
C23-12-10	10.1	Zoning Bylaw Amendment No. 21 Bylaw (2022-21)-Third & Final Reading (Housekeeping) Moved By: Councillor Spriggs Seconded By: Mayor Kendrick	<p>That Council give Bylaw #2022-21, being Zoning Bylaw Amendment No. 21 Bylaw, third and final reading.</p> <p>CARRIED 4-0</p>
C23-12-11	11	Correspondence Moved By: Mayor Kendrick Seconded By: Councillor Pikálek	<p>That Council acknowledge receipt of the following correspondence: 1. Troy Miller, U.S. Customs & Border Protection Commissioner RE: Restoring Previous Border Crossing Hours and 2. Heritage Advisory Committee Meeting Minutes: #HAC23-09, #HAC 23-10: for informational purposes.</p> <p>CARRIED 4-0</p>
12		Business Arising from Correspondence	
13		Public Questions	
		<p>Dan Davidson had a question regarding the temporary housing project and where it is at.</p>	
		<p>Kim Biernaskie had a question regarding a public debrief on the flooding this spring.</p>	
14		In Camera-Personnel Related Matter	
C23-12-12	14.1	Move to In Camera Moved By: Councillor Spriggs Seconded By: Councillor Pikálek	<p>That Council move into a closed session of Committee of the Whole, as authorized by Section 213(3) of the Municipal Act, for the purposes of discussing a personnel related matter. CARRIED 4-0</p>

15 Adjournment

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

THE MINUTES OF COUNCIL MEETING C23-12 WERE APPROVED BY COUNCIL RESOLUTION #C23-13-XX AT COUNCIL MEETING C23-13 OF AUGUST 2, 2023.

William Kendrick, Mayor

David Henderson, CAO

MINUTES OF SPECIAL COUNCIL MEETING C23-11 of the Council of the City of Dawson held on Friday, August 11, 2023 at 7:00 p.m. via City of Dawson Council Chambers.

PRESENT:

Mayor William Kendrick
Councillor Alexander Somerville
Councillor Julia Spriggs

REGRETS:

Councillor Patrik Pikálek
Councillor Brennan Lister

ALSO PRESENT:

A/CAO: Paul Robitaille
EA: Elizabeth Grenon

- 1 Call To Order**

The Chair, Mayor Kendrick called Special Council meeting C23-13 to order at 12:00 p.m.
- C23-13-01 2 Adoption of the Agenda**

Moved By: Councillor Spriggs
Seconded By: Mayor Kendrick

That the agenda for Special Council meeting C23-13 of August 11, 2023 be adopted as presented.
CARRIED 3-0
- 3 Proclamation**
- C23-13-02 3.1 Uta Reilly Day**

Moved By: Mayor Kendrick
Seconded By: Councillor Somerville

That Council proclaim August 12, 2023 to be “Uta Reilly Day”, in the City of Dawson.
CARRIED 3-0
- C23-13-03 4 Adjournment**

Moved By: Councillor Spriggs
Seconded By: Councillor Somerville

That Special Council Meeting C23-13 be adjourned at 12:06 p.m. with the next regular meeting of Council being September 6, 2023.
CARRIED 3-0

THE MINUTES OF SPECIAL COUNCIL MEETING C23-13 WERE APPROVED BY COUNCIL RESOLUTION #C23-14-XX AT COUNCIL MEETING CW23-14 OF SEPTEMBER 6, 2023.

William Kendrick, Mayor

David Henderson, CAO

MINUTES OF COUNCIL MEETING C23-14 of the Council of the City of Dawson held on Wednesday, September 6, 2023 at 7:00 p.m. via City of Dawson Council Chambers.

PRESENT:

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

REGRETS:

ALSO PRESENT:

CAO: David Henderson
 A/MC: Shelly Musyj
 PDM: Farzad Zarringhalam
 RECM: Paul Robitaille

	1	Call To Order The Chair, Mayor Kendrick called Council meeting C23-14 to order at 7:00 p.m.
C23-14-01	2	Adoption of the Agenda Moved By: Mayor Kendrick Seconded By: Councillor Somerville That the agenda for Council meeting C23-14 of September 6, 2023 be accepted as amended. CARRIED 5-0 -Remove Meeting Minutes C23-12 of June 14, 2023 -4.0 Add request for comment from CAO on EMS -Change in camera to legal and land issues
	3	Adoption of the Minutes
	3.1	Council Meeting Minutes C23-12 of June 14, 2023 Agenda item removed from the agenda.
	3.2	Special Council Meeting Minutes C23-13 of August 11, 2023 Agenda item removed from the agenda.
	4	Business Arising From Minutes
	4.1	Request Comments from CAO on EMS CAO Henderson gave a verbal update.
	5	New Business
	5.1	Notice of Motion - Proposed Procedural Changes Moved By: Councillor Somerville

That Council adopt the Procedural Bylaw Amendments.

-Notice of Motion to be dealt with at the October 4, 2023 Council Meeting.

5.2 Motion – Delegation of Chair

Moved By: Mayor Kendrick

Seconded By: Councillor Spriggs

That Council delegate Deputy Mayor Pikalek to chair Committee of the Whole Meeting CW23-12 until the Public Question portion of the meeting.

DEFEATED 1-4

5.2.1 Postpone Motion Indefinitely

Moved By: Councillor Pikálek

Seconded By: Councillor Lister

That Council approve Deputy Mayor Pikalek to chair Committee of the Whole Meeting CW23-12 until the Public Question portion of the meeting.

DEFEATED 2-3

6 Financial and Budget Reports

C23-14-02 6.1 AP Cheques and EFT from 59212–59620

Moved By: Councillor Somerville

Seconded By: Councillor Spriggs

That Council acknowledges receipt of the Accounts Payables 23-09 to 23-15 Cheques #59212-59620 and EFT's, provided for informational purposes.

CARRIED 5-0

7 Special Meeting, Committee, and Departmental Reports

C23-14-03 7.1 Arena Concession Lease

Moved By: Councillor Spriggs

Seconded By: Councillor Pikálek

That Council direct Administration to enter into a lease agreement with Tr'ondëk Hwëch'in (TH) for the provision of their Nutrition Program at the Art & Margaret Fry Recreation Centre for a monthly lease rate equal to or greater than the rate charged in the previous year arrived at through competitive tendering, plus propane cost for the months of September and October subject to further discussion.

CARRIED 5-0

C23-14-04 7.2 Shredder Purchase

Moved By: Councillor Somerville

Seconded By: Councillor Spriggs

That Council authorize the purchase of Shred-Tech Model ST-15E Stationary Shredder to be installed at the Diversion Centre for \$62,354 plus shipping.

CARRIED 5-0

C23-14-05	7.3	CAO – FCM Travel Report Moved By: Councillor Somerville Seconded By: Councillor Pikálek
<p>That Council accept the CAO FCM 2023 Travel report for informational purposes. CARRIED 5-0</p>		
C23-14-06	7.4	Mayor – FCM Travel Report Moved By: Councillor Somerville Seconded By: Councillor Pikálek
<p>That Council accept the Mayor’s 2023 FCM Conference report for informational purposes. CARRIED 5-0</p>		
8 Bylaws & Policies		
C23-14-07	8.1	Bylaw #2023-10 OCP Amendment #11 (Schmidt Mining) 2nd reading Moved By: Mayor Kendrick Seconded By: Councillor Somerville
<p>That Council give Bylaw 2023-10, being Official Community Plan Amendment No. 11 Bylaw, second reading. CARRIED 5-0</p>		
C23-14-08	8.2	Bylaw #2023-11 ZBL Amendment # 22 (Schmidt Mining) 2nd reading Moved By: Mayor Kendrick Seconded By: Councillor Somerville
<p>That Council give Bylaw 2023-11, being Zoning Bylaw Amendment No. 22 Bylaw, second reading. CARRIED 5-0</p>		
C23-14-09	8.3	Bylaw #2023-13 ZBL Amendment #24 – Microbrewery – Craft Distillery Moved By: Councillor Somerville Seconded By: Councillor Pikálek
<p>That Council give Bylaw 2023-13, being Zoning Bylaw Amendment No. 24 – Microbrewery – Craft Distillery Bylaw, first reading. CARRIED 5-0</p>		
C23-14-10	8.4	Consolidation Extension Moved By: Mayor Kendrick Seconded By: Councillor Somerville
<p>That Council grant a 12-month extension of the subdivision authority to consolidate Lots 15 (N¼), 16 and 17 (S½), Block J, Ladue Estate (Consolidation Application #22-075), subject to conditions. CARRIED 4-0 -Councillor Spriggs declared a conflict of interest on this agenda item.</p>		
9 Public Questions		

10 In Camera-Legal & Land Related Matters

C23-14-11 **10.1 Move to In Camera**
Moved By: Mayor Kendrick
Seconded By: Councillor Somerville

That Council move into a closed session of Council, as authorized by Section 213(3) of the Municipal Act, for the purposes of discussing a land and legal related matter.

CARRIED 5-0

C23-14-12 **10.2 Revert to Open Session**
Moved By: Councillor Somerville
Seconded By: Councillor Pikálek

That Council revert to an open session of Council to extend the meeting.

CARRIED 5-0

C23-14-13 **10.3 Extend Meeting**
Moved By: Councillor Somerville
Seconded By: Mayor Kendrick

That Council meeting C23-14 be extended not to exceed one hour.

CARRIED 5-0

C23-14-14 **10.4 Move Back to In Camera**
Moved By: Councillor Pikálek
Seconded By: Councillor Somerville

That Council move back into a closed session of Council, as authorized by Section 213(3) of the Municipal Act, for the purposes of discussing a land and legal related matter.

CARRIED 4-0

Mayor Kendrick declared a conflict of interest and left the meeting.

11 Adjournment

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

THE MINUTES OF COUNCIL MEETING C23-14 WERE APPROVED BY COUNCIL RESOLUTION #C23-16-XX AT COUNCIL MEETING C23-16 OF OCTOBER 4, 2023.

William Kendrick, Mayor

David Henderson, CAO

MINUTES OF SPECIAL COUNCIL MEETING C23-15 of the Council of the City of Dawson held on Friday, September 29, 2023 at 12:00 p.m. via City of Dawson Council Chambers.

PRESENT:

Mayor William Kendrick
 Councillor Alexander Somerville
 Councillor Brennan Lister

REGRETS:

Councillor Julia Spriggs
 Councillor Patrik Pikálek

ALSO PRESENT:

CAO: David Henderson
 MC: Elizabeth Grenon

- | | | | |
|------------------|----------|---|--|
| | 1 | Call To Order | |
| | | | The Chair, Mayor Kendrick called Special Council meeting C23-15 to order at 12:01 p.m. |
| C23-15-01 | 2 | Adoption of the Agenda | |
| | | Moved By: Councillor Somerville | |
| | | Seconded By: Councillor Lister | |
| | | | That the agenda for Special Council meeting C23-15 of September 29, 2023 be adopted as presented. |
| | | | CARRIED 3-0 |
| C23-15-02 | 3 | Proclamation-National Day for Truth & Reconciliation | |
| | | Moved By: Councillor Somerville | |
| | | Seconded By: Councillor Lister | |
| | | | That Council proclaim September 30, 2023 to be National Day for Truth and Reconciliation, in the City of Dawson. |
| | | | CARRIED 3-0 |
| C23-15-03 | 4 | Adjournment | |
| | | Moved By: Councillor Somerville | |
| | | Seconded By: Councillor Lister | |
| | | | That Special Council Meeting C23-15 be adjourned at 12:05 p.m. with the next regular meeting of Council being October 4, 2023. |
| | | | CARRIED 3-0 |

THE MINUTES OF SPECIAL COUNCIL MEETING C23-15 WERE APPROVED BY COUNCIL RESOLUTION #C23-16-XX AT COUNCIL MEETING C23-16 OF OCTOBER 4, 2023.

William Kendrick, Mayor

David Henderson, CAO

The City of Dawson
 Cheque Run 23-16
 8/11/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59621	Zarowny, Capri	\$8,500.00		ADM	RecyclingDepotCash
	#59622-#59629	\$7,322.32		ADM	RRSP 14-15
59630	Public Service Alliance	\$3,304.41		ADM	UnionDues14-15
	#59631-#59643	\$10,905.56		ADM	RRSP 14-15
59644	44478 Yukon Inc.	\$8,018.85		ADM	ContSvs-IT
59645	Advance North Mechanical	\$1,908.83	\$1,659.47	REC	VehR&M
			\$249.36	PW	VehR&M
			\$1,908.83		
59646	AFD Petroleum Ltd.	\$22,363.19	\$17,089.49	REC	BldgFuel Pool
			\$5,273.70	ALL	VehFuel
			\$22,363.19		
59647	Air North Partnership	\$505.45		PW	Freight
59648	Arctic Inland Resources Ltd.	\$867.22	\$608.90	REC	DwntwnRevitalize
			\$123.75	REC	OpSupp
			\$134.57	REC	BldgR&M
			\$867.22		
59649	Assoc. of Yukon Commun.	\$13,529.26		ADM	Membership2ndhalf
59650	Associated Engineering	\$3,308.73		PW	ContSvs SCADA
59651	BHB Mini Storage	\$131.25		ADM	ArchiveStor
59652	Bonanza Market	\$56.57		REC	ProgSupp
59653	Boreal Engineering Ltd.	\$40.00		REC	Refund WtrFob
59654	Bruce, Kyle	\$1,701.50		ADM	RefundTax
59655	Bureau Veritas	\$276.21		PW	ContSvs
59656	Canadian Freightways TST-CF	\$508.82		PW	Freight
59657	Commercial Aquatic Supplies	\$1,687.19		REC	NonCapEquipPool
59658	Cotter Enterprises	\$10,410.75		CABLE	ContSvs
59659	Dawson City General Store	\$262.27	\$59.35	ADM	OffSupp
			\$46.75	REC	ProgSupp
			\$63.65	REC	OpSuppGdn
			\$32.54	PW	OpSupp
			\$59.98	REC	OpSupp
			\$262.27		
59660	Dawson City Museum	\$500.00		REC	ContSvs-CdaDay
59661	Dawson Hardware Ltd.	\$1,847.64	\$130.11	PW	BldgR&M
			\$309.30	REC	NonCapEquip
			\$76.25	REC	EquipR&M
			\$163.67	PW	OpSuppWS
			\$2.98	ADM	OffSupp
			\$238.34	PW	OpSupp
			\$327.63	REC	BldgR&M
			\$45.33	REC	OpSupp
			\$82.18	REC	OpSuppGdn
			\$7.09	REC	NonCapEquip
			\$177.63	PW	SafetySupp
			\$8.97	PW	EqR&M
			\$102.96	REC	ProgSupp
			\$59.91	REC	OpSuppP&G
			\$19.41	REC	SafetySupp
			\$79.43	ADM	NonCapEquip
			\$16.45	ADM	OpSupp
			\$1,847.64		

The City of Dawson
 Cheque Run 23-16
 8/11/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59662	Dawson Trading Post	\$346.03		REC	ProgSupp
59663	Discovering North	\$1,186.50		REC	NonCapEq
59664	Display Systems International Inc.	\$315.00		CABLE	Advertising
59665	Flynn, Lois	\$170.82		CABLE	Refund
59666	Gammie Trucking Ltd.	\$892.50		PW	ContSvs
59667	Grenon Enterprises Ltd.	\$12,340.13	\$388.50	PW	ContSvsTH
			\$11,951.63	REC	ContSvs-CrocusBluff
			\$12,340.13		
59668	Hebert, Mary Rose Anne	\$150.00		ADM	HOG Rebate
59669	Infosat Communications	\$89.96		PS	SatPhone
59670	Kirkwood Elevators Ltd.	\$3,663.00		ADM	ContSvs-Elevator
59671	Klondike Office Systems	\$91.97		ADM	CopyCt
59672	The Literary Society of the Klondike	\$1,165.50		ADM	Advertising
59673	Knelsen, Pete	\$1,025.64		PW	HvyEquipR&M
59674	Latham, Sherry	\$600.00		REC	Petty Cash
59675	Lifesaving Society	\$35.00		REC	Training
59676	Listers Motor Sports	\$1,501.49		REC	NonCapEquip
59677	Manitoulin Transport	\$411.79	\$366.74	REC	Freight
			\$45.05	ADM	Freight
			\$411.79		
59678	McConkey, George	\$1,500.00		REC	ContSvs-Musicians
59679	Meagher, James	\$56.95		REC	CR#23-253 Reimb
59680	Northern Superior Mechanical	\$1,190.32	\$22.69	REC	EquipR&M
			\$692.53	PW	HvyEqR&M
			\$269.30	PW	VehR&M
			\$205.80	PW	OpSupp
			\$1,190.32		
59681	Pacific Northwest Moving	\$127.00		REC	Freight
59682	R&J Sign Company	\$4,506.00		REC	Signage
59683	Raven's Nook	\$309.75		PW	SafetyGear
59684	RGA Engineering Ltd.	\$7,927.50		PW	Equipment
59685	Robitaille, Paul	\$665.54		REC	Reimbursements
59686	Stantec Architecture Ltd.	\$4,200.13		PL&D	ProFees
59687	German, Sara	\$3,000.00		ADM	CG#23-008 CommGrt
59688	Modern Natives	\$500.00		REC	ContSvs-DiscoDays
59689	Williams, Scemoore	\$151.20		REC	Refund&FobSec
59690	Total North Communications Ltd	\$4,063.50	\$672.00	ADM	IT-PhoneSys
			\$3,391.50	PS	OpSupp
			\$4,063.50		
59691	Transition Industries	\$4,200.00		REC	ContSvs
59692	Tr'onḏk Hw̱ch'in	\$6,150.00		ADM	HOG
59693	Uline Canada Corporation	\$2,845.45	\$1,190.86	PW	NonCapEquip
			\$1,654.59	PW	SafetySupp
			\$2,845.45		
59694	Urban Recycling Solutions Ltd.	\$29,662.50		PW	WMContract
59695	Yukon Service Supply Co.	\$978.18		PW	JaniSupp
59696	Yukon Disc	\$6,126.75		REC	Contsvs
59697	Yukon Spaces	\$500.00		PL&D	DepRetn

The City of Dawson
 Cheque Run 23-17
 8/25/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59698	Advance North Mechanical	\$947.63	\$865.13	PW	VehR&M
			\$82.50	PW	VehR&M
			\$947.63		
59699	Advanced Media Tech	\$35,645.00		CABLE	OpSupp
59700	VOID				
59701	ISCO-AH McElroy	\$1,529.85		PW	OpSupp
59702	Air North Partnership	\$536.70		PW	Freight
59703	Arctic Inland Resources Ltd.	\$6,325.86	\$6,144.54	REC	ComGdnOpSu
			\$126.59	PW	BldgR&M
			\$54.73	PW	BrdwkSupp
			\$6,325.86		
59704	Bonanza Klondike Inc.	\$74.99		REC	Propane
59705	Bonanza Market	\$214.58	\$199.50	REC	ProgSupp
			\$15.08	ADM	OffSupp
			\$214.58		
59706	Cabin Fever Office Services	\$25.00		PL&D	ProFees-Notary
59707	Dawson City General Store	\$452.10	\$398.56	REC	ProgSupp
			\$21.96	REC	ProgSuppPool
			\$7.12	REC	DiscoDays
			\$24.46	REC	CdaDayCele
			\$452.10		
59708	Dawson Hardware Ltd.	\$1,286.61	\$301.41	PW	JaniSupp
			\$25.03	REC	ParksMaint
			\$11.30	REC	BldgR&M
			\$164.31	PW	SafetyGear
			\$42.49	REC	BldgR&MPool
			\$31.89	REC	OpSuppArena
			\$135.43	PW	BldgR&M
			\$90.69	REC	Chemicals
			\$123.26	REC	NonCapEqu
			\$198.86	PW	OpSupp
			\$99.72	ADM	OffSupp
			\$62.22	REC	BldgR&MArena
			\$1,286.61		
59709	Dawson Trading Post	\$30.19		REC	ProgSupp
59710	Dominion Station	\$134.05		PW	VehFuel
59711	The Drunken Goat	\$173.99		REC	Promo-SpcEvt-SwimClub
59712	Fellers, Melanie	\$160.00		ADM	CR#23-260 Refund
59713	Finning (Canada) C3176	\$1,605.20		PW	HvyEquipR&M
59714	Gammie Trucking Ltd.	\$194.25		REC	P&GMaint
59715	Glanza, Dexter	\$180.25		ADM	DepositablesRefund
59716	Gower, Chris	\$20,240.77		ADM	ProFees-Arch-CBC
59717	Grenon Enterprises Ltd.	\$1,545.08	\$75.08	PW	WtrDelRecDepot
			\$1,470.00	PW	ContSvJul23-29
			\$1,545.08		

The City of Dawson
 Cheque Run 23-17
 8/25/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59718	Justice Institute of BC	\$1,426.57		PS	Training
59719	B & D Luggage Services	\$55.00		ADM	Promo-SpcEvt-SwimClub
59720	Lamerton Land Surveys	\$808.50		PL&D	ContSvs
59721	LGMA-Local Govt Mgt Assoc	\$1,575.00		PW	Training
59722	MacArthur, Ryan	\$203.55		ADM	CR#23-262 Refund
59723	Manitoulin Transport	\$111.12	\$45.05	ADM	Freight
			\$66.07	PW	Freight
			\$111.12		
59724	Mathieu, Frederique	\$200.00		ADM	CR#23-263 Refund
59725	Maximillian's	\$50.37	\$13.63	REC	OpSupp
			\$30.44	ADM	NonCapEq
			\$6.30	REC	ProgSupp
			\$50.37		
59726	Menzies, Peter	\$142.70		ADM	CR#23-264 Refund
59727	N.A. Jacobsen	\$8,348.03		ADM	ProFees-Eng
59728	Neptune Technology	\$58,269.44	\$77,138.22	PW	ProgPay 08 PW ContSvs
			(\$40,462.99)	PW	Credit note
			\$21,594.21	PW	ProgPay 09 PW ContSvs
			\$58,269.44		
59729	Northern Superior	\$175.79	\$137.38	PW	OpSupp
			\$13.85	PW	VehR&M
			\$24.56	PW	NonCapEquip
			\$175.79		
59730	Northwestel Inc.	\$6,597.29		ALL	Phone
59731	Norton Rose Fulbright	\$6,880.66	\$954.98	ADM	ProFees-Legal
			\$5,925.68	PL&D	ProFees-Legal
			\$6,880.66		
59732	Raven's Nook	\$341.25		PW	SafetyGear
59733	A Ray of Sunshine	\$521.34	\$121.23	REC	SafetySupp
			\$7.97	PW	SafetySupp
			\$392.14	REC	DiscoDays
			\$521.34		
59734	RDH Building Science	\$8,058.31		ADM	ContSvs-CBC
59735	Forget Me Not Botanicals	\$6,250.00		REC	ContSvs
59736	Sunnydale Landscaping	\$41,821.50	\$41,475.00	REC	ContSvs-Victory Garden
			\$346.50	REC	ContSvs-CrocusBluffWk
			\$41,821.50		
59737	Tornado Global Hydrovacs	\$885.51		PW	HvyEquipR&M
59738	Transition Industries	\$29,925.00		REC	ContSvs-Trails
59739	Tsunami Solutions Ltd	\$170.10		PW	SafetyLine
59740	Unbeatable Printing	\$140.60	\$114.35	REC	OpSupPool
			\$26.25	ADM	Signage
			\$140.60		
59741	Wildstone Construction	\$207,946.21		ADM	ContSvs-CBC Resto
59742	VOID				

The City of Dawson
 Cheque Run 23-18
 9/8/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
	#59743-#59750	\$7,322.32		ADM	RRSP 16-17
59751	Public Service Alliance	\$3,242.90		ADM	UnionDues16-17
	#59752-#59763	\$14,617.30		ADM	RRSP 16-17
59764	44478 Yukon Inc.	\$2,205.00		ADM	IT Services
59765	911 Supply	\$520.95		PS	OffGear
59766	Advance North Mechanical	\$566.33		PW	VehR&M
59767	Advanced Media Tech	\$10,614.00		CABLE	OpSupp
59768	AFD Petroleum Ltd.	\$7,702.69	\$749.57	REC	BldgFuelPool
			\$1,210.51	REC	BldgFuelPool
			\$1,013.47	REC	BldgFuelPool
			\$1,237.93	REC	BldgFuelPool
			\$1,811.50	REC	BldgFuelPool
			\$604.26	REC	BldgFuelPool
			\$1,075.45	REC	BldgFuelPool
			\$7,702.69		
59769	Air North Partnership	\$155.54		PW	Freight
59770	Arctic Inland Resources Ltd.	\$646.44		REC	OpSuppCommGdn
59771	Arctech Circle Welding	\$4,798.50	\$1,155.00	PW	HvyEquipR&M
			\$3,643.50	REC	EquipR&M
			\$4,798.50		
59772	BHB Mini Storage	\$131.25		ADM	ArchiveStorage
59773	Blattler, Debra	\$280.50		ADM	RefDepositables
59774	Bureau Veritas	\$1,487.34		PW	ContSvs
59775	Chief Isaac Incorporated	\$181.65		PW	SafetyLine
59776	CIMCO Refrigeration	\$769.57		REC	ContSvsArena
59777	Clemente, Ryan	\$388.20		ADM	RefDepositables
59778	Cotter Enterprises	\$11,216.06		CABLE	ContSvs Aug
59779	Dawson City General Store	\$703.97	\$185.16	ADM	OffSupp
			\$126.40	REC	ProgSupp
			\$115.75	REC	OpSuppPool
			\$276.66	REC	CdaDayCelebrations
			\$703.97		
59780	Dawson City Minor Soccer	\$4,838.12	\$1,838.12	REC	CR#23-294 ContSvs
			\$3,000.00	REC	RG#23-004 RECGrant
			\$4,838.12		
59781	Dawson Hardware Ltd.	\$2,002.30	\$7.09	REC	NonCapEquip
			\$5.19	REC	BldgR&MArena
			\$839.99	PW	NonCapEquip
			\$31.64	REC	BldgR&MArena
			\$182.37	REC	OpSuppWtrfrt
			\$21.72	REC	ProgSupp
			\$186.11	REC	OpSuppCommGdn
			\$289.28	REC	NonCapEqGrnSp
			\$58.57	PS	OpSupp
			\$183.43	PW	JaniSupp
			\$27.37	PW	BldgR&M
			\$31.64	PW	OpSupp
			\$18.89	PW	SafetyGear
			\$119.01	PW	SafetySupp
			\$2,002.30		

The City of Dawson
 Cheque Run 23-18
 9/8/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59782	Display Systems Int.	\$315.00		ADM	OpSuppCab
59783	Dominion Station	\$98.52		REC	DiscoDays
59784	Endurance Automotive	\$547.95		PW	PW VehR&M
59785	Finning (Canada) C3176	\$821.68		PW	HvyEqR&M
59786	Flowpoint Environmental	\$1,149.75		PW	PW AnnMemIT
59787	Frisch, Sylvia	\$256.99		PW	PW Refund1335
59788	Ganter Diesel Solutions Inc.	\$2,796.34		PW	PW HvyEqR&M
59789	Glanza, Dexter	\$117.40		ADM	RefundDe
59790	Graf Enviro Services Inc.	\$7,140.00		PW	PW ContSvs
59791	Grenon Enterprises Ltd.	\$194.25		PW	ContSvsQuigTk
59792	Henderson, Natasha	\$260.00		REC	REC Instr
59793	Icycle Sports	\$703.38		REC	REC Prg
59794	John Howland Photography	\$3,000.00		REC	ProFeesPhotog
59795	Juliette's Manor	\$4,796.00	\$2,346.00	PW	Accom-Neptune
			\$2,450.00	ADM	Staff Accommo
			\$4,796.00		
59796	Klondike Office Systems	\$32.50		PW	Freight
59797	Klondike Visitors Assoc	\$3,000.00		REC	GrantThawD
59798	Maximillian's	\$163.74		REC	CdaDay
59799	Neptune Technology	\$21,594.21		PW	ProgressPayment09
59800	Northern Superior	\$181.62	\$7.54	REC	VehR&M
			\$55.64	PW	VehR&M
			\$118.44	PS	OpSupp
			\$181.62		
59801	R&J Sign Company	\$1,700.00		PW	NonCapEquip
59802	Raven's Nook	\$782.25	\$189.00	REC	SafetyGear
			\$593.25	PW	SafetyGear
			\$782.25		
59803	A Ray of Sunshine	\$13.64		ADM	OffSupp
59804	Taylor, Edward	\$1,443.75		ADM	CR#23-302 Refund
59805	Santos, Ramon J.	\$400.00		REC	ContSvsGdn
59806	Pasloski, Erin	\$62.99		REC	Reimb Pool Toys
59807	Kunzi, Ueli	\$2,900.00		ADM	Refund Tax refund
59808	Bukszowana, Malwina	\$637.50		REC	Instructor
59809	de Repentigny, Malin	\$5,250.00		REC	PromoSpcEvt
59810	Tetra Tech Canada Inc.	\$11,117.42		PW	ContSvs
59811	Total North Comm	\$567.00		ADM	ContSvs-IT
59812	Triple J Hotel	\$214.55		ADM	PromoSpcEvt
59813	Univerus Software	\$604.49	\$446.99	ADM	IT-eCommerce
			\$157.50	REC	Training
			\$604.49		
59814	Van Nostrand, Angela	\$300.00		REC	CdaDayFacePainter
59815	WSP Canada Inc	\$2,555.18		REC	ContSvsArena
59816	Yukon Energy Corp	\$36,623.10	\$33,108.92	ALL	YKN NRGY MAIN
			\$3,514.18	PW	YKN NRGY Lites
59817	Zarowny, Capri	\$9,500.00		ADM	Cash Recy FloatD
59818	Yukon Energy Corp	\$500.00		PW	Deposit per Grnwd

The City of Dawson
 Cheque Run 23-19
 9/22/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59819	The Bunkhouse	\$4,258.80		REC	Accomm-ContSvs
59820	Advance North	\$93.78		PW	VehR&M
59821	Advanced Media	\$58,406.60		CABLE	OpSupp
59822	AFD Petroleum Ltd.	\$9,810.72	\$3,052.00	ALL	VehFuel
			\$1,075.45	REC	BldgFuelPool
			\$961.52	REC	BldgFuelPool
			\$1,779.52	REC	BldgFuelPool
			\$806.78	REC	BldgFuelPool
			\$1,237.74	ALL	VehFuel
			\$897.71	REC	BldgFuelPool
			\$9,810.72		
59823	Air North Partnership	\$462.80		PW	Freight
59824	Aquam Specialiste Aqua	\$1,657.04		REC	OpSupp
59825	Arctic Inland Resources	\$1,031.65	\$525.02	REC	OpSuppCommGdn
			\$352.76	REC	OpSuppRugApprentices
			\$153.87	PW	BldgR&M
			\$1,031.65		
59826	Armstrong, Dane	\$326.65		REC	Training-IceCrs
59827	Aurora Inn	\$2,117.93		REC	RugApprentices
59828	Bonanza Market	\$416.66	\$39.10	PS	OpSupp
			\$59.72	REC	ProgSupp
			\$317.84	REC	RugApprentices
			\$416.66		
59829	Brenntag Canada Inc.	\$1,108.70		PW	Chemicals
59830	Brown, Shelley	\$138.48		REC	CR#23-304 Reimb
59831	Chief Isaac Incorporated	\$181.65		PW	SafetyLine
59832	CIMCO Refrigeration	\$6,609.75		REC	ContSvsIce
59833	Dawson City General Store	\$865.88	\$163.72	PS	OpSupp
			\$90.32	REC	DiscoDays
			\$17.98	REC	OpSuppPool
			\$245.03	REC	ProgSupp
			\$89.58	ADM	OffSupp
			\$259.25	REC	OpSuppRugApprentices
			\$865.88		
59834	Dawson Firefighters Assoc	\$1,200.00		PW-REC	BBQRental-2days
59835	Dawson Hardware Ltd.	\$1,374.41	\$8.21	REC	EquipR&M
			\$202.18	REC	NonCapEquip
			\$33.06	REC	BldgR&M
			\$156.98	PW	OpSuppWS
			\$346.22	REC	OpSuppGdn
			\$114.30	REC	BldgR&MPool
			\$88.27	REC	BldgR&MArena

The City of Dawson
 Cheque Run 23-19
 9/22/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
	Dawson Hardware Ltd. (cont)		\$53.84	PW	OpSupp
			\$14.18	ADM	BldgR&M
			\$191.75	PW	SafetyGear
			\$35.89	REC	ProgSupp
			\$129.53	REC	RugApprentices
			<hr/>		
			\$1,374.41		
59836	5 Star Services & Products	\$2,362.50		PS	Clothing
59837	Finning (Canada) C3176	\$389.63		PW	HvyEqR&M
59838	Franks, Kahlan	\$326.65		REC	Training-IceCrse
59839	Grenon Enterprises Ltd.	\$17,588.56	\$2,262.75	PW	ContSvsJul30-Aug5
			\$971.25	PW	ContSvsVacliftStns
			\$86.63	PW	WtrDel-Quigley
			\$1,039.50	PW	ContSvsAug6-12
			\$315.00	PW	PumpOut-DivCtr
			\$393.75	PW	ContSvsAug20-26
			\$388.50	PW	Del gravel toYorkStn
			\$194.25	PW	Del RockAlbert&6Ave
			\$75.08	PW	WtrDel-DivCtr
			\$11,861.85	PW	WtrDel-Resi
			<hr/>		
			\$17,588.56		
59840	Griffin Emerg Vehicle	\$4,598.95		PS	VehR&M
59841	Hach Sales & Service	\$777.00		PW	OpSupp
59842	Hardie, Gordon	\$150.00		ADM	HOG
59843	KATTS	\$3,664.78		REC-ADM	Grants
59844	Kenetic Welding	\$5,255.75		PW	ContSvs
59845	Klondike Office Systems	\$275.11		ADM	CopyCt
59846	Klondike Instit of Arts & Culture	\$176.40		REC	RugApp
59847	Klondike Visitors Association	\$3,000.00		ADM	SummerConcertSeries
59848	Klondike Printing	\$571.20		REC	RugApp
59849	Lifesaving Society	\$226.00	\$184.00	REC	ContSvsKimik
			\$42.00	REC	BronzeLvl
			<hr/>		
			\$226.00		
59850	MacArthur, Ryan	\$326.45		ADM	RefundDepositables
59851	Manitoulin Transport	\$1,811.00	\$534.90	PW	Freight
			\$511.71	PW	Freight
			\$764.39	PW	Freight
			<hr/>		
			\$1,811.00		
59852	Maximillian's	\$206.15	\$103.72	REC	ChqLost-Replaced
			\$52.43	REC	OpSupp
			\$50.00	REC	GiftCertComm
			<hr/>		
			\$206.15		

The City of Dawson
 Cheque Run 23-19
 9/22/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59853	Neptune Technology	\$15,998.65		PW	ProgressPayment#10
59854	Nordique Fire	\$6,837.09	\$116.55	PS	OpSupp
			\$4,354.88	PS	SafetySupp
			\$2,365.66	PS	Gear
			\$6,837.09		
59855	Northern Superior	\$373.51	\$82.94	REC	BldgR&M
			\$190.89	PW	OpSupp
			\$99.68	PW	BldgR&M
			\$373.51		
59856	Northwestel Inc.	\$6,597.29		ALL	Phone
59857	Pacific Northwest Moving	\$116.35		PW	Freight
59858	Patrik Pikalek	\$115.00		PL&D	ProFees-Notary
59859	R&J Sign Company	\$2,000.00	\$200.00	REC	ContSvs
			\$1,800.00	REC	BldgR&M-Pool
			\$2,000.00		
59860	Raven's Nook	\$157.50		PW	SafetyGear
59861	Red Mammoth Bistro	\$367.50		REC	Food-RugApprentices
59862	Stantec Architecture Ltd.	\$2,103.57		PL&D	ProFees
59863	Stephenson, Cody	\$337.05		ADM	RefundDepositables
59864	Rever, Caroline	\$105.15		ADM	Refund-CABLE
59865	Tourigny, Simon	\$212.85		ADM	RefundDepositables
59866	Tenaquip Ltd.	\$1,167.01		PW	BldgR&M
59867	Tetra Tech Canada Inc.	\$4,200.00		PW	ContSvs-Quig
59868	Towns, Paul	\$1,775.00		REC	CR#23-310 Instructor
59869	Transition Industries	\$40,784.10		REC	ContSvs-Trails
59871	Tsunami Solutions Ltd.	\$170.10		PW	SafetyLine
59872	Unbeatable Printing	\$84.00		REC	SignageGdn
59873	Urban Recycling Solutions	\$43,312.50		PW	ContSvs-Quigley
59874	Vimar Equipment	\$341.92		PW	OpSupp
59875	WSP Canada Inc	\$1,053.15		REC	BldgR&MArena
59876	Yukon Pump Ltd.	\$926.10		PW	Signage



City of Dawson Report to Council

Agenda Item	Meeting Dates and Schedule Recommendations
Prepared By	David Henderson CAO
Meeting Date	Oct 4, 2023
References (Bylaws, Policy, Leg.)	Council Proceedings Bylaw
Attachments	revised 2023 Schedule and 2024 schedule

<input checked="" type="checkbox"/>	Council Decision
<input type="checkbox"/>	Council Direction
<input type="checkbox"/>	Council Information
<input type="checkbox"/>	Closed Meeting

Recommendation

That Council change, by resolution, the meeting day for council and committee of the whole meetings from Wednesday to Tuesday.

And that Council Change, by resolution, the meeting schedule for Council committee meetings and committee of the whole meetings, effective October 4, 2023 or immediately following the passing of such resolution by council, to the following:

- Committee of the Whole meetings will be scheduled for the first Tuesday of the Month excepting the months of July, August, and January.
- Council Meeting will be scheduled for the 3rd Tuesday of the month.

Executive Summary

Currently Council and Committee of the Whole meetings are scheduled for Wednesday's. Wednesday meetings pose a challenge to when it comes to the preparation of staff reports for council. Moving the meeting day to Tuesday enables the maintenance of a Friday distribution and weekend review of agenda packages while adding an additional business day to staff for preparation of reports for the next meeting.

It also packages last minute updates or changes into the first two days of the week, versus 3, inhibiting the likelihood of last-minute changes and enabling staff to turn their focus to the next meeting and other business by Wednesday Morning.

Currently the schedule for Council meetings and Committee of the Whole meetings does not follow a set monthly pattern or a set pattern in relationship to adjacent meetings. By moving to a set monthly pattern (ie the 1st and 3rd Tuesday) stakeholders can easily discern when a meeting should be scheduled and what form of meeting it should be. By setting the pattern with a two-week gap between meetings we are better able to ensure the development and editing of staff reports as needed for meetings. By identifying a pattern relationship between Committee of the Whole meetings and Council meetings we can then work on better differentiating the work in the two meetings such that council and administration is more effective.

As the meeting schedule is set by council resolution it is reasonable that the day and schedule can be adjusted by resolution.

Background

Council sets the meeting schedule annually by resolution. Municipal Councils generally set meeting schedules on a monthly pattern that can be easily communicated to all stakeholders – elected members, staff, the public, proponents of various issues, and the media.

Dawson has adopted a Committee of the Whole system whereby most issues go to the Committee before proceeding to Council for final determination.

When an issue is moved from Committee of the Whole to Council it will often entail an updated report from staff considering the discussion at committee, adding additional information, etc. Doing so takes time and focus. When a report is drafted it is the queued up for review by the CAO and often by the CFO and may then require edits.

Previous and current administrations have identified timelines for submission of reports indicating one week prior to the distribution should be required to adequately move a report through the process and onto an agenda for Friday distribution. While this is happening staff must deal with the day-to-day operational needs of the municipality.

Discussion / Analysis

Administrations have repeatedly identify the need for reports to be submitted with sufficient time for reviewing, editing, approving while at the same time dealing with day to day operations.

With back-to-back meetings the morning after a meeting is already well past the identified submission deadlines and often past a realistic deadline to prepare an agenda package for distribution prior to the end of the Friday workday.

With Meetings scheduled 2 weeks apart but on Wednesdays a requirement for report submission by staff one week prior to a Friday distribution requires reports to be submitted by the Monday of the week of Agenda Package distribution. This means 2 business days following the previous meeting on the Wed is available to staff to prepare an updated report, at the same time as dealing with day-to-day business. Moving the meeting day to Tuesday adds 1 full business day to this process while maintaining the goal of delivering an agenda package on Friday.

The inclusion of both steps in this recommendation recognizes that these steps collectively will move us to better usage of staff time and more effective preparation for meetings incrementally while maintaining the goal of a Friday agenda package distribution. Ideally this results in better information in councils' hands when making decisions.

Referring to these steps as "incrementally "improving our efficiency and effectiveness is purposeful as it will not solve all problems overnight and will not prevent weekend or Monday morning adjustments based on unique situations, but they will considerably improve our system.

This type of scheduling is the common practice amongst municipalities.

Fiscal Impact

As this is a scheduling recommendation it is not anticipated that it will have a direct fiscal impact.

It will have an indirect fiscal impact if it can reduce the amount of time spent outside the normal working hours by managers and staff in preparation of agenda packages and reports which cause a strain on staff and must be managed.

Alternatives Considered

1. Change the schedule to first and 3rd Wednesdays and not change the day from wed to Tuesday. Unfortunately, does not go as far as we are able to go to make the system better and we will still face the occasional back-to-back meeting with a virtually impossible timeline.
2. Change the Day to Tuesday but maintain the current schedule. Unfortunately, does not gain the significant advantage of patterned schedule with a 2-week gap between meetings.
3. Maintain the current schedule and days until January and change for 2024. This is a viable option, but the challenges of the current system are facing us now.
4. Maintain the current schedule and days – This is a viable option, but the downside is as described above.

Next Steps

If approved at Council the attached revised Council Meeting Schedule will go into Immediate effect , and the attached 2024 Calender will be presented for adoption by resolution at the first council meeting of the year

	Name	Position	Date
	<i>David Henderson</i>	CAO	Sept 28, 2023

2023 REGULAR & OPTIONAL COUNCIL & COW MEETINGS

Yellow = Weeks with no regular meeting scheduled

JANUARY						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

MAY						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

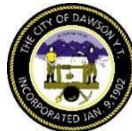
SEPTEMBER						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Committee of the Whole 1 st Tuesday of the Month
	Council Meetings 3 rd Tuesday of the Month
	Budget Meetings – To be used as needed



Deputy Mayor Appointments	
Councillor Somerville	January to March,
Councillor Spriggs	April to June
Councillor Pikálek	July to September
Councillor Lister	October to December

2024 Council & Committee of the Whole Meetings

JANUARY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
AYC Conference Dawson 10 th -12 th						

JUNE						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	FCM Conference Calgary 6 th -9 th					

JULY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

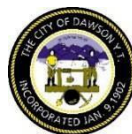
SEPTEMBER						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Yukon Municipal election Day Oct 17 th						

NOVEMBER						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Committee of the Whole Meeting 1 st Tuesday of the Month
	Council Meeting 3 rd Tuesday of the Month
	Budget Meetings as needed



Deputy Mayor Appointments	
Councilor Somerville	January to March,
Councilor Spriggs	April to June
Councilor Pikálek	July to September
Councilor Lister	October to December



City of Dawson Report to Council

Agenda Item	AMFRC Concession Services Lease Agreement
Prepared By	Paul Robitaille, Parks and Recreation Manager
Meeting Date	Oct 4, 2023
References (Bylaws, Policy, Leg.)	Property Lease Policy 2017-05
Attachments	

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council approve s leasing the Recreation Centre Kitchen to Tr'ondëk Hwëch'in (TH) for the provision of their Nutrition Program for a monthly lease rate of \$950 plus propane cost for a term commencing October 5th, 2023, and expiring August 31, 2024.

Executive Summary

Tr'ondëk Hwëch'in operates a school food program that is available to all students. TH does not have adequate facilities to provide the full program and have requested the lease of the kitchen facilities at the Recreation Centre. Given the community benefits of the program to the entire community staff recommend leasing the kitchen facilities for the school nutrition program. Doing so will mean there will not be a commercial kitchen on a regular basis.

The lessee has agreed to make the facilities available for 5 Tournament weekends whereby arrangements may be made to use the kitchen facilities to make food available.

Background

Tr'ondëk Hwëch'in approached the City of Dawson with a request to lease the kitchen to provide their Nutrition Program, which is operated by their Education Department. The main intent of this request is to provide food for all Robert Service School students five days of the week. Tr'ondëk Hwëch'in's request is to utilize the kitchen as a site to prepare meals, as well as to operate it as the cafeteria for high school students during lunch hours. For more details on the Nutrition Program, see the attached document – TH Nutrition Program.

Their request comes due to a lack of industrial kitchen space at the school and too many programs operating out of the kitchen at the TH Hall. These factors have limited what they can provide. Hot lunches have been limited to 3 days per week instead of 5 and no hot breakfasts. Plus a wide range and list of food programs that they have provided, have funding and capacity to provide but are not currently being provided due to kitchen space limitations.

Long Term – TH and YG are working on plans to renovate the kitchen facilities at RSS with a target completion date of next year but with a realistic possibility of such a project taking longer than planned. TH Hall is also planned for major renovations.

The Art & Margaret Fry Recreation Centre is typically leased, based on a Request for Quotations, by a business-owner between October and March, to sell food to users of our facility and the public. The last number of years this tender has had limited interest.

Discussion / Analysis

Property Lease Policy 2017-5

The Property Lease Policy regulates the leasing of City of Dawson property and facilities for public use for periods of more than 14 days. TH is currently leasing the property under a short term 14-day agreement that allows them access and planning pending a contract approval for a full year by the city. A lease with a term greater than 14 days must be approved by Council.

The Building Lease policy outlines a competitive process for leasing available buildings for a term greater than 14 days – a process that has been utilized for the rec center kitchens in the past and has resulted in leases in the \$800 per month for 6 – 8-month range. The Policy allows for council, at its discretion and on a case-by case basis, to direct staff to proceed by resolution with a modified process. This is the case with this proposal, which is recommended for approval based on the merit of the program to the entire community and the specific needs of the program for the next year to two years.

Council has expressed concern about the availability of food services at tournaments and TH has agreed to make the facilities available for at least 5 such events with an open mind to other needs.

In September, Council approved a possible contract for the months of September and October pending further information and discussion.

More information about the limitations to programs that facility limitations are causing has been provided to staff and Council as well as the extent of programming reach - approx. \$800,000 into the local economy annually, 4 full time cooks, and extensive food education and training programs which help the local economy far beyond the direct benefit of Good Food programs for all children in the community.

Terms of the lease have been adjusted to reflect additional cleaning requirements due to lunchtime usage.

Fiscal Impact

This lease represents a minor improvement in net revenues from leasing the Kitchen Facilities

Alternatives Considered

Various alternatives were discussed with the proponents including using various commercial kitchens during their winter shutdowns but each poses significant challenges to the process and programs resulting in limitations to various degrees on what can be offered to the community

Next Steps

If council approves moving forward with a one-year contract as proposed it will be signed by staff on Thursday October 6.

Approved by	Name	Position	Date
	David Henderson	CAO	Sept 28, 2023

Motion

From Committee of the Whole

As per the Municipal Act requirements for a notice of a pending Procedural Motion prior to the 1st reading of said motion at Council, Notice of motion was presented on the Oct 6th Council Meeting Agenda and now moves to a proposed 1st reading at Council.

Proposed Amendments to The Town of the City of Dawson Council Proceedings ByLAW #11-12

That Section 5: MAYOR, be amended to read:

5. CHAIRPERSON

Per Section 180a of the Municipal Act, the Chairperson shall preside over the conduct of the meeting and:

- 1) shall maintain order and preserve the decorum of the meeting;*
- 2) shall decide points of order without debate or comment other than to state the rule governing;*
- 3) shall determine which member has the right to speak;*
- 4) shall rule when a motion is out of order;*
- 5) may call a member to order;*
- 6) shall be permitted to participate in the debate of any matter without the need to relinquish the Chair; and*
- 7) shall vote on every matter unless they are excused or disqualified from voting pursuant to the provisions of the Municipal Act.*

And That Sections 9.5 and 9.6 revised to read:

5) Chairperson to Open Meetings. When a quorum is present, the Chairperson must call the meeting to order and shall serve as Chairperson of that meeting.

6) Appointment of Chairperson.

1. At the first meeting of each calendar year Council shall, from amongst its Members, designate a Member to serve as Chairperson

2. When a quorum is present, but the Chairperson is not present within fifteen (15) minutes after the time at which the meeting is scheduled to begin, the Chief Administrative Officer shall call the meeting to order and, by resolution, the Council shall appoint a Member to act as Chairperson for that meeting.

And that a new section be added to read:

REVIEW

During the first six months of council's term of Office, council shall schedule a review of the Council Proceedings Bylaw and proceed to amend it if deemed advisable at that time.

mover Alexander Somerville



THE CITY OF DAWSON

Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

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

WHEREAS section 210 of the *Municipal Act*, (RSY 2002), c. 154 requires council to enact a bylaw to establish rules for calling meetings and governing its proceedings, and the appointment of members of council to council committees;

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

PART I - INTERPRETATION

1.00 Short Title

This bylaw may be cited as the ***Council Proceedings Bylaw Amendment No. 1***

2.00 Purpose

2.01 The purpose of this bylaw is to provide for

(a) Amendments to Council Proceedings Bylaw #11-12.



THE CITY OF DAWSON

Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

Table of Contents

PART I - INTERPRETATION	1
1.00 Short Title	1
2.00 Purpose	1
3.00 Definitions	3
PART II – APPLICATION	3
4.00 Amendment	3
PART III – FORCE AND EFFECT	4
5.00 Severability	4
6.00 Enactment	4
7.00 Bylaw Readings	4

DRAFT



THE CITY OF DAWSON

Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

3.00 Definitions

3.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretation Act*, RSY 2002, c. 125, shall apply;
- (b) The definitions of the *Municipal Act*, (RSY 2002), c. 154 shall apply to this Bylaw.
- (c) “*Member*” shall refer to a duly elected member of the municipal Council or a duly appointed member of a committee as the context warrants.
- (d) “*Special Meeting*” shall refer to a meeting of Council held outside of the regular schedule of Council meetings.
- (e) “*City Hall*” shall refer to the administration building located at 1336 Front Street in Dawson City, Yukon.
- (f) “*Chairperson*” shall refer to the presiding officer at any meeting of Council or Council Committee.

PART II – APPLICATION

4.00 Amendment

- 4.01 Amend Section 5 title from “MAYOR” to “CHAIRPERSON”.
- 4.02 Section 5: replace the first sentence with the following: “Per Section 180 (b) of the *Municipal Act*, the Chairperson shall preside over the conduct of the meeting and:”
- 4.03 Section 9(5) “Mayor to Open Meetings”: replace with the following: “Chairperson to Open Meetings. When a quorum is present, the Chairperson must call the meeting to order and shall serve as Chairperson of that meeting.”
- 4.04 Replace Section 9(6) “Appointment of Chairperson” with the following:
 - (a) “At the first meeting of each calendar year Council shall, from amongst its Members, designate a Member to serve as Chairperson.



THE CITY OF DAWSON

Council Proceedings Bylaw Amendment No. 1 Bylaw

Bylaw No. 2023-16

(b) When a quorum is present, but the Chairperson is not present within fifteen (15) minutes after the time at which the meeting is scheduled to begin, the Chief Administrative Officer shall call the meeting to order and, by resolution, the Council shall appoint a Member to act as Chairperson for that meeting.”

4.05 Add a new subsection to Section 3 to read as follows: 3(5) Review of Council Proceedings Bylaw. During the first six months of council’s term of Office, council shall schedule a review of the Council Proceedings Bylaw and proceed to amend it if deemed advisable at that time.

PART III – FORCE AND EFFECT

5.00 Severability

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

6.00 Enactment

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

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	
SECOND	
THIRD and FINAL	

William Kendrick, Mayor
Presiding Officer

David Henderson, CAO
Chief Administrative Officer



City of Dawson

Report to Council

Agenda Item	Contract Award - Administration Building HVAC Upgrade
Prepared By	Asset & Project Manager – Public Works
Meeting Date	October 4 th , 2023
References (Bylaws, Policy, Leg.)	- Procurement Policy - Yukon Boiler and Pressure Vessels Act
Attachments	

X	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council award the Administration Building HVAC Upgrade contract to Borealis Fuels & Logistics for \$480,585.00 plus GST as per their submitted bid.

Executive Summary

Admin Building Boilers require replacement. A request for bids was issued. The Lowest bid is deemed appropriate and recommended for approval.

Background

The City of Dawson boilers in the Administration Building are due for replacement. A payment agreement with the Yukon Government Energy Branch has been secured for a total of \$650,000 and expires on March 31st, 2024. There are approximately \$438,000 left in the TPA agreement for this upgrade. Additional to this contract, the City of Dawson has secured a quote of \$69,000 for the installation of a propane tank and 5-year contract with Borealis Fuels & Logistics for the supply of propane fuel.

An initial RFP was released in June 2024 for this work with one bid received. The bid in question was deemed too high for the work. A second RFP was released in early August with a reduced scope of work.

Discussion / Analysis

The RFP: Administration Building HVAC Upgrades was released on August 18th, 2023 and closed on August 31st, 2023. Three bids were received.

Fireweed Plumbing & Heating submitted a bid totalling \$931,593.00 plus GST for work. Fireweed have extensive experience in the field and have worked with the City of Dawson in the past. Fireweed have also provided a full detailed proposal for the work.

Borealis Fuels & Logistics submitted a bid totalling \$480,585.00 plus GST for work. Borealis Fuels & Logistics have little experience with boiler replacement work but have recently expanded their business to include this service alongside their propane tank installation and propane supply.

Budget Plumbing & Heating inc. submitted a bid totalling \$842,136.62 plus GST for work.

Fiscal Impact

This is a capital project with funding primarily from the Yukon Government Energy Branch with the difference in approved funding to come from Capital reserves and/or additional grant applications. If approved to go forward and deemed to require a budget amendment for sourcing the capital funds from reserves such will be presented to council at the same time as this recommendation..

Alternatives Considered

Next Steps

Contract signature

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	September 28 th , 2023



City of Dawson

Report to Council

Agenda Item	City of Dawson Boiler Agreement
Prepared By	Asset & Project Manager – Public Works
Meeting Date	October 4 th , 2023
References (Bylaws, Policy, Leg.)	- Procurement Policy - Yukon Boiler and Pressure
Attachments	Annual Boiler Service Bid Opening Sheet

X	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council award the annual Boiler Service 3-year contract to CCI Combustion Control Inc for \$125,198.00 as per their submitted bid

Executive Summary

The Boilers on Municipal Buildings must be serviced annually. The City asked for bids. One bid was received from the current supplier. Staff are happy with the service provided by the current supplier and recommend going forward with their bid for service.

Background

The City of Dawson is required to service fuel fired boilers on an annual basis. CCI Combustion control Inc were the successful bidders in 2022

Discussion / Analysis

The RFP: City of Dawson Boiler Service (3yr Contract) was released on August 1st, 2023 and closed on August 18th, 2023. One bid was received through the bidding process.

CCI Combustion Control Inc. submitted a bid for a total of \$125,198.00 over the next three years. The City of Dawson staff were pleased with the workmanship and service this team provided in 2022.

Fiscal Impact

IF this bid is successful, it will be budgeted in the annual operating budget of the city over the next 3 years. The difference from the previous contracts has not been identified as of the submission of this report although it is not considered material to the decision.

Alternatives Considered

Removing the procurement requirements and engaging the company on a yearly basis.

Next Steps

Contract signature

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Sept 38, 2023



City of Dawson Report to Council

Agenda Item	Long-Term Recycling Planning
Prepared By	PW department
Meeting Date	October 4 rd , 2023
References (Bylaws, Policy, Leg.)	"Garbage Bylaw" Environment Act
Attachments	City of Dawson Long-term Recycling Planning report

	Council Decision
X	Council Direction
X	Council Information
	Closed Meeting

Recommendation

That Council receive this report and attachment for information purposes prior to discussion on Nov 7th.

At the Committee of the Whole meeting scheduled for Nov 7th staff will make the following recommendations regarding solid Waste Collection:

1. That the City of Dawson move to a bi-weekly Residential solid waste and recycling pickup service.
1. That the City of Dawson adopt a limit on residential waste pickup of 1 bag of solid waste per household per week with the option to buy bag tags for additional garbage pickup.
2. That the City of Dawson discontinue Commercial, Institutional, and Multi residential property solid waste and recycling collection services.
3. That the City of Dawson subsequently consider increasing the Residential collection route to include the Dredge Pond, C4, and the Dome subdivisions.

Executive Summary

City of Dawson staff considered three options to address recycling collection and increase the level of service with regards to recycling.

1. Weekly waste and recycling curbside services.
2. Bi-weekly waste and recycling services.
3. 24/7 community drop-off locations.

City of Dawson staff recommend removing waste collection service to Commercial, Institutional, and multi-residential Properties with a corresponding elimination of the annual waste fee for these properties.

City of Dawson staff recommend introducing a one bag per week limit on residential garbage with an option to buy bag tags for additional bags.

Background

In 2020, the City of Dawson took over waste collection services. The following year, the City of Dawson took over waste diversion services. The diversion center became operational on May 19th, 2023.

The most up-to-date bylaw that governs waste in the municipality named "Garbage Bylaw" is from 1971. Updating this bylaw should be prioritized to encompass the new services and regulations.

Municipalities commonly do not offer Commercial, Institutional, or multi residential Solid Waste services because the volume of waste is not controllable and thus costs cannot be controlled nor can good practices in solid waste management be encouraged. These business costs are then shifted to the residential property tax base.

Solid Waste and recyclable pickup services for these property categories are commonly covered by private sector suppliers with charges for pickup negotiated and paid directly between these property owners and the commercial enterprise.

Municipalities utilize Residential property Garbage Bag limits and additional Bag charges to ensure that residential properties receive solid waste pickup while encouraging household to separate out recyclables – Residential Recycling pickups or drop offs under such systems have no limits.

The City is currently moving towards Weigh scales and full tipping fees at the Quigley Landfill under negotiations with the Yukon Government Regional Landfill agreement. Under this format a commercial pickup service will pay landfill tipping fees which must be included in pickup fees. The current commercial waste charge paid to the city would be discontinued.

Discussion / Analysis

Please refer to the report for a full analysis of the three Curbside Recycling Service options.

Of the 3 service models reviewed, biweekly curbside pickup with a 1 garbage bag per week adds curbside recycling services at the lowest additional cost to the municipality.

Under current negotiations between the City and the Yukon Government weigh scales are under review for installation at the Quigly landfill – once installed tipping fees for all drop offs at the landfill site will be charged to both residents and non residents, based on weight. This will encourage diversion from the landfill site to the recycling centre, extending the life of the landfill site and saving the municipality and residents money.

Non-Residents will pay for their usage of the landfill site through direct tipping fees and through a subsidy from the Yukon Government on their behalf. Residents of Dawson will pay for their usage of the Landfill through direct tipping fees if they drop waste off at the site and through the current annual residential waste fee which covers a portion of the collection services.

Commercial, Institutional, and multi residential property owners, if staff recommendations are adopted, will no longer pay an annual waste fee to the municipality but will pay a commercial operator for pickup and disposal of solid waste and recyclables. Doing so will mean full cost recovery for collection and disposal from non residential properties and will encourage diversion from the landfill.

Removing Commercial, Institutional, and Multi residential properties from the collection route will potentially increase the waste collection crews pickup locations to include C4, the dredge ponds, the Dome, and the planned development expansions. This will remove the need for bin rentals which cost the Public Works department \$85,680 per year.

The Net costs of waste pickup and disposal and recycling services will continue to be covered by the City of Dawson Tax Base.

- Adding curbside recycling services will increase cost to the City's annual budget.
- Removing Commercial, Institutional, and multi residential properties from the collection system will mitigate cost increases on the annual budget, encourage recycling, and save on landfill costs.
- Full Landfill tipping fees and non resident subsidies will mitigate increasing collection costs.
- Increased flow through the recycling centre may require additional staffing and equipment.

As these measures are adopted an increased vigilance will be required in the enforcement of anti-dumping measures during the transition period to ensure that tipping fees and solid waste bag limits do not encourage illegal dumping

Fiscal Impact

Please refer to the report for analysis of the fiscal impact specific to the recycling collection options reviewed.

Alternatives Considered

1. Weekly Waste and Recycling residential pickup services – Cost analysis is prohibitive in attached report.
2. 24/7 drop off services – Wildlife and surveillance restrictions make this not workable.
3. Maintain the status quo for the time being allowing for:
 - a. Recruitment of the Solid Waste Supervisor currently underway
 - b. Finalization of regional waste management agreement with Yukon government and the establishment of weigh scales and full tipping fees.

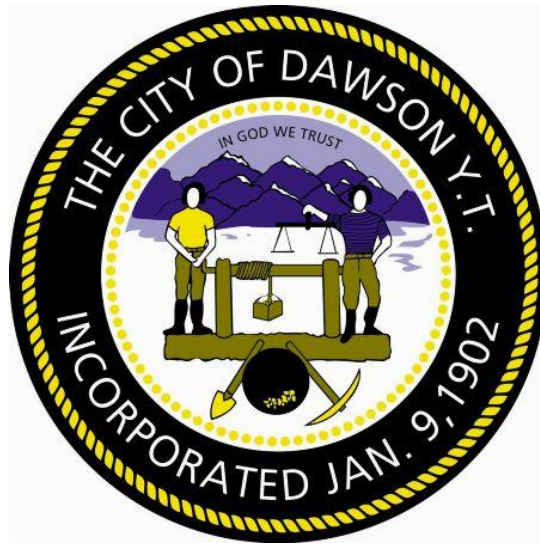
- c. Complete the operational startup of the diversion centre including installation and optimization of all equipment and systems considering the rapid increase in volume over the first 5 months of operation.
 - d. The determination of the Yukon’s new Producer Pay legislation for waste material.
4. Maintain the status quo with regards residential collection and amend the “garbage bylaw” to remove commercial waste collection from municipal service. (recommended by staff should no additional curbside recycling collection measures be adopted)

Next Steps

If council adopts the recommendations as presented

- 1. Full fiscal analysis of chosen option and incorporation into 2024 Budget
- 2. Full development of recycling plan and implementation plan
- 3. Discussions with commercial businesses regarding removing waste collection services.
- 4. Updating governing waste bylaw to encompass current services and regulations plus changes approved herein

Approved by	Name	Position	Date



City of Dawson Long-term Recycling Planning

Public Works Department

September 2023

Background and introduction

The City of Dawson has taken on two new municipal services in the last 3 years that warrant analysis and bylaw amendments. In 2020, the City of Dawson internalized municipal waste collection services. In 2021, the City of Dawson internalized municipal waste diversion services. In 2023, the Diversion Center opened its doors to the public. The governing bylaw regarding municipal waste collection named “Garbage Bylaw” is dated 1971 and does not include the newly added services.

Commercial waste collection was grandfathered in from both the previous waste collection contractor and the previous recycling contractor.

Analysis

Recycling

The City of Dawson Public Works staff have analysed three options for Council consideration.

1. Weekly waste and recycling curbside services.
2. Bi-weekly waste and recycling services.
3. 24/7 community drop-off locations.

For each option, the public works department considered the following factors: fulfillment of resident and Council concerns, capital costs, and operation and maintenance costs.

Accessibility and location were a concern that involved two separate issues. The first being the distance from town for community members who depend on their refund money, and the second being the amount of time, gas, and the discouragement to recycle due to the distance from town. All three options resolve the second issue, they do not resolve the first one.

Hours of Operation involved the request from the public wanting a 24-hour drop off at the site. The facility cannot operate on a 24-hour basis due to limitations from the Yukon Wildlife & Conservation Office regulations among other considerations. Option 3 resolves this issue by providing the public with disposal sites around the municipality, heightened vigilance from the public works staff will be required by keeping the disposal site clean and free from loose waste to reduce the chance of wildlife encounters. This option also introduces the potential for stream contamination.

Curbside Pickup was in mind during the design phase of the new facility. Options 1 and 2 provide an overview of including the recycling curbside pickup service.

Introducing a one bag per week on garbage will incentivise the community to recycle their waste. Residences may purchase a “bag tag” for additional garbage bag pickups.

Commercial

Commercial institutions are currently serviced at a higher level in comparison to residences for a similar fee while producing significantly more waste, especially cardboard products.

The City of Dawson staff recommend following the example of other municipalities and removing the commercial waste collection from the available municipal services (Whitehorse and Waton Lake - pictured below). Many municipalities are moving towards transferring the responsibility of commercial waste disposal to the businesses creating the waste.

It is recommended the City of Dawson offers ample time prior to removing this service. Additional recycling services will not likely be implemented until this service is removed.

Removing Commercial waste collection will allow the Public Works Department to entertain servicing areas outside of Dawson proper including the Dome, Prospector, Bonanza and the Dredge Pond Subdivisions. With the planned developments (Klondike Highway and Dredge Pond #2) the number of residences is expected to increase by at least 60 requiring additional rental bins. Removing the rental of the large dumpster bins located at the Dome, C4 and the Dredge Pond area will save the City \$85,680 per year.

21. Only residential waste will be collected, this includes residual and compostable waste (Schedules "C" and "G") and may include recyclable items (Schedule "D").

Figure 1: Watson Lake Bylaw

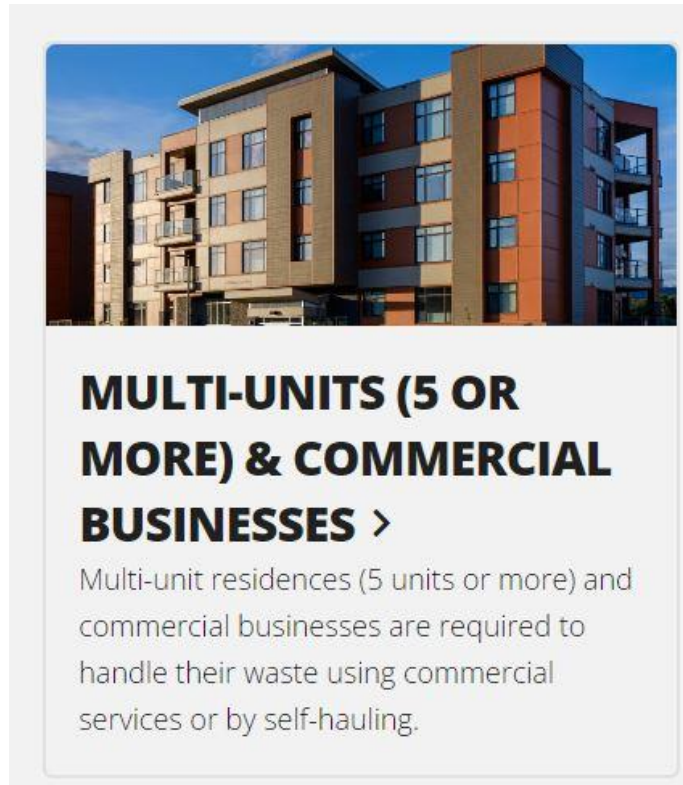


Figure 2: Whitehorse Waste Services

Option 1: Weekly Waste and Recycling Curbside Services

Description

This option excludes commercial businesses from the analysis.

Households will be required to sort and bring three bins to the curb for a weekly pickup of the recyclable materials. Additional staff will be hired to collect the recyclable material from the community and dispose of them to the diversion center for additional sorting and counting.

Cost of equipment

Administration recommends purchasing a recycling pickup trailer as pictured below (Figure 1, 2 and 3), and requiring residence to separate their recyclable material into 3 separate receptacles. The three receptacles will be dedicated to paper/cardboard, recyclable materials, and glass.

Figure 1 shows a trailer option with individual hydraulic dump containers, totalling 20 cubic yards. This trailer has an estimated capital cost of \$29,000 plus shipping.

Figure 2 shows a trailer option with hydraulic dumping capabilities, totalling 20 cubic yards. This trailer has an estimated capital cost of \$19,000 plus shipping.

Figure 3 show a trailer with removable bins, totalling 20 cubic yards. This trailer has an estimated cost of \$15,000 plus shipping.

The last equipment option is to use the old garbage truck to collect the recyclable materials – the replacement cost of a curb side truck is estimated at \$225,000.

Three additional full-time staff will be required for this curbside pickup option (two for pickup and one for the depot), resulting in an increase of approximately \$214,000 per year.



Figure 3: 20 cubic yard 4 bin hydraulic dump



Figure 4: 20 cubic yard 4 bin trailer



Figure 5: Multiple removable bin trailer

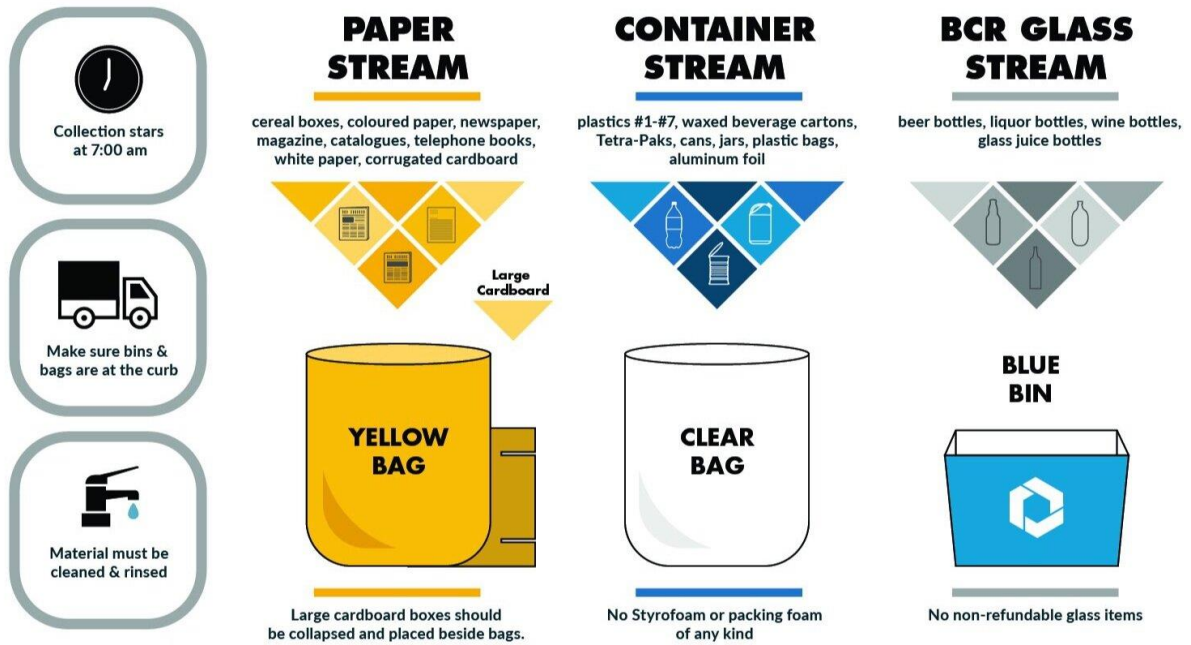
Additional considerations and actions

This option will only affect community members in Dawson proper and other areas including the Dome, Dredge Pond, Bonanza and Prospector will be considered once commercial businesses are removed from the collection route.

Operations will require some time to adjust to pulling a trailer in difficult to access properties. Locations where more than one residence disposes of garbage will be required to separate into individual boxes.

Staff highly recommends implementing a garbage bag limit per week (one bag) and allow for unlimited recycling in order to incentivise the community to recycle.

The City of Dawson will be following a similar method to Whitehorse's curbside plan as shown in the figure below.



Cost

The following considerations are included in this cost analysis (all equipment costs do not include taxes or shipping).

O&M: Assumed Level 2 Union Positions (with salary increases based on the collective agreement), equipment O&M for the depot equipment and recycling curb truck, assumed 50 bins needing replacement per year.

Capital: New collection trailer will be needed (operations may start prior to new equipment utilizing old garbage truck), one bins per residence at \$43/bin.

O&M Cost	2024	2025	2026
Staff Costs (two for pickup one for depot)	\$ 167,938.92	\$ 172,137.39	\$ 176,440.83
Including Benefits (30%)	\$ 218,320.60	\$ 223,778.61	\$ 229,373.08
Vehicle O&M	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Bin Replacement (50 per year)	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00
Removal of Bin rentals	-\$ 85,680.00	-\$ 85,680.00	-\$ 85,680.00
TOTAL	\$ 138,790.60	\$ 144,248.61	\$ 149,843.08

Capital	2024	2025	2026
New Trailer (Assumed figure 2)	\$19,000		
Pickup Truck	\$45,000		
Plastic bags	\$ 3,108.00		
Recycling Bins (\$43 per unit)	\$ 34,400.00		
Total (trailer option)	\$101,508.00		

Option 2: Bi-weekly Waste and Recycling Curbside Services

This option is similar to option 1, the only difference being the reduced service of household garbage and recycling pickup frequency.

Similar equipment will be required for operations.

Cost

The following considerations are included in this cost analysis (all equipment costs do not include taxes or shipping).

O&M: Assumed Level 2 Union Positions (with salary increases based on the collective agreement), equipment O&M for the depot equipment and recycling curb truck, assumed 50 bins needing replacement per year.

Capital: New collection trailer will be needed (operations may start prior to new equipment utilizing old garbage truck), one bin per residence at \$43/bin.

O&M Cost	2024	2025	2026
Depot Staff	\$ 55,979.64	\$ 57,379.13	\$ 58,813.61
Including Benefits (30%)	\$ 72,773.53	\$ 74,592.87	\$ 76,457.69
Vehicle O&M	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Bin Replacement (50 per year)	\$ 2,150.00	\$ 2,150.00	\$ 2,150.00
Removal of Bin rentals	-\$ 85,680.00	-\$ 85,680.00	-\$ 85,680.00
TOTAL	-\$ 6,756.47	-\$ 4,937.13	-\$ 3,072.31

Capital	2024	2025	2026
New Trailer (assumed figure 2)	\$ 19,000.00		
Pickup Truck	\$ 45,000.00		
Plastic Bags	\$ 3,108.00		
Recycling Bins (\$43 per unit)	\$ 34,400.00		
Total (trailer option)	\$ 101,508.00		

Further consideration should be taken from the Municipality Services Review that took place in 2013 and 2023. The following question was asked in a public survey: *“Would you support alternating weekly collection of garbage and compost and/or recycling?”*.

In 2013: 60% of the community were in favour, 20% of the community were not in favour and 20% of the community did not know.

In 2023: 61% of the community were in favour, 25% of the community were not in favour and 14% of the community did not know.

2.3.7 Alternate Week Waste Collection Support

Would you support alternating weekly collection of garbage and compost and/or recycling?

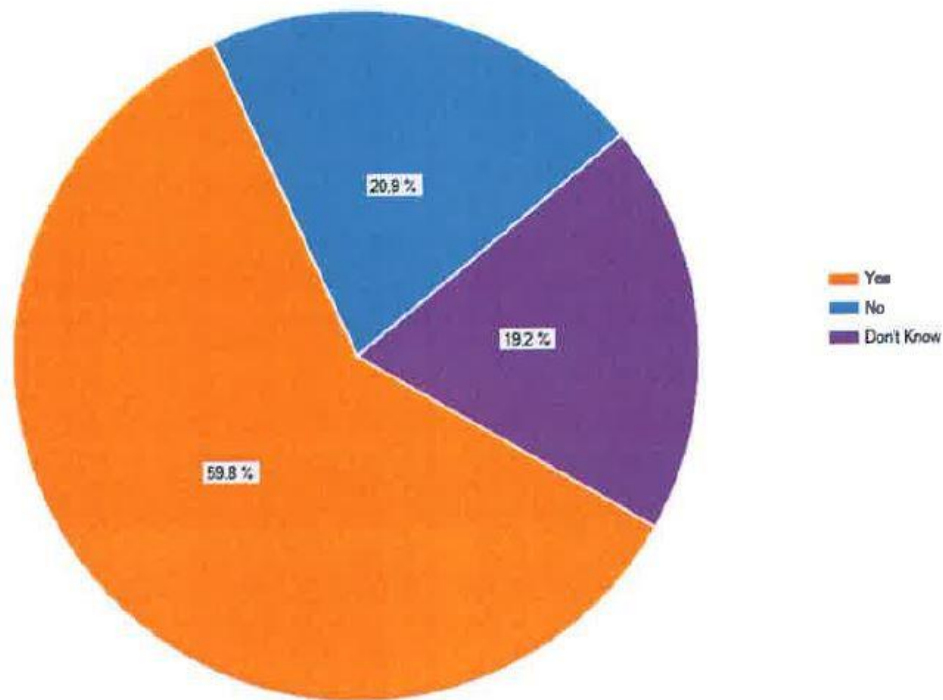


Figure 6: 2013 municipal survey results

Option 3: 24/7 community drop-off locations

This option excludes commercial businesses from the analysis.

Households will be required to sort and bring their recyclable materials to large sorting bins located throughout the municipal boundaries. An estimated 5 bins will be required for this option.

Depending on the frequency of collection, existing staff will be able to collect the recyclable material from the community drop-off location and dispose of them to the diversion center for additional sorting and counting.

If this option is selected, administration recommends purchasing a roll-off trailer and associated bin as pictured below (Figure 5 and 6), figures 6 and 7 provide additional bins options. The bins will be dedicated to paper, recyclable materials, glass, and cardboard.

Cost

The following considerations are included in this cost analysis (all equipment costs do not include taxes or shipping).

O&M: Assumed Level 2 Union Positions (with salary increases based on the collective agreement), equipment O&M for the depot equipment and recycling curb truck.

Capital: New Roll-off trailer (\$28,000) and roll-off bins (\$8,000 each). Figures 7 and 8 cost \$4,000 and \$7,000 respectively.

O&M Cost	2024	2025	2026
Depot Staff	\$ 55,979.64	\$ 57,379.13	\$ 58,813.61
Including Benefits (30%)	\$ 72,773.53	\$ 74,592.87	\$ 76,457.69
Vehicle O&M	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
TOTAL	\$ 78,773.53	\$ 80,592.87	\$ 82,457.69

Capital	2024	2025	2026
Roll-off trailer	\$ 28,000.00		
Bins (X5)	\$ 40,000.00		
Total	\$ 68,000.00		



Figure 7: Roll-off trailer



Figure 8: Roll-off bins



Figure 9: Small bin



Figure 10: Large Bin



City of Dawson Report to Council

Agenda Item	Subdivision Application #23-091 (boundary adjustment)
Prepared By	Planning and Development
Meeting Date	October 4, 2023
References (Bylaws, Policy, Leg.)	Subdivision Bylaw, Municipal Act, OCP, Zoning Bylaw
Attachments	Notice of public hearing

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council grant subdivision authority to adjust the boundaries of Lots 6,7, and 8, Block 9, Day's Addition (Subdivision Application 23-091) subject to the following conditions:

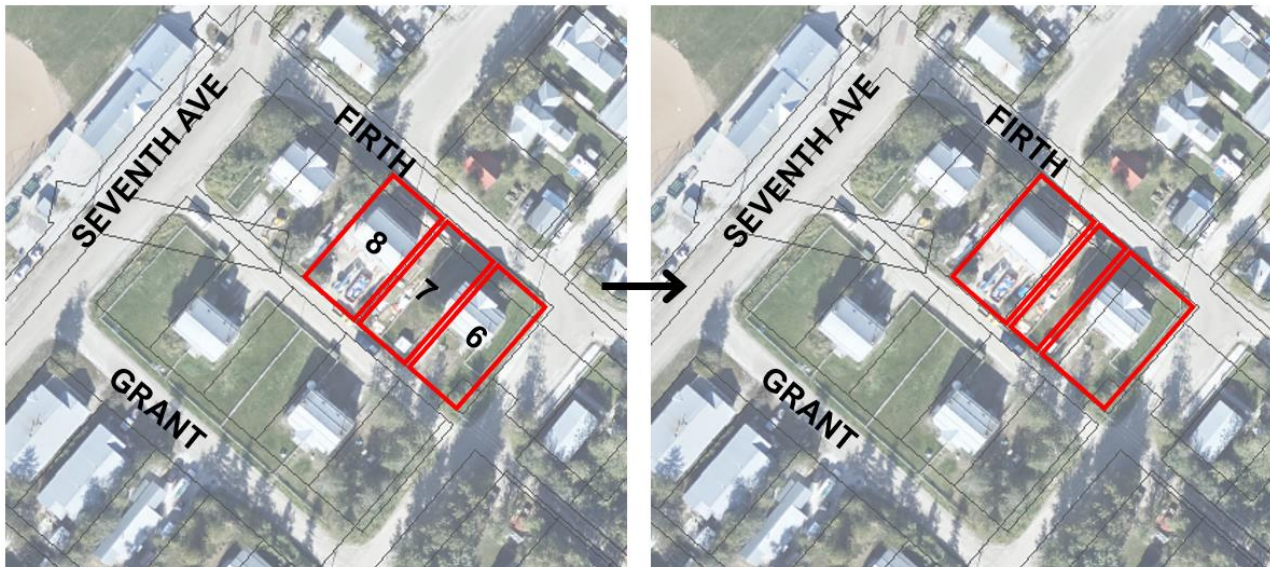
1. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
2. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan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

Executive Summary

Yukon Government has submitted a subdivision application for boundary adjustment to address encroachment of structures and fuel tanks from Lots 6 and 8 onto 7, Block 9, Day's Addition. Hence, these boundary adjustments will address the existing encroachments and allow for YG Land Development Branch to develop Lot 7 so that it may be sold through the public lottery process.

Background

The Yukon Housing Corporation owns Lots 6, 7, and 8. Due to encroachments from Lots 6 and 8, Lot 7 cannot be developed or sold. The YG Land Development Branch has submitted Subdivision Application #23-091 to resolve the encroachment issues.



Discussion / Analysis

Comments

Department heads have been asked to comment on this application for the purposes of assessing operational requirements such as access, lot grading, and slope stability. No comments were raised at the time of writing this report.

The application was also circulated to contiguous property owners inviting comments and questions. No comments were received at the time of writing this report.

Subdivision Bylaw

Subdivision Control Bylaw s. 3.01 states that every subdivision of land must be made in accordance with the Municipal Act, the Official Community Plan, the Zoning Bylaw, and the Subdivision Control Bylaw. The Analysis/Discussion section of this report is intended to discuss the proposal’s conformity with the provisions outlined in the relevant legislation, policies, and plans.

Municipal Act

The Municipal Act s. 314 details the requirements for any proposed plan of subdivision to have direct access to the highway to the satisfaction of the approving authority. Access to these lots exists on Firth St.

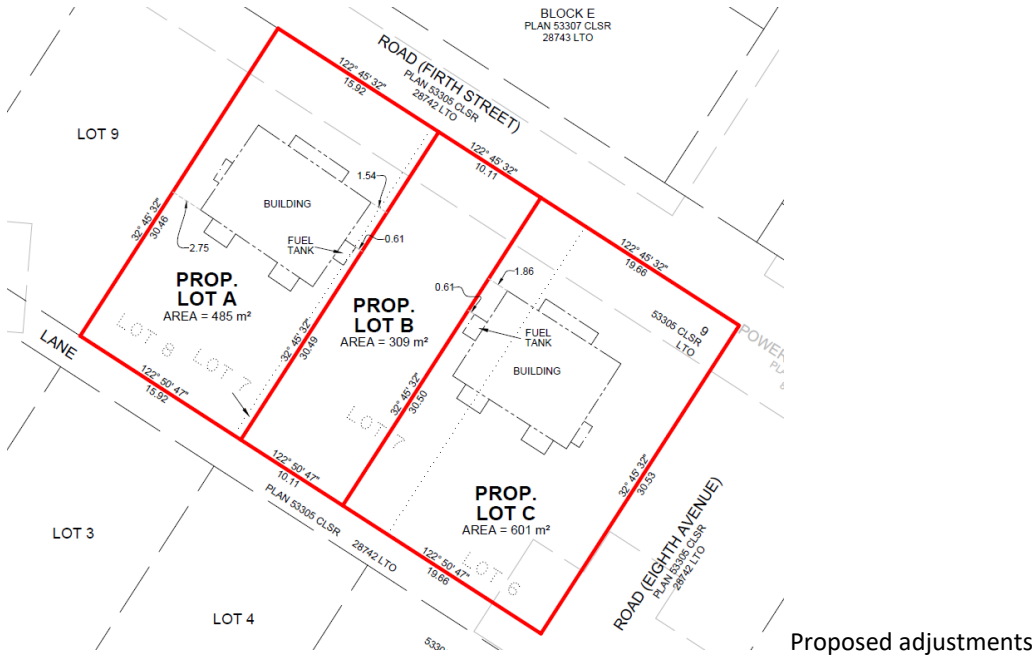
Official Community Plan

The existing property is currently designated as UR – Urban Residential. While the area will predominantly consist of low- and medium-density residential uses, small-scale open spaces and institutional uses such as childcare centres or religious assemblies may also be located in these areas. Therefore, the current properties conform to the OCP. Any new use or development on the proposed lots would be required to continue conforming to UR – Urban Residential.

Zoning Bylaw

The subject properties are currently designated as R1 – Single Detached and Duplex Residential. The Zoning Bylaw is intended to implement the goals of the OCP. The current properties conform to the ZBL and any new use or development on the properties would be required to continue conforming to R1.

With the boundary adjustment, Lot 7 would be approximately 3325 square feet in area and 33 feet wide. These meet the minim requirement of 2500 ft² parcel size and 25 ft parcel width.



Fiscal Impact

Making a new lot available for public release and potential development will potentially result in greater annual taxation and Utility payments to the municipality.

Alternatives Considered

Council does not grant subdivision authority to adjust the boundaries of Lots 6,7, and 8, Block 9, Day’s Addition (Subdivision Application 23-091).

Next Steps

Planning will issue a letter of permit approval or denial in accordance with the council's decision.

Approved by	Name	Position	Date
	David Henderson	CAO	Sept 28, 2023



City of Dawson

Report to Council

Agenda Item	Pre-Approval of Mayors Expenses and Per Diem
Prepared By	David Henderson
Meeting Date	Oct 4, 2023
References (Bylaws, Policy, Leg.)	Council Remuneration Policy Council Travel policy
Attachments	Invitation

<input checked="" type="checkbox"/>	Council Decision
<input type="checkbox"/>	Council Direction
<input type="checkbox"/>	Council Information
<input type="checkbox"/>	Closed Meeting

Recommendation

That Council authorize the reimbursement of Expenses and per diem for the Mayor to attend the Chief and Mayor Forum on October 24, 2023 in Whitehorse from 9 am to 4 pm

Executive Summary

The referenced policies identify that reimbursement of expenses and per diems for attendance at events such as this must be pre-approved by Council

Background

As per the invitation from Ted Laking, President of the Association of Yukon Communities :

The Forum will be the first of its kind and serve as a platform for open dialogue, collaboration, and exchanging ideas between Yukon First Nation and Municipal Leaders. This event will provide an excellent opportunity to foster open dialogue, collaboration, and the exchange of ideas among Yukon First Nation and Municipal Leaders. By participating in this event, we can collectively address the challenges we face and explore innovative solutions that will benefit all residents of the Yukon. We believe your perspective and valuable input will greatly contribute to the discussions.

Date: October 24, 2023
 Time: 9:00 am – 4:00 pm (lunch will be provided)
 Venue: Kwanlin Dun Cultural Center, Multi-Purpose Room

The agenda for the forum will include discussions on various topics of mutual interest, such as infrastructure development, community recreation, health care in our communities, and responsible animal control. Please let us know if you have any specific topics or concerns you would like to address during the forum, and we can add them to the agenda. Join us at the Chief and Mayor Forum by confirming your attendance no later than October 17, 2023. Should you be unable to attend the event, we invite you to send a delegate from your Council. We look forward to welcoming you to the Chief and Mayor Forum in October.

Discussion / Analysis

This type of forum has potential long term benefits for our community

Fiscal Impact

Travel, hotel, and per diem costs are anticipated

Alternatives Considered

Next Steps

If approved the Mayor will submit a form for payout of the per diem and a separate travel form to recover travel expenses

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Sept 28, 2023



City of Dawson

Report to Council

Agenda Item	OCP Amendment No. 10 (Bylaw #2023-09)
Prepared By	Planning and Development
Meeting Date	October 4, 2023
References (Bylaws, Policy, Leg.)	Municipal Act
Attachments	Draft Bylaw #2023-09

<input checked="" type="checkbox"/>	Council Decision
<input type="checkbox"/>	Council Direction
<input type="checkbox"/>	Council Information
<input type="checkbox"/>	Closed Meeting

Recommendation

That Council give Third Reading to Official Community Plan (OCP) Amendment No. 10 (Bylaw #2023-09).

Executive Summary

This OCP amendment is to redesignate a portion of Lot 1059, Quad 116B/03 from INT: Institutional to UR: Urban Residential. The purpose of the amendment is to align the OCP with the recently adopted Klondike Highway Subdivision Parcel D/F Master Plan.

Background

This Bylaw received its First Reading on May 17, 2023 and its Second Reading on June 14, 2023. The proposed amendment was submitted to the Minister for review and approval on August 3, 2023.

Discussion / Analysis

As per Municipal Act S.282(3), "If no decision is taken by the Minister under subsection (1) or (2) within the time limit, the proposal is considered to be approved on the forty-sixth day after the Minister received the proposal, unless the time limit has been extended by the Minister in writing to the municipality." The 45 days expired end of day September 27, 2023. Therefore, the proposal can be considered to be approved by the Minister on September 28, 2023.

Fiscal Impact

NA.

Alternatives Considered

Do not pass Third Reading.

Next Steps

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

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Sept 28, 2023



THE CITY OF DAWSON

Official Community Plan Amendment No. 10 Bylaw

Bylaw No. 2023-09

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

WHEREAS section 278 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that a council must, within three years of formation or alteration of municipal boundaries, adopt or amend by bylaw an official community plan.

WHEREAS section 285 of the Municipal Act, RSY 2002, c. 154, and amendments thereto, provides that an official community plan may be amended, so long as the amendment is made in accordance with the same procedure established for adoption of an official community plan.

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

PART I - INTERPRETATION

1.00 Short Title

This bylaw may be cited as the ***Official Community Plan Amendment No. 10 Bylaw***

2.00 Purpose

2.01 The purpose of this bylaw is to provide for

- (a) redesignating a portion of Lot 1059, Quad 116B/03 from INT: Institutional to UR: Urban Residential



THE CITY OF DAWSON

Official Community Plan Amendment No. 10 Bylaw

Bylaw No. 2023-09

Table of Contents

PART I - INTERPRETATION	1
1.00 Short Title	1
2.00 Purpose	1
3.00 Definitions	3
PART II – APPLICATION	3
4.00 Amendment	3
PART III – FORCE AND EFFECT	3
5.00 Severability	3
6.00 Enactment	3
7.00 Bylaw Readings	4

DRAFT



THE CITY OF DAWSON

Official Community Plan Amendment No. 10 Bylaw

Bylaw No. 2023-09

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) "Bylaw Enforcement Officer" means a person employed by the City of Dawson to enforce bylaws;
- (c) "CAO" means the Chief Administrative Officer for the City of Dawson;
- (d) "city" means the City of Dawson;
- (e) "council" means the Council of the City of Dawson;

PART II – APPLICATION

4.00 Amendment

4.01 This bylaw redesignates a portion of Lot 1059, Quad 116B/03 from INT: Institutional to UR: Urban Residential as shown in Appendix A of this bylaw.

PART III – FORCE AND EFFECT

5.00 Severability

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

6.00 Enactment

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



THE CITY OF DAWSON

Official Community Plan Amendment No. 10 Bylaw

Bylaw No. 2023-09

6.02

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	May 17, 2023
MINISTERIAL NOTICE	May 24, 2023
PUBLIC HEARING	May 31, 2023
SECOND	June 14, 2023
MINISTERIAL APPROVAL	September 28, 2023
THIRD and FINAL	

Original signed by

William Kendrick, Mayor

Presiding Officer

David Henderson, CAO

Chief Administrative Officer



THE CITY OF DAWSON

Official Community Plan Amendment No. 10 Bylaw

Bylaw No. 2023-09

PART IV – APPENDIX A



Figure 1: Rezoned area



City of Dawson

Report to Council

Agenda Item	Zoning Bylaw Amendment No.24 (Bylaw #2023-13)
Prepared By	Planning and Development
Meeting Date	October 4, 2023
References (Bylaws, Policy, Leg.)	Zoning Bylaw
Attachments	Draft Bylaw #2023-13, Notice of Public Hearing

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council give Second and Third Readings to Zoning Bylaw Amendment No.24 (Bylaw #2023-13).

Executive Summary

The proposed amendment will define and add “Microbrewery/Craft Distillery” as a Permitted Use for commercially zoned properties (C1).

Background

On September 6, 2023, Zoning Bylaw Amendment No.24 (Bylaw #2023-13) was given First Reading. A notice of public hearing has been distributed via the City of Dawson website, City of Dawson E-News, the City and Post Office Bulletin Boards, and the Klondike Sun newspaper.

Discussion / Analysis

Small-scale beer and spirit production would be allowed in addition to retail sales, a tasting room, and/or a restaurant, all of which might be provided in a single location, if Microbrewery/Craft Distillery was added as a permitted use in the C1 Zone.

The following definition is suggested to be added to the section 2.2 of the Zoning Bylaw:

Microbrewery/Craft Distillery means the distilling or brewing of alcoholic beverages or alcoholic products with a maximum annual production of 50,000 liters. Product tasting and retail sales of all products produced on-site is permitted. All equipment and manufacturing processes must be contained indoors up to maximum floor area of 275m², and shall not create a nuisance. Limited outside storage of product for display and distilling purposes is permitted provided the storage area does not encroach into public land, parking areas, drive aisles or access to a building.

Fiscal Impact

NA.

Alternatives Considered

1. Pass Second Reading only.
2. Do not pass Second and Third Readings.

Next Steps

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

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Sept 28, 2023



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 24 Bylaw

Bylaw No. 2023-13

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

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

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

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

PART I - INTERPRETATION

1.00 Short Title

This bylaw may be cited as the **Zoning Bylaw Amendment No. 24 Bylaw**

2.00 Purpose

2.01 The purpose of this bylaw is to provide for:

- (a) A series of text amendments.



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 24 Bylaw

Bylaw No. 2023-13

Table of Contents

PART I - INTERPRETATION	1
1.00 Short Title	1
2.00 Purpose	1
3.00 Definitions	3
PART II – APPLICATION	3
4.00 Amendments	3
PART III – FORCE AND EFFECT	3
5.00 Severability	3
6.00 Enactment	4
7.00 Bylaw Readings	4

DRAFT



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 24 Bylaw

Bylaw No. 2023-13

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) “city” means the City of Dawson;
- (c) “council” means the Council of the City of Dawson;

PART II – APPLICATION

4.00 Amendments

- 4.01 Insert the following definition to S.2.2: “MICROBREWERY/CRAFT DISTILLERY means the distilling or brewing of alcoholic beverages or alcoholic products with a maximum annual production of 50,000 liters. Product tasting and retail sales of all products produced on-site is permitted. All equipment and manufacturing processes must be contained indoors up to maximum floor area of 275m², and shall not create a nuisance. Limited outside storage of product for display and distilling purposes is permitted provided the storage area does not encroach into public land, parking areas, drive aisles or access to a building”.
- 4.02 Insert the following to S.12.1.1 (as a Permitted Use in C1 Zone): “Microbrewery/Craft Distillery”.

PART III – FORCE AND EFFECT

5.00 Severability

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



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 24 Bylaw

Bylaw No. 2023-13

6.00 Enactment

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

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	September 6, 2023
PUBLIC HEARING	October 4, 2023
SECOND	
THIRD and FINAL	

William Kendrick, Mayor
Presiding Officer

David Henderson, CAO
Chief Administrative Officer



City of Dawson Report to Council

Agenda Item	Zoning Bylaw Amendment No.25 (Bylaw #2023-14)
Prepared By	Planning and Development
Meeting Date	October 4, 2023
References (Bylaws, Policy, Leg.)	Municipal Act, Official Community Plan, Zoning Bylaw
Attachments	Draft Bylaw #2023-14

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council give First Reading to Zoning Bylaw Amendment No.25 (Bylaw #2023-14).

Executive Summary

The building on Lot 2, Block U, Ladue Estate is a single detached dwelling that was already on the property before the current Zoning Bylaw was adopted. The lot, however, is designated as C1: Core Commercial. According to S.302(1) of the Municipal Act:

A non-conforming building or other structure existing at the date of the adoption of an official community plan or zoning bylaw or amendments may continue to be used, but the building or other structure may not be enlarged, added to, rebuilt, or structurally altered except to increase its conformity.

The rezoning to R1: Single Detached and Duplex Residential is required to bring the property into compliance because the owner intends to make certain developments on it.

Background

The City received rezoning application #23-088 to change the zoning of Lot 2, Block U, Ladue Estate from C1 to R1. The building on the property was there before the current Zoning Bylaw was adopted and is listed on the Yukon Historic Sites Inventory.



Discussion / Analysis

Municipal Act

The Municipal Act s. 289(2) states:

The council of a municipality shall not pass a zoning bylaw or any amendment thereto that does not conform to the provisions of an existing official community plan.

Therefore, this report will consider whether the proposed amendment is consistent with the Official Community Plan.

Official Community Plan

The properties are currently designated as DC – Downtown Core. According to S.6.2 “while the area will predominantly consist of commercial and institutional uses, high- and low-density residential uses are also acceptable. This diverse mixture of uses is essential to the Downtown Core’s vibrant, mixed-use character.” The rezoned lot conforms to the current OCP designation and therefore would retain the same OCP designation.

Zoning Bylaw

The Zoning Bylaw is intended to implement the goals of the OCP. Lot 2, Block U, Ladue Estate is zoned C1 – Core Commercial. The intent of this rezoning to R1 is to bring the use into compliance in order to facilitate future developments. The purpose of the R1 zone is to permit single detached and duplex dwellings.

Any future development on this lot is required to obtain a development permit and conform with the Zoning Bylaw.

Heritage Bylaw

Lots 2, Block U, Ladue Estate is situated in the Historic Townsite and thus are subject to the City’s Heritage Bylaw. Any new development will be required to conform to the Design Guidelines for Historic Dawson and Heritage Management Plan as required by the Heritage Bylaw.

Fiscal Impact

NA.

Alternatives Considered

Do not give First Reading to Zoning Bylaw Amendment No.25 (Bylaw #2023-14).

Next Steps

A public hearing will be held at another council meeting if First Reading is given.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Sept 28, 2023



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 25 Bylaw

Bylaw No. 2023-14

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

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

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

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

PART I - INTERPRETATION

1.00 Short Title

1.01 This bylaw may be cited as the **Zoning Bylaw Amendment No. 25 Bylaw**.

2.00 Purpose

2.01 The purpose of this bylaw is to provide for

- (a) An amendment to the Zoning Bylaw from C1: Core Commercial to R1: Single-detached/duplex residential, located at Lot 2, Block U, Ladue Estate.



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 25 Bylaw

Bylaw No. 2023-14

Table of Contents

PART I - INTERPRETATION 1

 1.00 Short Title 1

 2.00 Purpose 1

 3.00 Definitions 3

PART II – APPLICATION 3

 4.00 Amendment 3

PART III – FORCE AND EFFECT 3

 5.00 Severability 3

 6.00 Enactment 3

 7.00 Bylaw Readings 4

PART IV – APPENDIX A 5

DRAFT



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 25 Bylaw

Bylaw No. 2023-14

3.00 Definitions

3.01 In this Bylaw:

- (a) "city" means the City of Dawson;
- (b) "council" means the Council of the City of Dawson;

PART II – APPLICATION

4.00 Amendment

4.01 This bylaw amends Lot 2, Block U, Ladue Estate from C1: Core Commercial to R1: Single-detached/duplex residential in the Zoning Bylaw Schedule C: Historic Townsite, as shown in Appendix A of this bylaw.

PART III – FORCE AND EFFECT

5.00 Severability

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

6.00 Enactment

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



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 25 Bylaw

Bylaw No. 2023-14

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	
PUBLIC HEARING	
SECOND	
THIRD and FINAL	

William Kendrick, Mayor
Presiding Officer

David Henderson, CAO
Chief Administrative Officer



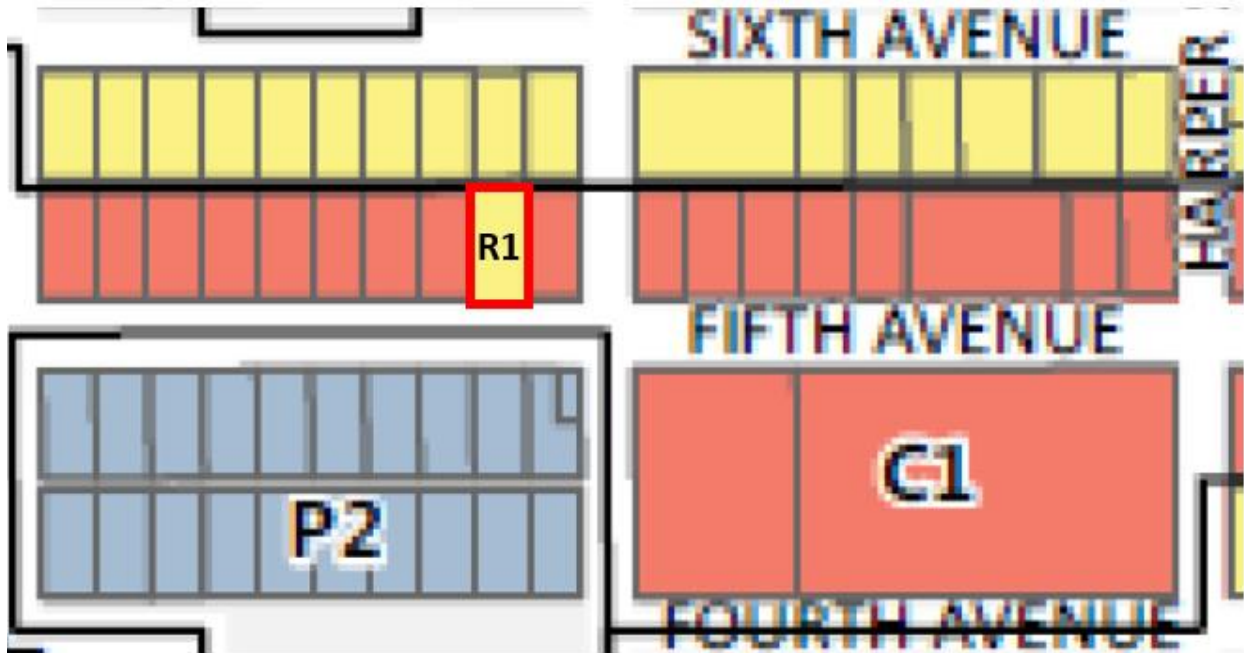
THE CITY OF DAWSON

Zoning Bylaw Amendment No. 25 Bylaw

Bylaw No. 2023-14

PART IV – APPENDIX A

Figure 1. Amended area





City of Dawson Report to Council

Agenda Item	Zoning Bylaw Amendment No.26 (Bylaw #2023-15)
Prepared By	Planning and Development
Meeting Date	October 4, 2023
References (Bylaws, Policy, Leg.)	Municipal Act, Official Community Plan, Zoning Bylaw, North End Project Report, Dawson Housing Needs Assessment
Attachments	Draft Bylaw #2023-15, Request for Expression of Interest

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council give First Reading to Zoning Bylaw Amendment No.26 (Bylaw #2023-15).

Executive Summary

The rezoning of Block B, Smith Addition from R1 to R2 is intended to address Dawson City's housing shortage. Taking into account the limited opportunities for infill development within the historic townsite, the suitability of subsurface conditions, the OCP's implementation strategy to maintain a walkable community, and the compatibility of the proposed zoning with the surrounding area, the provision of multi-unit residentials will contribute to the promotion of a sustainable environment.

Background

Council adopted an Administration recommendation on September 13, 2023, to initiate the process of rezoning Block B, Smith Addition (North End project) to R2 (multi-unit residential) and to publish an RFP for the construction of multi-unit dwellings on this block. The recommendation was based on Planning best practices to utilize property for highest and best usages, meet Council identified priorities to develop additional housing, identified local housing needs in the current environment, and property characteristics that make it suitable for multi residential development.

Council was willing to see what types of interest might be expressed for multi residential developments with the understanding that the rezoning process could proceed concurrently to a request for expressions of interest and if the expressions of interest received were not deemed a desired path then discontinuing or defeating the rezoning process was an option.

Since then, Administration has released a Request for Expression of Interest and provided this report for the purpose of rezoning.

The North End project's scope has been reduced to the development of five lots and the infrastructure servicing in 2022. The subdivision application to create five lots has already been approved, and the survey is currently underway. The lots are anticipated to be serviced by next year. The current designation of the proposed lots is R1, which permits the construction of detached single-family homes and duplexes.

The cost of servicing the current plan (extension of services up 2nd) will be approx. \$3 million funded primarily through a TPA with the Yukon Government. Planning for the North End has been ongoing in different formats for more than 10 years. The most recent plans have devolved due to ongoing challenges to investment and development in the North End with the result being that the number of anticipated new lots being marketed and developed has been reduced to the current 5 with the possibility of additional units on the end lots of the block.

The North End Project has been turned over from the Yukon Government to the City of Dawson in 2023. The number of projected new units in 2018 was estimated to be between 20 and 30. At the time of turnover the estimated new units is between 5-7. Additional costs incurred by the project will be the responsibility of the City of Dawson.

Project evaluation reports including community feedback dating from 2018 identify a preference for a mix of single detached and tiny homes across the entire project area. The project area for new housing development is now narrowed to one city block on Front Street that has been identified as geologically appropriate for multi residential.

Discussion / Analysis

Conformity with the OCP strategies

OCP acknowledges housing as a major concern and confirms that housing needs are not being met. Among the implementation strategies, OCP suggests encouraging the development of a variety of housing types to satisfy the needs of Dawson's diverse population. Current projects in development are primarily focussed on single detached and duplex housing including:

- On Firth St. and Grant St., YG is in the process of submitting a subdivision application that will provide 4 lots for the construction of single detached and duplex dwellings.
- The Master Plan for Klondike Highway Subdivision Parcel D/F proposes approximately 35 single detached and duplex units.
- Should Parcel A planning be resumed it will be focussed on single detached dwellings.
- The currently drafted Dredge Pond II Master Plan is anticipated to provide 40 lots for single detached dwellings.

The most significant currently planned multi residential housing project of which staff are aware is focussed on a specific housing needs sector and would not be open to the general public

Conformity with the OCP designation

The parcels are designated as UR (Urban Residential) in OCP which comprises primarily of low- and medium-density residential uses. The rezoned lot conforms to the current OCP designation and therefore would retain the same OCP designation.

Zoning Bylaw

The parcels in Zoning Bylaw are currently zoned R1 (Single Detached and Duplex Residential). The rezoning of parcels to R2 (Multi-Unit Residential) would permit the construction of apartments, townhouses, and multi-unit residential structures. The parcels meet the minimum size and width requirements of 5,000 square feet and 50 feet.

Housing needs and affordability

Housing Needs Assessment submitted to Yukon Housing Corporation in 2021 indicates that “All available evidence and information consistently indicates that housing availability is a significant systemic issue across the housing continuum in Dawson”.

S.6.2 of the study states that “Informants identified that **the need for larger family housing was minimal**, and that this cohort was prioritized by both Tr’ondëk Hwëch’in First Nation and YHC. **Smaller housing units were identified as a gap, with a particular need for housing for single adults.**” Furthermore, the study identifies the need for housing for vulnerable individuals: “There was a strong consensus that many of the adults in need of housing were vulnerable, particularly single young adults.”

Geotechnical studies

S. 2.4.1 of the [North End] Final Report (June 2018) provided by Groundswell Planning mentions that “Optimum subsurface conditions were found in the vacant Front Street block; in fact, this portion of the planning area was the only one identified as being conducive to concrete slab-on-grade construction and accordingly – larger multi-unit and/or storey buildings.”

Promoting a walkable city

These properties would be among the last vacant, serviced, developable lots within the historic townsite. It would be prudent to create more units out of these five lots considering the OCP's intention to preserve a walkable community and to encourage the use of non-motorized transportation.

Compatibility with surrounding development

The North End lots are situated between R1 and C1 parcels. The majority of Front Street parcels are zoned C1 (Core Commercial) and P2 (institutional) which are compatible with the R2 zone (note that multi-unit residential is also permitted in the C1 zone).



Compatibility with the Character Area

The parcels are in North End Character Area. According to the *Heritage Management Plan*, “this area was a secondary residential district in Gold Rush days” and “contains a wide variety of types of single-family and multiple residential buildings”.

Fiscal Impact

1. Rezoning should not materially affect the cost of servicing.
2. Multi residential units will result in greater annual taxation and Utility payments to the municipality.
3. Intensification results in higher efficiency in providing municipal services – ie service to a greater number of units and people for a lower cost per unit or person allowing cost containment.
4. Greater number of people living in the downtown core within walking distance of services and employment reducing reliance on cars, parking spaces and related municipal services while adding to the commercial customer base.

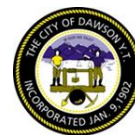
Alternatives Considered

Do not give First Reading to Zoning Bylaw Amendment No.26 (Bylaw #2023-15) and Staff will proceed with a focus on developing 5- 7 units on the identified land.

Next Steps

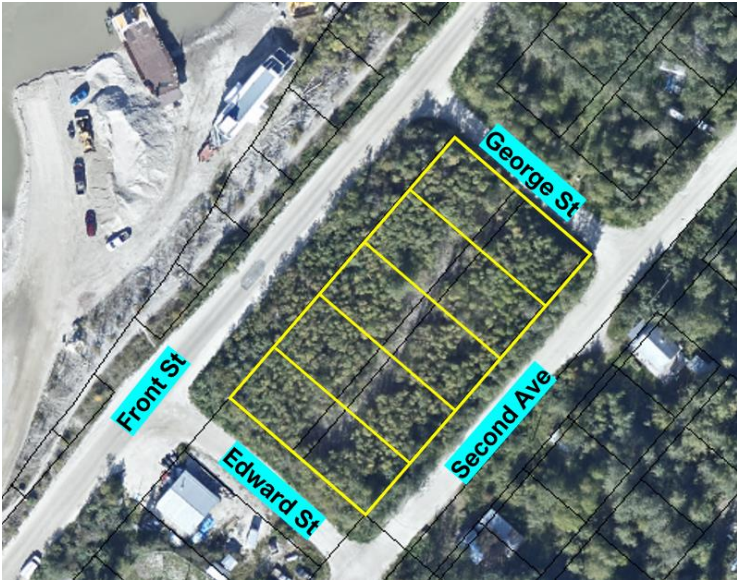
A public hearing will be held at another council meeting if First Reading is given. Additionally, the Expression of Interests will be presented to the council prior to the second reading.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Sept 28, 2023



Request for Expression of Interest (REOI)

The City of Dawson invites interested individuals, organizations, corporations, and government bodies to submit Expressions of Interest (EOI) regarding the provision of multi-unit residential dwellings in Dawson City, as outlined below.

<p>Description</p>	<p>The City of Dawson seeks individuals, organizations, businesses, and corporations interested in constructing multi-unit residential dwellings on five lots located in Block B, Smith Addition, Dawson.</p>  <p>As shown in the above image, a survey is currently being conducted to create five lots on Block B, Smith Addition. Each proposed parcel will be about 6,500 square feet in size. Currently, parcels are zoned R1 (Single Detached and Duplex Residential). The purpose of this REOI is to provide Mayor and Council with information to make a go-forward decision with rezoning parcels to R2 (Multi-Unit Residential). Proposals may include up to five parcels.</p>
<p>Deadline for the submission of EOI</p>	<p>October 31, 2023</p>
<p>The status of the parcels</p>	<p><u>Ownership:</u> these parcels are owned by the City, with the intention of releasing them to the public.</p> <p><u>Water and sewer:</u> the City is currently in the process of servicing these lots from Second Ave, and it is anticipated that they will be connected to the City's water and sewer system between the fall of 2024 and the summer of 2025.</p> <p><u>Surface condition:</u> There are trees on these parcels, and they also require levelling. The parcels will be sold as-is.</p>
<p>Permitted uses for EOI</p>	<p>The permitted uses are those of the R2 Zone. They include:</p> <ul style="list-style-type: none"> • Apartment • Multi-unit residential • Townhouse • Accessory building or structure <p>The definition of each use can be found in S.2.2 of the City of Dawson Zoning Bylaw.</p>
<p>Zone-specific regulations</p>	<p>They can be found in S.11.2 of the City of Dawson Zoning Bylaw.</p>

Content of EOI	<p>The EOI should include the following information (maximum of three pages):</p> <ul style="list-style-type: none"> • Brief presentation of the proponent • Project description (type of use, number of proposed units, parcel coverage, building square footage, number of floors, etc.) • The number of parcels required (if more than one, it must be determined whether they will be consolidated) • Description of the exterior design (in reference to the Design Guideline for Historic Dawson) • Approximate project's start and completion dates • Prospective tenants or purchasers
Correspondence and submissions	<p>Planning and Development Manager PlanningManager@cityofdawson.ca</p>
REOI Conditions	<p>The submission of Expression of Interest does not guarantee the sale of the parcels to the proponents, the approval of the proposed projects, or the rezoning of the parcels.</p>



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 26 Bylaw

Bylaw No. 2023-15

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

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

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

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

PART I - INTERPRETATION

1.00 Short Title

1.01 This bylaw may be cited as the **Zoning Bylaw Amendment No. 26 Bylaw**.

2.00 Purpose

2.01 The purpose of this bylaw is to provide for

- (a) An amendment to the Zoning Bylaw from R1: Single-detached/duplex residential to R2: Multi-unit residential, located at Block B, Smith Addition.



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 26 Bylaw

Bylaw No. 2023-15

Table of Contents

PART I - INTERPRETATION 1

 1.00 Short Title 1

 2.00 Purpose 1

 3.00 Definitions 3

PART II – APPLICATION 3

 4.00 Amendment 3

PART III – FORCE AND EFFECT 3

 5.00 Severability 3

 6.00 Enactment 3

 7.00 Bylaw Readings 4

PART IV – APPENDIX A 5

DRAFT



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 26 Bylaw

Bylaw No. 2023-15

3.00 Definitions

3.01 In this Bylaw:

- (a) "city" means the City of Dawson;
- (b) "council" means the Council of the City of Dawson;

PART II – APPLICATION

4.00 Amendment

4.01 This bylaw amends Block B, Smith Addition from R1: Single-detached/duplex residential to R2: Multi-unit residential in the Zoning Bylaw Schedule C: Historic Townsite, as shown in Appendix A of this bylaw.

PART III – FORCE AND EFFECT

5.00 Severability

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

6.00 Enactment

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



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 26 Bylaw

Bylaw No. 2023-15

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	
PUBLIC HEARING	
SECOND	
THIRD and FINAL	

William Kendrick, Mayor
Presiding Officer

David Henderson, CAO
Chief Administrative Officer



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 26 Bylaw

Bylaw No. 2023-15

PART IV – APPENDIX A

Figure 1. Amended area

