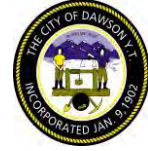


# THE CITY OF DAWSON



COMMITTEE OF THE WHOLE MEETING #CW24-04

**DATE:** Tuesday May 7, 2024

**TIME:** 7:00 PM

**LOCATION:** City of Dawson Council Chambers

Join Zoom Meeting

<https://us02web.zoom.us/j/85730938009?pwd=R0JTTndBR3c3Qmt6aGZxSjhuVmJYdz09>

Meeting ID: 857 3093 8009

Passcode: 992938

## 1. CALL TO ORDER

## 2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA

1. Committee of the Whole Meeting CW24-04

## 3. PUBLIC HEARINGS

1. Official Community Plan and Zoning Bylaw Amendments-Dredge Pond II
2. Zoning Bylaw Amendments-Klondike East Bench
3. Zoning Bylaw Amendments-Klondike River Bench

## 4. MINUTES

1. Committee of the Whole Meeting Minutes CW24-03 of April 2, 2024

### BUSINESS ARISING FROM MINUTES

## 5. ACCOUNTS PAYABLES & FINANCIAL REPORTS

1. 4<sup>th</sup> Quarter Variance Report
2. Bad Debts

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

1. Canadian Bank of Commerce Project Restoration
2. Dawson City Music Festival RE: Bylaw #07-03, Part II 11(1) Incessant Noise- Exemption Request
3. Land Development Update-City Owned Lots
4. Subdivision Application #24-016
5. Heritage Management Plan Review
6. CAO Update on Activities
7. Travel Approval-CAO-2024 CAMA Conference
8. Kendrick Property
9. Motion From Member of Council

## 7. BYLAWS & POLICIES

1. 2024 Municipal Election Bylaw (2024-09)
2. Council Remuneration Bylaw Review

## 8. CORRESPONDENCE

1. Moose Hide Campaign Development Society RE: Request for Proclamation-Moose Hide Campaign Day May 16<sup>th</sup>
2. Recreation Board Minutes #24-01
3. Faro Census Report
4. Heritage Advisory Committee Minutes #24-05 and #24-06
5. Peter Menzies RE: Cable TV
6. Kim Melton RE: Waste Diversion & Management
7. RCMP RE: 2024-2025 Annual Policing Priorities
8. RCMP Monthly Policing Report- January, February & March
9. Kim Biernaskie RE: Concerns Regarding Agenda Item Targeting Mayor's Septic System

### BUSINESS ARISING FROM CORRESPONDENCE

## 9. PUBLIC QUESTIONS

## 10. CLOSED MEETING- i) A Matter Still Under Consideration ii) Personal Information, Including Personnel Information

## 11. ADJOURNMENT



## NOTICE OF PUBLIC HEARING

### Official Community Plan and Zoning Bylaw Amendment

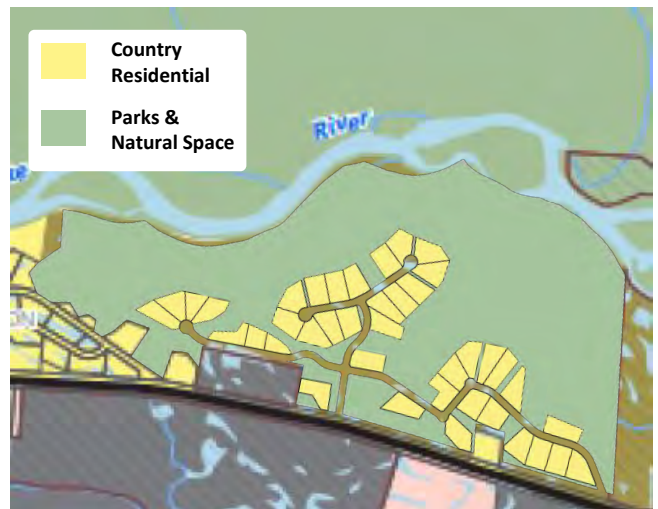
(OCP Amendment No.11 and Zoning Bylaw Amendment No. 31)

<b>Subject Property</b>	<b>Dredge Pond II Subdivision</b>
<b>Date and Time</b>	<b>May 7, 2024, 7:00pm</b>
<b>Location</b>	<b>Council Chambers, City Hall</b>
<b>Listen to Public Hearing</b>	<b>Radio CFYT 106.9 FM or cable channel #11</b>

As per the *Municipal Act*, S. 280.1, upon receiving amendments to the Official Community Plan, Council must give notice to the public of the proposed changes. And 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 an OCP and ZBL amendment to amend the designations in Dredge Pond II Subdivision to Country Residential and Parks and Natural Space.**



Location Map



Amended Area

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

Planning Assistant  
Box 308, Dawson, YT Y0B 1G0  
PlanningAssist@cityofdawson.ca  
867-993-7400 ext. 438



## NOTICE OF PUBLIC HEARING

### Zoning Bylaw Amendment

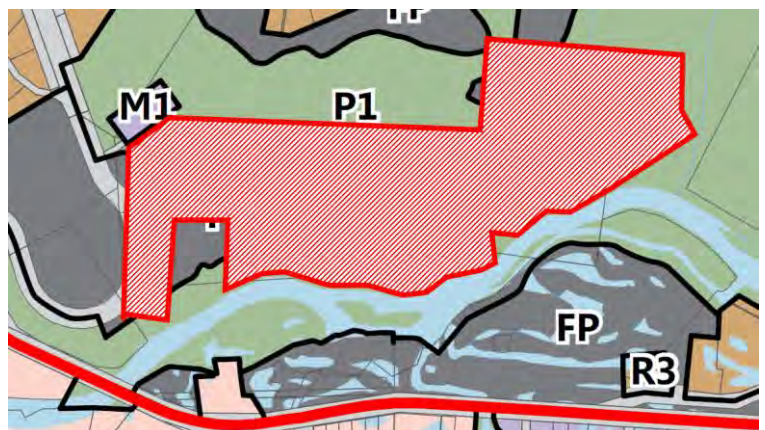
(Zoning Bylaw Amendment No. 29)

<b>Subject Property</b>	<b>Klondike East Bench</b>
<b>Date and Time</b>	<b>May 7, 2024, 7:00pm</b>
<b>Location</b>	<b>Council Chambers, City Hall</b>
<b>Listen to Public Hearing</b>	<b>Radio CFYT 106.9 FM or cable channel #11</b>

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 a Zoning Bylaw amendment that designates "Klondike East Bench Direct Control District". The purpose of the Klondike East Bench Direct Control District is for Council to directly control land use and development within the designated area to enable time limited mineral extraction activity.



Location Map



Amended Area

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

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## NOTICE OF PUBLIC HEARING

### Zoning Bylaw Amendment

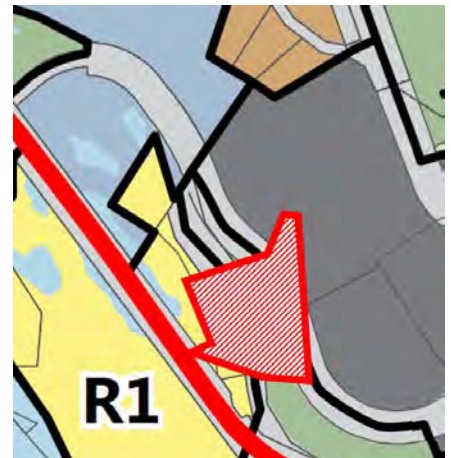
(Zoning Bylaw Amendment No. 30)

<b>Subject Property</b>	<b>Klondike River Bench</b>
<b>Date and Time</b>	<b>May 7, 2024, 7:00pm</b>
<b>Location</b>	<b>Council Chambers, City Hall</b>
<b>Listen to Public Hearing</b>	<b>Radio CFYT 106.9 FM or cable channel #11</b>

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 a Zoning Bylaw amendment that designates "Klondike River Bench Direct Control District". The purpose of the Klondike River Bench Direct Control District is for Council to directly control land use and development within the designated area to enable time limited mineral extraction activity.



Location Map



Amended Area

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

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867-993-7400 ext. 438

**MINUTES OF COMMITTEE OF THE WHOLE MEETING CW24-03** of the Council of the City of Dawson held on Tuesday, April 2, 2024 at 7:00 p.m. via City of Dawson Council Chambers

**PRESENT:**

Mayor Kendrick  
Councillor Lister  
Councillor Patrik Pikálek  
Councillor Somerville

**REGRETS:**

Councillor Spriggs

**ALSO PRESENT:**

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

	<b>1</b>	<b>CALL TO ORDER</b>	The Chair, Councillor Somerville called Committee of the Whole meeting CW24-03 to order at 7:01 p.m..
<b>CW24-03-01</b>	<b>2</b>	<b>ADOPTION OF AGENDA</b> <b>Moved By:</b> Mayor Kendrick <b>Seconded By:</b> Councillor Lister	That the agenda for Committee of the Whole meeting CW24-03 of April 3, 2024 be adopted as amended.  CARRIED UNANIMOUSLY
	<b>3</b>	<b>MINUTES</b>	
<b>CW24-03-02</b>	<b>3.1</b>	<b>Committee of the Whole Meeting Minutes CW24-02 of March 5, 2024</b> <b>Moved By:</b> Councillor Pikálek <b>Seconded By:</b> Mayor Kendrick	That the minutes of Committee of the Whole Meeting CW24-02 of March 5, 2024 be approved as presented.  CARRIED UNANIMOUSLY
	<b>4</b>	<b>ACCOUNTS PAYABLES &amp; FINANCIAL REPORTS</b>	
<b>CW24-03-03</b>	<b>4.1</b>	<b>Accounts Payables: Cheque #60271 to #60517 &amp; EFTs</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Pikálek	

That Committee of the Whole acknowledges receipt of the Accounts Payables Cheques #60271 to #60517 and EFT's, provided for informational purposes.

CARRIED UNANIMOUSLY

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## 5 SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS

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**CW24-03-04**      **5.1**      **Callison East Development Project Charter**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Somerville

That Committee of the Whole review the Callison East Project Charter and forward it to Council for approval.

CARRIED UNANIMOUSLY

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## 6 BYLAWS & POLICIES

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**CW24-03-05**      **6.1**      **Snow and Ice Control & Windrow Removal Policy #24-01**  
**Moved By:** Councillor Somerville  
**Seconded By:** Mayor Kendrick

That Committee of the Whole provide feedback on the proposed Snow and Ice Control & Windrow Removal Policy and forward it to Council for approval.

CARRIED UNANIMOUSLY

**CW24-03-06**      **7**      **CORRESPONDENCE**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Somerville

That Committee of the Whole acknowledge receipt of the following correspondence:

1. Heritage Advisory Committee Minutes #23-21 and #24-03
2. Bridget O'Connell (Amos) RE: Out of Town Rec. Facility
3. Giulia Cecchi RE: Request for the Recreation Centre in the Downtown Core
4. Tr'ondëk Hwëch'in RE: City of Dawson Road Survey Issues, for informational purposes.

CARRIED UNANIMOUSLY

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## 8 PUBLIC QUESTIONS

Diana Andrew had questions regarding the food cycling program and the financial audit.

Kim Biernaskie had accounts payables questions.

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**CW24-03-07**      **9**

**ADJOURNMENT**

**Moved By:** Mayor Kendrick

**Seconded By:** Councillor Somerville

That Committee of the Whole Meeting CW24-03 be adjourned at 8:05 p.m. with the next regular meeting of Committee of the Whole being May 7, 2024.

**CARRIED UNANIMOUSLY**

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**THE MINUTES OF COMMITTEE OF THE WHOLE MEETING CW24-03 WERE APPROVED BY COMMITTEE OF THE WHOLE RESOLUTION #CW24-04-XX AT COMMITTEE OF THE WHOLE MEETING CW24-04 OF MAY 7, 2024**

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Alexander Somerville, Chair

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David Henderson, CAO

**2023 Variance Report**  
**December 31, 2023**

		2023 Budget	YTD Dec 31	% difference
<b>REVENUE:</b>				
<b>General Municipality:</b>				
	General Taxation	2,515,346	2,507,050	
	Grants in Lieu of Taxes	1,145,983	1,149,270	
	Grants	2,640,150	2,736,173	
	Penalties and Interest	16,600	26,982	
	Other Revenue	12,000	82,335	
	Sale of Services	128,046	115,932	
	<b>Total General Municipality:</b>	<b>6,458,125</b>	<b>6,617,742</b>	<b>-2%</b>
	<b>Cable</b>	<b>257,108</b>	<b>192,034</b>	<b>25%</b>
<b>Protective Services:</b>				
	Fire Protection	81,955	66,108	
	Emergency Measures	-	-	
	Bylaw Enforcement	6,000	3,180	
	<b>Total Protective Services:</b>	<b>87,955</b>	<b>69,288</b>	<b>21%</b>
<b>Public Works:</b>				
	Water Service	1,002,059	1,012,027	
	Sewer Service	679,948	673,340	
	Waste Management	523,724	464,642	
	Other Revenue	111,500	102,534	
	<b>Total Public Works:</b>	<b>2,317,231</b>	<b>2,252,543</b>	<b>3%</b>
	<b>Public Health - Cemetery</b>	<b>4,300</b>	<b>7,800</b>	<b>-81%</b>
	<b>Planning</b>	<b>94,300</b>	<b>34,796</b>	<b>63%</b>
<b>Recreation:</b>				
	Recreation Common	64,051	59,141	
	Programming & Events	65,579	71,694	
	AMFRC	59,805	87,461	
	Water Front	50,150	64,636	
	Pool	20,388	26,146	
	Green Space	39,761	6,304	
	<b>Total Recreation:</b>	<b>299,734</b>	<b>315,382</b>	<b>-5%</b>
	<b>TOTAL REVENUE:</b>	<b>9,518,753</b>	<b>9,489,585</b>	<b>0%</b>
<b>EXPENDITURES:</b>				
<b>General Municipality:</b>				
	Mayor and Council	193,204	186,896	
	Grants/Subsidies	200,523	155,890	
	Administration	1,325,250	1,273,784	
	Other Property Expenses	24,100	18,522	
	Computer Information Systems	104,000	112,245	
	Communications	29,700	22,560	
	Municipal Safety Program	4,477	6,642	
	<b>Total General Municipality:</b>	<b>1,881,253</b>	<b>1,776,539</b>	<b>6%</b>



**2023 Variance Report  
December 31, 2023**

		2023 Budget	YTD Dec 31	% difference
	<b>Cable</b>	<b>257,108</b>	<b>270,079</b>	<b>-5%</b>
	<b>Protective Services:</b>			
	Fire Protection	403,100	294,819	
	Emergency Measures	29,098	25,279	
	Bylaw Enforcement	159,100	115,212	
	<b>Total Protective Services:</b>	<b>591,298</b>	<b>435,310</b>	<b>26%</b>
	<b>Public Works:</b>			
	Common	480,545	561,164	
	Roads and Streets - Summer	126,450	128,970	
	Roads and Streets - Winter	428,800	267,984	
	Sidewalks	20,150	17,897	
	Dock	5,150	3,374	
	Surface Drainage	84,350	59,611	
	Water Services	1,495,500	1,256,023	
	Sewer Services	299,450	260,628	
	Waste Water Treatment Plant	232,000	218,897	
	Waste Management	725,650	505,962	
	Building Maintenance	388,400	389,262	
	Waste Diversion	313,000	260,300	
	<b>Total Public Works:</b>	<b>4,599,445</b>	<b>3,930,072</b>	<b>15%</b>
	<b>Public Health - Cemetery</b>	<b>13,000</b>	<b>1,250</b>	<b>90%</b>
	<b>Planning</b>	<b>363,950</b>	<b>327,176</b>	<b>10%</b>
	<b>Recreation:</b>			
	Recreation Common	273,437	342,846	
	Programming & Events	271,100	307,630	
	AMFRC	645,050	623,845	
	Water Front	43,925	25,691	
	Pool	225,200	238,440	
	Green Space	291,500	260,171	
	<b>Total Recreation:</b>	<b>1,750,212</b>	<b>1,798,623</b>	<b>-3%</b>
	<b>TOTAL EXPENDITURES:</b>	<b>9,456,266</b>	<b>8,539,049</b>	<b>10%</b>
	<b>NET OPERATING SURPLUS</b>	<b>62,487</b>	<b>950,536</b>	
	<b>NON OPERATING EXPENSES:</b>			
	Transfer To:			
	Facility Reserve	250,000	250,000	
	Contingency Reserve		160,000	
	Water & Sewer Reserve (heat/electrical savings)		161,000	
	Cable Reserve		112,845	
	Future Land Development	9,300	9,300	
	Transfer from:			
	From General Surplus Reserve	(196,813)	-	
	<b>Total Reserve Transfers</b>	<b>62,487</b>	<b>693,145</b>	
	<b>NET SURPLUS/DEFICIT</b>	<b>\$ -</b>	<b>\$ 257,391</b>	
	<b>TOTAL WAGES AND BENEFITS</b>	<b>4,080,402</b>	<b>4,168,665</b>	<b>-2%</b>

**2023 Variance Report  
December 31, 2023**

<b>GENERAL MUNICIPAL</b>		<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>GENERAL MUNICIPAL REVENUES</b>				
<b>REVENUES: GENERAL TAXATION</b>				
	Property Taxes - Residential	1,278,635	1,287,076	-1%
	Property Taxes - Non-Residential	1,236,711	1,219,974	1%
<b>TOTAL GENERAL TAXATION REVENUE</b>		<b>2,515,346</b>	<b>2,507,050</b>	
<b>REVENUES: GRANTS IN LIEU OF TAXES</b>				
	Federal Grants in Lieu - Residential	30,702	30,702	0%
	Territorial Grants in Lieu - Residential	16,279	16,279	0%
	Federal Grants in Lieu - Non-Residential	174,061	174,963	-1%
	Territorial Grants in Lieu - Non-Residential	460,316	462,701	-1%
	Tr'ondek Hwech'in Grants In Lieu	464,625	464,625	0%
<b>TOTAL GRANTS IN LIEU REVENUES</b>		<b>1,145,983</b>	<b>1,149,270</b>	
<b>REVENUES: GRANTS</b>				
	Comprehensive Municipal Grant	2,570,997	2,655,851	-3%
	Training Grant	4,000	4,000	0%
	Carbon Rebate	65,153	76,322	-17%
<b>TOTAL GRANT REVENUES</b>		<b>2,640,150</b>	<b>2,736,173</b>	
<b>REVENUES: PENALTIES &amp; INTEREST</b>				
	Penalties & Interest - Property Taxes	10,000	17,161	-72%
	Penalties & Interest - Water & Sewer	6,000	9,821	-64%
	Administration Fee - Tax Liens	600	-	
<b>TOTAL PENALTIES &amp; INTEREST REVENUE</b>		<b>16,600</b>	<b>26,982</b>	
<b>REVENUE: OTHER REVENUE</b>				
	Bank Interest	6,000	72,809	-1113%
	Interest on Investments	45,000	154,090	-242%
	Less Interest Transferred to Reserves	(40,000)	(144,564)	-261%
	Bad Debt Recovery/NSF charges	1,000	-	100%
<b>TOTAL OTHER REVENUE:</b>		<b>12,000</b>	<b>82,335</b>	
<b>REVENUE: SALE OF SERVICES</b>				
	Business Licence	40,000	32,914	18%
	Intermunicipal Business Licence	1,500	575	62%
	Certificate and Searches	1,475	1,900	-29%
	Building Lease/Rental Income	85,071	80,543	5%
<b>TOTAL SALE OF SERVICES REVENUE</b>		<b>128,046</b>	<b>115,932</b>	
<b>TOTAL GENERAL MUNICIPAL REVENUE</b>		<b>6,458,125</b>	<b>6,617,742</b>	<b>-2%</b>
1	\$5,000 Curling Club lease captured in Recreation			

**2023 Variance Report  
December 31, 2023**

<b>GENERAL MUNICIPAL</b>		<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>EXPENDITURES: MAYOR AND COUNCIL</b>				
	Wages & Honoraria - Mayor/Council	70,000	70,169	0%
	Benefits - Mayor/Council	4,200	4,606	-10%
	Employee Wages - Council Services Admin.	51,307	55,020	-7%
	Employee Benefits - Council Services Admin.	7,696	7,316	5%
	Membership	27,000	31,593	-17%
	Training/Conferences - Mayor and Council	5,000	2,900	42%
	Travel - Accommodation and Meals	11,500	9,583	17%
	Travel - Transportation	9,000	5,253	42%
	Special events/sponsorship	6,000	456	92%
	Non Capital Equipment/Office Furniture	1,500	-	100%
	<b>TOTAL MAYOR AND COUNCIL EXPENSES</b>	<b>193,204</b>	<b>186,896</b>	
2	Due to extra meetings and unanticipated length of council meetings			
3	Departing Staff and contracted CAO coverage on transition			
<b>EXPENDITURES: GRANTS/SUBSIDY</b>				
	Homeowner Senior Tax Grants	21,248	20,474	4%
	Development Incentive Grant	64,610	29,749	54%
	Water and Sewer - Senior Discount	43,665	32,650	25%
	Community Grants	30,000	31,860	-6%
	Dawson Ski Hill Grants	6,000	6,157	-3%
	KDO Funding	35,000	35,000	0%
	<b>TOTAL GRANTS/SUBSIDY EXPENSES</b>	<b>200,523</b>	<b>155,890</b>	
<b>EXPENDITURES: ADMINISTRATION</b>				
	Wages - Administration	555,000	592,008	-7%
	Benefits - Administration	83,250	80,287	4%
	Professional Fees	2,000	4,000	-100%
	Audit	22,000	22,000	0%
	Legal	100,000	60,167	40%
	Human Resource	15,000	13,018	13%
	Membership/Conference	2,500	1,183	53%
	Training	7,000	-	100%
	Travel - Accommodation and Meals	6,000	3,818	36%
	Travel - Transportation	10,000	6,007	40%
	Promotional Material/Hosting Events	3,000	398	87%
	Subscriptions & Publications	2,000	425	79%
	Postage ALL DEPTS	13,500	11,948	11%
	Freight	2,000	783	61%
	Supplies - Office ALL DEPTS	30,000	23,869	20%
	Non Capital Equipment	4,000	5,481	-37%
	Photocopier Expense - ALL DEPTS	9,000	9,179	-2%
	Building/Vehicle Repairs and Maintenance	15,000	5,645	62%
	Electrical	19,500	10,371	47%
	Heating	27,000	25,552	5%

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**2023 Variance Report  
December 31, 2023**

<b>GENERAL MUNICIPAL</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
Insurance - ALL DEPTS	308,544	311,213	-1%
Telephone and Fax	33,000	33,242	-1%
Bank Charges	8,100	5,201	36%
Payroll Fees	3,360	6,638	-98%
Bad Debt Expense	4,796	-	100%
Assessment Fees	38,500	40,756	-6%
Tax Liens/Title Searches	200	-	100%
Intermunicipal Business Licence	1,000	595	41%
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>1,325,250</b>	<b>1,273,784</b>	
<b>EXPENDITURES: OTHER PROPERTY EXPENSES</b>			
Repairs and Maintenance - 8th Residence	7,000	5,099	27%
Repairs and Maintenance - 6th Ave. Rental	5,000	5,830	-17%
Property Lease /staff housing	12,100	7,593	37%
<b>TOTAL OTHER PROPERTY EXPENSES</b>	<b>24,100</b>	<b>18,522</b>	
<b>EXPENDITURES: COMPUTER INFORMATION SYSTEMS</b>			
Accounting System Support Plan	30,000	34,321	-14%
Network Workstation Support Plan & Updates	45,000	53,037	-18%
Network Software and Accessories	25,000	21,470	14%
Repairs, Maintenance & Non Capital Replacement	4,000	3,417	15%
<b>TOTAL COMPUTER IT EXPENSES</b>	<b>104,000</b>	<b>112,245</b>	
<b>EXPENDITURES: COMMUNICATIONS</b>			
Communications - Advertising ALL DEPTS	18,200	20,359	-12%
Licence Fees	2,500	2,201	12%
Contracted Services	9,000	-	100%
<b>TOTAL COMMUNICATIONS EXPENSES</b>	<b>29,700</b>	<b>22,560</b>	
<b>EXPENDITURES: MUNICIPAL HEALTH &amp; SAFETY PROGRAM</b>			
Wages - Safety	3,927	5,974	-52%
Benefits - Safety	550	668	-21%
<b>TOTAL MUNICIPAL HEALTH &amp; SAFETY EXPENSES</b>	<b>4,477</b>	<b>6,642</b>	
<b>TOTAL GENERAL MUNICIPAL EXPENSES</b>	<b>1,881,253</b>	<b>1,776,539</b>	<b>6%</b>
<b>TOTAL GENERAL MUNICIPALITY REVENUES:</b>	<b>6,458,125</b>	<b>6,617,742</b>	
<b>TOTAL GENERAL MUNICIPALITY EXPENSES:</b>	<b>1,881,253</b>	<b>1,776,539</b>	
<b>NET GENERAL MUNICIPALITY</b>	<b>4,576,872</b>	<b>4,841,203</b>	
<b>4 Unanticipated cost to switch buildings away from failing radio tower internet connection</b>			
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>716,927</b>	<b>753,712</b>	<b>-5%</b>

**2023 Variance Report  
December 31, 2023**

<b>CABLE</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>REVENUES - CABLE:</b>			
Cable Television:			
Analog Basic	188,429	141,270	25%
Digital Basic	48,941	33,734	31%
Packages	15,304	9,403	39%
New Installations/Reconnects	2,345	3,187	-36%
Fibre Optic Rental	4,589	4,440	3%
Estimated loss of customer base	(2,500)	-	100%
<b>TOTAL REVENUE - CABLE:</b>	<b>257,108</b>	<b>192,034</b>	<b>25%</b>
<b>EXPENDITURES - CABLE:</b>			
Wages	27,000	29,076	-8%
Benefits	4,050	4,189	-3%
Advertising/Analog Channel Guide	2,358	2,560	-9%
Supplies - Office	2,500	983	61%
Non-capital Equipment/Office Furniture	2,000	2,500	-25%
Tower/Equipment Repairs and Mtnce.	7,000	8,453	-21%
Electrical	13,000	13,330	-3%
Telephone and Fax	2,200	2,329	-6%
Contracted Services	40,000	65,171	-63%
Supplies - Operating	2,000	6,810	-241%
Cable Pole Rental/Site Lease	35,000	38,151	-9%
Television Stations	120,000	96,527	20%
<b>TOTAL EXPENDITURES - CABLE:</b>	<b>257,108</b>	<b>270,079</b>	<b>-5%</b>
<b>NET CABLE EXPENSES</b>	<b>(0)</b>	<b>(78,045)</b>	

**1** Loss greatly exceeded anticipated budget - left in line items for clarity

<b>CEMETERY</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>REVENUE - CEMETERY PLOTS:</b>			
Sale of Cemetery Plots	4,300	7,800	-81%
<b>TOTAL CEMETERY REVENUE:</b>	<b>4,300</b>	<b>7,800</b>	<b>-81%</b>
<b>EXPENDITURES - CEMETERY PLOTS:</b>			
Contracted Services	8,000	1,250	84%
Landscaping	5,000	-	100%
<b>TOTAL CEMETERY EXPENSE:</b>	<b>13,000</b>	<b>1,250</b>	<b>90%</b>
<b>TOTAL CEMETERY REVENUES:</b>	<b>4,300</b>	<b>7,800</b>	
<b>TOTAL CEMETERY EXPENSES:</b>	<b>13,000</b>	<b>1,250</b>	
<b>NET CEMETERY EXPENSES</b>	<b>(8,700)</b>	<b>6,550</b>	

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<b>PLANNING &amp; DEVELOPMENT:</b>		<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>																			
<b>REVENUES - PLANNING:</b>																							
	Development Permits	10,000	24,871	-149%																			
	Subdivision Development Fees	5,000	above																				
	Misc Government Grant	-	8,925		1																		
	Land Sales	60,000	1,000	98%																			
	Cash in Lieu (parking)	9,300	-	100%																			
	Transfer in from Reserves (Heritage)	10,000	-	100%	2																		
<b>TOTAL REVENUE - PLANNING:</b>		<b>94,300</b>	<b>34,796</b>	<b>63%</b>																			
<b>EXPENDITURES - PLANNING:</b>																							
	Wages - Planning	203,000	205,271	-1%	3																		
	Benefits - Planning	30,450	31,020	-2%																			
	Honoraria	12,000	9,231	23%																			
	Legal	30,000	31,994	-7%																			
	Training	6,000	1,647	73%																			
	Travel - Accommodation and Meals	3,000	1,165	61%																			
	Travel - Transportation	4,000	447	89%																			
	Subscriptions & Publications	500	-	100%																			
	Non Capital Equipment/Office Furniture	3,000	-	100%																			
	Downtown Revitalization	30,000	26,468	12%																			
	Heritage Incentive	10,000	-	100%	2																		
	Contracted services	2,000	9,223	-361%	1																		
	Survey and Title Costs	30,000	10,710	64%																			
<b>TOTAL EXPENDITURES - PLANNING:</b>		<b>363,950</b>	<b>327,176</b>	<b>10%</b>																			
<b>TOTAL PLANNING REVENUES:</b>		<b>94,300</b>	<b>34,796</b>	63%																			
<b>TOTAL PLANNING EXPENSES:</b>		<b>363,950</b>	<b>327,176</b>	10%																			
<b>NET PLANNING EXPENSES</b>		<b>(269,650)</b>	<b>(292,380)</b>																				
	<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>233,450</b>	<b>236,291</b>	<b>-1%</b>																			
<table border="1"> <tr> <td>1</td> <td colspan="5">Tent City planning review- funded by YG</td> </tr> <tr> <td>2</td> <td colspan="5">No applications received in 2023</td> </tr> <tr> <td>3</td> <td colspan="5">Due to departure of staff/additional coverage required by PD Manager/HAF application work</td> </tr> </table>						1	Tent City planning review- funded by YG					2	No applications received in 2023					3	Due to departure of staff/additional coverage required by PD Manager/HAF application work				
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<b>PROTECTIVE SERVICES</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>	
<b>PROTECTIVE SERVICES</b>				
<b>REVENUES - FIRE PROTECTION</b>				
Fire Alarm Monitoring	9,955	12,930	-30%	
Inspection Services	2,000	-	100%	
Fire & Alarm Response	5,000	-	100%	
Miscellaneous Protective Services	15,000	3,178	79%	1
CMG - Fire Suppression	50,000	50,000	0%	
<b>TOTAL FIRE PROTECTION REVENUES</b>	<b>81,955</b>	<b>66,108</b>	<b>19%</b>	
<b>EXPENSES - FIRE PROTECTION</b>				
Wages - Fire Protection	109,000	108,735	0%	
Benefits - Fire Protection	16,350	14,301	13%	
Fire Fighter Call Outs	30,000	30,640	-2%	2
Benefits - Fire Fighter WCB	24,000	28,493	-19%	3
Professional Fees (medical fees)	2,000	1,802	10%	
Membership/Conference	1,000	985	2%	
Training/Certificates	35,000	37,529	-7%	3
Travel - Accommodation and Meals	6,000	4,781	20%	
Travel - Transportation	5,000	4,095	18%	
Promotional Material	2,000	343	83%	
Special Events	8,000	2,601	67%	1
Subscriptions & Publications	2,000	-	100%	
Freight	5,000	748	85%	
Non Capital Equipment	8,000	800	90%	
Building Repairs and Maintenance	4,000	2,117	47%	
Electrical	6,500	4,434	32%	
Heating	9,750	10,094	-4%	
Insurance (FF additional)	5,000	-	100%	
Telephone and Fax	6,500	3,857	41%	
Contracted Services	42,000	6,915	84%	
Supplies - Operating and safety	30,000	17,076	43%	
Supplies - Specialty Clothing/other	20,000	5,791	71%	
Smoke/CO Detector Campaign	5,000	-	100%	
Training facility	5,000	-	100%	1
Vehicle Fuel	4,500	3,647	19%	
Vehicle Repairs and Maintenance	2,500	160	94%	
Heavy Equipment Fuel	1,500	992	34%	
Heavy Equipment Repairs and Maintenance	7,500	3,883	48%	
Equipment Lease	-	-		
<b>Contribution to Operating Reserves</b>				
<b>TOTAL FIRE PROTECTION EXPENSES</b>	<b>403,100</b>	<b>294,819</b>	<b>27%</b>	
<b>NET FIRE PROTECTION EXPENSES</b>	<b>(321,145)</b>	<b>(228,711)</b>		

<b>1</b>	Grants budgeted, but projects did not go forward
<b>2</b>	Based on call-outs - no control as to the number each year
<b>3</b>	Full contingent of volunteers

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	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>PROTECTIVE SERVICES</b>			
<b>EMERGENCY MEASURES</b>			
<b>EXPENSES - EMERGENCY MEASURES:</b>			
Wages - EMO	21,000	21,478	-2%
Benefits - EMO	3,150	2,626	17%
Supplies (includes Infosat communication)	1,948	225	88%
Non Capital Equipment	1,000	859	14%
Safety Kits and Supplies	2,000	91	95%
Vehicle Repairs and Maintenance			
<b>TOTAL EMERGENCY MEASURES EXPENSES</b>	<b>29,098</b>	<b>25,279</b>	<b>13%</b>
<b>BYLAW ENFORCEMENT</b>			
<b>REVENUES - BYLAW ENFORCEMENT</b>			
Bylaw Revenue	3,000	1,750	42%
Animal Control Fees	3,000	1,430	52%
<b>TOTAL BYLAW ENFORCEMENT REVENUES</b>	<b>6,000</b>	<b>3,180</b>	<b>47%</b>
<b>EXPENSES - BYLAW ENFORCEMENT:</b>			
Wages - Bylaw	81,000	80,239	1%
Benefits - Bylaw	12,150	10,947	10%
Legal Fees	30,000	1,554	95%
Training	4,000	1,427	64%
Travel - Accommodation and Meals	2,250	1,289	43%
Travel - Transportation	1,750	-	100%
Educational Material/Special Events	3,750	834	78%
Freight	300	-	100%
Non Capital Equipment	500	535	-7%
Contracted Services	2,000	570	72%
Animal Control - Humane Society	14,600	14,600	0%
Operating Supplies/Signs/Animal control	3,000	81	97%
Specialty Clothing	1,000	496	50%
Vehicle Fuel	1,800	1,215	33%
Vehicle Repairs and Maintenance	1,000	1,425	-43%
<b>TOTAL BYLAW ENFORCEMENT EXPENDITURES:</b>	<b>159,100</b>	<b>115,212</b>	<b>28%</b>
<b>NET BYLAW ENFORCEMENT EXPENDITURES</b>	<b>(153,100)</b>	<b>(112,032)</b>	
<b>TOTAL PROTECTIVE SERVICES REVENUES:</b>	<b>87,955</b>	<b>69,288</b>	
<b>TOTAL PROTECTIVE SERVICES EXPENSES:</b>	<b>591,298</b>	<b>435,310</b>	
<b>NET PROTECTIVE SERVICES EXPENSES</b>	<b>(503,343)</b>	<b>(366,022)</b>	
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>239,500</b>	<b>235,700</b>	<b>2%</b>

<b>4</b> Aging equipment
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	<b>PUBLIC WORKS</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>	
	<b>REVENUE - PUBLIC WORKS:</b>				
	<b>WATER SERVICE REVENUE:</b>				
	Water Utility Fee	898,115	900,089	0%	
	Bulk Water Sales - Fill Station	20,250	22,070	-9%	
	Water Delivery	74,109	74,840	-1%	
	Disconnect/Reconnect Water Services	9,585	15,028	-57%	
	<b>TOTAL WATER SERVICE REVENUE:</b>	<b>1,002,059</b>	<b>1,012,027</b>		
	<b>SEWER SERVICE REVENUE:</b>				
	Sewer Utility Fee	679,948	673,340	1%	
	<b>TOTAL SEWER SERVICE REVENUE:</b>	<b>679,948</b>	<b>673,340</b>		
	<b>WASTE MANAGEMENT REVENUE:</b>				
	Waste Management Fees	270,884	291,364	-8%	
	YG Funding for Waste Management	75,000	70,000	7%	
	Ground Water Monitoring	35,000	26,825	23%	
	Tipping Fees	50,000	-	100%	1
	YG Funding for Recycling Depot	42,840	38,046	11%	
	Recycling Revenue (Raven Recycling)	50,000	38,407	23%	
	<b>TOTAL WASTE MANAGEMENT REVENUE:</b>	<b>523,724</b>	<b>464,642</b>		
	<b>OTHER REVENUE:</b>				
	New Installation Fee - Labour	45,000	43,554	3%	
	Sale of Gravel	1,500	2,927	-95%	
	New Installation Fee - Sale of Inventory	35,000	40,705	-16%	
	Load Capacity	20,000	9,803	51%	
	Grant - Training	5,000	5,545	-11%	
	Lease Income - Dock	5,000	-	100%	
	<b>TOTAL OTHER REVENUE:</b>	<b>111,500</b>	<b>102,534</b>		
	<b>TOTAL REVENUE - PUBLIC WORKS:</b>	<b>2,317,231</b>	<b>2,252,543</b>	<b>3%</b>	
	1 Due to postponement of tipping fees				
	2 Allocation estimate - see Total Dept wages and Benefit (below budget)				
	3 Delayed inspection work from 2022				
	<b>EXPENDITURES - PUBLIC WORKS:</b>				
	<b>COMMON:</b>				
	Wages - PW Common	148,000	182,374	-23%	2
	Benefits - PW Common	22,200	36,564	-65%	
	Professional Fees	1,000	-	100%	
	Membership/Conference	3,000	1,220	59%	
	Training	8,000	3,796	53%	
	Travel - Accommodation and Meals	5,000	876	82%	
	Travel - Transportation	2,000	783	61%	
	Promotional Material/Special Events	500	500	0%	
	Subscriptions & Publications	500	200	60%	
	Freight	2,000	9,012	-351%	
	Non Capital Equipment	15,000	5,966	60%	
	Photocopier Expense (lease)	1,395	2,493	-79%	
	Building Repairs and Maintenance	10,000	9,125	9%	
	Electrical	8,450	8,783	-4%	
	Heating	22,500	37,758	-68%	
	Telephone and Fax	15,000	14,096	6%	
	Contract Services - Common	5,000	22,832	-357%	3
	Supplies - Common Operating	20,000	24,657	-23%	
	Supplies - Safety	15,000	11,471	24%	

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	<b>PUBLIC WORKS</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
	Vehicle Fuel	33,000	31,470	5%
	Vehicle Repairs and Maintenance	35,000	30,068	14%
	Heavy Equipment Fuel	15,000	22,295	-49%
	Heavy Equipment R&M	75,000	85,830	-14%
	Mosquito Control	18,000	18,995	-6%
	<b>TOTAL COMMON EXPENDITURES:</b>	<b>480,545</b>	<b>561,164</b>	<b>-17%</b>
	<b>ROADS AND STREETS - SUMMER:</b>			
	Wages - PW Roads Summer	13,000	16,032	-23%
	Benefits - PW Roads Summer	1,950	10,699	-449%
	Freight	500	-	100%
	Contracted Services	60,000	77,043	-28%
	Supplies - Operating	1,000	-	100%
	Chemicals	10,000	-	100%
	Cold Mix	3,000	-	100%
	Gravel	10,000	3,075	69%
	Signs	7,000	-	100%
	Street Lights	20,000	22,121	-11%
	<b>TOTAL ROADS AND STREETS - SUMMER:</b>	<b>126,450</b>	<b>128,970</b>	<b>-2%</b>
	<b>ROADS AND STREETS - WINTER:</b>			
	Wages - PW Roads Winter	62,000	66,613	-7%
	Benefits - PW Roads Winter	9,300	13,505	-45%
	Freight	2,500	-	100%
	Contracted Services	250,000	172,253	31%
	Supplies	500	450	10%
	3/8 Minus Sand Mix	20,000	-	100%
	Winter Chemical	65,000	-	100%
	Signs	500	66	87%
	Street Lights	19,000	15,097	21%
	<b>TOTAL ROADS AND STREETS - WINTER</b>	<b>428,800</b>	<b>267,984</b>	<b>38%</b>
	<b>SIDEWALKS:</b>			
	Wages - PW Sidewalks	11,000	15,118	-37%
	Benefits - PW Sidewalks	1,650	1,639	1%
	Freight	500	-	100%
	Contracted Services	5,000	52	99%
	Supplies - Material	2,000	1,088	46%
	<b>TOTAL SIDEWALKS:</b>	<b>20,150</b>	<b>17,897</b>	<b>11%</b>
	<b>FLOATING DOCK:</b>			
	Repair and Maintenance	3,000	3,224	-7%
	Contracted Services	2,000	-	100%
	Marine Lease	150	150	0%
	<b>TOTAL FLOATING DOCK:</b>	<b>5,150</b>	<b>3,374</b>	<b>34%</b>
	4 Offset each other			

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	<b>PUBLIC WORKS</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>SURFACE DRAINAGE:</b>				
	Wages - PW Surface Drainage	54,000	50,763	6%
	Benefits - PW Surface Drainage	8,100	5,856	28%
	Freight	500	-	100%
	General Operat-Non Capital Equipment	2,500	-	100%
	Electrical	2,250	943	58%
	Contracted Services	12,000	808	93%
	Supplies	5,000	1,241	75%
	<b>TOTAL SURFACE DRAINAGE</b>	<b>84,350</b>	<b>59,611</b>	<b>29%</b>
<b>ENVIRONMENTAL USE AND PROTECTIONS:</b>				
<b>WATER SERVICES:</b>				
	Wages - PW Water Services	460,000	441,722	4%
	Benefits - PW Water Services	69,000	65,770	5%
	Professional Fees	10,000	-	100%
	Professional Fees - Water Licence	20,000	3,616	82%
	Membership/Conference/Certificates	4,000	588	85%
	Training	10,000	4,143	59%
	Travel - Accommodation and Meals	5,000	3,611	28%
	Travel - Transportation	2,500	1,872	25%
	Freight	22,000	26,375	-20%
	Non Capital Equipment	5,000	3,091	38%
	Repairs and Maintenance	75,000	73,590	2%
	Electrical	195,000	132,739	32%
	Heating	300,000	200,882	33%
	Telephone	15,000	17,565	-17%
	Contract Services	50,000	34,118	32%
	Supplies - Operating	100,000	128,080	-28%
	Supplies - Safety	5,000	7,209	-44%
	Chemicals	20,000	9,169	54%
	Water Sampling/Testing	12,000	5,858	51%
	Water Delivery	116,000	96,025	17%
	<b>TOTAL WATER SERVICES:</b>	<b>1,495,500</b>	<b>1,256,023</b>	<b>16%</b>
<b>SEWER SERVICES:</b>				
	Wages - PW Sewer Services	153,000	177,246	-16%
	Benefits - PW Sewer Services	22,950	25,229	-10%
	Membership/Conference/Dues	1,000	-	100%
	Training	5,000	-	100%
	Travel - Accommodation and Meals	3,000	-	100%
	Travel - Transportation	1,500	-	100%
	Freight	1,500	364	76%
	Non Capital Equipment	3,000	-	100%
	Electrical	32,500	24,643	24%
	Contracted Services	60,000	28,810	52%
	Supplies	8,000	4,336	46%
	Supplies - Safety	5,000	-	100%
	Chemicals	3,000	-	100%
	<b>TOTAL SEWER SERVICES:</b>	<b>299,450</b>	<b>260,628</b>	<b>13%</b>
5	Unexpected savings and benefit from introducing water meters			
<b>WASTE WATER TREATMENT PLANT:</b>				
	Wages - PW WWTP			
	YG Payment towards Operating WWTP	232,000	218,897	6%
	<b>TOTAL WASTE WATER TREATMENT PLANT:</b>	<b>232,000</b>	<b>218,897</b>	

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5

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	<b>PUBLIC WORKS</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>	
	<b>WASTE MANAGEMENT:</b>				
	Wages - PW Waste Management	338,000	257,247	24%	6
	Benefits - PW Waste Management	50,700	42,152	17%	
	Professional Fees	10,000	-	100%	
	Training	5,000	-	100%	
	Travel - Accommodation and Meals	5,000	693	86%	
	Travel - Transportation	2,500	230	91%	
	Freight	500	1,774	-255%	
	Non-Capital Equipment	40,000	482	99%	
	Building Repairs and Maintenance	7,000	73	99%	
	Electrical	11,700	2,242	81%	
	Heating	4,500	927	79%	
	Contracted Services	150,000	133,862	11%	
	Supplies	1,500	2,277	-52%	
	Supplies - Safety	3,000	925	69%	
	Sampling/Testing	40,000	26,825	33%	
	Vehicle Fuel (including garbage truck)	15,000	15,856	-6%	
	Vehicle Repairs and Maintenance	15,000	5,254	65%	
	Water Delivery/Septic	1,000	1,430	-43%	
	Heavy Equipment Fuel	5,250	5,776	-10%	
	Heavy Equipment Repairs and Maintenance	20,000	7,937	60%	
	<b>TOTAL WASTE MANAGEMENT:</b>	<b>725,650</b>	<b>505,962</b>	<b>30%</b>	
	6 Delay in implementing tipping fees delayed hiring of additional staff				
	7 Unanticipated electrical panel review				
	<b>WASTE DIVERSION:</b>				
	Wages - PW Diversion	200,000	189,033	5%	
	Benefits - PW Diversion	30,000	24,037	20%	
	Non-Capital Equipment	10,000	7,094	29%	
	Electrical	50,000	11,586	77%	
	Building Repairs and Maintenance	3,000	723	76%	
	Contracted Services	5,000	20,209	-304%	7
	Recycling Depot - Supplies	10,000	1,574	84%	
	Supplies - Safety	5,000	6,044	-21%	
	<b>TOTAL WASTE DIVERSION:</b>	<b>313,000</b>	<b>260,300</b>	<b>17%</b>	
	<b>BUILDING MAINTENANCE</b>				
	Wages - PW Other	316,000	325,084	-3%	
	Benefits - PW Other	47,400	46,625	2%	
	Janitorial Supplies - ALL DEPTS	25,000	17,553	30%	
	<b>TOTAL Building Maintenance:</b>	<b>388,400</b>	<b>389,262</b>	<b>0%</b>	
	<b>TOTAL PUBLIC WORKS REVENUE</b>	<b>2,317,231</b>	<b>2,252,543</b>		
	<b>TOTAL PUBLIC WORKS EXPENDITURES</b>	<b>4,599,445</b>	<b>3,930,072</b>		
	<b>NET PUBLIC WORKS EXPENDITURES</b>	<b>(2,282,214)</b>	<b>(1,677,529)</b>		
	2 DEPARTMENTAL WAGES AND BENEFITS	2,018,250	1,993,308	1%	

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<b>RECREATION:</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>REVENUE - RECREATION COMMON</b>			
Lotteries - Yukon	43,051	47,777	-11%
Equipment Rental	6,000	3,849	36%
Misc Revenue (includes misc grant)	7,500	7,515	0%
Sponsored Initiatives	7,500	-	100%
<b>TOTAL REVENUES-RECREATION COMMON</b>	<b>64,051</b>	<b>59,141</b>	<b>8%</b>
<b>EXPENDITURES - COMMON SERVICES:</b>			
Wages - Recreation	118,000	197,725	-68%
Benefits - Recreation	17,700	24,873	-41%
Professional Fees	8,000	4,034	50%
Training	5,000	3,696	26%
Travel - Accommodation and Meals	3,000	1,844	39%
Travel - Transportation	3,000	4,000	-33%
Freight	13,000	4,868	63%
Non Capital Equipment/Office Furniture	4,000	1,688	58%
Photocopier Expense (lease)	2,136	2,136	0%
Telephone and Fax	10,000	15,263	-53%
Bank Service Charges/Debit Machine	6,300	7,139	-13%
Contracted Services	10,000	16,386	-64%
Supplies - Safety	6,000	5,645	6%
Lottery Grants	43,051	41,249	4%
Vehicle Fuel	7,250	6,000	17%
Vehicle Repairs and Maintenance	7,000	4,443	37%
Sponsored Initiatives	10,000	1,857	81%
<b>TOTAL REC. COMMON/CENTER EXPENSES:</b>	<b>273,437</b>	<b>342,846</b>	<b>-25%</b>
<b>REVENUE - PROGRAMS AND EVENTS</b>			
YLAP Grant/Youth Activity Grant	12,500	12,500	0%
Programs - Under 14 yrs of age			
Programs	43,079	49,194	-14%
Grants	10,000	10,000	0%
<b>TOTAL REVENUES - PROGRAMS/EVENTS</b>	<b>65,579</b>	<b>71,694</b>	
<b>EXPENDITURES - PROGRAMS AND EVENTS</b>			
Wages - Programs and Events	172,000	178,421	-4%
Benefits - Programs and Events	25,800	34,209	-33%
WCB - Instructors			
Membership/Conference Fees	300	-	100%
Training	2,000	1,384	31%
Travel - Accom & Transportation	2,000	5,677	-184%
Non Capital Equipment	5,000	4,742	5%
Contracted Services - Instructors	25,000	34,893	-40%
Supplies Programming	11,500	14,645	-27%
Supplies - YLAP	12,500	12,505	0%
Rental Space			
Canada Day	5,000	6,147	-23%
Discovery Day	2,500	3,630	-45%
Celebration of Lights	7,500	11,377	-52%
<b>TOTAL PROGRAMS &amp; EVENTS EXPENSES:</b>	<b>271,100</b>	<b>307,630</b>	<b>-13%</b>
<b>NET - PROGRAMS &amp; EVENTS EXPENSES</b>	<b>(205,521)</b>	<b>(235,936)</b>	
1 Switch to fibre internet to replace failing radio tower equipment			

1

**2023 Variance Report  
December 31, 2023**

<b>RECREATION:</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
<b>REVENUE - AMFRC</b>			
Merchandise/skate sharpening	1,331	2,385	-79%
Public Skating	10,001	7,220	28%
Ice Fees	41,973	65,249	-55%
Curling Club Lease	5,000	5,000	0%
Recreation Facility Rental	1,500	7,607	-407%
<b>TOTAL REVENUES - AMFRC</b>	<b>59,805</b>	<b>87,461</b>	<b>-46%</b>
<b>EXPENDITURES - AMFRC</b>			
Wages - AMFRC	212,000	210,073	1%
Benefits - AMFRC	31,800	28,769	10%
Building R & M - AMFRC	145,000	130,135	10%
Equipment R & M	8,000	12,212	-53%
Electrical - AMFRC	125,000	126,273	-1%
Propane - AMFRC	2,000	2,197	-10%
Heating - AMFRC	105,000	105,099	0%
Contracted Services	10,000	4,463	55%
Supplies Operating - AMFRC	6,000	4,624	23%
Equip Fuel - AMFRC	250	-	100%
<b>TOTAL AMFRC EXPENSES:</b>	<b>645,050</b>	<b>623,845</b>	<b>3%</b>
<b>NET - AMFRC EXPENSES</b>	<b>(585,245)</b>	<b>(536,384)</b>	
<b>REVENUE - WATERFRONT</b>			
Fitness Passes	50,150	64,636	-29%
<b>TOTAL REVENUES - WATERFRONT</b>	<b>50,150</b>	<b>64,636</b>	
<b>EXPENDITURES - WATERFRONT</b>			
Wages - Waterfront	9,500	5,531	42%
Benefits - Waterfront	1,425	732	49%
Building R & M	10,000	4,397	56%
Equipment R & M	5,000	161	97%
Electrical	7,500	6,003	20%
Heating	7,500	5,779	23%
Supplies Operating	3,000	3,088	-3%
<b>TOTAL WATERFRONT EXPENSES:</b>	<b>43,925</b>	<b>25,691</b>	<b>42%</b>
<b>NET - WATERFRONT EXPENSES</b>	<b>6,225</b>	<b>38,945</b>	
<b>REVENUE - POOL</b>			
Public Swim	13,901	20,879	-50%
Swimming Lessons	5,237	4,898	6%
Swim Club	1,000	-	100%
Rentals	250	369	-48%
<b>TOTAL REVENUES - POOL</b>	<b>20,388</b>	<b>26,146</b>	<b>-28%</b>
<b>2 Longer season</b>			
<b>EXPENDITURES - POOL</b>			
Wages - Pool	100,000	118,988	-19%
Benefits - Pool	15,000	12,221	19%
Membership/Conference	200	-	100%
Training	6,000	4,809	20%
Travel - Accommodation and Meals	1,250	1,190	5%
Travel - Transportation	750	-	100%

**2023 Variance Report  
December 31, 2023**

<b>RECREATION:</b>	<b>2023 Budget</b>	<b>YTD Dec 31</b>	<b>Remaining</b>
Building Repairs and Maintenance	32,500	27,809	14%
Electrical	17,500	17,799	-2%
Heating	42,500	50,296	-18%
Supplies - lesson materials	500	-	100%
Supplies - Operational	3,500	3,046	13%
Swim Club Expenditures	500	505	-1%
Supplies - Lesson Material	500	457	9%
Chemicals	4,500	1,320	71%
<b>TOTAL POOL EXPENSES:</b>	<b>225,200</b>	<b>238,440</b>	<b>-6%</b>
<b>NET - POOL EXPENSES</b>	<b>(204,812)</b>	<b>(212,294)</b>	
<b>REVENUE - GREEN SPACE</b>			
Rentals - Minto	8,500	2,422	72%
Vendor Stalls	1,000	-	100%
Commemorative Parks Donations	4,500	1,200	73%
Misc Grant	20,000	-	100%
Rentals - Parks & Greenspaces	3,261	642	80%
Miscellaneous Revenue	2,500	2,040	
<b>TOTAL REVENUES - GREEN SPACE</b>	<b>39,761</b>	<b>6,304</b>	<b>84%</b>
<b>EXPENDITURES - GREEN SPACE</b>			
Wages	120,000	95,672	20%
Benefits	18,000	9,175	49%
Training	2,000	1,200	40%
Non Capital Equipment	10,000	7,062	29%
Repairs & Maintenance - Minto	below	below	
Repairs & Maintenance - Other	below	below	
Commemorative Parks Program	6,000	145	98%
Equipment Repairs & Maintenance	2,000	935	53%
Electric - Minto	7,500	5,655	25%
Electric - Other	3,500	6,576	-88%
Contracted Services	35,000	28,893	17%
Parks & Greenspace Maintenance	20,000	35,516	-78%
Trail Maintenance - Green Space	above	above	
Land Lease	500	399	20%
Golf Course - Operating Lease	45,000	49,000	-9%
DC Minor Soccer	7,000	5,454	22%
Community Garden	15,000	14,489	3%
Equipment Fuel	-	-	
<b>TOTAL GREEN SPACE/PARK MTNCE EXPENSE</b>	<b>291,500</b>	<b>260,171</b>	<b>11%</b>
<b>NET GREEN SPACE EXPENSES</b>	<b>(251,739)</b>	<b>(253,867)</b>	
<b>TOTAL RECREATION REVENUES:</b>			
	<b>299,734</b>	<b>315,382</b>	
<b>TOTAL RECREATION EXPENSES:</b>			
	<b>1,750,212</b>	<b>1,798,623</b>	
<b>NET RECREATION EXPENSES</b>			
	<b>(1,450,478)</b>	<b>(1,483,241)</b>	
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>841,225</b>	<b>916,389</b>	<b>-9%</b>

2



# City of Dawson

## Report to Council

Agenda Item	Write-off of Old Outstanding Cable accounts
Prepared By	Kim McMynn, Acting Chief Financial Officer
Meeting Date	April 29, 2024
References (Bylaws, Policy, Leg.)	Bad Debts Expense
Attachments	Account listing

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

### Recommendation

We recommend that Committee of the Whole forward to Council authorizing Administration to the write-off the prepared listings of accounts (creating a bad debt expense in 2023) of old outstanding cable accounts.

### Executive Summary

The Chief Financial Officer and the Utility Clerk reviewed the accounts receivable listing for old and outstanding accounts. It is prudent to move accounts that have exhausted all attempts at payment either to the property tax account the service is attached to, or write the accounts off.

### Background

In 2020, during Covid, a number of receivable accounts were allowed to build larger than usual balances as the City office (and front counter) remained closed to the public. Covid also forced individuals that were normally working in the tourism industry to leave the City. Unfortunately, many did not alert the City office that they had left and their Cable accounts continued to grow.

In early 2020 it was determined that a new position should be created, "Utility Clerk", to handle the Accounts Receivable including follow-up for collections. The new Utility Clerk position started in August of 2020. In early 2021, the Utility Clerk started a collection process of reminder letters and phone calls. As letters were returned with no forwarding address, phone calls not returned or customers passing, accounts were set to Inactive.

The City of Dawson received funding in 2021 from the Territorial Government for Covid related lost revenues and increased expenditures under the Covid Restart program in the amount of \$438,377. Of these funds, Council directed Administration to provide a rebate to commercial utility accounts and Business license holders. Funds were also used to offset the effects of reduced revenues due to the closure of facilities and to support other staff initiatives during lockdown. A balance remains at the end of 2023 of approximately \$38,247.

### Discussion / Analysis

With the work of our Utility Clerk, the number of uncollectible accounts has been greatly reduced. The practice of follow-up letters and phone calls has greatly improved collectability. However, since a large number of the uncollectible Cable accounts are tenants and not homeowners, locating them is a challenge. Cable accounts are often in the name of a tenant and therefore cannot be applied to the property tax account of the owner. Upon review of the list recently, it is evident that a number of accounts should be written off and removed from the Utilities subledger. As provided in the attachment, uncollectible accounts total \$19,208.70. The acting Chief Financial Officer recommends writing off these accounts as at December 31, 2023. This would remove the burden of reviewing the same accounts period after period, year after year when all means of collection have been exhausted. It is recommended that the expenditure be funded by the Covid Restart Funds, with any balance of Restart funds transferred to Unrestricted Reserve and closed out.

### Fiscal Impact

Covid funds would support the expenditure by offsetting the bad debt expense and not affect the anticipated 2023 surplus.

### Alternatives Considered

None.

### Next Steps

If the Committee of the Whole forwards the recommendation to Council, and Council approves the write-off, then the Chief Financial Officer will provide the entry to the auditors prior to the finalization of the 2023 audited financial statements.



Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	May 3, 2024

City of Dawson

As at December 31, 2023

Prepared by: Kim McMynn

Accounts Receivable - Inactive Cable Accounts

Account #	Total	Column1	Comment
C1255.00	\$569.25	CABLE	Inactive
C1286.00	\$311.60	CABLE	Inactive
C1306.01	\$986.06	CABLE	Inactive
C1324.00	\$300.82	CABLE	Inactive
C1711.00	\$155.94	CABLE	Inactive
C1962.00	\$515.15	CABLE	Inactive
C1974.00	\$444.18	CABLE	Inactive
C1987.00	\$317.71	CABLE	Inactive
C2007.00	\$176.91	CABLE	Inactive
C2009.00	\$121.57	CABLE	Inactive
C2023.00	\$121.88	CABLE	Inactive
C2028.00	\$117.94	CABLE	Inactive
C2046.00	\$1,046.48	CABLE	Inactive
C2117.00	\$294.85	CABLE	Inactive
C2141.00	\$378.00	CABLE	Inactive
C2154.00	\$1,008.26	CABLE	Inactive
C2170.00	\$666.27	CABLE	Inactive
C2171.00	\$152.97	CABLE	Inactive
C2178.00	\$47.25	CABLE	Inactive
C2185.00	\$791.32	CABLE	Inactive
C2202.00	\$265.84	CABLE	Inactive
C2205.00	\$173.71	CABLE	Inactive
C2217.00	\$450.69	CABLE	Inactive
C2221.00	\$67.51	CABLE	Inactive
C2262.00	\$452.83	CABLE	Inactive
C2284.00	\$465.08	CABLE	Inactive
C2293.00	\$103.95	CABLE	Inactive
C2297.00	\$1,117.12	CABLE	Inactive
C2304.00	\$244.85	CABLE	Inactive
C2311.00	\$21.15	CABLE	Inactive
C2328.00	\$269.88	CABLE	Inactive
C2339.00	\$108.69	CABLE	Inactive
C2350.00	\$224.32	CABLE	Inactive
C2354.00	\$154.15	CABLE	Inactive
C2355.00	\$281.57	CABLE	Inactive
C2366.00	\$980.32	CABLE	Inactive
C2378.00	\$378.00	CABLE	Inactive
C2388.00	\$522.00	CABLE	Inactive
C2391.00	\$1,021.06	CABLE	Inactive
C2403.00	\$144.00	CABLE	Inactive
C2409.00	\$261.07	CABLE	Inactive
C2412.00	\$346.10	CABLE	Inactive
C2426.00	\$353.87	CABLE	Inactive
C2557.00	\$58.88	CABLE	Inactive
C2559.00	\$58.97	CABLE	Inactive
C2560.00	\$232.60	CABLE	Inactive
C2561.00	\$178.51	CABLE	Inactive
C2579.00	\$176.91	CABLE	Inactive
C2580.00	\$168.05	CABLE	Inactive
C2582.00	\$300.82	CABLE	Inactive
C2587.00	\$252.00	CABLE	Inactive
C2588.00	\$252.00	CABLE	Inactive
C2594.00	\$284.53	CABLE	Inactive
C2595.00	\$313.26	CABLE	Inactive
	<b>\$ 19,208.70</b>		



# City of Dawson

## Report to Council

Agenda Item	Canadian Bank of Commerce Project Restoration
Prepared By	Asset & Project Manager
Meeting Date	May 1 <sup>st</sup> , 2024
References (Bylaws, Policy, Leg.)	
Attachments	CBC NHS Restoration phase 2

	Council Decision
X	Council Direction
X	Council Information
	Closed Meeting

### Recommendation

That Committee of the Whole receives this project update for the CBC project Restoration and recommends to Council to proceed with Phase 2 of the project as described herein, with budgeted CCBF Funding of \$1,120,000 as approved in the 2024 Capital Budget.

### Executive Summary

The City of Dawson has been engaging with consultants with the design of the second restoration phase of the Canadian Bank of Commerce National Historic Site. The tender package is currently at the 80% design stage.

Phase 2 of the project will consist of the following restoration aspects:

- Interior renovation & structural timber repairs of: lower main floor, upper floor, and attic levels
- Enhance existing and new structural wood wall framing for the exterior wall and attic.
- Install insulation and vapour barrier to external walls.
- Preparation and placement of new concrete slab at the basement level, which is to incorporate a lift pit.
- Structural framing of elevator shaft from basement to roof
- Structural improvements to roof trusses and the “hanging” floor system.

### Background

On December 5<sup>th</sup>, 2023 – Council directed administration to pursue phase 2 of the Canadian Bank of Commerce Restoration with a proposed budget of \$1,120,000 from the CCBF fund.

Some items have been removed from the proposed project in December 2023 including: Lead abatement on exterior cladding, exterior cladding heritage restoration and painting. These items were removed from the scope for phase two due to anticipated costs.

### Discussion / Analysis

The lead paint abatement was removed from the original scope due to the high estimated price of approximately \$350,000. This is now under review and additional methods of abatement are being pursued to reduce this cost.

The restoration of the exterior cladding was removed from the original scope because of the abatement scope removal.

The following items are now being included in the scope of work: Complete repair of the concrete foundation with the elevator pit, complete framing of the elevator shaft, complete structural compliance of the whole building, complete framing of all interior walls.

Without the knowledge of the end use of the building, a criteria of projected Assembly Areas occupancy loads, as identified in the National Building Code, have been identified for a range of potential uses for the upper floor, within a Minimum Specified Load limit of 2.4 kPa - including such example uses as: classrooms and courtrooms with or without fixed seats; portions of assembly areas with fixed seats such as lecture halls (light occupancy); office & storage areas; possible reading and study rooms (2.9 kPa). A 50-person upper floor occupancy is noted on the project design drawings, to be posted as a limit on site, mandated for building uses.

Attached to the report are the 60% drawing sets for phase 2 of the restoration.

A construction management contract (CCDC 5B) will be utilized for this restoration phase. The key roles of the construction manager are as follows.

Scope of Services: The construction manager provides both advisory and management services during the pre-construction phase, and also performs the required construction work during the construction phase.

Compensation: The construction manager is paid a fee for the advisory services during the pre-construction phase and is also compensated for the construction work performed during the construction phase.

Risk Allocation: The risk is more evenly distributed between the owner and the construction manager, as the construction manager is responsible for the construction work.

Subcontractor Selection: The construction manager is responsible for selecting and managing the subcontractors.

Project Delivery: The project can be delivered using a variety of approaches, including design-build, integrated project delivery, or other collaborative models.

In summary, the CCDC 5B contract is a more integrated approach where the construction manager takes on a greater role in both the advisory and construction phases ensuring the project is on budget and delivered.

**Fiscal Impact**

The funds for the second phase of the Canadian Bank of Commerce National historic site will be sourced from the CCBF as approved by Council during the 2024 budget process totalling \$1,120,000.

**Alternatives Considered**

Bid Build contract (CCDC2): This construction approach puts the majority of the risk on the owner and the associated change order costs.

**Next Steps**

Release of tender documents to procure a construction manager.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	02-May-2024

GENERAL NOTES:

- 1. THE GENERAL NOTES AND STRUCTURAL STANDARD DETAILS ARE GENERAL AND APPLY TO THE ENTIRE PROJECT EXCEPT WHERE THERE ARE SPECIFIC INDICATIONS TO THE CONTRARY.
2. DESIGN AND CONSTRUCTION TO BE IN ACCORDANCE WITH THE LATEST EDITION OF THE NATIONAL BUILDING CODE AT TIME OF TENDER. THIS CODE TO GOVERN EXCEPT WHERE OTHER APPLICABLE CODES OR THE FOLLOWING NOTES ARE MORE RESTRICTIVE.
3. STRUCTURAL DIMENSIONS CONTROLLED BY OR RELATED TO PROCESS, MECHANICAL OR ELECTRICAL EQUIPMENT TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION.
4. PROCESS, MECHANICAL, HVAC AND ELECTRICAL EQUIPMENT SUPPORTS, PADS, CURBS, ANCHORAGES, OPENINGS, RECESSES AND REVEALS REQUIRED BY OTHER CONTRACT DRAWINGS TO BE COORDINATED AND VERIFIED FOR SIZE AND LOCATION PRIOR TO COMMENCING WORK.
5. PROVIDE ALL REQUIRED TEMPORARY BEARING AND SUPPORTS FOR ALL SLABS, BEAMS, WALLS AND FRAMES. TEMPORARY BRACING AND SUPPORTS MUST BE CAPABLE OF TRANSFERRING ALL IMPOSED CONSTRUCTION AND DEAD LOADS TO THE STRUCTURE WITHOUT EXCEEDING SPECIFIED DESIGN LOADS.
6. OPENINGS LARGER THAN 100mm OR GROUPS OF OPENINGS NOT SHOWN ON STRUCTURAL DRAWINGS ARE TO BE BROUGHT TO THE ENGINEERS ATTENTION AND TO BE REVIEWED PRIOR TO WORK COMMENCING.
7. NO SLEEVES, DUCTS, PIPES OR OTHER OPENINGS SHALL PASS THROUGH JOISTS, BEAMS OR COLUMNS, EXCEPT WHERE DETAILED ON THE DRAWINGS.
8. BUILDING CONTROL LINES, REFERENCE LINES, GRID LINES AND TEMPORARY BENCH MARKS TO BE CLEARLY IDENTIFIED AND MAINTAINED DURING THE ENTIRE CONSTRUCTION PERIOD.
9. THIS SET OF DRAWINGS SHALL BE READ IN CONJUNCTION WITH THE SPECIFICATIONS AND CIVIL, MECHANICAL, ELECTRICAL AND HVAC DRAWINGS. ANY DISCREPANCIES NOTED SHALL BE REPORTED IMMEDIATELY FOR CLARIFICATION.
10. ALL DIMENSIONS, ELEVATIONS AND SLOPES SHALL BE CHECKED AND VERIFIED WITH THE DRAWINGS & EXISTING SITE CONDITIONS PRIOR TO COMMENCING CONSTRUCTION AND MATERIAL FABRICATION. DO NOT SCALE DRAWINGS.
11. CONFIRM THE LOCATION OF ALL SUB-GRADE SERVICES PRIOR TO COMMENCING SITE WORK.
12. DRAWINGS SHOW COMPLETE STRUCTURES ONLY. CONTRACTOR TO DESIGN AND PROVIDE TEMPORARY FALSEWORK AND BRACING FOR CONSTRUCTION LOADING CONDITIONS. CONTRACTOR IS RESPONSIBLE FOR SAFETY ON JOB SITE.
13. SHOP DRAWINGS AS REQ'D SHALL BE SEALED BY A PROFESSIONAL ENGINEER REGISTERED IN THE YUKON.
14. ALL CODE REFERENCES ARE TO THE LATEST EDITIONS UNO.

PROGRESS PHOTOS:

- 1. REGULAR PROGRESS PHOTOS ARE TO BE TAKEN. 10MPIX. MIN. TAKEN END OF WEEK FRIDAYS;
2. ADDITIONAL PHOTOS ARE TO BE TAKE AS FOLLOWS AND PLACED IN FOLDERS TO INDICATE WHAT THE PHOTOS ARE ABOUT. USE A TAPE MEASURE WHERE POSSIBLE TO PROVIDE SCALE.
a. SUBGRADE PREPARED
b. BASECOURSE FINISHED
c. INSULATION
d. DAMP PROOF MEMBRANE
e. FORMWORK AND REINFORCEMENT
f. BASE SLAB COMPLETE
g. PIT WALLS AND SLAB CAST
h. LIFT WALLS.
i. MAIN FLOOR INFILL PREPARATION, FOUR SIDES, INFILL TRUSSES AND DECKING.
j. BLOCKING, CLEATS, TIE INS, PLY TO WALLS.
3. PHOTOS ARE TO BE INCORPORATED INTO O&M MANUAL

DESIGN DATA:

- 1. DESIGN LIVE LOADS (SERVICE):
NORMAL CATEGORY OF IMPORTANCE
- GROUND SNOW SS = 2.9 kPa +10%
- RAIN LOAD Sr = 0.1 kPa
- STEP SNOW LOAD N/A
- BASEMENT 10 KN/m2
- MAIN FLOOR 4.8 KN/m2 OR 2.4 KN/m2 AND 2 KN/m2 PARTITIONS
- SECOND FLOOR 2.4 KN/m2 AND 1 KN/m2 PARTITIONS
- ROOF 1 KN/m2
2. WIND LOAD:
- 1:50 YR RETURN q50 = 0.31 kPa
3. SEISMIC LOADING:
- SITE CLASS D;
MADE GROUND TO DEPTH FROM DREGGED RIVER BED
- Sa (0.2) 0.334g
- Sa (0.5) 0.258g
- Sa (1.0) 0.170g
- Sa (2.0) 0.094g
- Sa (5.0) 0.033g
- Sa (10.0) 0.0012g
- PGA 0.154g
4. DEAD LOAD: MAKE NO ALLOWANCE FOR SOLAR PV
A. ROOF LOADS dl ASSUME 0.6 KN/m2
B. WALL LOADS 0.5 KN/m2

WOOD FRAMING:

- 1. WOOD FRAMING CONSTRUCTION SHALL CONFORM TO CSA 086. AND PARTS 9 OF THE NBC.
2. WOOD FRAMING MATERIAL (UNLESS NOTED OTHERWISE):
INTERIOR NON LOAD BEARING PARTITION WALLS:
- KILN DRIED: S-P-F STUD GRADE OR BETTER. LOCAL NORTHERN LUMBER AIR DRIED.
LOAD BEARING STUDS AND PLY COLUMNS/RAFTERS/INTELS/JOISTS:
- KILN DRIED: S-P-F #2 VISUAL GRADE OR BETTER;
3. CONNECT ALL NON-LOAD BEARING PARTITIONS TO THE STRUCTURE ABOVE. CONNECTION TO ALLOW FOR VERTICAL DEFLECTION OF THE ROOF STRUCTURE.
4. ALL LUMBER IN DIRECT CONTACT WITH CONCRETE SHALL BE SEPARATED BY 45LB. BUILDING PAPER OR EQUAL.
5. PLYWOOD NAILING REQUIREMENTS (UNLESS NOTED OTHERWISE):
WALL SHEATHING IS TO BE UNBLOCKED: USE 65\*2.77MM NAILS
- @ PANEL EDGES; EAVE WALLS; 100MM C/C; GABLE 150MM C/C; DOOR INFILL 75MM C/C
- @ INTERMEDIATE FRAMING MEMBERS; EAVES WALLS 200MM C/C; GABLE WALL 300MM C/C; DOOR INFILL 100MM C/C
ROOF SHEATHING IS TO BE UNBLOCKED: USE 65\*2.77MM NAILS; H CLIPS OR T&G
- @ PANEL EDGES 150MM O.C.
- @ INTERMEDIATE FRAMING MEMBERS 300MM O.C.
6. PLYWOOD; USE EXTERNAL QUALITY DFP 12MM FOR ROOF. OSB; USE 11MM THK FOR WALLS
7. REFER TO PLANS, SECTIONS AND DETAILS FOR ADDITIONAL REQUIREMENTS. IF UNSURE OF DETAIL ASK THE ENGINEER.
8. REFER TO JOIST SUPPLIERS FOR WEB STIFFENERS AND JOIST CRUSH BLOCKING.
9. ENSURE ENGINEER IS GIVEN OPPORTUNITY TO INSPECT ALL WORK PRIOR TO COVER UP WITH FOLLOW ON FINISHES.
10. ANY PWF CUT OR NOTCHED TO BE DOUBLE COATED IN WOOD PRESERVATIVE TO MATCH PRESSURE TREATMENT COLOUR.
11. LADDER TRUSSES TO BE TIED DOWN ON GABLE TRUSSES WITH MITEK LTW12 AT 1200 C/C

STRUCTURAL COMPOSITE LUMBER LVL

- 1. LVL TIMBER TO CSA STANDARD 086 AND REFERENCED DOCUMENTS.
2. LVL MEMBERS SHALL BE THE FOLLOWING STRESS GRADE:
BEAMS: 2.0E SCL EQUIVALENT. (REFER TIMBER DESIGN MANUAL); INTERNAL QUALITY. NO FINISH. 15% MAX. MOISTURE CONTENT.
3. SUBMIT SHOP DRAWINGS SHOWING ALL MEMBER LAYOUTS, DETAILS AND MATERIAL SPECIFICATIONS TO THE ENGINEER FOR REVIEW PRIOR TO FABRICATION. SHOP DRAWINGS TO INCLUDE A CERTIFICATE OF CONFORMANCE TO MANUFACTURING STANDARDS.
4. ALL MEMBERS TO HAVE AUTHORIZED LABEL AND MARK NUMBER.
5. USE SPACER BLOCKS TO KEEP LVLS OFF THE GROUND DURING STORAGE. KEEP WRAPPED DURING CONSTRUCTION. PROVIDE HOLES ON UNDERSIDE OF WRAPPING TO MINIMIZE THE BUILD-UP OF CONDENSATION.

EXCAVATION & BACKFILL:

- 1. REFER TO GEOTECHNICAL REPORT AND FOLLOW UP MEMO PREPARED BY TETRA TECH DATED 7 DECEMBER, 2021, FILE 704-ENG WARC04126-01, FOR DETAILS OF EXISTING GROUND CONDITIONS AND GEOTECHNICAL REQUIREMENTS. UNFACTORED ULS AND SLS CAPACITIES FOR EDGE THICKENINGS 400 KN/m2 AND 400 KN/m2. SEISMIC SITE CLASS D; MONOLITHIC SLAB ON GRADES: MODULUS OF SUBGRADE REACTION 0.016 N/MM2/M
2. ENSURE THE BOTTOM OF SUBGRADE EXCAVATION IS LEVELED AND FREE OF ALL LOOSE, SOFT OR ORGANIC MATTER AND IS PROTECTED AND KEPT DRY UNTIL THE CONCRETE IS PLACED. THOROUGHLY COMPACT THE BASE OF THE EXCAVATION PRIOR TO FILL / FOUNDATION CONSTRUCTION, TO DENSIFY THE SOIL LOOSENED BY THE EXCAVATION EQUIPMENT. APPLY NON WOVEN GEOTEXTILE TO EXISTING SUBGRADE PRIOR TO APPLYING BASECOURSE MATERIAL.
4. BACKFILLING AROUND BUILDING FOUNDATIONS MAY BE CARRIED OUT AFTER FOUR (4) DAYS IF BACKFILL LAYERS ARE PLACED ALTERNATELY ON BOTH SIDES OF INSTALLED WORK TO EQUALIZE LOADING.
5. THE GEOTECHNICAL ENGINEER SHALL BE NOTIFIED A MINIMUM OF 48 HRS. BEFORE COMMENCEMENT OF EXCAVATION. SOIL CONDITIONS SHALL BE INSPECTED BY THE GEOTECHNICAL ENGINEER DURING EXCAVATION AND PRIOR TO CONSTRUCTION OF FORMWORK FOR FOUNDATIONS.
6. BASECOURSE BACK FILL WITH CRUSH IN ACCORDANCE WITH THE DRAWINGS AND TO THE COMPOSITION, LAYER THICKNESS AND COMPACTION REQUIREMENTS DESCRIBED IN THE GEOTECH REPORT.
7. SAND BLIND SLAB AREAS IF BASECOURSE HAS MINIMAL FINES. COMPACT WITH PLATE COMPACTOR PRIOR TO PLACING FORMWORK, INSULATION, POLYETHYLENE DPM AND REINFORCEMENT. DO NOT DISTURB SURFACE PRIOR TO CASTING.
8. SUBMISSIONS; FILL GRADING ANALYSIS TO SHOW COMPLIANCE WITH GEOTECH REPORT GRADING ENVELOPE; COMPACTION AND RECOMPACTION TEST RESULTS. DEPTH TO COMMENCING SURFACE, (AS A MARKED UP FOUNDATION PLAN). SIGN OFF OF COMMENCING SURFACE.

REINFORCEMENT:

- 1. REINFORCING STEEL: NEW DEFORMED BARS TO CSA G30.18. "BILLET" STEEL BARS FOR CONCRETE REINFORCEMENT, WITH MIN. YIELD STRENGTH OF 400MPa. WELDED WIRE FABRIC CONFORM TO CSA G30.5 WITH MIN. YIELD STRENGTH OF 450MPa. PLACE REBAR TO CSA-A23.1. STRAIGHT BARS CAN BE 'MST-BAR' FRP REINFORCEMENT.
2. PROVIDE CLEAR CONCRETE COVER OVER REBAR AS FOLLOWS UNO:
CONCRETE THICKENINGS AND SLAB STRIPS AND FOUNDATIONS CAST ON BASECOURSE 75mm
CONCRETE THICKENINGS AND SLAB STRIPS AND FOUNDATIONS CAST ON INSULATION 40mm
FORMED SURFACES 40mm
SLAB AND THICKENINGS 40mm COVER
ONLY USE CHAIRS THAT WILL NOT PUNCTURE THE POLYSTYRENE OR POLYURETHANE. PLACE CHAIRS EVERY 3 BARS OR 4 BARS IN EACH DIRECTION IF CARRY BARS ARE USED. IF REINFORCEMENT SAGS DECREASE SUPPORT CENTRES ACCORDINGLY.
3. REBAR SPLICE LENGTHS (UNLESS NOTED OTHERWISE): LENGTHS SHOWN ARE IN mm

Table with 3 columns: BAR SIZE, TENSION SPLICES (NORMAL, TOP BARS). Rows include 10M, 15M, 20M, 25M, 30M.

- TOP BAR SPLICE LENGTHS TO BE USED WHEN HORIZ. SPLICE BARS ARE PLACED SUCH THAT THERE IS MORE THAN 300 OF CONCRETE POURED BELOW THE BAR.
4. LAP WIRE MESH REINFORCING 300MM.
5. DOWELS SHALL BE PLACED BEFORE CONCRETE IS POURED. TEMPLATES SHALL BE USED TO ENSURE CORRECT PLACEMENT OF DOWELS. DOWELS TO MATCH VERTICAL BARS.
6. BEFORE PLACING CONCRETE, ENSURE THAT THE REINFORCING STEEL AND FORMS ARE CLEAN, FREE OF LOOSE SCALE, DIRT AND OTHER FOREIGN MATERIALS WHICH WOULD REDUCE THE BOND BETWEEN THE REINFORCING STEEL AND THE CONCRETE.
7. UNLESS OTHERWISE NOTED, EDGE OF ALL SLABS SHALL HAVE 2-15M CONT. LAPPED 600
8. UNLESS OTHERWISE NOTED, ALL OPENINGS IN SLAB SHALL HAVE 2-15M BARS PARALLEL TO ALL EDGES EXTENDING BEYOND CORNERS 600MM PLUS 2M LONG 15M BARS AT 45° TO SLAB BARS.
9. PLACE REINFORCING BARS SYMMETRICALLY OVER SUPPORTS AND SYMMETRICALLY IN SPANS UNLESS NOTED OTHERWISE.
10. UNLESS OTHERWISE NOTED, SLAB REINFORCING SHALL NOT BE CUT AT PLUMBING OR OTHER OPENINGS. SPREAD REINFORCING AROUND OPENINGS.
11. PROVIDE SUFFICIENT CHAIRS AND SUPPORT BARS TO MAINTAIN CONCRETE COVER AS SPECIFIED AGAINST A HEAVY CREW OF CONCRETE PLACERS JUMPING ALL OVER IT AND CONCRETE PUMP LINES, ETC.
12. NOTIFY THE STRUCTURAL ENGINEER 48 HOURS IN ADVANCE FOR INSPECTION OF REINFORCING BEFORE EACH CONCRETE POUR.

HOLD DOWN REFERENCES:

- HD1: MITEK HTT16; 18 NAILS 75MM COMMON NAILS IN 2 PLY STUDS, GALV M16 HD BOLTS 200 PEN TENSION REQUIRED 16.9 KN
HD2: MITEK HTT45; 26 NAILS 75MM COMMON NAILS IN 2 PLY STUDS, BOLT AS ABOVE, 28 KN TENSION REQUIRED
HD3: TWO SETS OF MITEK TD7; 3 M22 BOLTS IN 2 PLY STUDS, 1 GALV M28 BOLT 300 PEN, TOTAL TENSION REQUIRED 35 KN
HD4: MITEK LST149; 32 NAILS. 13KN TENSION REQUIRED.

DRAWING LIST table with columns: PAGE #, SHEET #, SHEET NAME, SHEET DISCIPLINE, Sheet Revision Description.

CONCRETE:

- 1. PERFORM CONCRETING WORK TO CAN/CSA A23.1.
2. TEST CONCRETE IN ACCORDANCE WITH CAN/CSA A23.2.
3. CONCRETE MIXES SHALL BE PROPORTIONED IN ACCORDANCE WITH CSA-A23-2 TO MEET THE FOLLOWING REQUIREMENTS:
LOCATION, 28 DAY COMPRESSIVE STRENGTH, CEMENT TYPE, AIR %, FLYASH %, EXP. CLASS
- INTERIOR CONCRETE: 30MPa, GUL, 0, 20-40, N
- WATER/CEMENT RATIO FOR EXPOSURE CLASSES AS PER TABLES 2 CSA-A23.1
- LOWER SLUMP MAY BE REQUIRED FOR BENCHING
- WHERE SPECIFIED STRENGTH EXCEEDS THOSE IMPLIED BY EXPOSURE CLASS, SPECIFIED STRENGTH GOVERNS.
- ALL CONCRETE TO BE NORMAL WEIGHT 23.5 kN/m³
- MIX DESIGNS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW
4. STRENGTH OF CONCRETE TO BE DETERMINED BY FIELD-CURED CYLINDERS. TEST EACH CONCRETE DELIVERY TO SITE; CYLINDER BREAK TESTS AT 7, 28 DAYS AND KEEP A SPARE. IF A DAYS CONCRETE POUR EXCEEDS 25M3 THEN TAKE ADDITIONAL 3 CYLINDERS FOR EACH 25M3 AND TEST AS ABOVE.
5. TEMPORARY FALSEWORK, BRACING AND SHORING SHALL BE DESIGNED BY A PROFESSIONAL ENGINEER REGISTERED IN THE TERRITORY OF YUKON.
6. LOCATIONS & DETAILS OF CONSTRUCTION JOINTS NOT SHOWN ON DRAWINGS ARE TO SUBMITTED TO THE STRUCTURAL ENGINEER FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
7. ALL EXPOSED CONCRETE CORNERS TO HAVE 20X20MM CHAMFERS EXCEPT FOR EDGES AND STUB COLUMN EDGES NEXT TO JOINTS.
8. CURING; CURE FOR 3 DAYS KEEPING THE SLAB WET BENEATH 6 MIL POLY OR USING BRUSH OR ROLLER APPLIED CURING MEMBRANE TO ALL SURFACES.
9. CONCRETE SEALANT; SEAL ALL HORIZONTAL CONCRETE SURFACES WITH PROPRIETARY CLEAR SEALANT COMPATIBLE WITH CURING MEMBRANE, IF USED.
10. SUBMISSIONS; MIX DESIGN; CURING MEMBRANE; SEALANT; BREAK RESULTS; COLD WEATHER CONCRETING.

NOTATIONS & ABBREVIATIONS:

- ABR. - ALTERNATE BAR REVERSE
AGG. - AGGREGATE
ALUM. - ALUMINUM
BLL. - BOTTOM LOWER LAYER
BOTT. - BOTTOM
BUL. - BOTTOM UPPER LAYER
CONT. - CONTINUOUS
CSA - CANADIAN STANDARDS ASSOCIATION
C/C - CENTRE TO CENTRE
CL - CLEAR
C/W - COMPLETE WITH
DIA. - DIAMETER
DWL(S) - DOWEL(S)
EF. - EACH FACE
ENG. - ENGINEERING (ENGINEER)
EW. - EACH WAY
FF. - FAR FACE
FRP - FIBRE REINFORCED PLASTIC
EXG - EXISTING
EXG - EXISTING
HORIZ. - HORIZONTAL
IL. - INSIDE LAYER
LG. - LONG
MAX. - MAXIMUM
MC - MASS CONCRETE
MIN. - MINIMUM
MID. - MIDDLE
NF. - NEAR FACE
NLT. - NAIL LAMINATED TIMBER
OL. - OUTSIDE LAYER
O/C - ON CENTRE
REQD. - REQUIRED
RC - REINFORCED CONCRETE
SAN. - SANITARY
S.O.P. - SETTING OUT POINT
STAG. - STAGGERED
STD. - STANDARD
THK - THICK
T & B. - TOP AND BOTTOM
TLL. - TOP LOWER LAYER
TYP. - TYPICAL
TUL. - TOP UPPER LAYER
UNO. - UNLESS NOTED OTHERWISE
VERT. - VERTICAL

QUANTITIES:

INFILL SLAB QUANTITIES table with columns: COUNT, CATEGORY, TYPE, VOLUME, PLAN AREA.

LIFT PIT WALLS table with columns: COUNT, TYPE, LENGTH, AREA, THICKNESS, AREA, VOLUME.

NOTES: THE QUANTITIES ARE ROUGH, BUT THEY GIVE AN INDICATION OF THE LOAD BEARING QUANTITIES I.E IF IT IS MODELED IN 3D, IT SHOULD BE QUANTIFIED BY THE CONTRACTOR

NOT PART OF 60% SUBMISSION

NOT PART OF 60% SUBMISSION

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PRELIMINARY FOR DISCUSSION NOT FOR CONSTRUCTION DRAFT

CITY OF DAWSON CANADIAN BANK OF COMMERCE RENOVATIONS AND RESTORATION LOT 1024, FRONT STREET, CITY OF DAWSON 2023-2924-00

STRUCTURAL NOTES

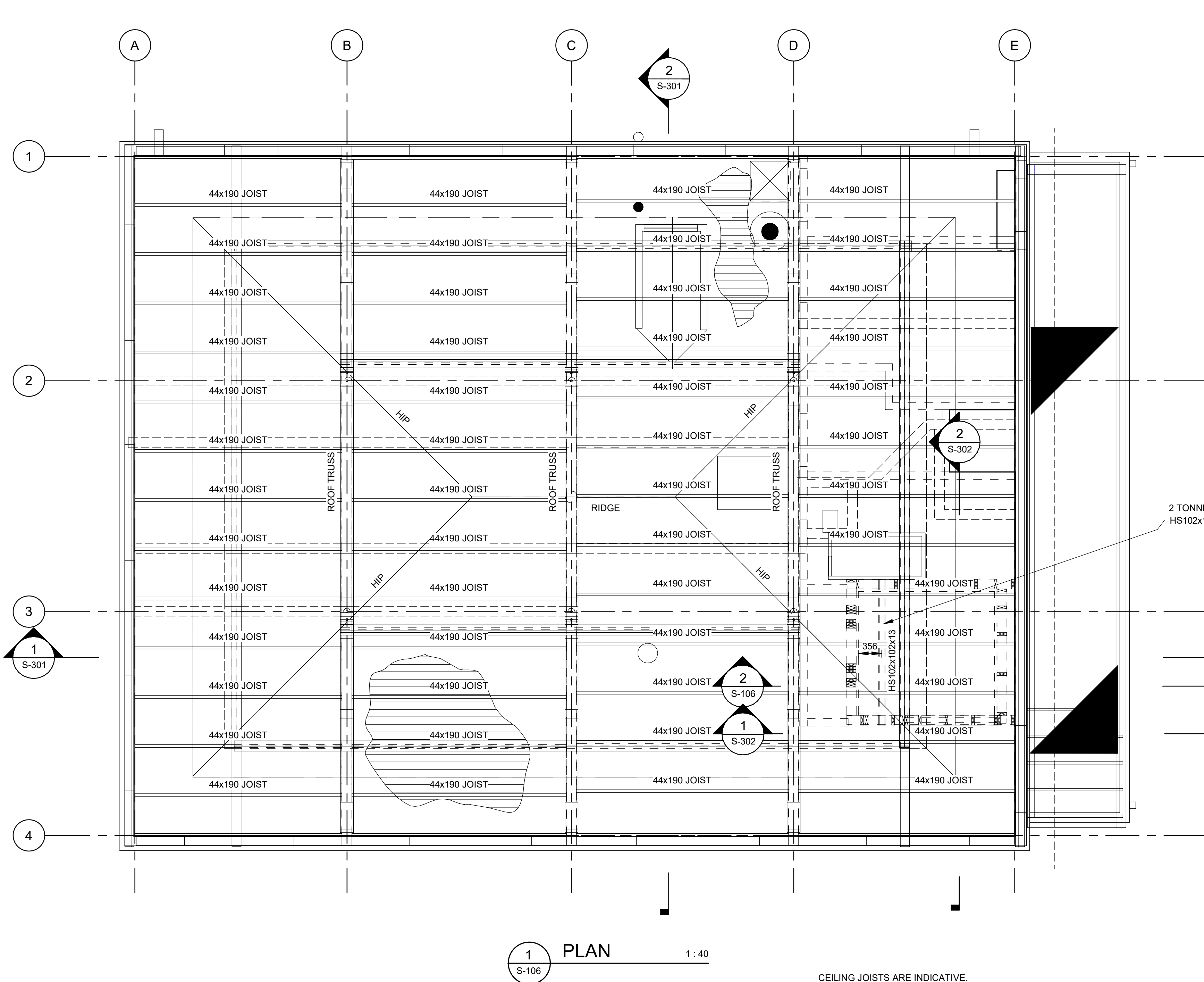
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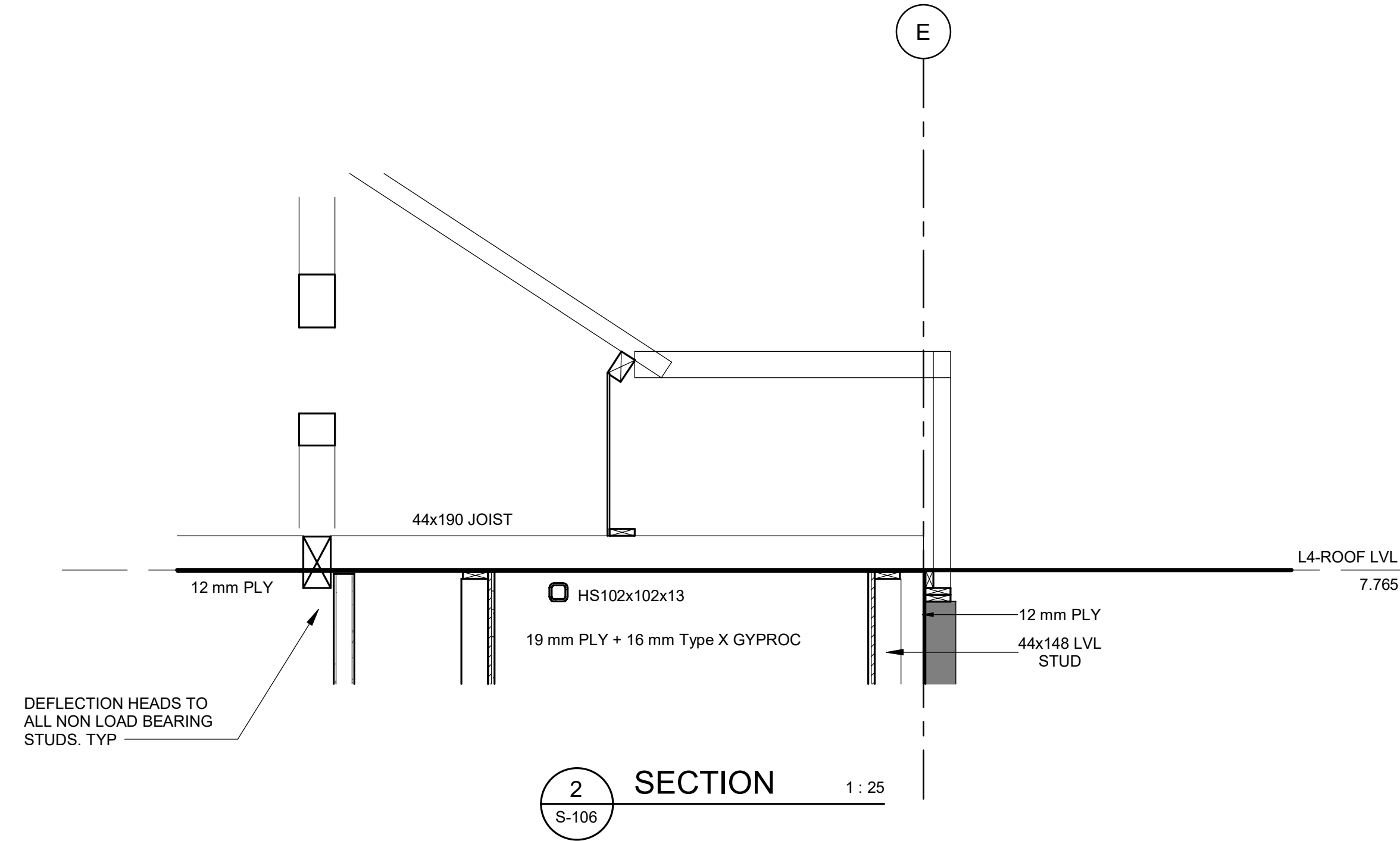
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S-106



2 SECTION 1:25  
S-106

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DRAFT

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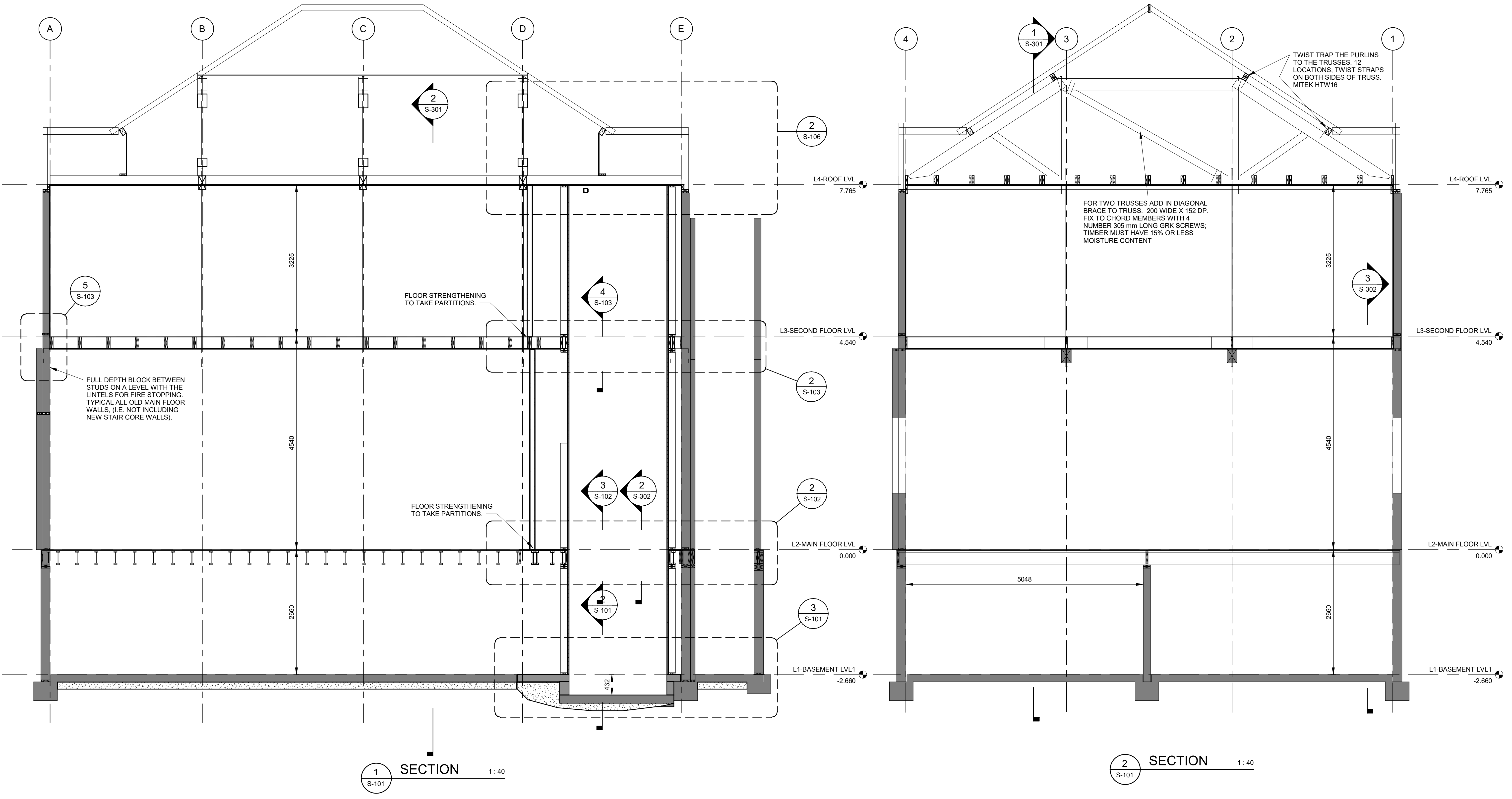
CITY OF DAWSON  
CANADIAN BANK OF COMMERCE  
RENOVATIONS AND RESTORATION  
LOT 1024, FRONT STREET,  
CITY OF DAWSON  
2023-2924-00

SCALE: AS SHOWN

STRUCTURAL  
LOWER ROOF LEVEL

DRAWING	REVISION	SHEET
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S-101

2 SECTION 1:40  
S-101

PRELIMINARY/  
FOR DISCUSSION  
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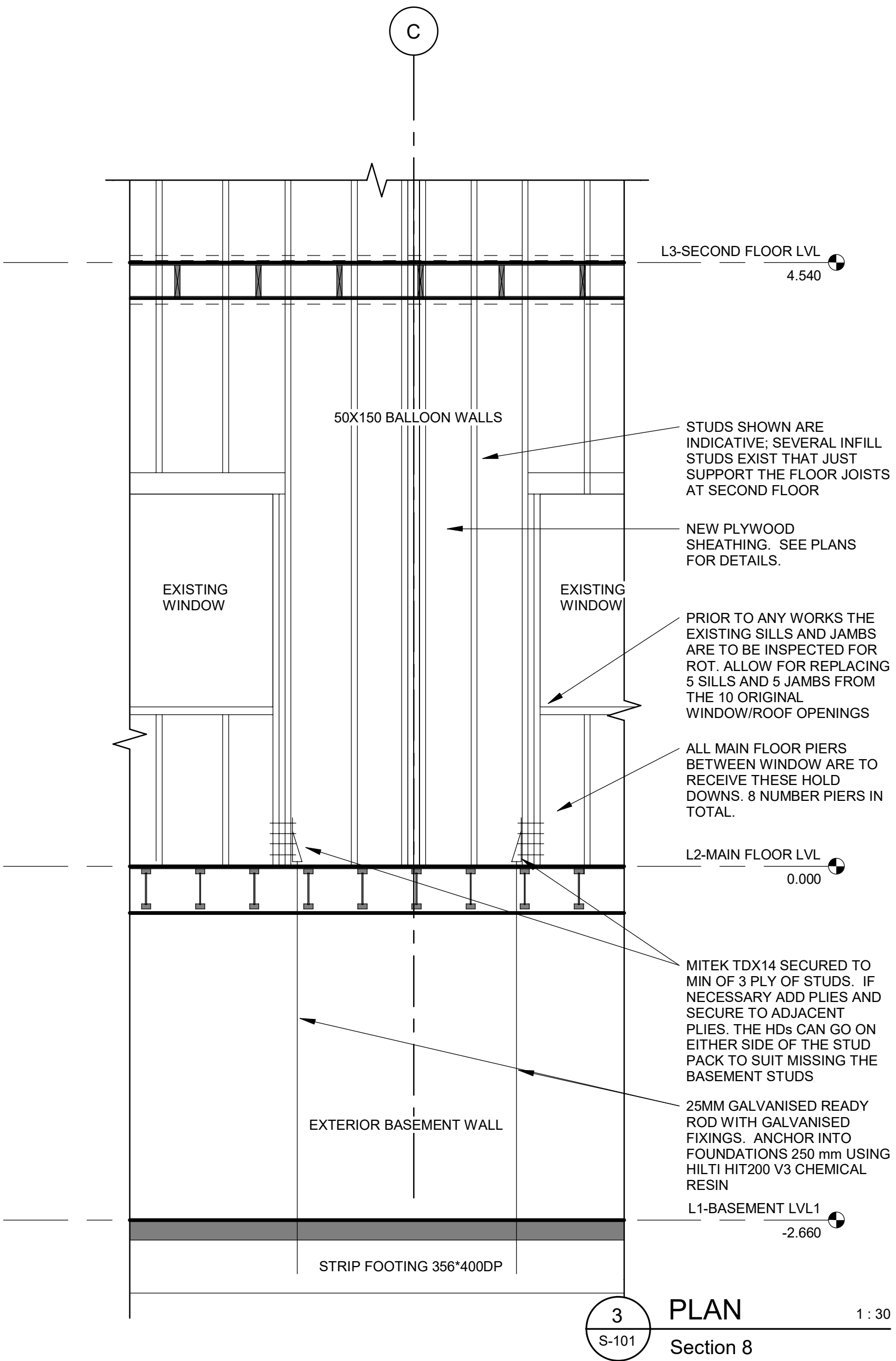
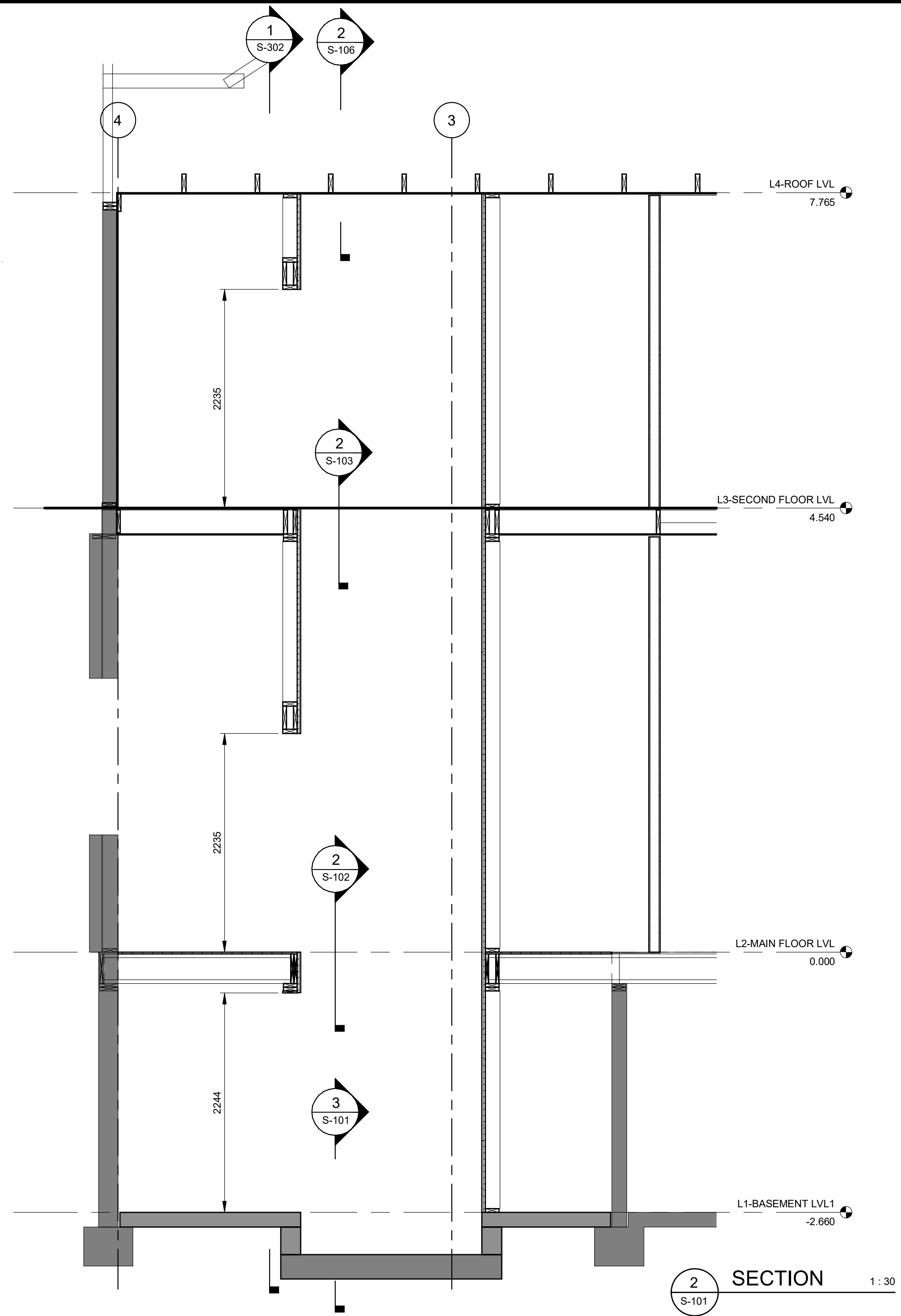
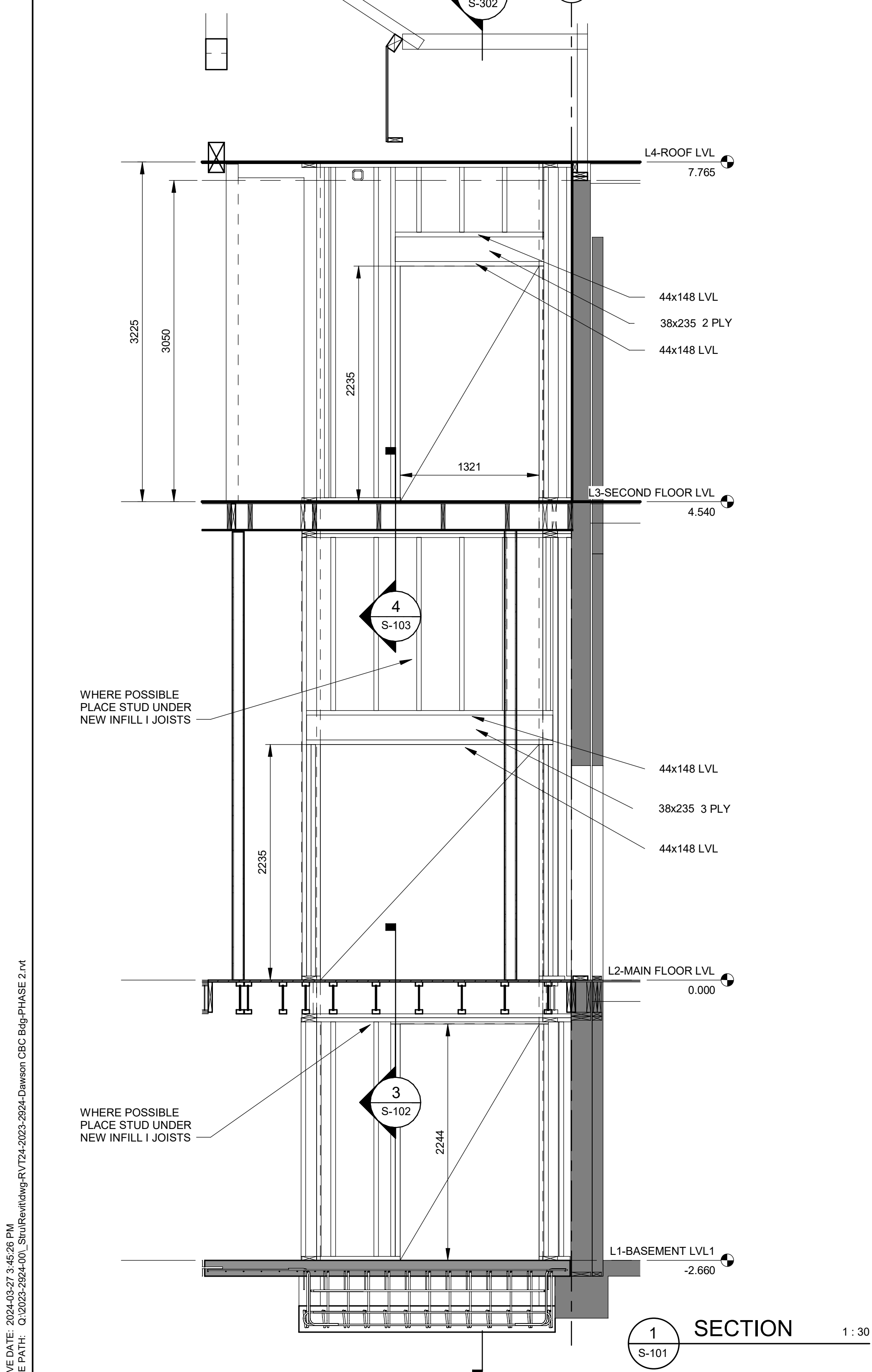
CITY OF DAWSON  
CANADIAN BANK OF COMMERCE  
RENOVATIONS AND RESTORATION  
LOT 1024, FRONT STREET,  
CITY OF DAWSON  
2023-2924-00

STRUCTURAL  
SECTION SHEET 1

SCALE: AS SHOWN

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2924-00S-301	A	6





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PRELIMINARY/  
FOR DISCUSSION  
NOT FOR CONSTRUCTION  
**DRAFT**

REV	DATE	DESIGN	DRAWN	DESCRIPTION
A	2024MAR27	R ANNETT	R ANNETT	ISSUED FOR 60%

CITY OF DAWSON  
CANADIAN BANK OF COMMERCE  
RENOVATIONS AND RESTORATION  
LOT 1024, FRONT STREET,  
CITY OF DAWSON  
2023-2924-00

STRUCTURAL  
SECTION SHEET 2

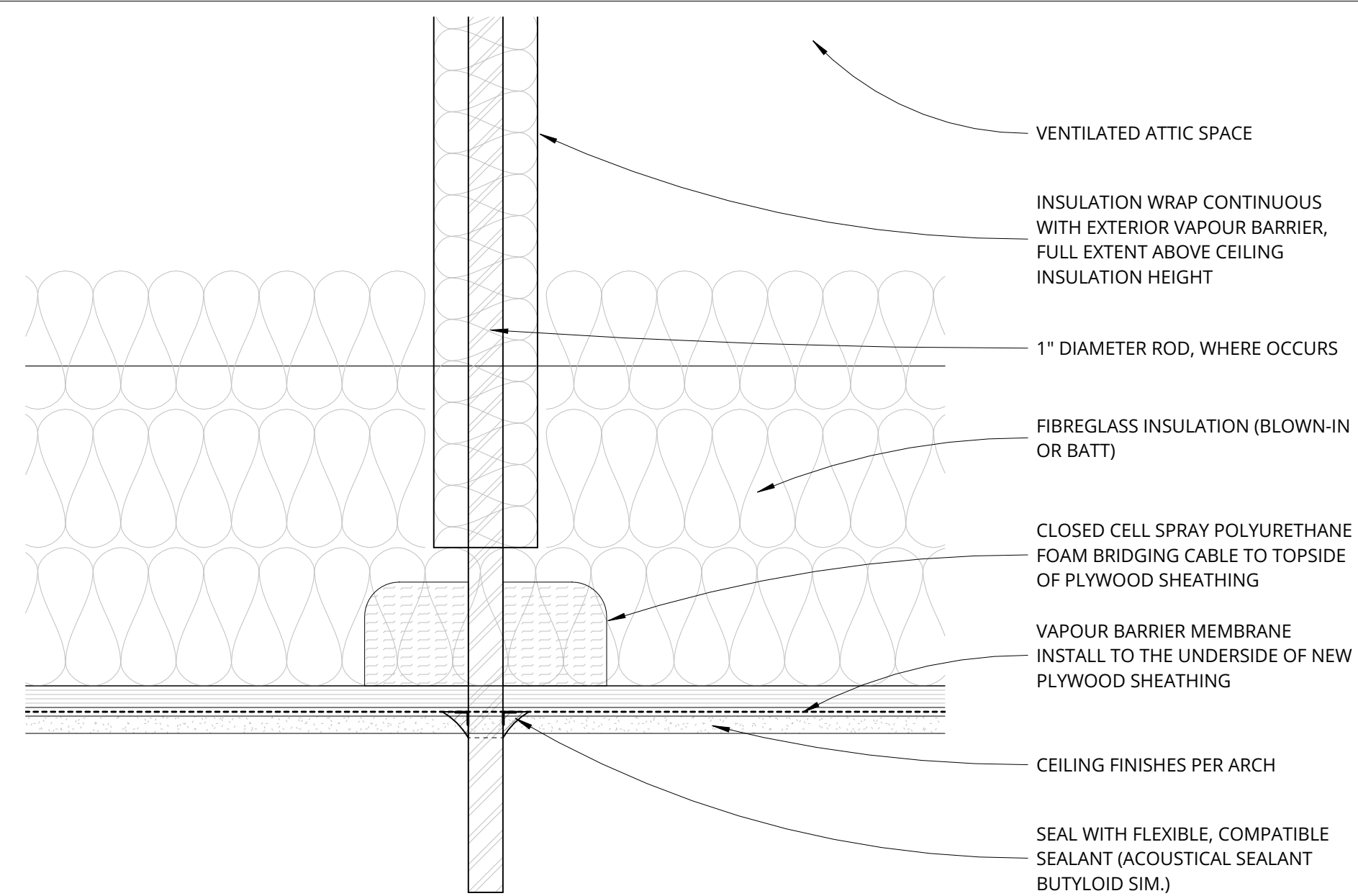
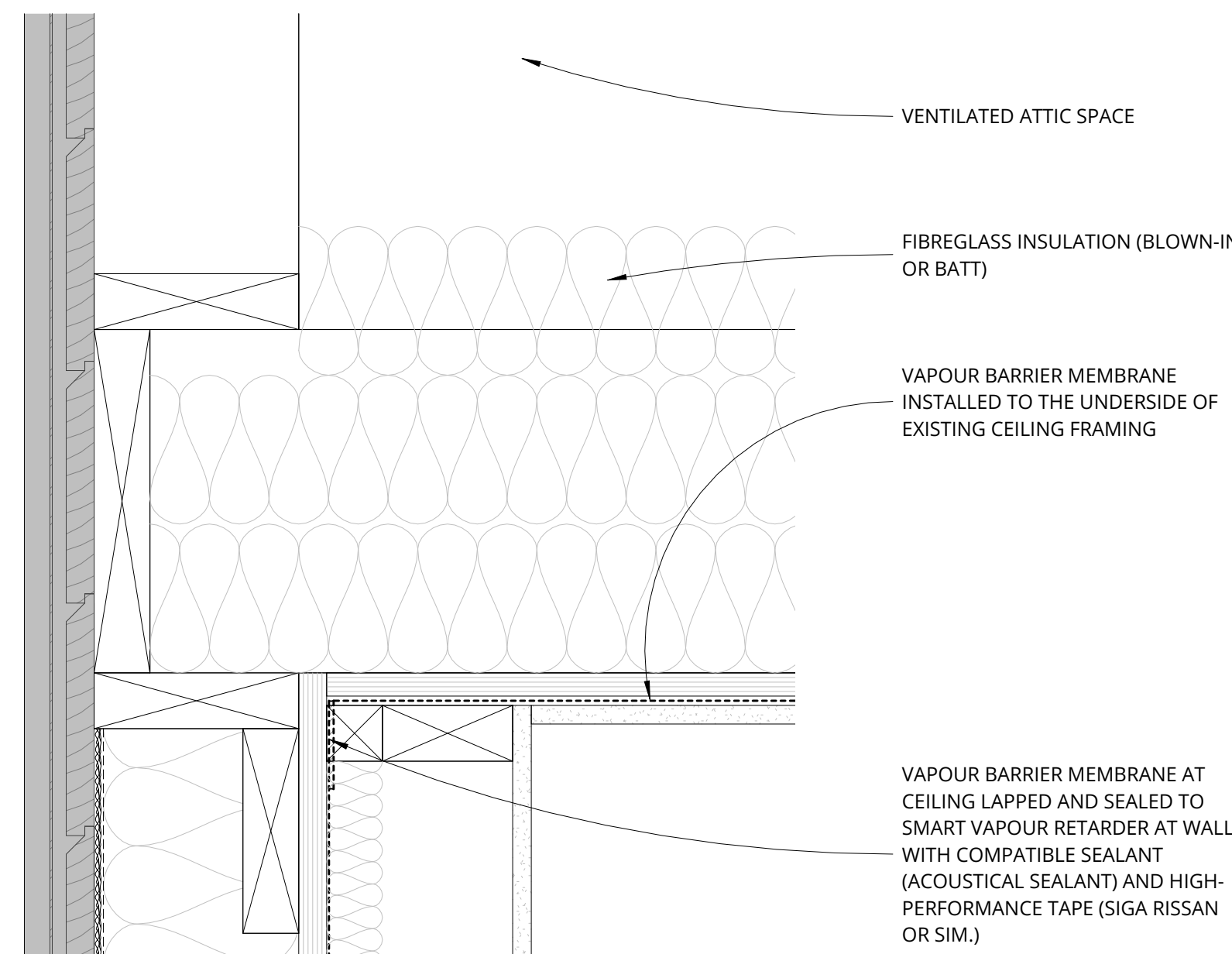
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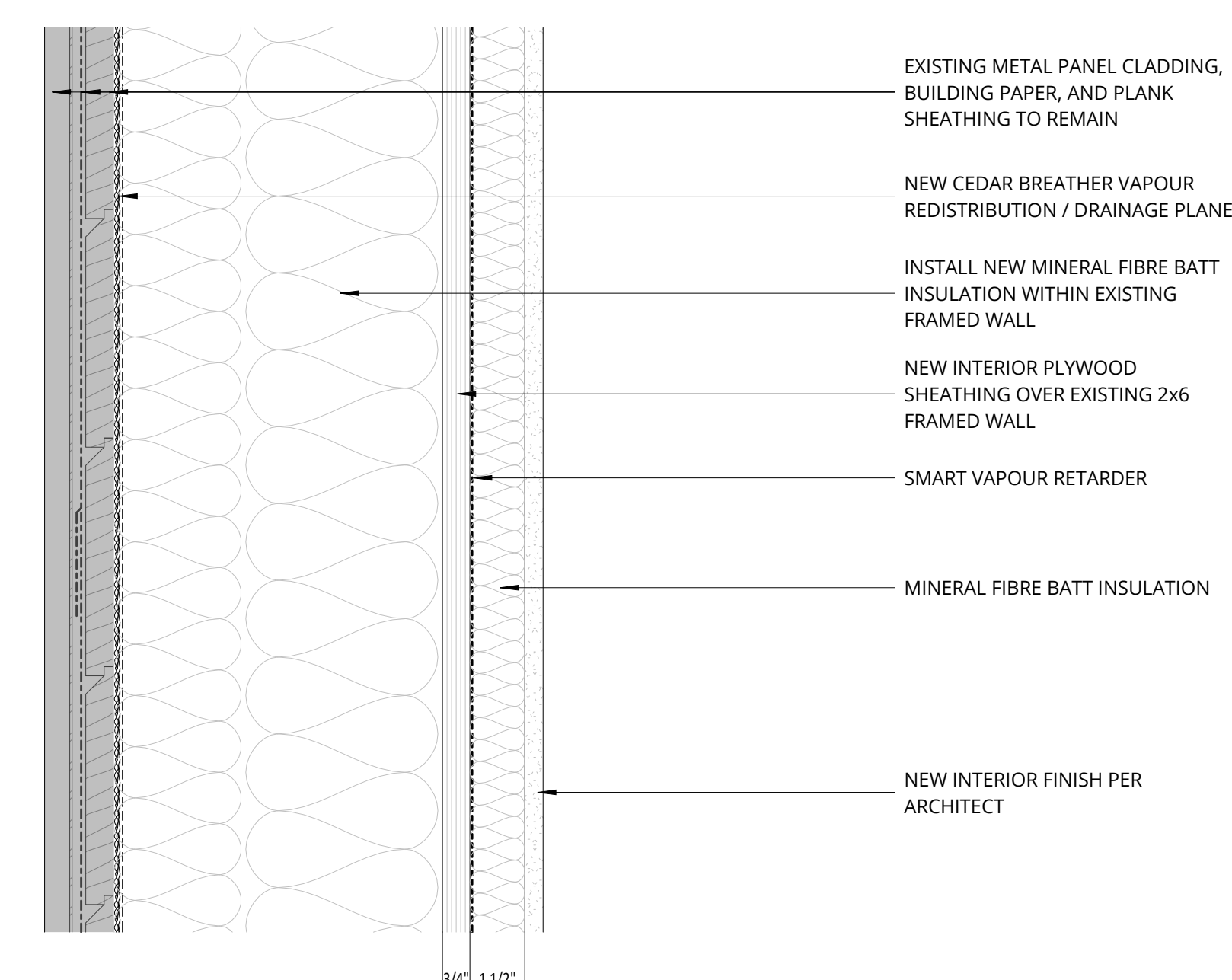
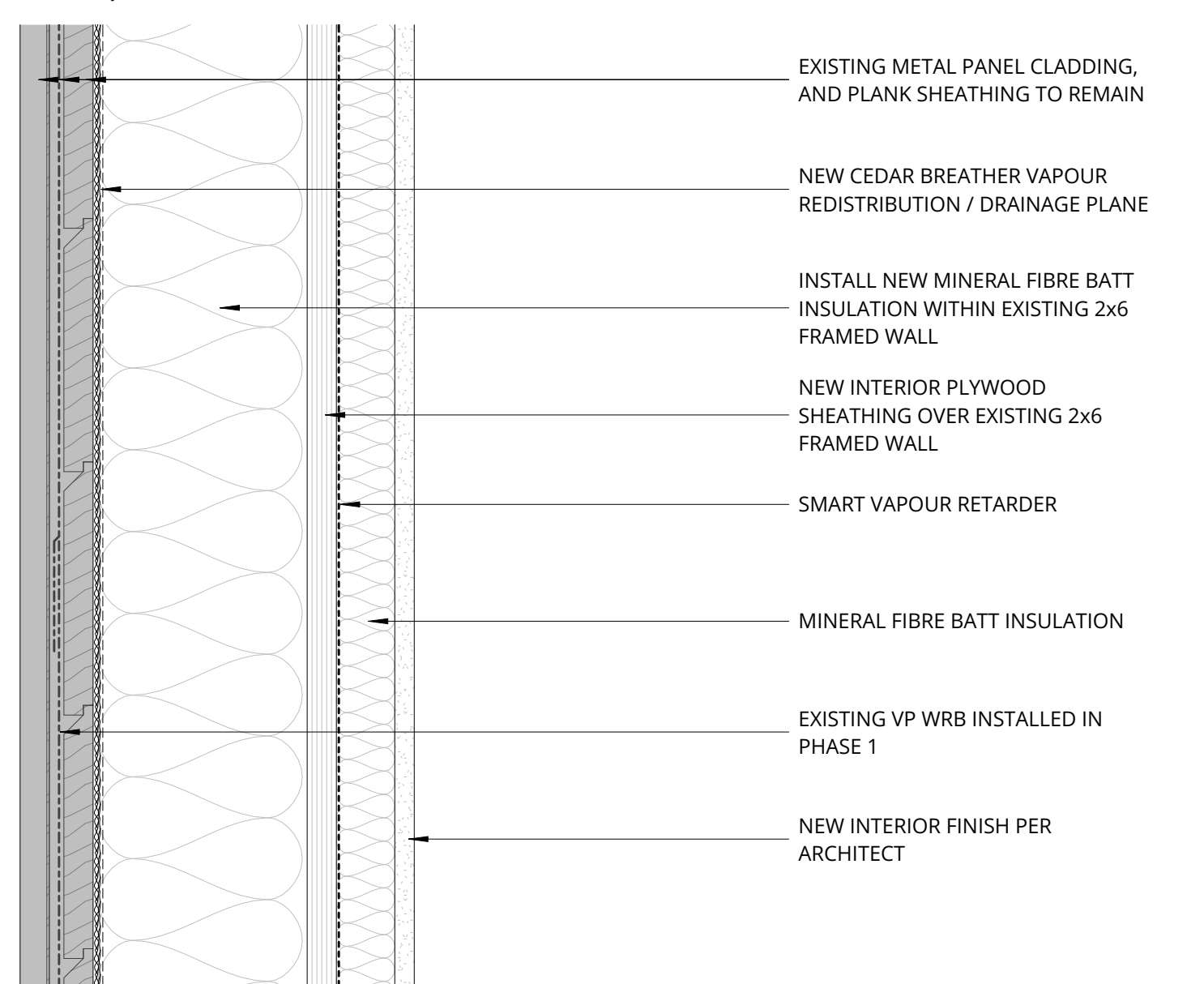
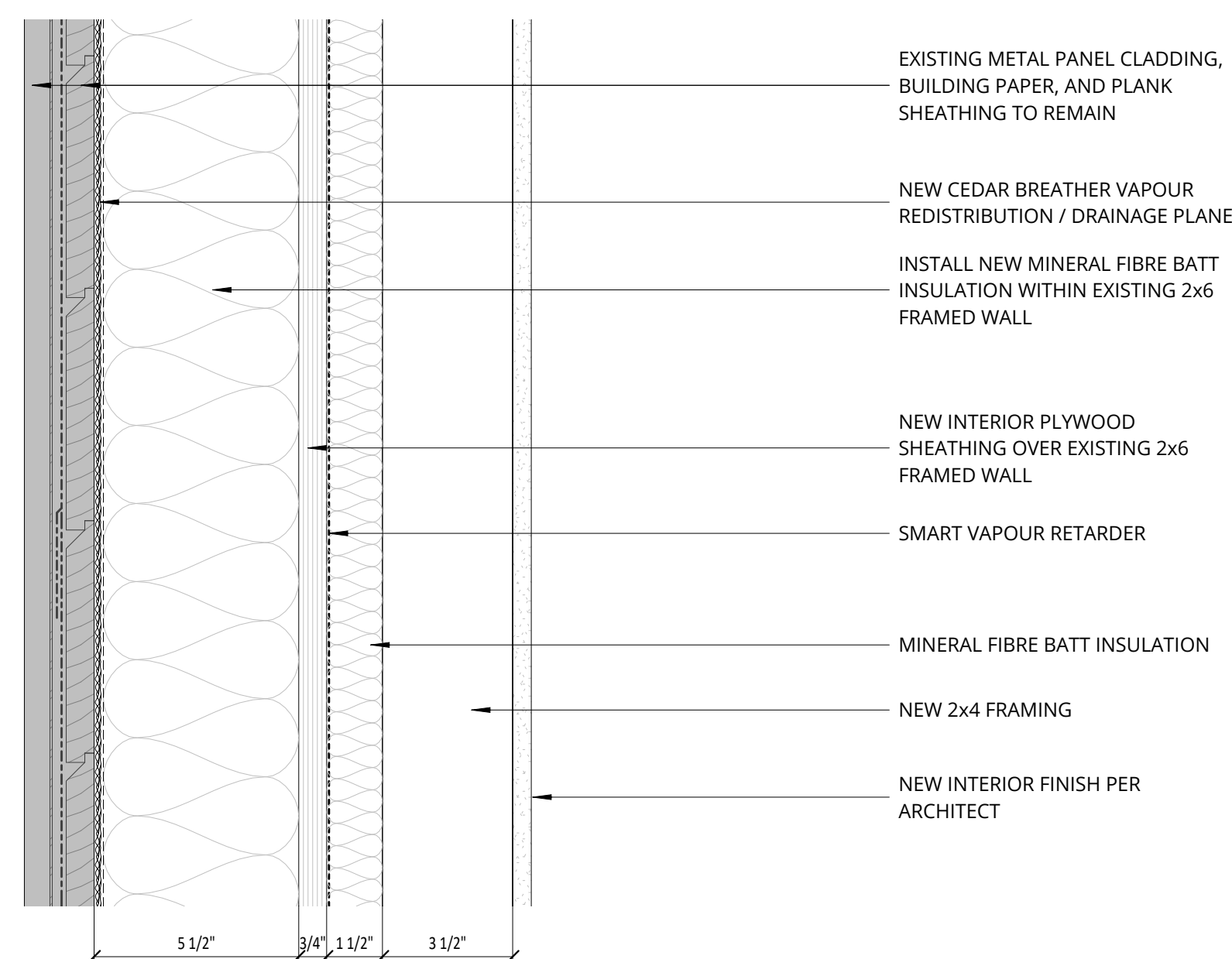


**DRAFT NOT FOR CONSTRUCTION**



**1** C1-CEILING TRANSITION TO WALL  
 3" = 1'-0" (SECTION)

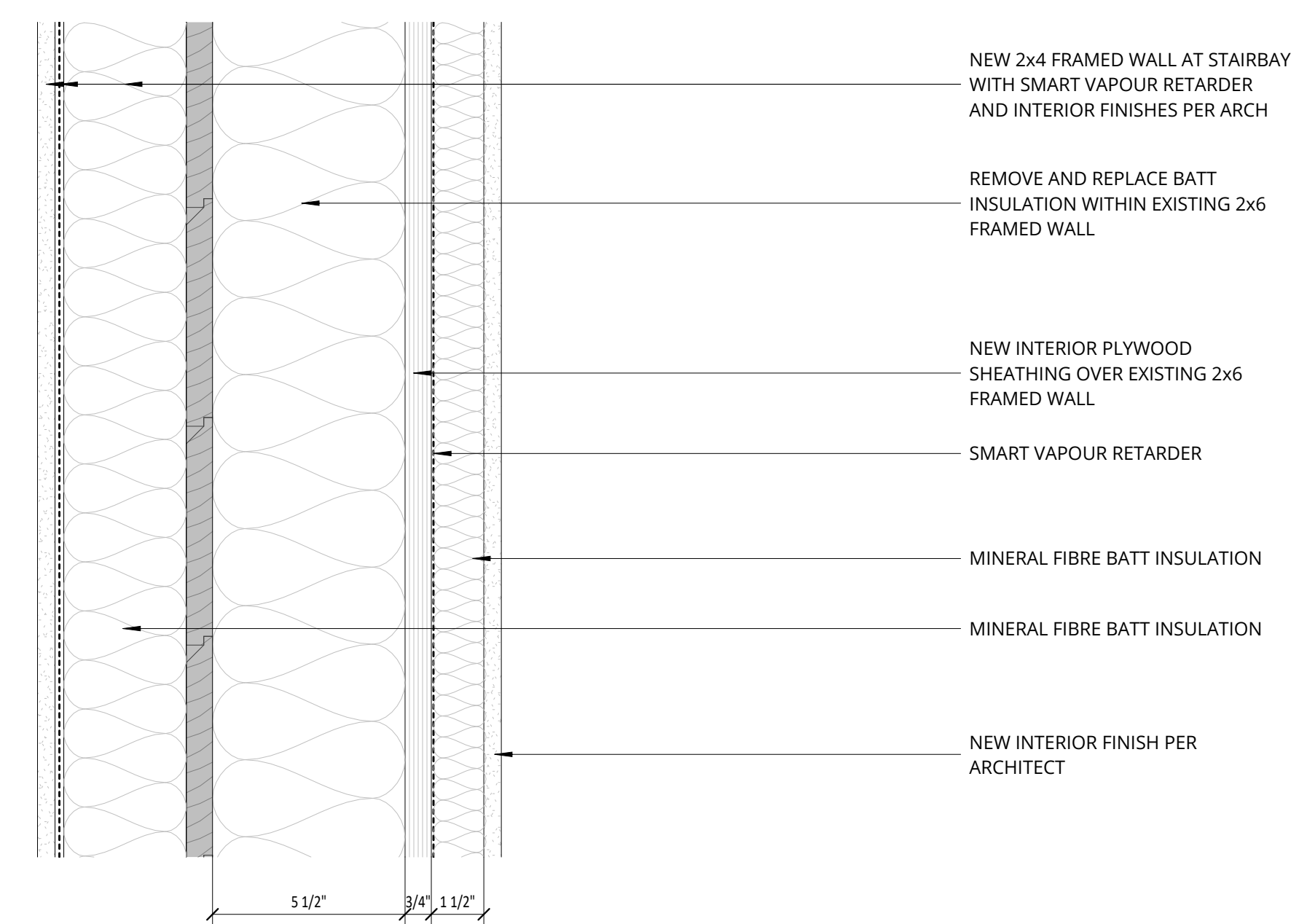
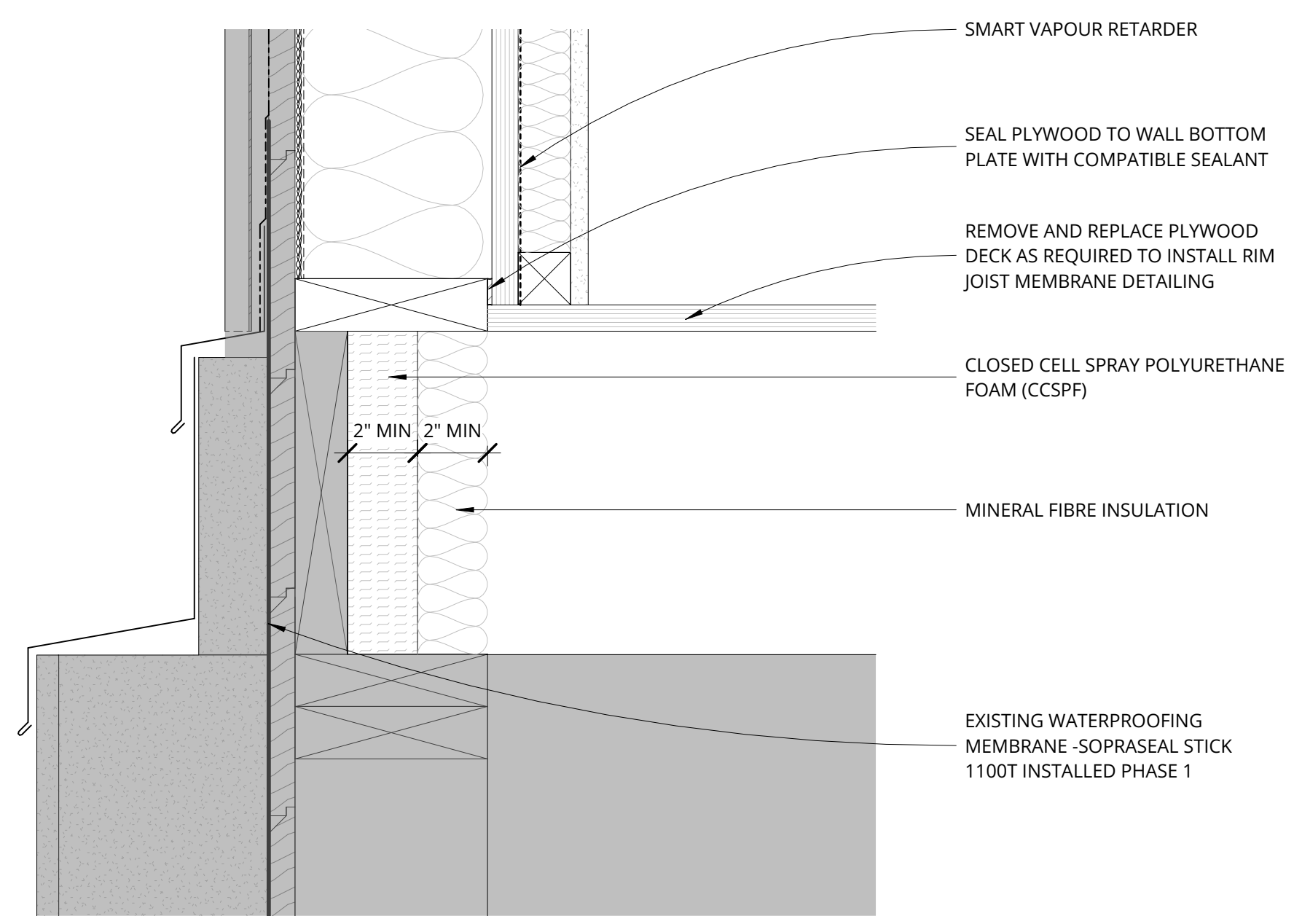
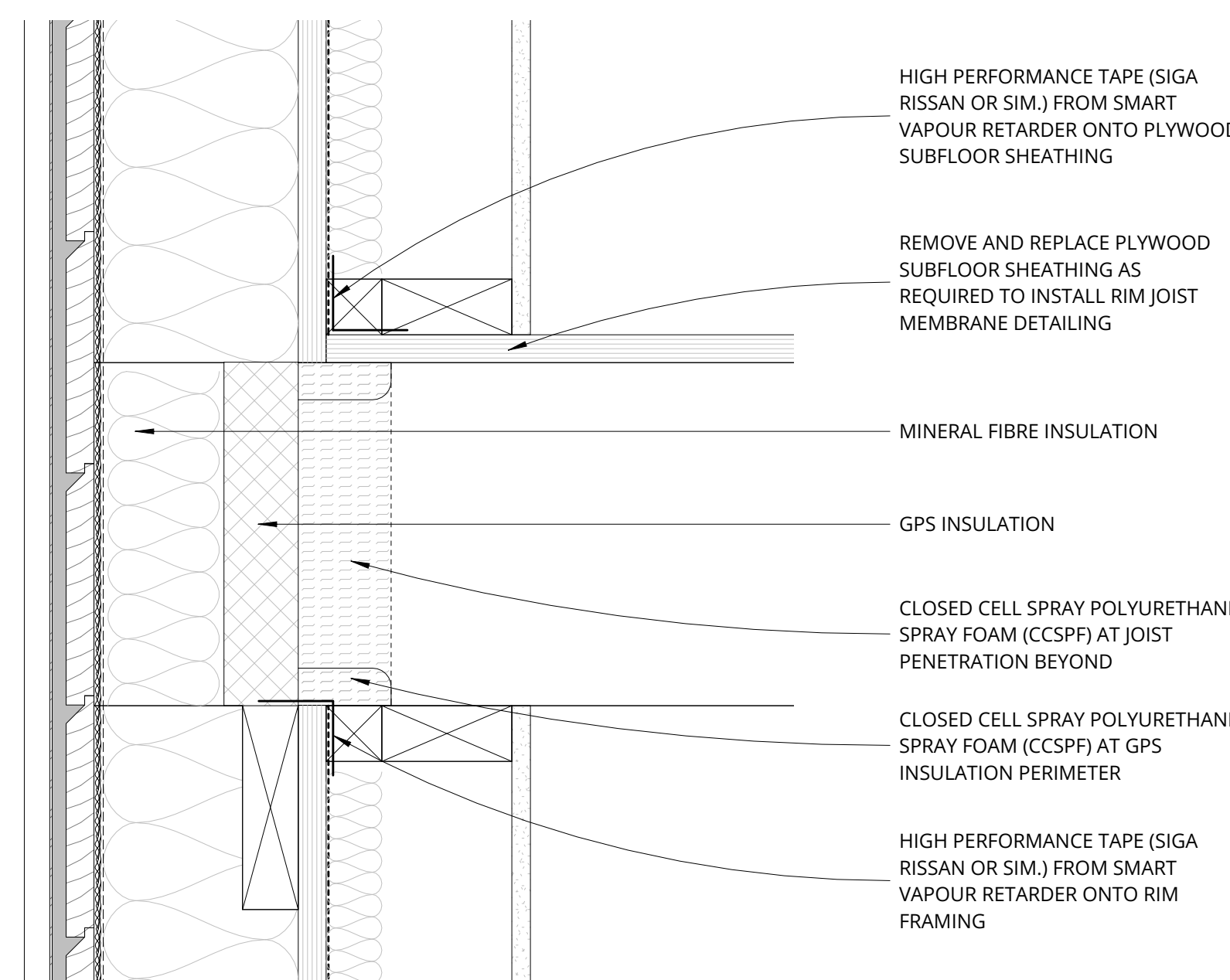
**2** C1-CEILING TYPICAL ASSEMBLY  
 3" = 1'-0" (SECTION)



**4** W1-TYP ASSEMBLY AT UPPER FLOOR  
 3" = 1'-0" (SECTION)

**5** W2-TYP ASSEMBLY AT MAIN FLOOR TYPICAL  
 3" = 1'-0" (SECTION)

**6** W3-TYP ASSEMBLY AT MAIN FLOOR OVERFRAMED  
 3" = 1'-0" (SECTION)



**7** W1-TYP FLOORLINE  
 3" = 1'-0" (SECTION)

**8** W1-TYP ASSEMBLY AT MAIN FLOOR BASE OF WALL  
 3" = 1'-0" (SECTION)

**9** W4-TYP ASSEMBLY AT STAIRBAY  
 3" = 1'-0" (SECTION)

**REVISION SCHEDULE**

ISSUE/REVISION	DESCRIPTION	DATE
1	Revision 1	2024.01.01
2	Revision 2	2024.02.01

ALL DIMENSIONS NOT SHOWN ARE TO BE CHECKED AGAINST SITE CONDITIONS. DRAWINGS NOT TO BE SCALED TO OBTAIN DIMENSIONS.

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PROJECT NUMBER:  
 23944.005

PROJECT:  
 CBC Dawson BEC

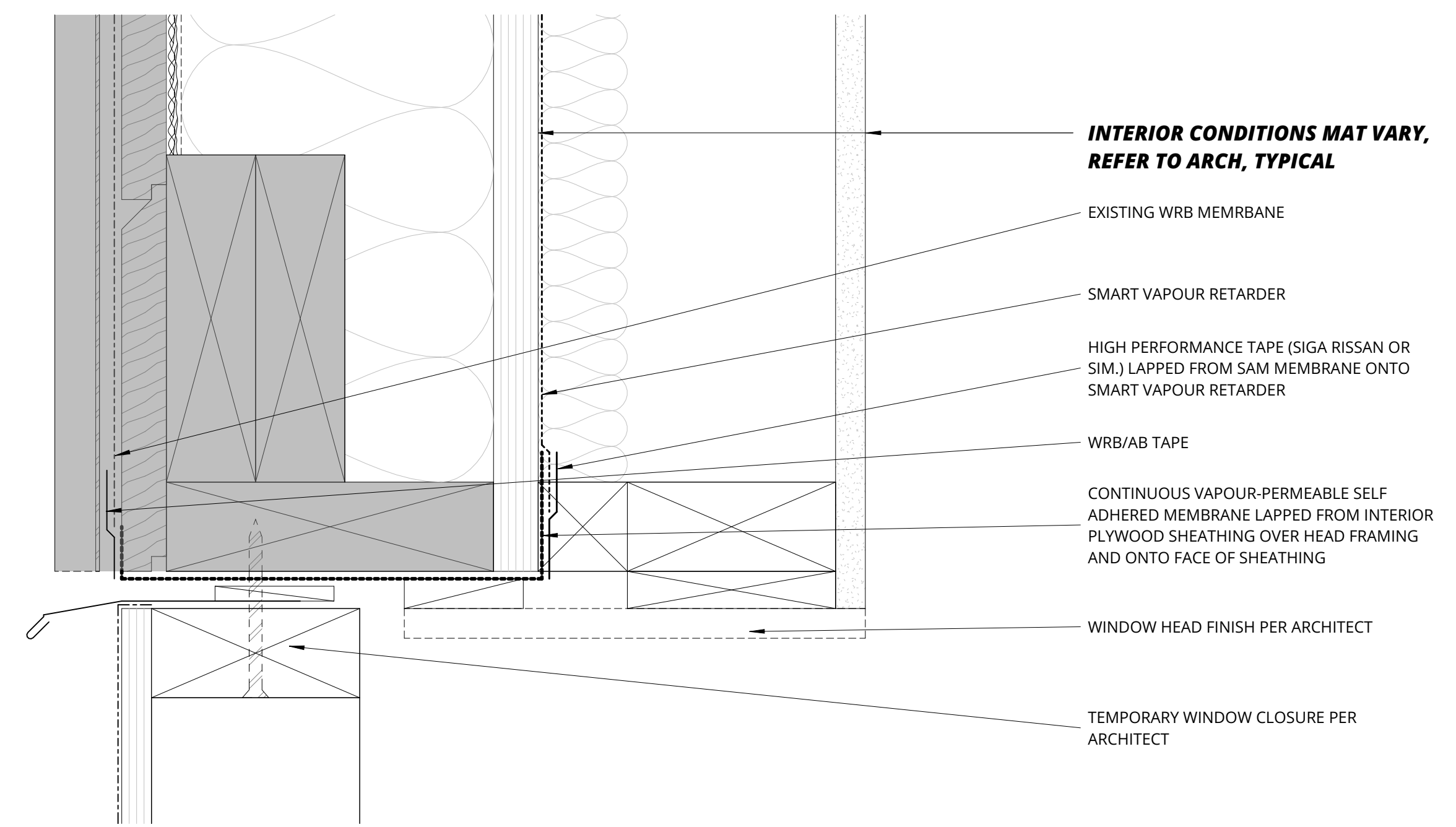
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 WALL DETAILS

SHEET NO.:

**BE-3.01**

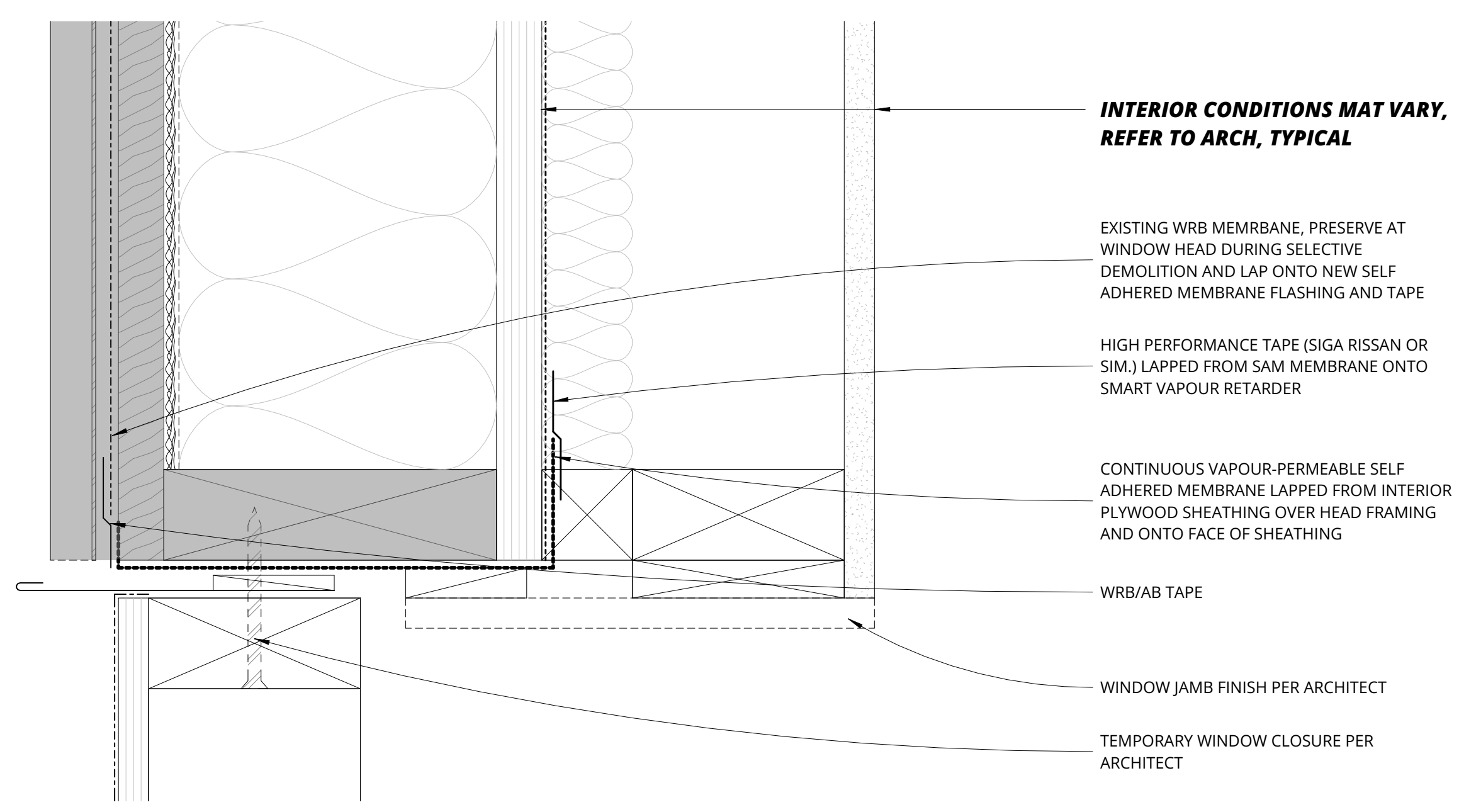
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**INTERIOR CONDITIONS MAY VARY, REFER TO ARCH, TYPICAL**

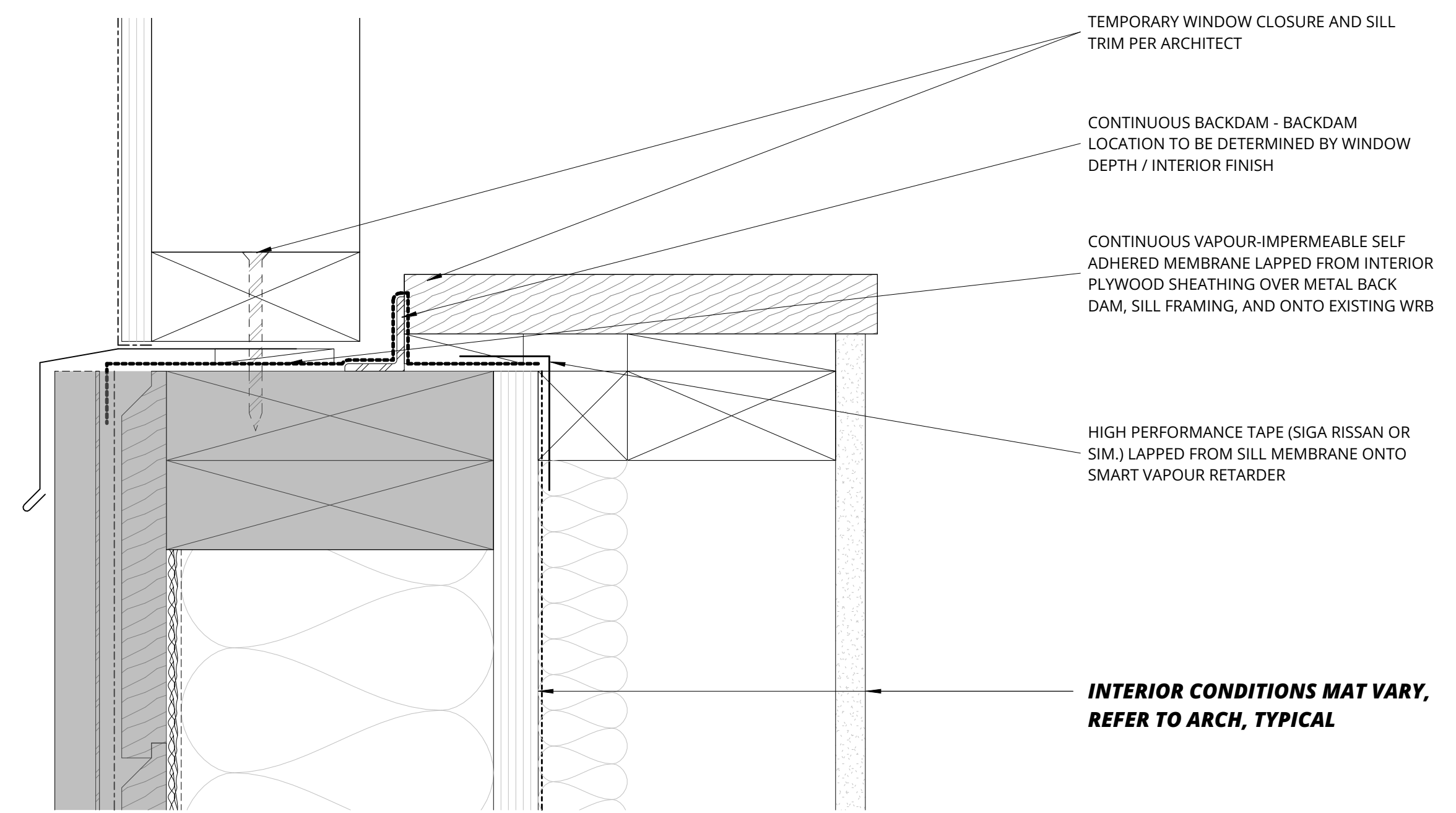
- EXISTING WRB MEMBRANE
- SMART VAPOUR RETARDER
- HIGH PERFORMANCE TAPE (SIGA RISSAN OR SIM.) LAPPED FROM SAM MEMBRANE ONTO SMART VAPOUR RETARDER
- WRB/AB TAPE
- CONTINUOUS VAPOUR-PERMEABLE SELF ADHERED MEMBRANE LAPPED FROM INTERIOR PLYWOOD SHEATHING OVER HEAD FRAMING AND ONTO FACE OF SHEATHING
- WINDOW HEAD FINISH PER ARCHITECT
- TEMPORARY WINDOW CLOSURE PER ARCHITECT



**INTERIOR CONDITIONS MAY VARY, REFER TO ARCH, TYPICAL**

- EXISTING WRB MEMBRANE, PRESERVE AT WINDOW HEAD DURING SELECTIVE DEMOLITION AND LAP ONTO NEW SELF ADHERED MEMBRANE FLASHING AND TAPE
- HIGH PERFORMANCE TAPE (SIGA RISSAN OR SIM.) LAPPED FROM SAM MEMBRANE ONTO SMART VAPOUR RETARDER
- CONTINUOUS VAPOUR-PERMEABLE SELF ADHERED MEMBRANE LAPPED FROM INTERIOR PLYWOOD SHEATHING OVER HEAD FRAMING AND ONTO FACE OF SHEATHING
- WRB/AB TAPE
- WINDOW JAMB FINISH PER ARCHITECT
- TEMPORARY WINDOW CLOSURE PER ARCHITECT

**5 W1-TYPICAL WINDOW JAMB**  
 6" = 1'-0" (SECTION)



**INTERIOR CONDITIONS MAY VARY, REFER TO ARCH, TYPICAL**

**7 W1-TYPICAL WINDOW HEAD AND SILL**  
 6" = 1'-0" (SECTION)

**REVISION SCHEDULE**

ISSUE/ REVISION	DESCRIPTION	DATE
1	Revision 1	2024-01-01
2	Revision 2	2024-02-01

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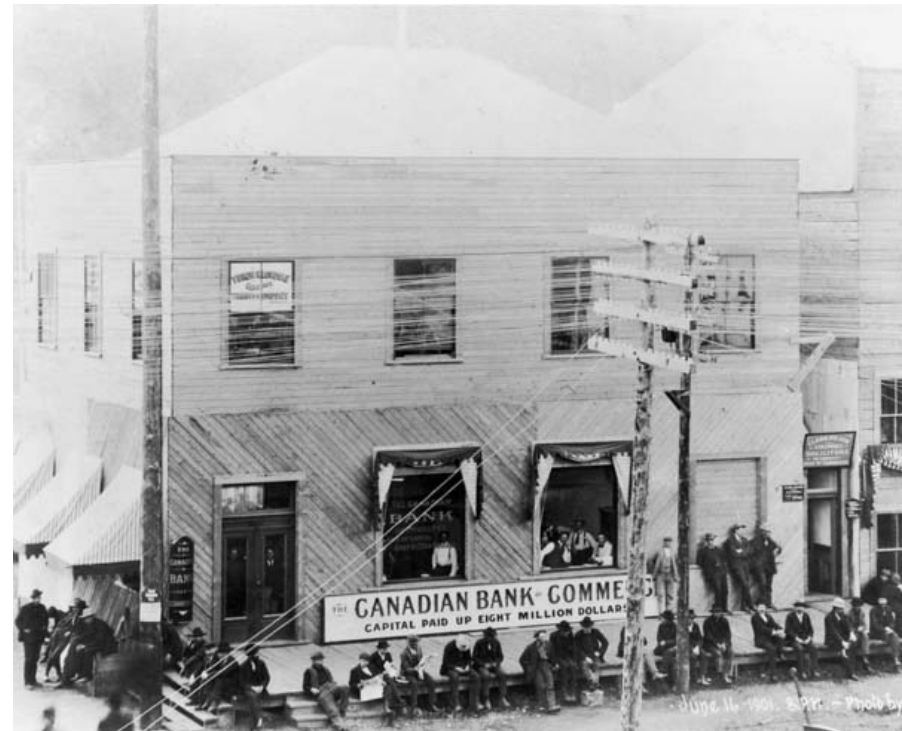
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PROJECT:  
 CBC Dawson BEC

SHEET TITLE:  
 WINDOW DETAILS

SHEET NO.:  
**BE-5.01**

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**John Keay**  
 Heritage consultant

Notes

**DRAWING INDEXES:**

ARCHITECTURAL

March 29 60% review  
 Chris Gower, Architect

- A 00 Cover Sheet
- A 01 Site Plan, Project Notes
- A 02 Existing, Demo Plans
- A 03 Basement Floor Plan
- A 04 Main Floor Plan
- A 05 Upper Floor Plan
- A 06 Attic Plan, Roof Over
- A 07 E + W Elevations
- A 08 N + S Elevations
- A 09 Building Cross Sections 1
- A 10 Building Cross Sections 2
- A 11 Wall Section Details 1
- A 12 Wall Section Details 2

BUILDING ENVELOPE

March 29 60% review  
 RDH Building Science

- BE-3.01 Wall Details
- BE-5.01 Window Details

MECHANICAL

Mechanical in Phase 3, NIC

STRUCTURAL / CIVIL

March 29 60% review  
 Richard Annett  
 P.Eng. C.Eng MStructE MICE  
 Associated Engineering (B.C.) Ltd.  
 Suite 301 - 4109 4th Avenue,  
 Whitehorse, YT Y1A 1H6  
 Engineering Consultant

- S-100 Notes, Structural / Construction
- S-101 Basement General Arrangement
- S-102 Main Floor Plan, Struct'l / Const'n
- S-103 Second Floor Plan, Struct'l / Const'n
- S-106 Lower Roof Level, Struct'l / Const'n
- S-301 Section Sheet 1, Struct'l / Const'n
- S-302 Section Sheet 2, Struct'l / Const'n
- S-304 Section Sheet 3, Struct'l / not in 60%
- S-501 Details Sheet 3, Struct'l
- S-701 Sketch, Struct'l / not in 60%

ELECTRICAL

Electrical in Phase 3, NIC

Note existing temporary elec  
 service panel in basement

**60% PRELIMINARY DRAWING SET (DRAFT)**  
**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**

ISSUES & REVISIONS

No.	Date	Description
03	Mar 29 2024	60% Preliminary - drawing set DRAFT
02	Mar 25 2024	60% Preliminary - drawing set DRAFT
01	Jan 02 2024	Preliminary - drawing set DRAFT

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Project Title  
**Phase 2**  
**CANADIAN BANK OF**  
**COMMERCE NHS**  
**Renovations & Restoration**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

Drawing Title

Scale	<b>A 0.00</b>	
Date		Mar 29 2024
Drawn by		CG
Proj. No.		2024- 10

**National Building Code 2020 Review**

(Code Equivalency - preliminary outline - note: additional Code compliance work anticipated in Phase 3)

Table 3.1.2.1.) Major Occupancy Classifications

Primary Occupancy:	A2 - Assembly Occupancy not elsewhere classified in Group A
Potential Secondary Occupancy:	D - Business and Personal Services Occupancy

Table 3.1.3.1.) Major Occupancy Fire Separations

A2 / Potential D Occupancy - Fire Separations between major occupancies: 1hr separation to be provided (note sprinklered building).

3.1.17. Occupant Load (Potential Single A2 Occupancy or Mixed A2 / D Mixed Occupancy)

A2 - Assembly Occupancy (potential optional uses):

- space with fixed seats	0.75 M2 / person
- space with non-fixed seats	0.75 M2 / person
- space with non-fixed seats and tables	0.95 M2 / person
- classrooms	1.85 M2 / person
- reading or writing rooms or lounges	1.85 M2 / person
- dining, beverage, and cafeteria space	1.20 M2 / person

D - Business and Personal Services Occupancy (potential optional uses):

- personal services shops	4.60 M2 / person
- offices	9.30 M2 / person

Table 3.3.1.5.-B) Egress in Floor Area Sprinklered Through-out

Occupancy: Group A2 / Maximum Area of Room or Suite: 200 m2 (note constructed floor area is 185M2)

Occupancy: Group D / Maximum Area of Room or Suite: 300 m2 (note constructed floor area is 185M2)

Table 3.4.2.1.-B) Criteria for One Exit (Floor Area Sprinklered Throughout)

Occupancy: Group A2 / Maximum Area of Room or Suite: 200 m2 (note constructed floor area is 185M2)

Occupancy: Group D / Maximum Area of Room or Suite: 300 m2 (note constructed floor area is 185M2)

3.4.3.1 Exit Width Based on Occupant Load

1) For the purpose of determining the aggregate width of exits, the occupant load of every room or floor area shall be determined in conformance with Subsection 3.1.17.

Occupied Floor Area (Main Floor) 105 m2 / .75 = 141 persons

Multi Purpose Space: area 105 m2 / .95m2 person = 110 persons

occupant load (posted) - 100

Occupied Floor Area (Upper Floor) 105 m2 / .75 = 141 persons

Possible Council Chambers (or alternate use TBD) 105 m2

occupant load (posted) 50

3.4.3.2 Exit Widths:

8mm per person for a stair consisting of steps whose rise is not more than 180mm and whose run is not less than 280 mm.

Thus for the main floor 100 persons occupancy posted x 8mm = 800mm required exit width.

Thus for upstairs, 50 persons occupancy posted - x 8mm = 400mm minimum required exit width.

Table 3.4.3.2.-A Minimum width of Exit Corridors, Passageways, Ramps, Stairs and Doorways

Group A, Group D - Exit Corridors and Passageways: 1100mm; Stairs: 1100mm, Doorways: 850mm;

Table 3.7.2.2.-A

Waterclosets for an Assembly Occupancy:

Number of Persons of Each Sex 26-50 Minimum Number of Water Closets: Male: 1; Female: 2

Table 3.7.2.2.-D

Waterclosets for a Business and Personal Services Occupancy:

Number of Persons of Each Sex 26-50 Minimum Number of Water Closets: Male: 1; Female: 2

A-3.1.2.1. (1) Major Occupancy Classification: (note potential mixed occupancy: A2, D)

Group A, Division 2, potential uses in consideration: Art Galleries; Clubs, non-residential; Community Halls; Lecture Halls; Museums; Restaurants; etc as per Code.

Group D, potential uses in consideration: Banks, Dental Offices; Medical Offices; Offices; Police Stations without detention quarters; Radio Stations; etc as per Code.

Table 4.1.5.3. Specified Uniformly Distributed Live loads on a Floor Area or Roof / Minimum Specified Load, kPa

Assembly Areas:

a) Lecture Halls, Museums (areas without fixed seats that have backs) - (Not advised for upstairs in this project) - 4.8 kPa

b) Classrooms and Courtrooms (with or without fixed seats) - (Potential for upstairs in this project) - 2.4 kPa

d) Portions of assembly areas with fixed seats that have backs for the following uses: Churches, Lecture Halls (Potential for upstairs in this project) - 2.4 kPa

Office Areas (not including record storage and computer rooms) located in: - Basements and floors with direct access to the exterior at ground level. (Acceptable on the basement or main floor level only) - 4.8 kPa

- Other floors (Acceptable on the upstairs floor level only) - 2.4 kPa

Retail and Wholesale Areas (Acceptable on the basement or main floor level only) - 4.8 kPa

4.1.5.9 Concentrated Loads

Table 4.1.5.9. Specified Concentrated Live loads on an area of Floor or Roof / Minimum Specified Load, kPa

Floors of Classrooms: (Not advised on upper floor) - 4.5 kN 750 x 750 mm

**PRELIMINARY 60% DRAWING REVIEW SET (DRAFT)**  
**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**

**Canadian Bank of Commerce - Renovations and Restoration / Phase 2**  
**City of Dawson, Yukon Territory - Phase 2: Lower, Main, Upper Floor, Attic Level Interior Work**  
**Project Notes / General Conditions - Preliminary 60% Draft for Owner, Consultant, Const. Manager Reviews**

- 1.0 General Project Description, Phase 2: interior renovations & repairs of: lower basement floor, main floor, upper floor, attic levels:
- Phase 2 Scope of Work: enhanced existing and new structural wood framing, exterior wall, attic - insulation & vapour barrier;
  - Generally the exterior of the building: metal siding and original building paper (with HazMat material) are not to be disturbed;
  - Phase 3 (NIC) work to follow next year including: electrical, mechanical, plumbing, washroom services, lighting, GWB, etc;
  - Exterior building paper is to remain carefully undisturbed throughout the project, and all questions reported to the owner;
  - Preparation and placement of an area of new concrete slab in the north-east corner of the basement level, see structural;
  - Includes: grade seal, new reinforced concrete leveled to match adjacent concrete basement slab, elevator pit depression;
  - Concrete mix, leveling, and smooth surface finish, fared to match existing basement slab - see structural requirements;
  - Placement of radon gas testing tubes or pipes under the new concrete - size and locations to be confirmed on site;
  - Framing of basement elevator shaft & adjacent elevator machine rm: 2x4 studs and framing - anchor walls to existing & new slabs;
  - Confirm elevator pit location, size, and depth with elevator shop drawings. 1/2" painted plywood to outside of new walls, typ;
  - Rough-framed door openings for later elevator supply and installation, and for doorway to elevator machine room, (doors NIC) ;
  - Close opening of NE wood-framed main floor - review floor joists, basement & main floor exterior walls, to suit new infill floor;
  - New T&J and plywood deck of floor closure to match existing, plywood to be T&G glued & screwed to joists - see structural;
  - Framing of elevator shaft, washroom, electrical closet, and mechanical shaft walls, from main floor to upper floor;
  - Rough framed door openings for later elevator supply and installation, and for doorways to washrooms & closet, (doors NIC);
  - Framed glued and screwed 16mm plywood deck above main floor washrooms & closet with 8' 2438mm washroom headroom;
  - 1/2" 12.7mm plywood to exterior of all new walls typ - shaft to be framed between main & upper floor for later mechanical;
  - Plywood to interior rear wall of electrical closet for future electrical panel, framed headers for all doors & elevator openings;
  - Remove segments of existing plywood sheathing on interior of main floor exterior walls for framing work, in sequence, see struct;
  - Exterior wall framing to be remedied or supplemented as per structural requirements, including connections to floors & ceiling;
  - Existing temporary ply closures to windows to be removed, window opening framing to be reviewed, repaired or replaced;
  - See structural, building envelope, and architectural details for refinishing of window openings: head, jambs, sill, casings;
  - Main floor exterior wall stud framing to have breathing membrane inside of original sheathing, pack with batt insulation, see RJC;
  - Wall framing and insulation to be unified to main floor ceiling joists - see structural, envelope, and architectural details;
  - New plywood structural interior sheer wall sheathing placed tightly to all exterior wall framing - secure nailing as per structural;
  - Joist framing for main floor ceiling, and upper floor deck - to be reviewed on site, with additional joists as per structural;
  - Review floor joist levels, with consideration of glued shimming to fair-out uneven or deflected conditions;
  - Floor hanging support rods & connections to be reviewed, intumescent paint - supplement! hanging support is in review - see struct;
  - Framing connections between floor joists & wall studs to be enhanced & blocked - see structural - batt & foam edges see RDH;
  - Cut-out area of floor for new upper floor stair flight, support from bathroom wall framing below, see structural, include vap barrier.
  - Build-in new steps, regular risers and treads as per details - continuous 2x2 handrails each side to meet handrail in stair;
  - Existing upper floor deck to be removed - in sequence with application of new T&G plywood deck, glued & screwed to joists;
  - Wall vapour barriers to be completely caulked & taped to underside of new upper floor plywood deck see RDH envelope details;
  - Existing upper floor ply deck to be removed, & reused for new ceiling below, glued & nailed to joist undersides, see structural;
  - Upper floor joists to be packed with batt insulation for acoustic separation, in sequence with floor & ceiling plywood placement;
  - Upper floor to be reviewed & filled for finished T&G plywood flush surface, suited for sheet goods floor finishes in later Phase 3;
  - Upper floor bathroom, closet, shaft, & elevator shaft walls to be 2x4 framed tightly to ceiling above, w rough door openings;
  - Include a 2x8 joist & glued 16mm plywood deck above the washrooms for mechanical ducting in Phase 3, 7' clear washrm below;
  - Remove in sequence existing sheathing & metal braces on interior of upper floor exterior walls for framing work, see structural;
  - Exterior wall framing to be remedied or supplemented as per structural requirements, including connections to floor & ceiling;
  - Existing frame closures to windows to be removed as needed, window opening framing to be reviewed, repaired or replaced;
  - See structural, building envelope, and architectural details for refinishing of window openings head, jambs, sill, casings;
  - Upper floor exterior wall stud framing to have breathing membrane inside of original sheathing, pack with batt insulation, see RDH;
  - Wall framing and insulation to be unified to upper floor ceiling joists - see structural, envelope, and architectural details;
  - Attic truss framing and ceiling joists to be enhanced and supplemented - review for general level - see structural.
  - Ceiling support hanging rods & connections to be reviewed, intumescent paint - supplemental hang'g support in review, see struct;
  - Place new 1/2" 12.7mm plywood ceiling under ceiling joists - screwed and nailed - T&G edges for unified surface;
  - Insulation sleeves and foam to all attic support rods and connections, batt insulation packed in joists, and counterlaid over;
  - Continuous vapour barrier adhered to the underside of the new ply ceiling, to lap all exterior wall vapor barriers caulked & taped;
  - All vapour barriers and laps to be contractor photographed - and site reviewed & tested by consultants, before covering;
  - 2x2 furring @ 400mm to be added to inside of ply sheathing of all exterior walls over VBs - filled with rigid batt insulation, see RDH;
  - Stair bay insulation & vapour barriers installed. All project insulation & vap barriers for architect & envelope consultant review.

2.0 Project Construction Contract, prepared for this project work, with named project architect and consultants, to be:

- CCDC 5B Construction Management Contract, with Construction Manager acting as General Contractor & site administrator.

3.0 Project time frame anticipated to be approximately from June 01 to September 15 2024 - dates to be confirmed with owner.

4.0 Site and building access - all to be available to the contractor, but with use of building interior only for construction;

- contractor to supply or maintain site hoarding fencing for site & building security, free of public access, locked off hours;
- contractor to establish vehicle access gates as needed - and project trailer as needed, adjacent City WC available;
- contractor to maintain course of construction insurance, with copy of coverage to owner and consultants;
- contractor to organize site visits and project meetings with consultants and owner representative;
- contractor to plan and pre-notify owner, all consultants for primary general architectural meetings and inspections before closing wall & ceiling insulation, & for all vapour barriers. Contractor: detailed project photos to be supplied for owner, consultants.
- contractor to maintain site phone, and office phone, e-mail address for communications.

5.0 Contractor to maintain Yukon WCB registration/ coverage - copied to Dawson City and consultants.

6.0 Materials to be stockpiled to location(s) on site & in building as per Plans, confirmed by Owner, avoid disturbing stored cladding .

7.0 Project pause for consultant site framing inspections, reports, instructions, before new interior insulation, plywood sheathing.

8.0 Site and building security to be maintained by contractor throughout contract period - to include: secure site hoarding pad-locked doorways, interior and site building illumination during dark periods, emergency phones active on site.

9.0 Interior to be maintained for owner & consultant access throughout project, with notifications. Electrical construction panel is on site.

10.0 Project correspondence and invoices as per CCDC 5B Contract requirements (- one month or phased invoices?)

11.0 Invoices to include all taxes and charges - for consultants' reviews, with Holdbacks as per Yukon Lien Legislation.

12.0 Project Inspections, Consultant Instructions and Change Orders, completion reviews, as defined in CCDC Contract.

13.0 Project schedule and proposed completion date to be provided by contractor and updated with notice to Owner.

14.0 Project Contract Proposal Submission and / or Tender - by Owner Notice and Invitations - likely issued before late May 2024.



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**John Keay**  
Heritage consultant

Notes

No.	Date	Description
03	Mar 29 2024	Preliminary - 60% Drawing Review set DRAFT
02	Mar 25 2024	Preliminary - 60% Drawing Review set DRAFT
01	Jan 04 2024	Preliminary - drawing set DRAFT

ISSUES & REVISIONS

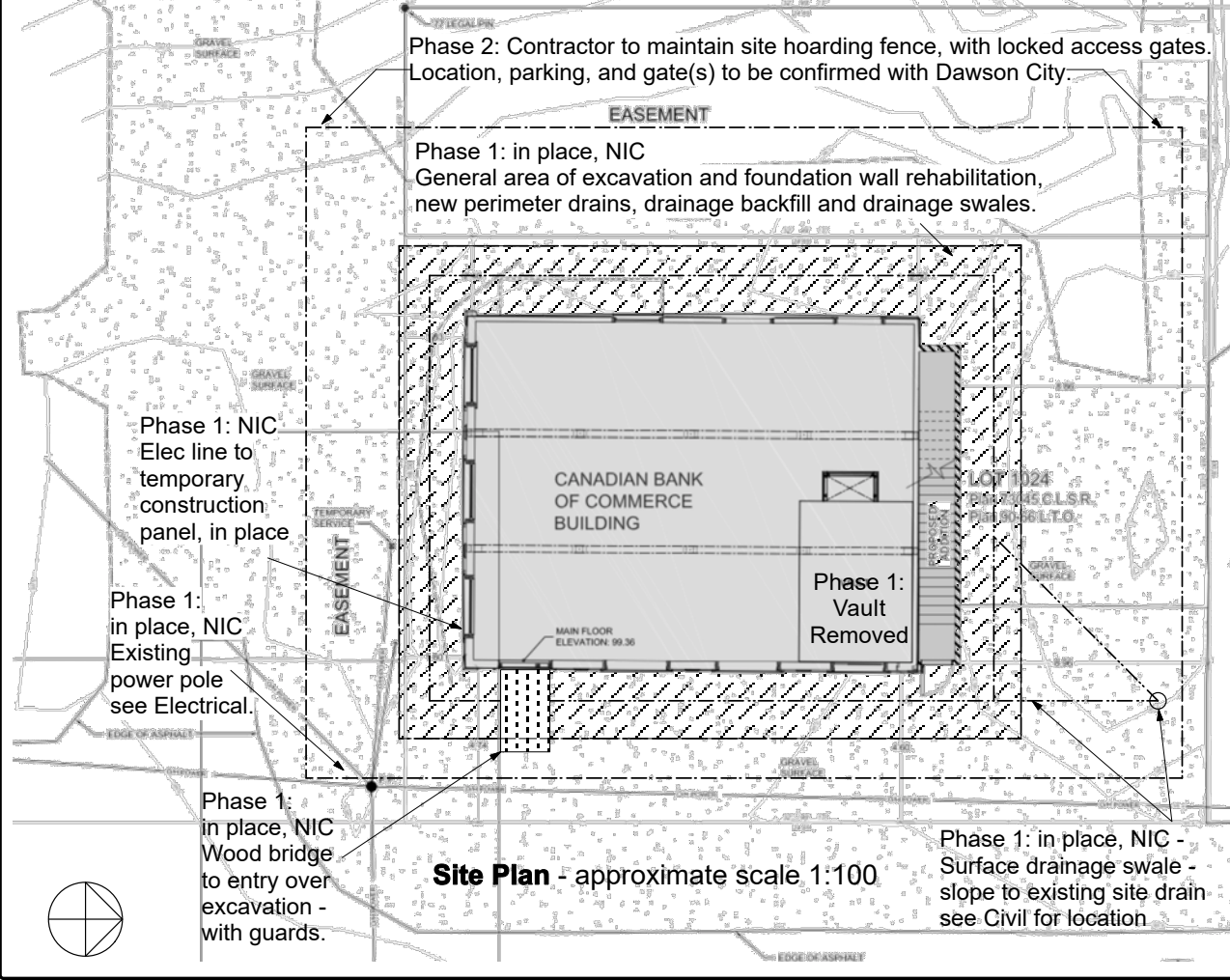
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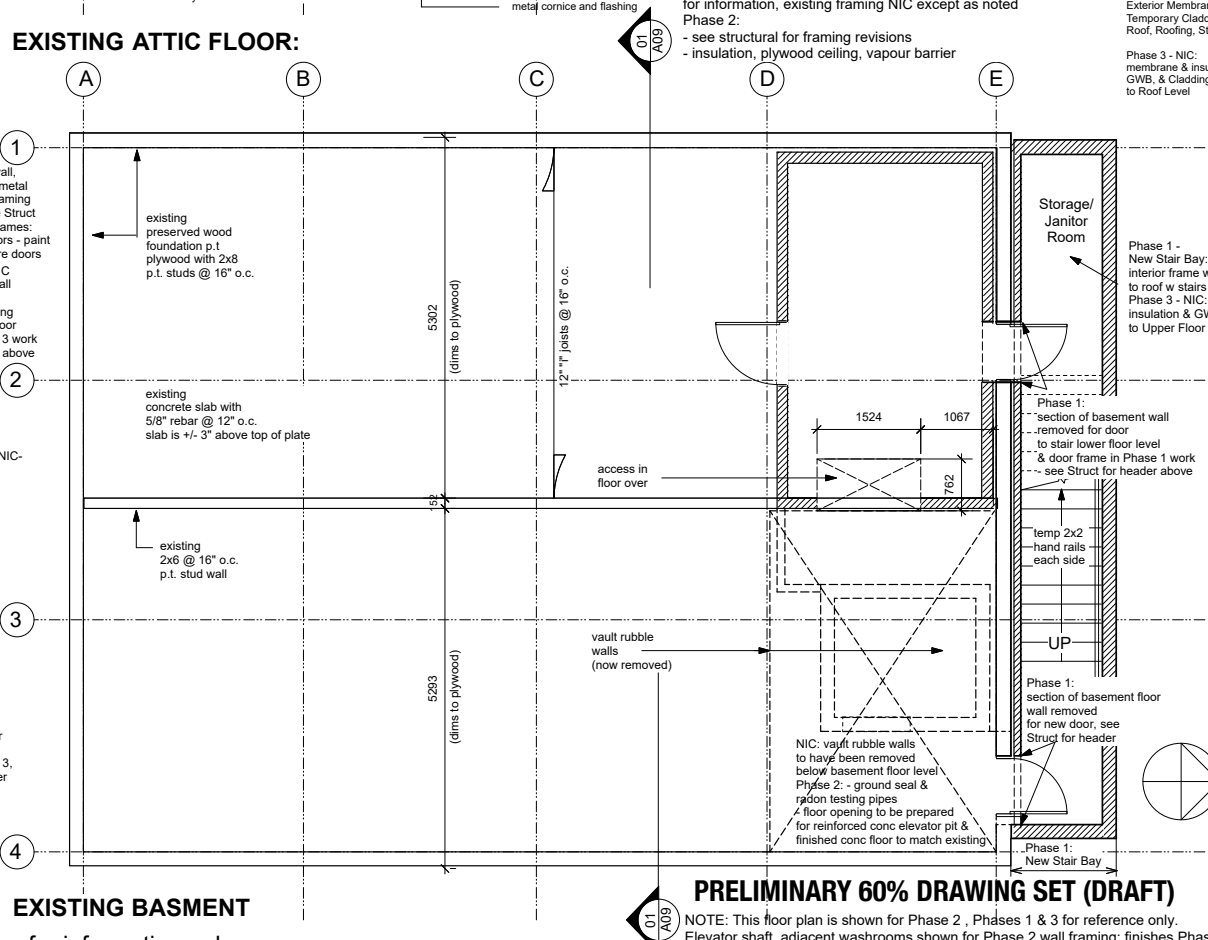
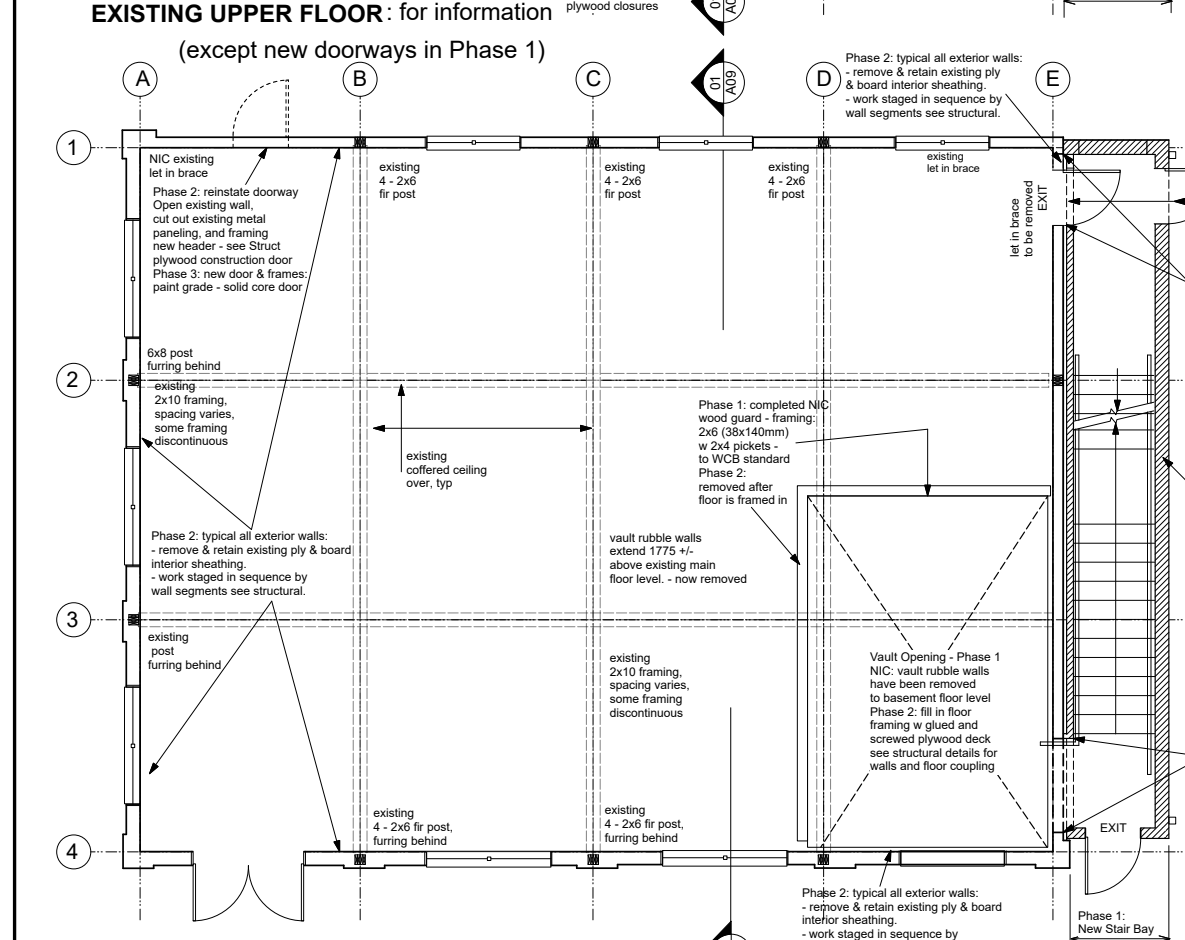
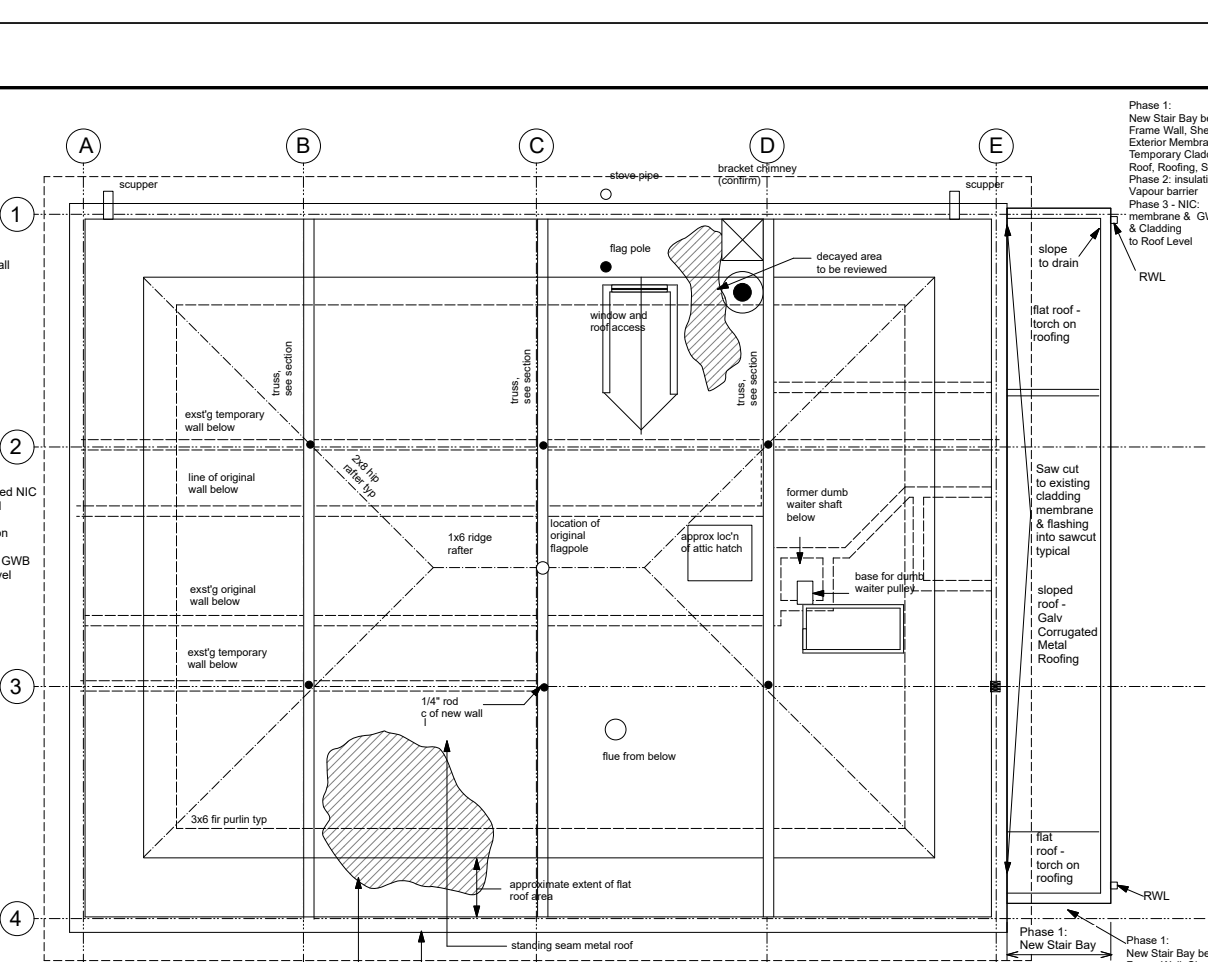
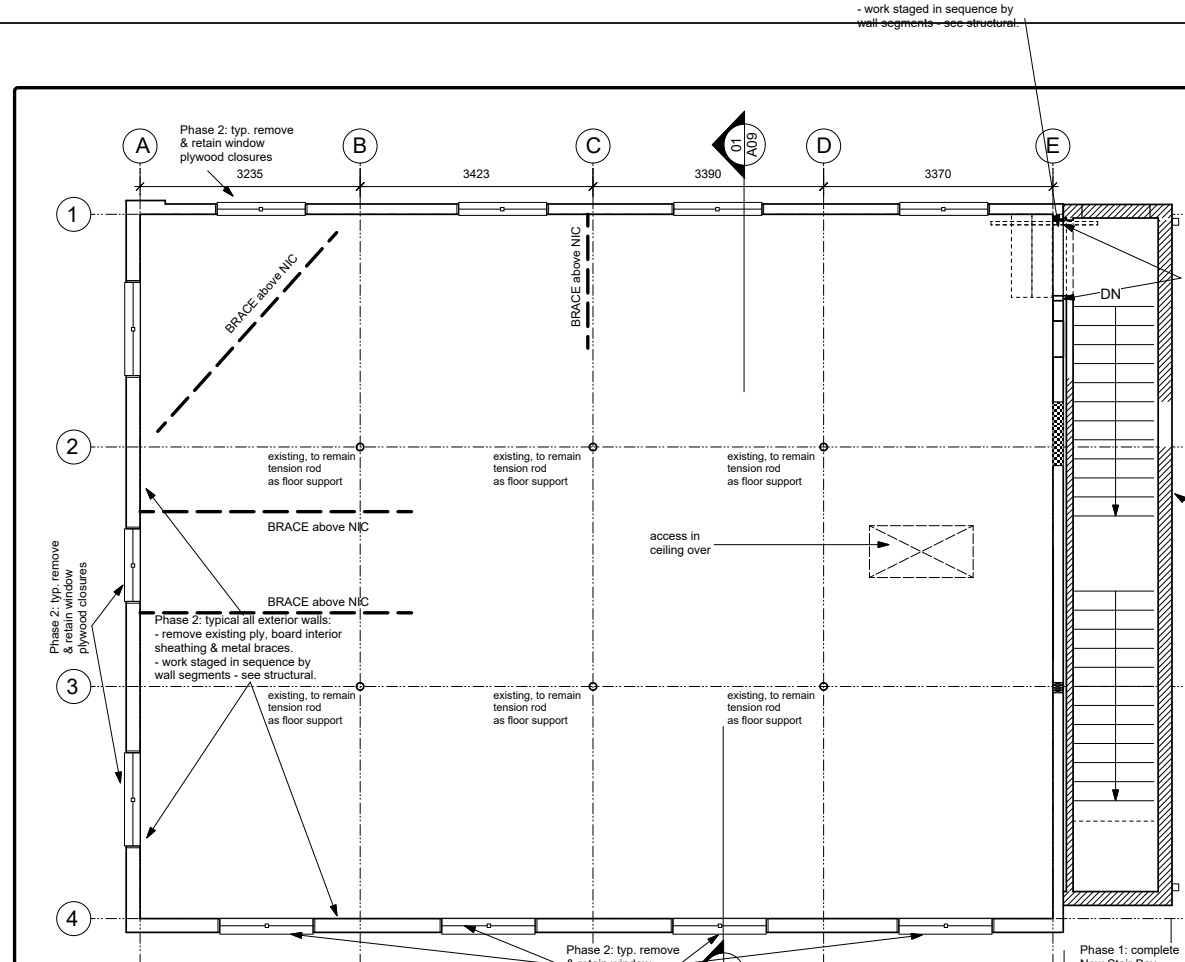
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Project Title  
**Phase 2**  
**CANADIAN BANK OF COMMERCE NHS**  
**Renovations & Restoration**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

Drawing Title  
**SITE PLAN**  
**Project Notes & General Conditions**

Scale	NTS	<b>A 1.0</b>
Date	Mar 29 2024	
Drawn by	C. G.	
Proj. No.	2022- 12	





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Issues & Revisions

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03	Mar 29 2024	Preliminary - 60% review drawing set DRAFT
02	Mar 25 2024	Preliminary - 60% review drawing set DRAFT
01	Jan 02 2024	Preliminary - 0% review drawing set DRAFT

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Project Title  
**Phase 2**  
**CANADIAN BANK OF COMMERCE NHS**  
**Renovations & Restoration**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

Drawing Title  
**AS FOUND & DEMOLITION**  
**FLOOR PLANS**

Scale 1: 50 metric  
 Date Mar 29 2024  
 Drawn by BK, CG  
 Proj. No. 2024- 10  
**A 02**

**PRELIMINARY 60% DRAWING SET (DRAFT)**  
 NOTE: This floor plan is shown for Phase 2, Phases 1 & 3 for reference only. Elevator shaft, adjacent washrooms shown for Phase 2 wall framing, finishes Phase 3. Stair Bay framing completed - with canopy roof cover, in Phase 1 contract.  
**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**





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Project Title  
**Phase 2**  
**CANADIAN BANK OF**  
**COMMERCE NHS**  
**Renovations & Restoration**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

Drawing Title  
**BASEMENT PLAN**

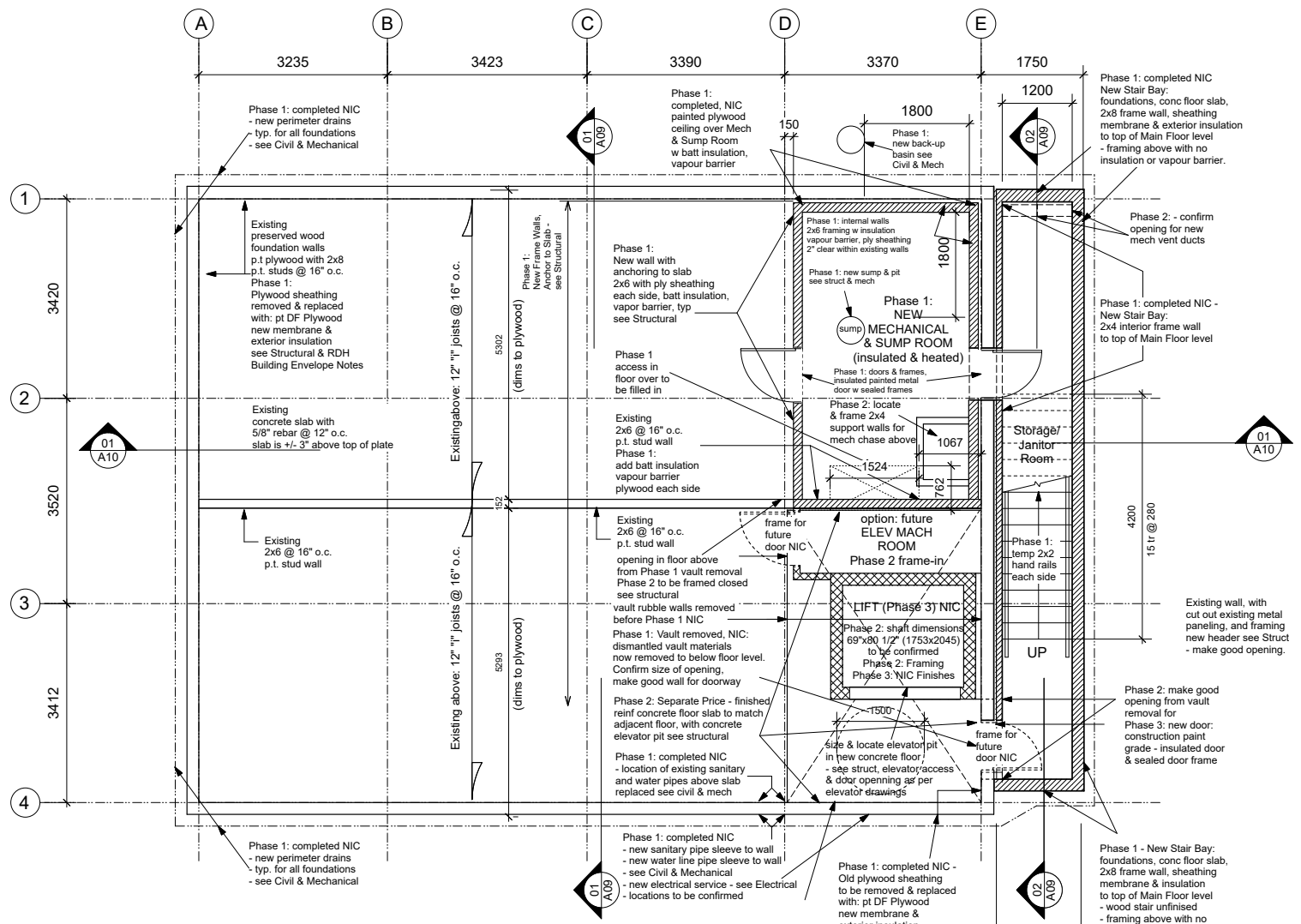
Scale 1: 50 metric

Date Mar 29 2024

Drawn by BK, CG

Proj. No. 2024- 10

**A 03**



**BASEMENT FLOOR - PHASE 2 (& PHASE 3 NIC)**

Shown for information - including future Phase 3 work

Existing Gross Floor Area: 150 m2

Proposed Stair Bay Addition: 15m2

Proposed Total Floor Area: 165m2

- Phase 1: walls - in place
- Phase 2: new walls - frame, w plywood one side
- Phase 3 walls - future NIC

**PRELIMINARY 60% DRAWING SET (DRAFT)**

NOTE: This floor plan is shown for Phase 2 w Phase 3 work for reference only. Elevator shaft and adjacent mechanical rooms shown for Phase 2 reference only. Sump room in Phase 1 contract.

**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**



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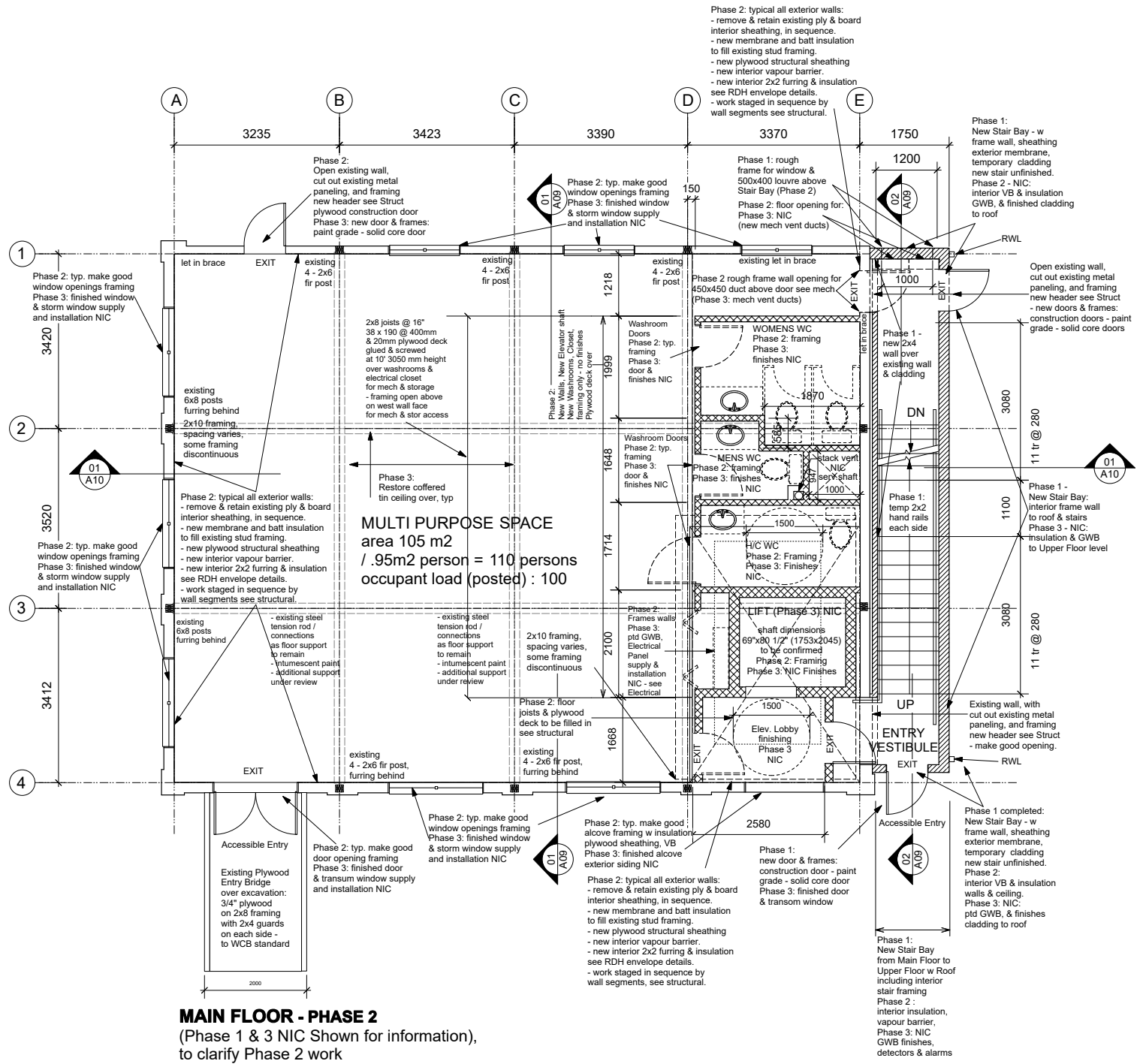
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**CANADIAN BANK OF**  
**COMMERCE NHS**  
**Renovations & Restoration**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

Drawing Title  
**MAIN FLOOR PLAN**

Scale 1:50 metric  
 Date Mar 25 2024  
 Drawn by  
 Proj. No. 2024- 10

**A 04**



**MAIN FLOOR - PHASE 2**  
 (Phase 1 & 3 NIC Shown for information),  
 to clarify Phase 2 work  
 Note: Phase 1 included the Stair Bay  
 Existing Gross Floor Area: 150 m2  
 Proposed Stair Bay Addition: 15m2  
 Proposed Total Floor Area: 165m2

Phase 1: walls - framed in place NIC  
 Phase 2: now require insulation and vapour barriers  
 Phase 2 walls - new walls framed as noted w insulation where shown in details.  
 Phase 3 walls - future, NIC

**PRELIMINARY 60% DRAWING SET (DRAFT)**

NOTE: This floor plan is shown for Phase 2, Phase 1 & 3 for reference only. Elevator shaft and adjacent washrooms shown for Phase 2 wall framing, finishes Phase 3. Stair Bay framing completed in Phase 1 contract - with canopy roof cover in Phase 1.

**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**



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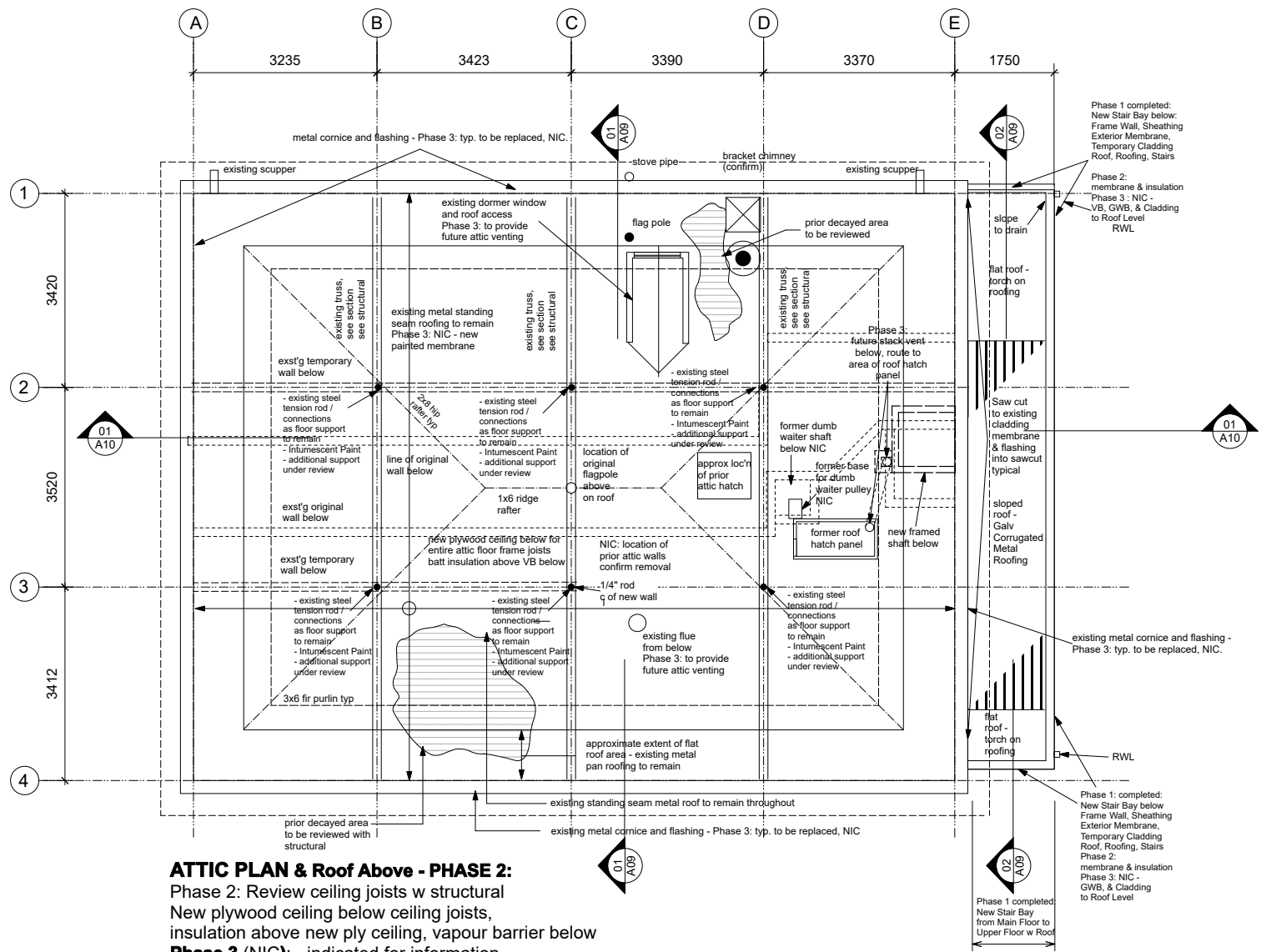
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Project Title  
**Phase 2**  
**CANADIAN BANK OF**  
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**Renovations & Restoration**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

Drawing Title  
**ATTIC / ROOF PLAN**

Scale  
 1:50 metric  
 Date  
 Mar 29 2024  
 Drawn by  
 BK CG  
 Proj. No.  
 2024- 10

**A 06**



**ATTIC PLAN & Roof Above - PHASE 2:**  
 Phase 2: Review ceiling joists w structural  
 New plywood ceiling below ceiling joists,  
 insulation above new ply ceiling, vapour barrier below  
**Phase 3 (NIC):** - indicated for information -  
 future work, future sprinklers, GWB coffer ceiling,  
 light fixtures for upper floor.  
**Phase 1:** Stair Bay below added - completed (NIC)  
 Existing Gross Floor Area: 150 m2  
 Proposed Stair Bay Addition: 15m2  
 Proposed Total Floor Area: 165m2

**PRELIMINARY 60% DRAWING SET (DRAFT)**

NOTE: This floor plan is shown for Phase 2, Phases 1 & 3 for reference only. Elevator shaft and adjacent washrooms shown for Phase 2 wall framing, finishes Phase 3. Stair Bay framing completed in Phase 1 contract - with canopy roof cover in Phase 1.

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Notes

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Project Title  
**Phase 2**  
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**COMMERCE NHS**  
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**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

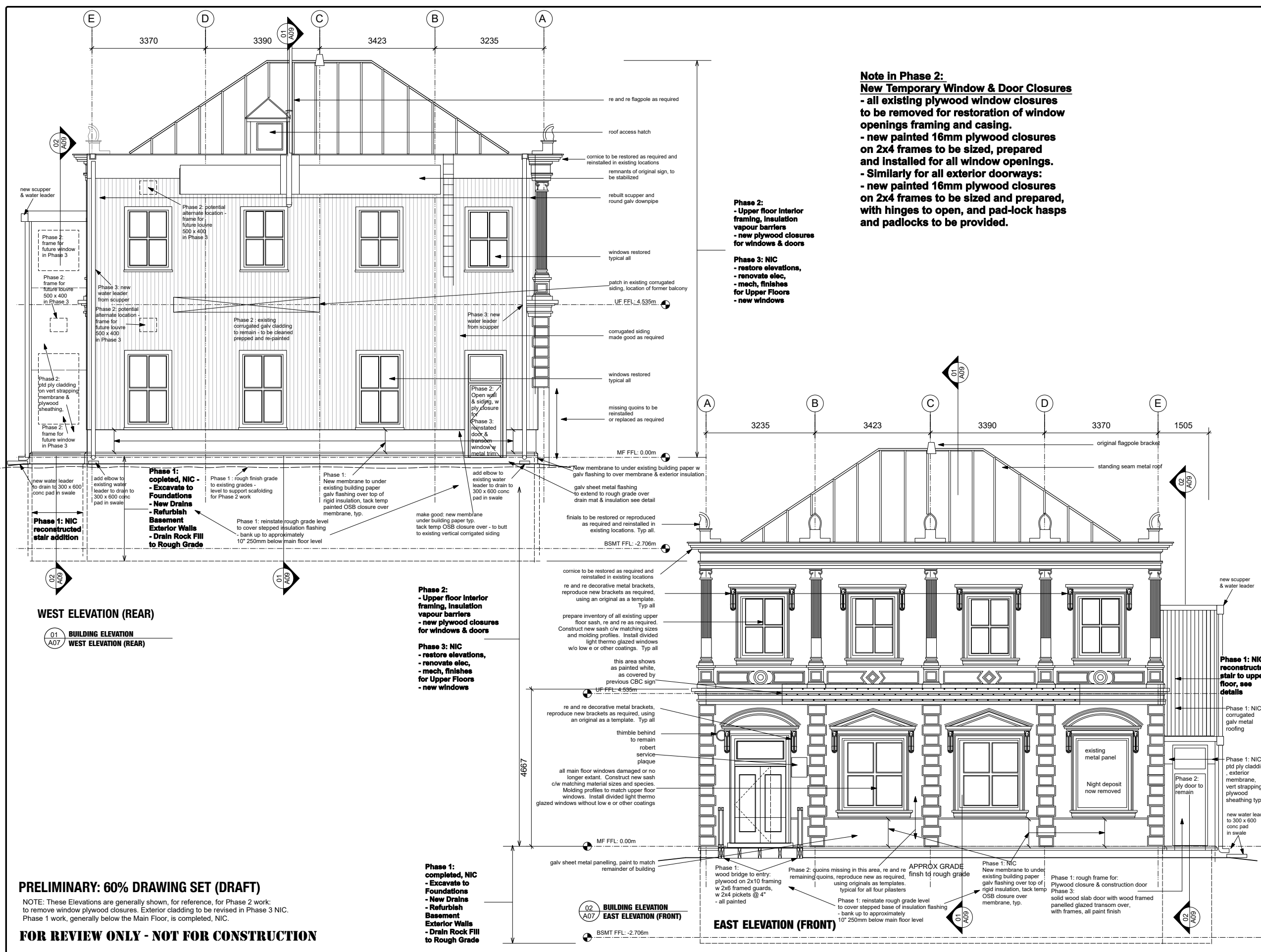
Drawing Title  
**EAST & WEST ELEVATIONS**

Scale	<b>A 07</b>	
Date		Mar 29, 2024
Drawn by		BK, CG
Proj. No.	2024- 10	

**Note in Phase 2:**  
**New Temporary Window & Door Closures**  
 - all existing plywood window closures to be removed for restoration of window openings framing and casing.  
 - new painted 16mm plywood closures on 2x4 frames to be sized, prepared and installed for all window openings.  
 - Similarly for all exterior doorways:  
 - new painted 16mm plywood closures on 2x4 frames to be sized and prepared, with hinges to open, and pad-lock hasps and padlocks to be provided.

**Phase 2:**  
 - Upper floor interior framing, insulation vapour barriers  
 - new plywood closures for windows & doors

**Phase 3: NIC**  
 - restore elevations,  
 - renovate elec,  
 - mech, finishes for Upper Floors  
 - new windows



**WEST ELEVATION (REAR)**

**01 BUILDING ELEVATION WEST ELEVATION (REAR)**

**PRELIMINARY: 60% DRAWING SET (DRAFT)**

NOTE: These Elevations are generally shown, for reference, for Phase 2 work: to remove window plywood closures. Exterior cladding to be revised in Phase 3 NIC. Phase 1 work, generally below the Main Floor, is completed, NIC.

**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**

**02 BUILDING ELEVATION EAST ELEVATION (FRONT)**

**EAST ELEVATION (FRONT)**



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Notes

**ISSUES & REVISIONS**

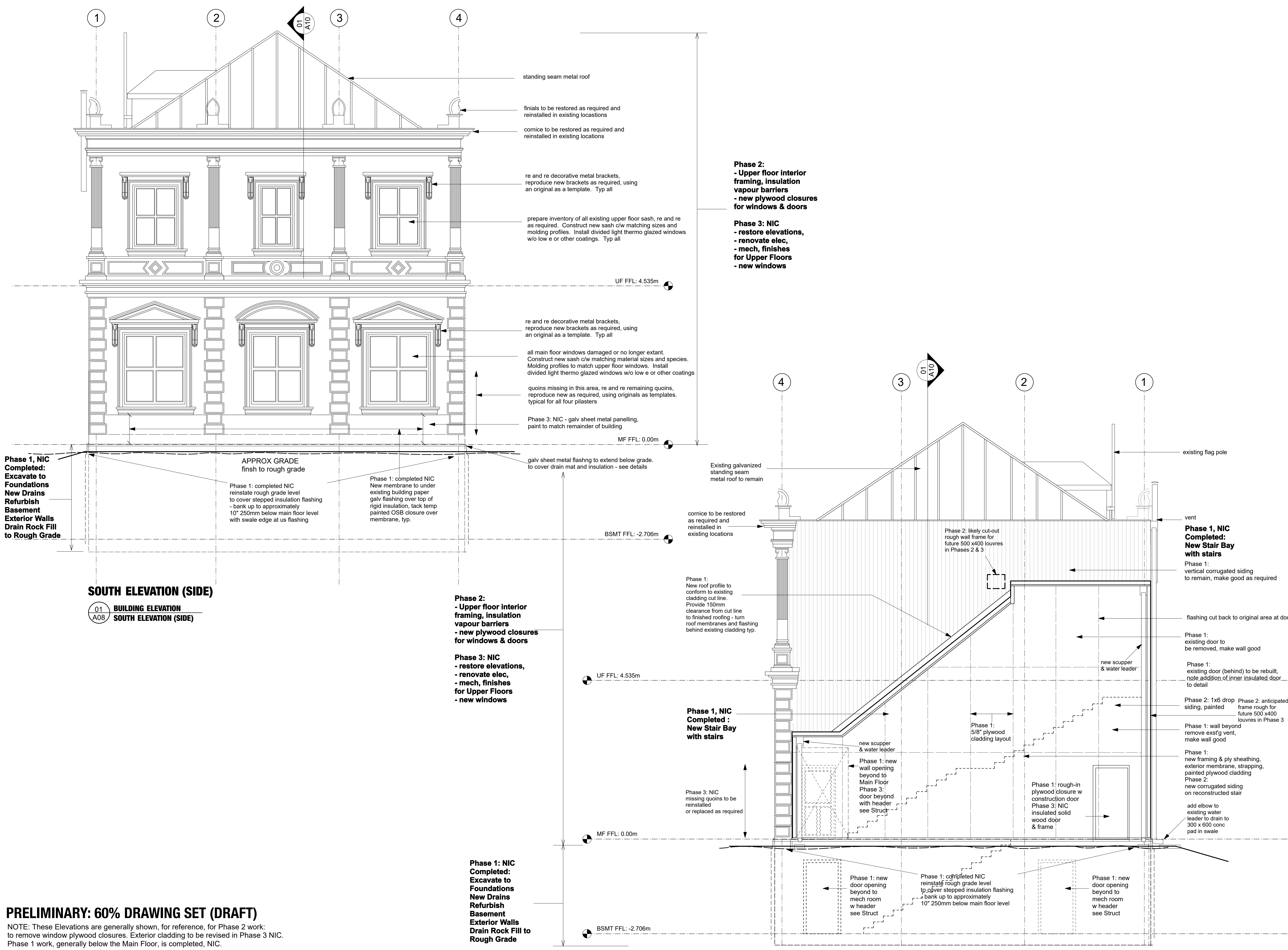
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02	Mar 25 2024	Preliminary - 60% review drawing set DRAFT
01	Jan 02 2024	Preliminary - 0% review drawing set DRAFT

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Project Title  
**Phase 2**  
**CANADIAN BANK OF**  
**COMMERCE NHS**  
**Renovations & Restoration**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

Drawing Title  
**NORTH & SOUTH ELEVATIONS**

Scale	<b>A 08</b>	
Date		Mar 25, 2024
Drawn by		BK, CG
Proj. No.	2024- 10	



**SOUTH ELEVATION (SIDE)**  
 01 BUILDING ELEVATION SOUTH ELEVATION (SIDE)

02 BUILDING ELEVATION NORTH ELEVATION (SIDE) **NORTH ELEVATION (SIDE)**

**PRELIMINARY: 60% DRAWING SET (DRAFT)**

NOTE: These Elevations are generally shown, for reference, for Phase 2 work: to remove window plywood closures. Exterior cladding to be revised in Phase 3 NIC. Phase 1 work, generally below the Main Floor, is completed, NIC.

**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**



**Chris Gower**  
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 MAIBC FRAIC LEED<sup>ap</sup> MCIP RPP  
 1210 Monterey Ave.,  
 Oak Bay, Victoria B.C.  
 V8S-4V5 778 922-9979  
 chrisgower@shaw.ca



**John Keay**  
 Heritage consultant

Notes

**ISSUES & REVISIONS**

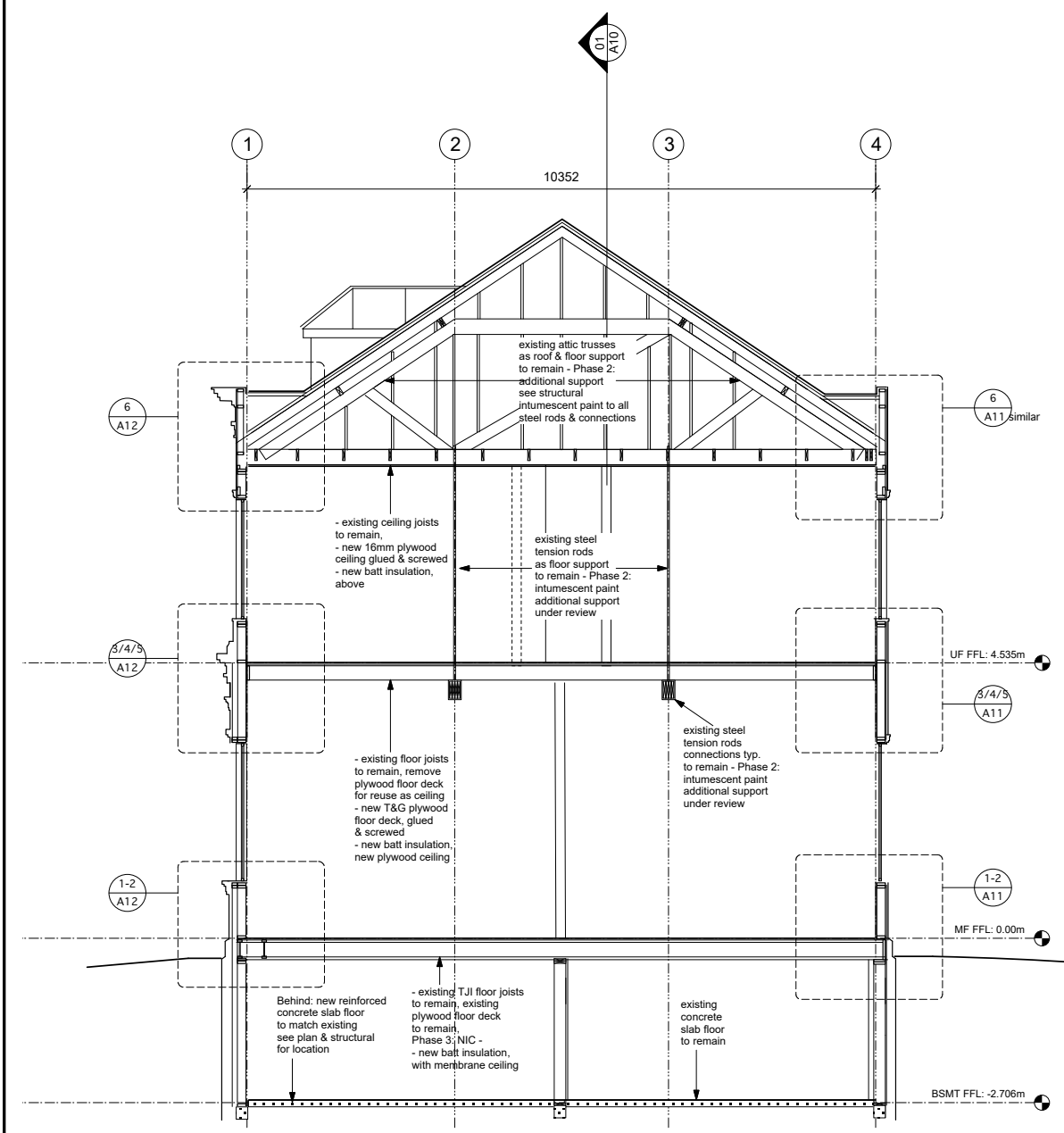
No.	Date	Description
03	Mar 29 2024	Preliminary - 60% review drawing set. DRAFT
02	Mar 25 2024	Preliminary - 60% review drawing set. DRAFT
01	Mar 14 2024	Preliminary - 0% review drawing set. DRAFT

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Project Title  
**CANADIAN BANK OF COMMERCE NHS**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

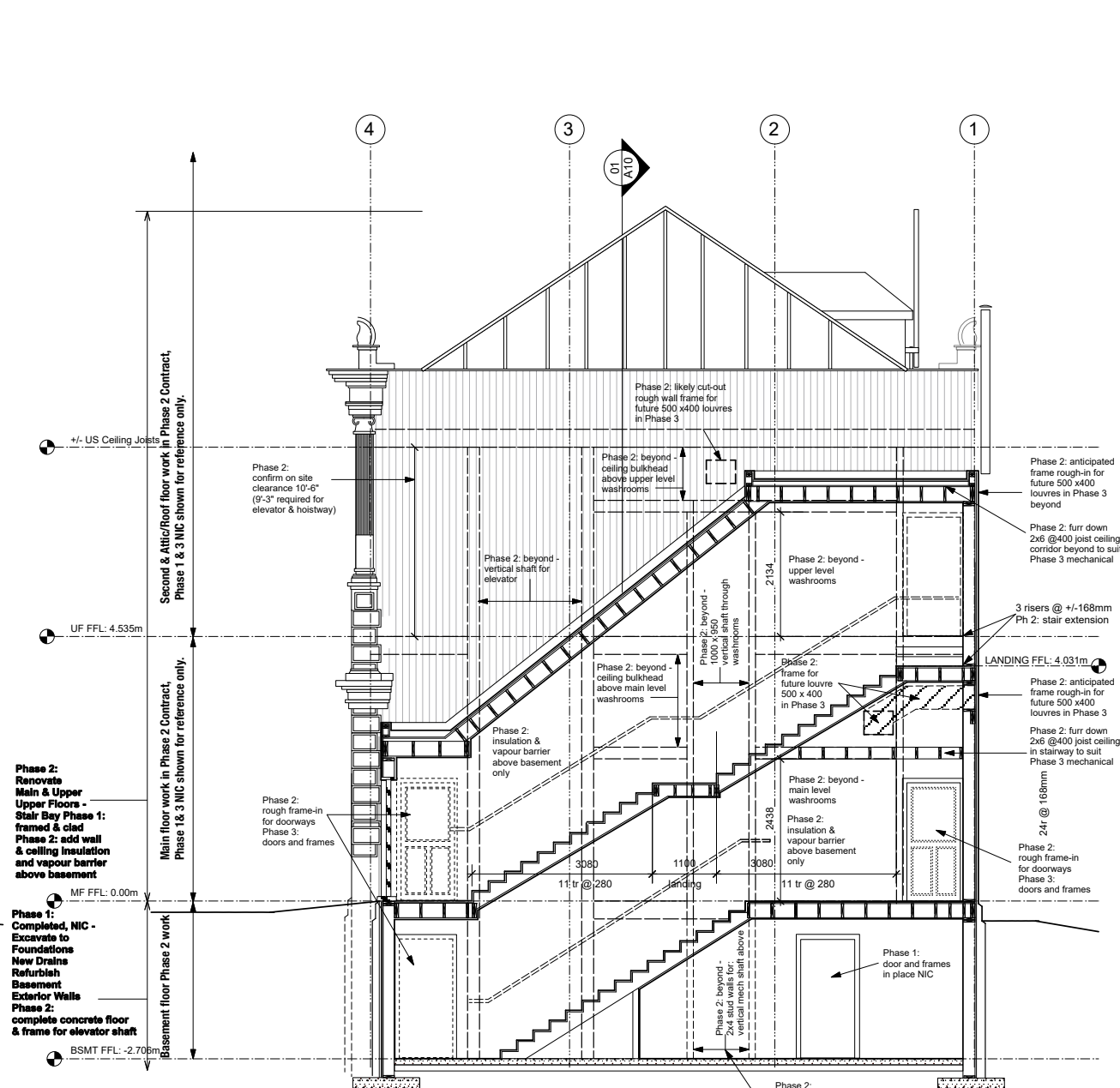
Drawing Title  
**BUILDING CROSS SECTIONS**

Scale	A 09
Date	
Drawn by	
Proj. No. 2022- 12	



**EAST WEST SECTION**

01 BUILDING SECTION SOUTH SECTION (SIDE)



02 BUILDING SECTION SECTION THROUGH STAIRS

**60% DRAWING SET (DRAFT)**  
 NOTE: These sections are generally shown, for reference only, for Phase 2 work. Phase 1 work, generally below the Main Floor, is generally completed NIC.

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 Heritage consultant

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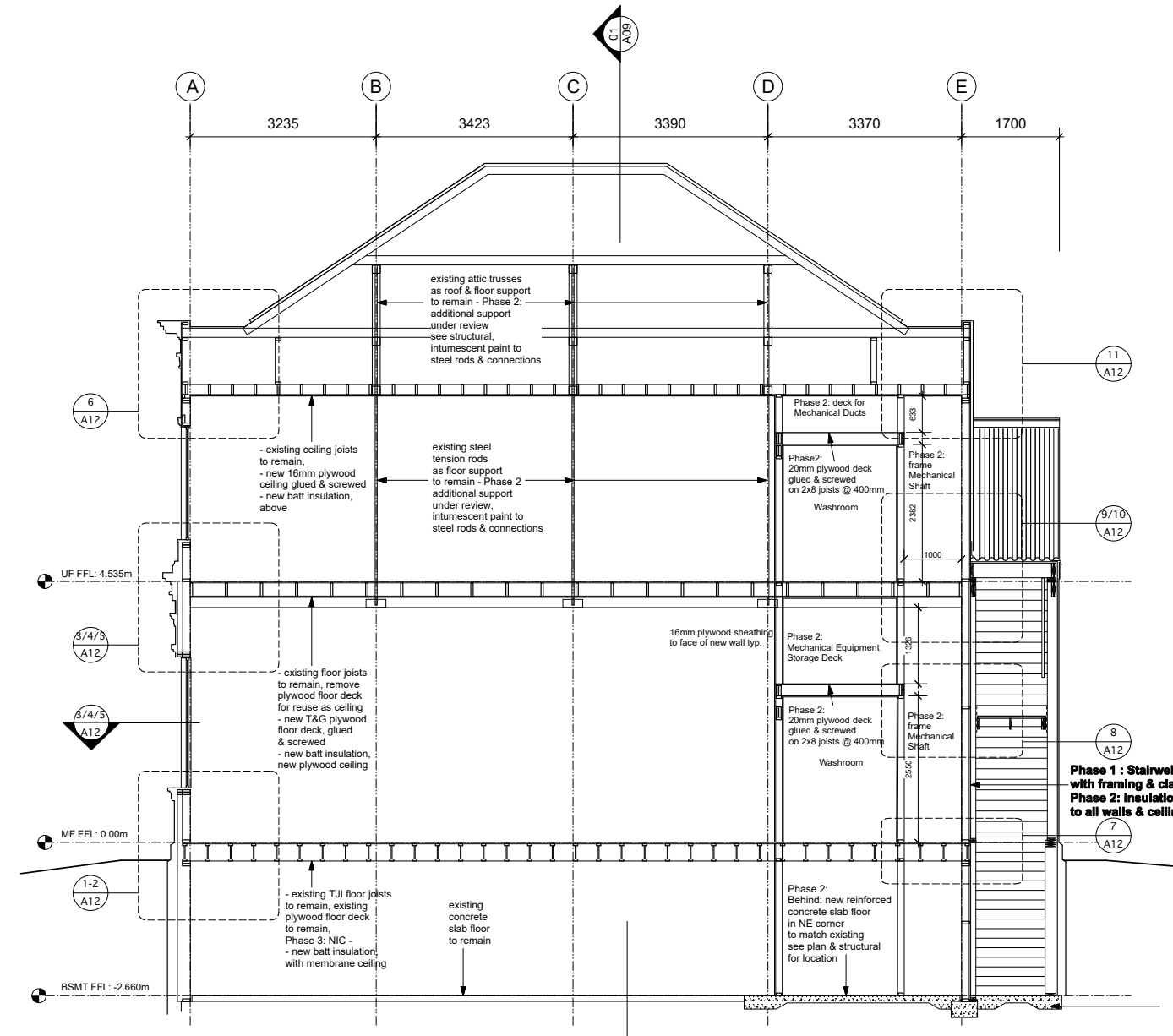
No.	Date	Description
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01	Mar 14 2024	Preliminary - 00% review drawing set. DRAFT

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Project Title  
**CANADIAN BANK OF COMMERCE NHS**  
 LOT 1024, FRONT STREET  
 DAWSON CITY, YUKON

Drawing Title  
**BUILDING SECTIONS & Washroom Plans**

Scale	<b>A 10</b>	
Date		March 29, 2024
Drawn by		
Proj. No.	2022- 12	



**01 BUILDING SECTION**  
**A10 SOUTH/NORTH SECTION (w STAIR)**

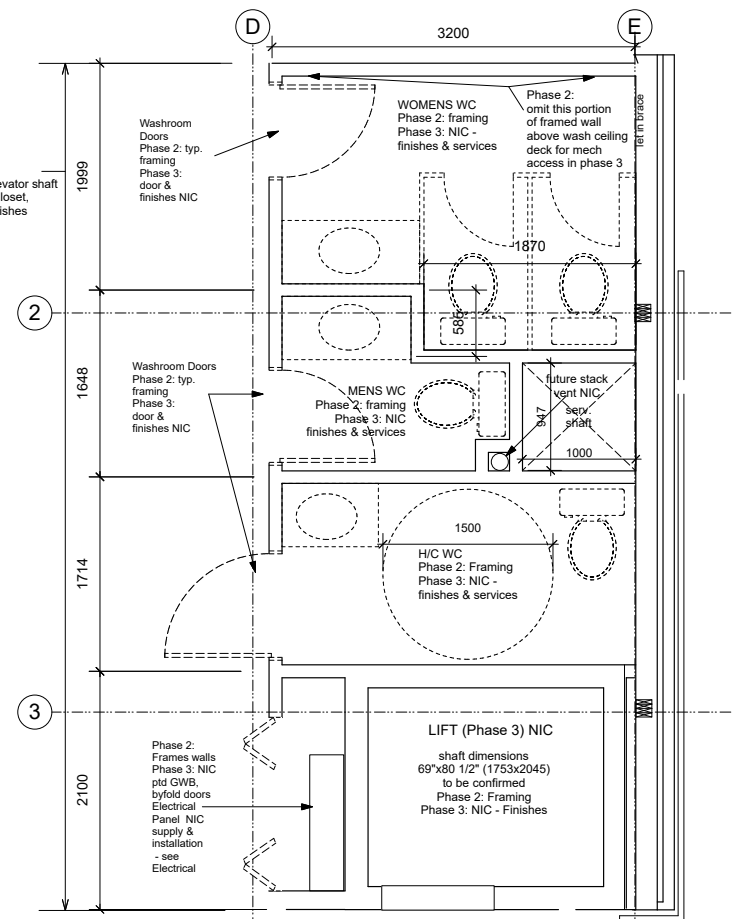
**60% DRAWING SET (DRAFT)**

NOTE: These sections are generally shown, for reference only, for Phase 2 work. Phase 1 work, generally below the Main Floor, is generally completed, NIC.

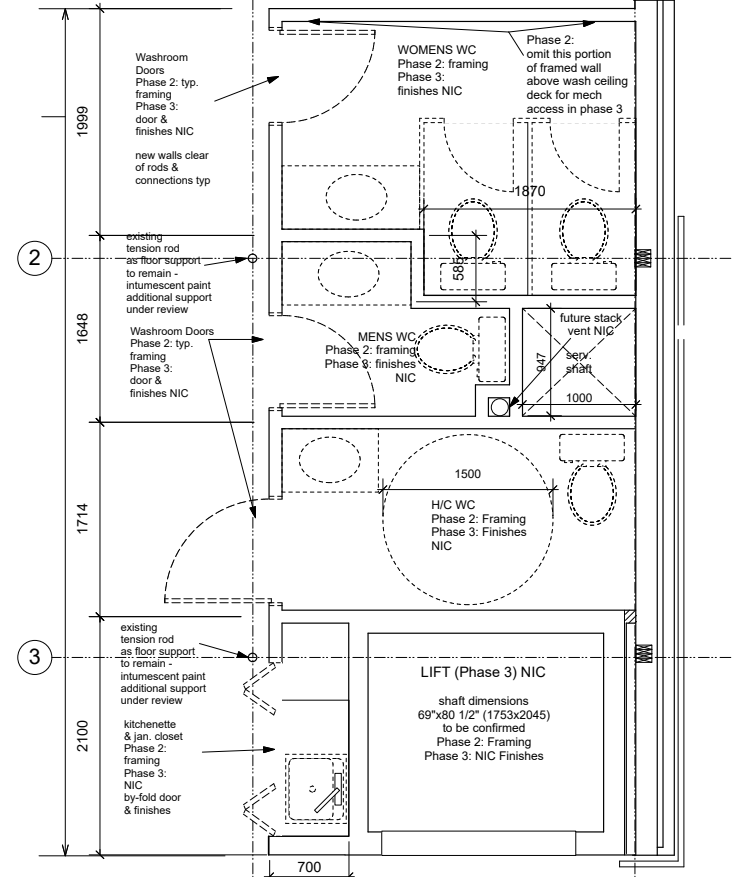
**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**

Phase 2:  
 New Walls, New Elevator shaft  
 New Washrooms, Closet,  
 framing only - no finishes  
 Plywood deck over

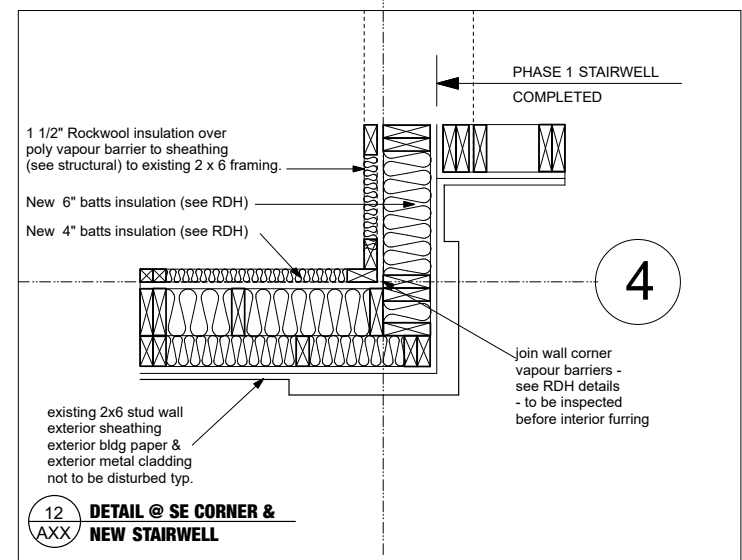
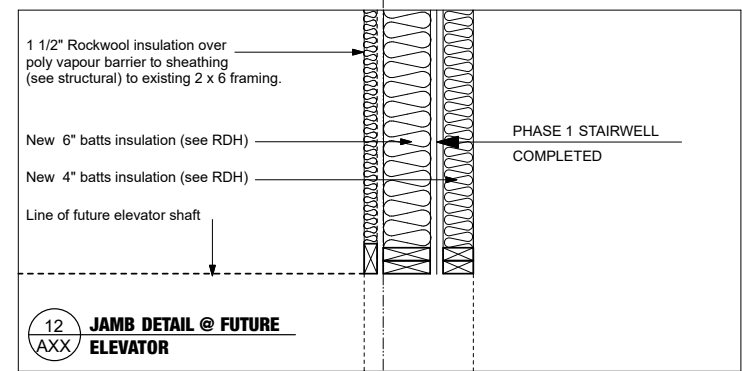
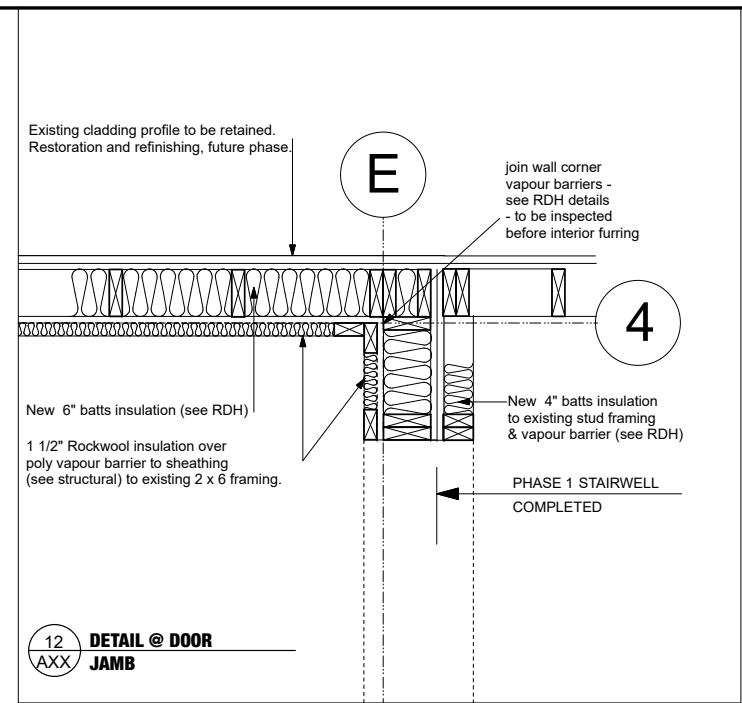
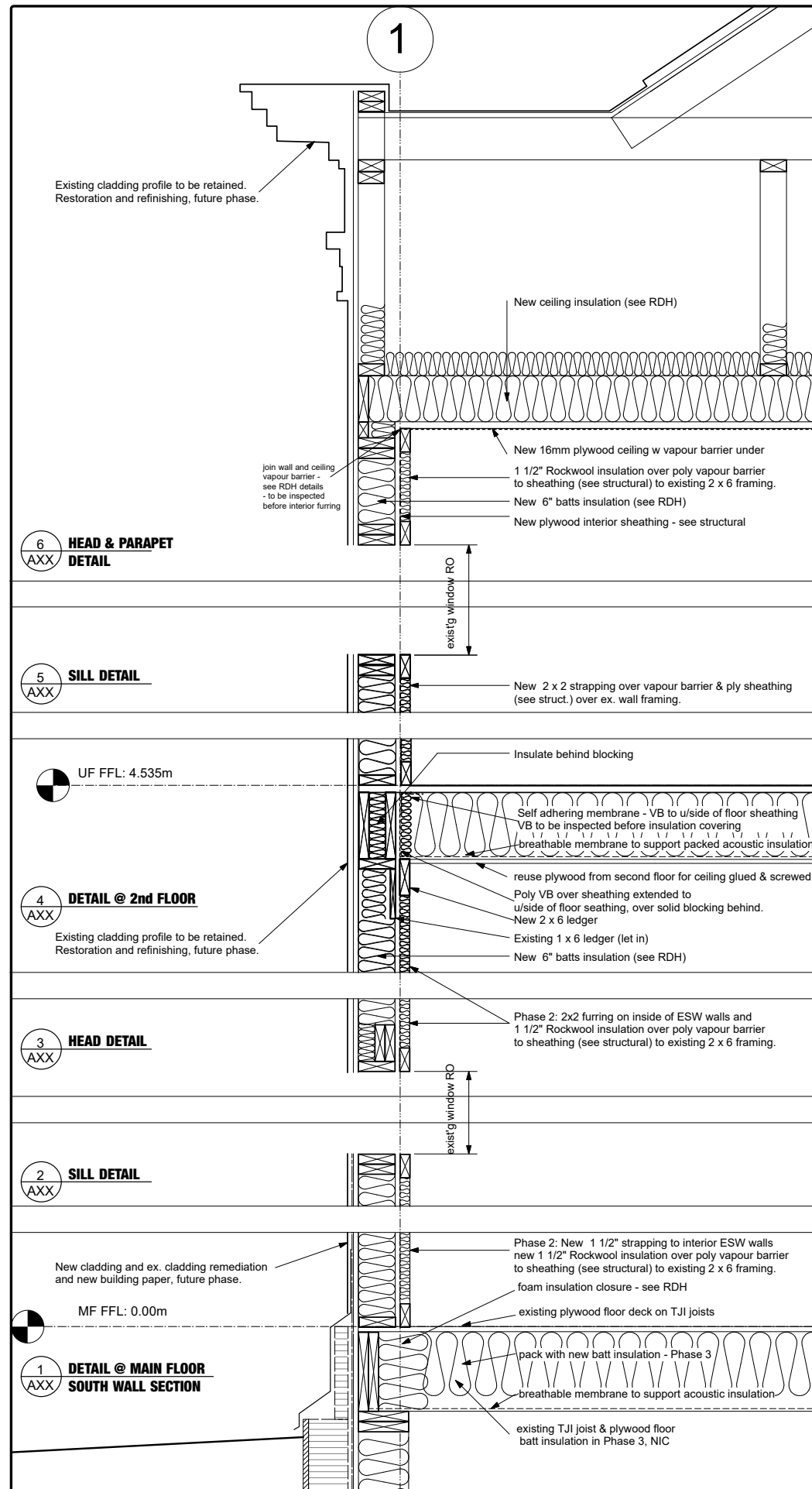
**Phase 1 : Stairwell completed with framing & cladding**  
**Phase 2: Insulation & vapour barriers to all walls & ceiling typ.**



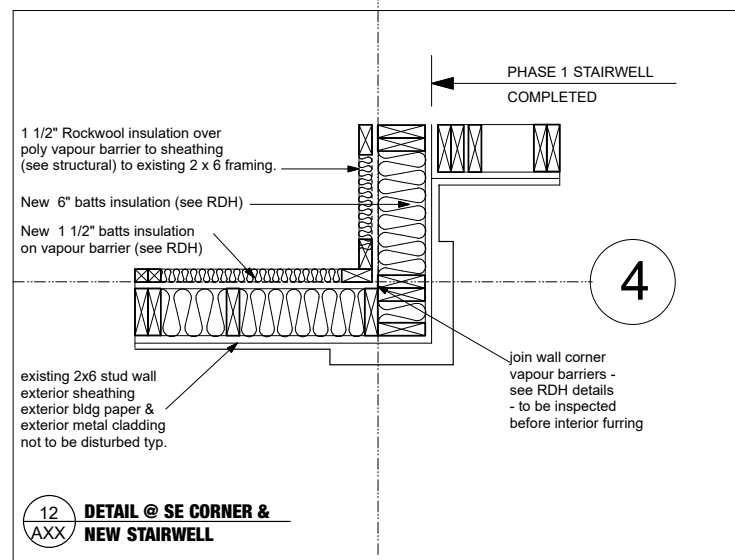
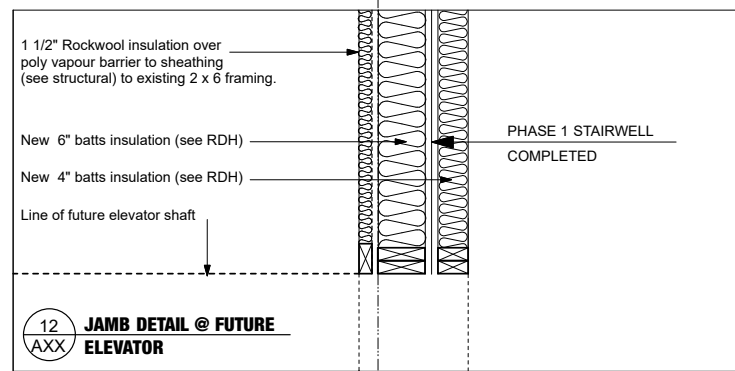
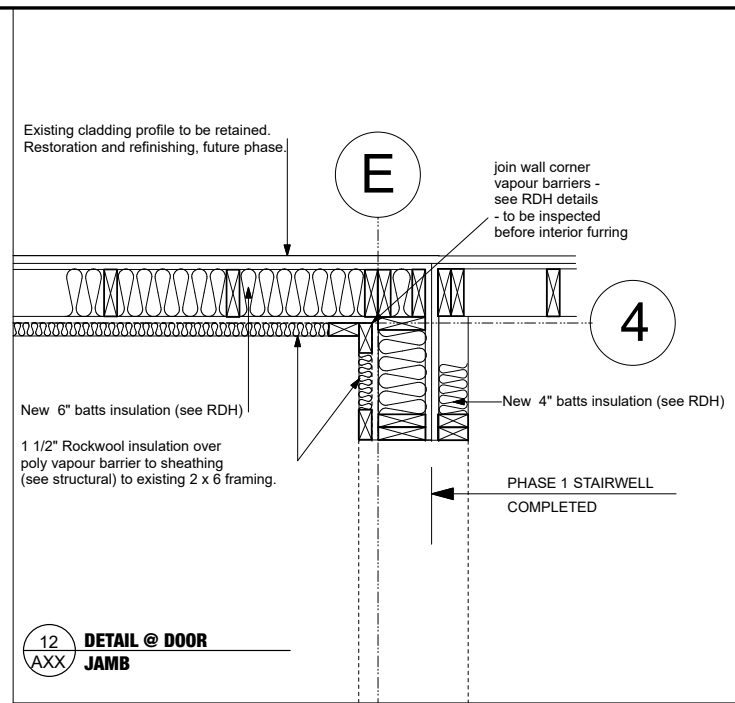
**Washroom & Elevator Shaft - Main Floor**



**Washroom & Elevator Shaft - Upper Floor**



**MAIN FLOOR WALL DETAILS**



**UPPER FLOOR WALL DETAILS**

**60% DRAWING SET (DRAFT)**  
 NOTE: These sections are generally shown, for reference only, for Phase 2 work. Phase 1 work completed NIC, generally below the Main Floor, is noted additionally.  
**FOR REVIEW ONLY - NOT FOR CONSTRUCTION**



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**John Keay**  
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Notes

**ISSUES & REVISIONS**

No.	Date	Description
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Project Title  
**CANADIAN BANK OF COMMERCE NHS**  
**LOT 1024, FRONT STREET**  
**DAWSON CITY, YUKON**

**Phase 2**  
 Drawing Title  
**WALL SECTIONS / DETAILS**

Scale	<b>A 11</b>
Date	
Drawn by	
Proj. No.	







# City of Dawson

## Report to Council

Agenda Item	Dawson City Music Festival – Requests
Prepared By	Paul Robitaille, Parks and Recreation Manager
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	Bylaw #01-02
Attachments	<ol style="list-style-type: none"> <li>1. DCMF - Letter to Mayor and Council - May 2024;</li> <li>2. 2007-03 Property Maintenance &amp; Nuisance Abatement</li> <li>3. 1976-222 Camping Bylaw</li> </ol>

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

### Recommendation

THAT Council approve the request received from Dawson City Music Festival for a variance to Property Maintenance & Nuisance Abatement Bylaw #07-03, Part II 11(1), “Incessant Noise” July 19-21, 2024.

THAT Council direct Administration to work with DCMF leadership to draft a Service Agreement for the 2025 festival and present it to Council by March 31, 2025.

### Executive Summary

We have received a letter from Dawson City Music Festival (DCMF) regarding a few requests they have.

- Item 1: Variance to Bylaw #2007-03 Property Maintenance & Nuisance Abatement, Section 2 (11), “Incessant Noise”**  
 This was a regular request that DCMF made and was approved by Councils in past years to allow for their event to happen after the hours prescribed by the bylaw. Based on role DCMF plays in the event calendar, nature of their event, and good working relationship, Administration has discussed the matter with DCMF, and supports this variance.
- Item 2: Variance to Bylaw #1976-222 – Camping Bylaw, to setup a temporary camping location at Crocus Bluff Park**  
 This variance has also been provided in the past. City of Dawson and DCMF have discussed conditions around a temporary campsite. These conditions include the provision of security and janitorial services and the enforcement of no alcohol, fires, or party rules. As per Bylaw Camping Bylaw# 222, Section 4 (1) related to “tents”, the CAO or their designate has authority to grant temporary campsites, with the provision that they inform Council. As such, Administration is approving the request, and informing Council of this matter.
- Item 3: Create a Service Agreement between DCMF and City of Dawson**  
 DCMF and City of Dawson have a long history of partnership and mutual support. City of Dawson has historically provided several in-kind services, rentals and support activities which are not currently formalized. City of Dawson and DCMF staff have met to discuss this matter and believe the development of a service agreement between both parties would be beneficial to establish the parameters of our relationship and give direction to staff on what to expect and provide for this event.

### Background

Dawson City Music Festival has been a signature event in our community since 1979. It has historically been one of the largest events in the Territory, bringing in 1000+ visitors to our community over a weekend in July. Several factors, most notably COVID-19, had large impacts on the provision of an event to this scale. This year, they are hoping to return the event to something reflective of pre-COVID-19 festivals.

## Discussion / Analysis

- Item 1: Variance to Bylaw #2007-03 Property Maintenance & Nuisance Abatement, Section 2 (11), "Incessant Noise"**

This bylaw limits noise between 11pm and 7am. Given the nature of DCMF and their desire to provide concerts at Minto Park, Waterfront Park and Danoja Zho Cultural Centre. This variance mainly affects the Minto Park area between 11pm and 2am on Friday, July 19; 11pm and 2am on Saturday, July 20; and 11pm and 12am on Sunday, July 21. Residents are notified by DCMF, and are accustomed to this variance being accommodated over this period.
- Item 2: Variance to Bylaw #1976-222 – Camping Bylaw, to setup a temporary camping location at Crocus Bluff Park**

This bylaw limits camping outside of approved areas. A temporary location may be accommodated, if approved by City of Dawson CAO. User groups will be informed of this use. Conditions of use are based on past practices and include insurance coverage, security and janitorial services, and enforcement of rules. This activity has previously been supported by camping businesses in our region, as town has generally been at capacity over this weekend. This service has allowed for more visitors to enjoy the festival and has benefitted businesses as well as the event organizers in the past.
- Item 3: Create a Service Agreement between DCMF and City of Dawson**

The City of Dawson has historically supported Dawson City Music Festival, however, there is not great documentation of what was being provided by City of Dawson, and how it was being recognized by Dawson City Music Festival. This event is much larger than many of the others provided in our community, and should receive City support, that is consistent with what we provide all event organizers, while remaining conscious of the larger investment and undertaking that this event requires. Administration believes and wants to continue to be supportive, however, clarity and parameters around this support would assist the City in providing it, and would formalize the relationship between our two organizations. DCMF is eligible for Community Grants, however, the magnitude of their request is beyond what is typically provided by Community Grants, and deserves some consideration outside of this process.

## Fiscal Impact

There is no cost to the City of Dawson directly associated with the recommendations made. The Service Agreement will include costs to City of Dawson but will be reviewed separately once that document is drafted.

## Alternatives Considered

- Council could deny a variance to Property Maintenance & Nuisance Abatement Bylaw #07-03, Part II 11(1), "Incessant Noise" however, this would effectively limit DCMF to music between 7am and 11pm daily, which may be challenging for an event of that nature.
- Council could not direct staff to issue a Service Agreement, but based on the scale of the event, and the unique challenges they face based on their size, it is advisable to investigate and clarify the relationship between the two organizations.

## Next Steps

Parks and Recreation will inform the members of their appointment.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	01-May-2024



May 1, 2024

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

**To: Dawson City Mayor and Council**  
**Re: 46<sup>th</sup> Annual Dawson City Music Festival – Permissions and Variances**

On behalf of the Dawson City Music Festival Association, I am writing to secure various permissions in advance of the 46th annual Dawson City Music Festival, to be held July 19 to 21, 2024.

**CONTEXT:**

It is a remarkable time for our organization. After five years of pandemic-related cancellations, postponements, and scale-downs, we are poised to return to a full-scale festival model for the first time since 2019. Our intention is to revive a beloved, decades-old tradition for the benefit of all Dawson City residents.

It is an exciting moment, but also a daunting one. We are faced with the same challenges that all Dawsonites are currently grappling with: rising costs, climate precarity, labour and housing shortages... to name just a few. More than ever, we are relying on the support of our partners.

Over the last 46 years, DCMF has enjoyed a special relationship with the City of Dawson. It isn't an exaggeration to state that without the generous contributions of the City and its staff the festival would not be possible. After our recent five-year hiatus, there is an opportunity to revisit that relationship and formalize our partnership in the interest of transparency and sustainability. We look forward to working with the City to do so in the coming months and years.

We hope that Mayor and Council will approve the following requests so that we can proceed in confidence with the planning and preparations for this year's festival.

**REQUESTS:**

1. A variance to Dawson City Bylaw #07-03, Section 2(11), "Incessant Noises";
2. Permission to use the Crocus Bluff Ball Field as an overflow festival campground and a variance to Dawson City Bylaw #222, Section 4, "Tents";
3. That council instruct City staff to work with DCMF leadership to create a Service Agreement that clearly defines how the City will support the festival in 2025 and for the term of the agreement.

## DETAILS:

### 1. **NOISE -**

We are requesting a variance to Dawson City Bylaw #07-03, Section 2(11), "Incessant Noises" as we plan to program outdoor, live music during the following times:

*Friday July 19 - 3pm-2am*

*Saturday July 20 - 10am-2am*

*Sunday July 21 - 1pm-12:00pm*

Outdoor music will be programmed on our outdoor mainstage at Minto Park, at the Front Street Gazebo, and at Danoja Zho Cultural Centre.

We will alert the community of the festival schedule via community announcements in the Klondike Sun, on CFYT, and on social media. As a gesture of good faith, we will offer free tickets to festival events to residents who live immediately adjacent to Minto Park as thanks for abiding our disruptions.

### 2. **OVERFLOW CAMPGROUND-**

Accommodations in Dawson continue to be limited, and providing safe, secure, and monitored overflow camping has been gratefully welcomed by festival attendees in the past. We hope to offer an overflow campground to festival patrons, volunteers, and vendors at the Crocus Bluff Ball Field as has been successfully done in the past.

We are requesting permission to use Crocus Bluff Ball Field in this manner as well as a variance to Dawson City Bylaw #222, Section 4, "Tents". The variance would need to be in effect between:

*Thursday, July 18 and Monday, July 22*

DCMF will meet or exceed the level of security, supervision, and janitorial services as in the past. 24-hour monitoring and security will be provided on site, including paid security contractors between the hours of 10pm and 10am. We will also ensure that regular, professional janitorial service is provided to ensure that the site does not attract wildlife to the area. Absolutely no fires, parties, or alcohol will be permitted at the campground.

Once permissions are granted from Council, we will enter into an agreement with the City's Parks & Recreation department outlining accepted uses and regulations associated with the rental.

### 3. **SERVICE AGREEMENT-**

As mentioned in the Context section above, the City of Dawson has contributed immeasurably to the success of the festival over the past four and a half decades. During that time the City's contributions have varied year-to-year. While we do want to maintain a certain level of flexibility as each year presents unique challenges, both parties agree that formalizing an agreement that clearly outlines contributions and expectations is in everyone's best interest. This is particularly true now that a more formal Community Grants program is in place. We want to uphold the special relationship that exists between our organization and the City without setting unwelcome precedents or introducing the perception of favouritism.

With Council's approval, DCMF staff will work with the appropriate City departments to draft an agreement to be presented back to Council in time to have it in place for the 2025 festival.

We would like to thank Mayor and Council for your sustained support of our organization. It is something that we do not take for granted.

With sincere thanks for your consideration,

A handwritten signature in black ink, appearing to be 'CM' or similar initials, written in a cursive style.

Corbin Murdoch  
Executive Director  
Dawson City Music Festival  
867-993-5584  
[info@dcmf.com](mailto:info@dcmf.com)

# **THE TOWN OF THE CITY OF DAWSON**

## **BYLAW #07-03**

As amended by Bylaw #08-04

**A Bylaw to regulate the proper maintenance of property and the abatement of nuisances, including property or things that:**

- (a) Affect the safety, health and welfare of people in the neighborhood; or**
- (b) Affect the amenity of a neighborhood.**

**WHEREAS** section 265 of the Municipal Act, (Chapter 154, RSY, 2002), and amendments thereto, provides that a council may pass bylaws for municipal purposes respecting

- (a) The safety, health, and welfare of people and the protection of persons and property, including fire protection, fireworks, other explosives, firearms, weapons or devices, ambulance services, emergency services and other emergencies;
- (b) Subject to the *Building Standards Act*, building standards or codes, and regulation, the construction, demolition, removal, or alteration of any building or other structure;
- (c) Subject to the *Highways Act*, the management and control of municipal highways, including temporary and permanent opening and closing, sidewalks, boulevards, all property adjacent to highways, whether publicly or privately owned, naming of highways, and lighting of highways;
- (d) Nuisances, unsightly property, noise and pollution and waste in or on public or private property;
- (e) Vegetation and activities in relation to it, and the control, health and safety of, and protection from, wild and domestic animals, including insects and birds

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

### **Part I - Interpretation**

#### **Short Title**

1. This Bylaw may be cited as **The Property Maintenance & Nuisance Abatement Bylaw #07-03.**

#### **Purpose**

2. The purpose of this Bylaw is to provide for the proper maintenance of property and the abatement of nuisances, including property or things that:
  - (a) Affect the safety, health and welfare of people in the neighborhood; or
  - (b) Affect the amenity of a neighborhood.

## Definitions

### 3. In this Bylaw:

- (a) “accessory building” means a subordinate building and/or structure, the use of which is incidental to that of the main building or buildings on the same lot or building site; but not including any building used for living or sleeping quarters.
- (b) “building” means a building within the meaning of *The National Fire Code of Canada 2005*.
- (c) "bylaw officer" means an individual appointed by Council to act on behalf of the City of Dawson to enforce bylaws.
- (d) “City” means the Town of the City of Dawson;
- (e) “Council” means the Council of the Town of the City of Dawson;
- (f) “dwelling unit” means a room or series of rooms of complementary use operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;
- (g) “graffiti” means any drawing, inscription, writing or other mark that disfigures or defaces any building, accessory building, fence or other structure, however made, or otherwise affixed;
- (h) “habitable room” means a room in a dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes or any combination thereof; but does not include a bathroom, laundry, pantry, lobby, stairway, closet, service room or other space for service and maintenance of the dwelling unit;
- (i) “junked vehicle” means any automobile, tractor, truck, trailer or other motor vehicle that:
  - (i) either:
    - (a) has no valid license plates attached to it; or
    - (b) is in a rusted, wrecked, partly wrecked, dismantled, partly dismantled, inoperative or abandoned condition; and
  - (ii) is located on private land, but that:
    - (a) is not within a structure erected in accordance with any law respecting the erection of buildings and structures in force within the City; and
    - (b) does not form a part of a business enterprise lawfully being operated on that land;
- (j) "motor vehicle" shall have the same meaning given it in of the Motor Vehicles Act;
- (k) “nuisance” means:
  - (a) a condition of property; or
  - (b) a thing;  
That affects or may affect the amenity of a neighborhood or the safety, health and welfare of people in the neighborhood, and includes:
    - (i) a building in a ruinous or dilapidated state of repair;
    - (ii) an unoccupied building that is damaged and is an imminent danger to public safety;
    - (iii) land that is overgrown with grass and weeds;
    - (iv) untidy and unsightly property;
    - (v) junked vehicles; and
    - (vi) open excavations on property;
- (l) “occupant” means an occupant of land and includes the resident occupant of land of, if there is no resident occupant, the person entitled to the possession thereof, a



- leaseholder or a person having or enjoying in any way or for any purpose whatsoever the use of the land otherwise than as owner, whether or not the land or part thereof is an unsurveyed area, and includes a squatter;
- (m) "officer" means a Bylaw Officer of the City, or a member of the Royal Canadian Mounted Police;
  - (n) "owner" means a person who has any right, title, estate or interest in land or buildings other than that of a mere occupant, tenant or mortgagee;
  - (o) "property" means land or buildings or both;
  - (p) "property owner" means the owner as registered with the Registrar of the Yukon Land Title Office or the owner's authorized representative;
  - (q) "structure" means anything erected or constructed, the use of which requires temporary or permanent location on, or support of, the soil, or attached to something having permanent location on the ground or soil; but not including pavements, curbs, walks or open air surfaced areas; and

### **Responsibility**

- 4. Unless otherwise specified, the owner of a property, including land, buildings and structures, shall be responsible for carrying out the provisions of this Bylaw.

## **Part II - Nuisances**

### **Nuisances Prohibited Generally**

- 1. No person shall cause or permit a nuisance to occur or remain on any property owned by that person.

### **Dilapidated Buildings**

- 2. No person shall cause or permit a building or structure to deteriorate into a ruinous or dilapidated state such that the building or structure:
  - (a) Is dangerous to the public health or safety; or
  - (b) Substantially depreciates the value of other land or improvements in the neighborhood.

### **Unoccupied Buildings**

- 3. (1) No person shall cause or permit an unoccupied building to become damaged or to deteriorate into a state of disrepair such that the building is an imminent danger to public safety.
- (2) The owner of a vacant building must maintain it in compliance with the standards set out in this Bylaw.
- (3) The owner of a vacant building must ensure that the building is secure from unauthorized entry by ensuring:
  - (a) All exterior doors to the building are operational and fit tightly within their frames when closed and are locked so as to prevent entry. All windows are either permanently sealed or locked so as to prevent entry and all windows and doors are in good repair; or
  - (b) All doors, windows and other openings at the basement and first floor levels are covered with a solid piece of plywood at least 11(mm) 1/2(in) thick and secured with nails or screws. All doors, windows and other openings above the first floor are covered with a solid piece of plywood at least 8(mm) 1/4(in) thick and secured with nails or screws.

### **Untidy and Unsightly Property**

4. No person shall cause or permit any land or buildings to become untidy and unsightly due to graffiti or the accumulation of new or used lumber, cardboard, paper, newspapers, appliances, tires, cans, barrels, scrap metal or other waste materials or junk.

### **Junked Vehicles**

5. No person shall cause or permit any junked vehicle to be kept on any land owned by that person.

### **Open Excavations**

6. No person shall cause or permit any basement, excavation, drain, ditch, watercourse, pond, surface water, swimming pool or other structure to exist in or on any private land or in or about any building or structure which is dangerous to the public safety or health.

### **Graffiti**

7. No person shall permit graffiti to remain on any building, accessory building, fence or other structure on property owned by that person.

### **Damage to Public Owned Grass Areas**

8. No person shall drive upon and no motorized vehicle shall be allowed on or across the grass of any public owned grassed in areas within the City except when it is necessary to cross part of the area for the purpose of delivery or removal of furniture, household goods, or other like chattels, in which case planks of sufficient length and width shall be placed over the area in front of the building in or from which such chattels or goods shall be delivered or removed, so that damage or injury shall not ensue to that part of the said area, and the person responsible for such transporting of goods and chattels shall be liable should the area not be in as good condition as it was prior to.

### **Highway Names**

9. (1) City Council shall be responsible for the assigning of names and/or numbers to highways within the City and for the placing of signs therefore.  
(2) Every person who erects, removes, defaces or damages any such sign as aforesaid in any way whatsoever, shall be liable for an infraction of this bylaw.

### **Earth Removal**

10. No person shall take up or dig or carry away any of the earth, sand or gravel in or from any highway, sidewalk, alley, lane, or park within the City or from any real property owned by the City, without the written permission of the Superintendent of Public Works or the CAO.

### **Incessant Noises**

11. (1) Everyone who makes or causes noises or sounds in or on a highway or elsewhere in the City which disturbs or tend to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood or of persons in the vicinity, shall upon warning from any Bylaw Officer cease making or causing such noises forthwith, or shall be deemed to have contravened the provisions of the bylaw.

(2) Construction equipment, light work equipment including tractors, lawnmowers, shall not be operated between the hours of eleven o'clock at night and seven o'clock in the morning (11:00 p.m. to 7:00 a.m.) in residential areas except with the permission of the Bylaw Officer.

#### **Election Posters**

12. Election Posters may be erected but must be removed within seven days after the election to which they apply. Failure to remove said poster(s) within the specified seven days shall be deemed a contravention of this bylaw.

#### **Air Pollution**

13. No person being the owner or occupier of real property or his agent, shall within the City commit any act or condition of air pollution or discharge or allow the discharge into the atmosphere of any fumes, noxious gases, cinders, sparks, ash or other solid or liquid particles, or effluvia, or any other products of combustion to any extent or degree, that may be or are liable to become injurious to the health, comfort, property or welfare of any one or more of the residents or inhabitants of the City.

#### **Public Utilities**

14. (1) No gas, electric, light, telephone, power, pipeline or water company, radio or television broadcasting company, or closed circuit television company shall use the highways within the City for the construction of the above mentioned utilities until they first supply the office of the Superintendent of Public Works with complete plans and specifications of the proposed work or undertaking to be constructed and have obtained the written permission of the Superintendent of Public Works which shall be subject to the approval of the City Council
- (2) No construction pursuant to above shall commence until a signed agreement indemnifying and saving harmless the City of Dawson is received along with a copy of the related insurance policy showing loss payable to the City.

#### **Boarding up of Property**

15. (1) Where plywood is applied to openings, it is to be installed from the exterior, and fitted entirely within the frames in a manner that does not detract from the value of other properties in the immediate vicinity.
- (2) Where the building is within a zone where architectural Historic Guidelines apply as defined by Zoning and Historical Control Bylaw #97-25 and amendments to and replacements thereof, the plywood must be:
- a, Painted black or in a colour that matches the exterior of the structure
  - b, Painted with a window design that would meet the Historic Guidelines requirements for an actual window

### **Part III - Property Maintenance**

#### **Duty to Maintain**

1. (1) All property, including land, buildings and structures, shall be maintained in accordance with the minimum standards prescribed in this Part.

- (2) No person shall cause or permit the occupancy or use of any property, including land, building or structures that do not conform to the minimum standards.
- (3) Every occupant of a property, including land, buildings and structures, shall:
  - (a) Keep in a clean and sanitary condition that part of the property that the occupant occupies or controls;
  - (b) Maintain exits to the exterior of the building in a safe and unobstructed condition;
  - (c) Dispose of garbage and refuse and keep the property free from rubbish and other debris which might constitute fire, health or safety hazards; and
  - (d) Keep any supplied fixtures clean and sanitary and exercise reasonable care in their proper use and operation.
  - (e) Not use any property within a residential area as defined by the Zoning Bylaw for the storage, repair, cleaning, maintenance, collection or servicing of equipment such as bulldozers, graders, backhauls, loaders, cranes, tractors, semi-trailers or a combination thereof, or other similar heavy equipment.

## **Maintenance of Yards and Accessory Buildings**

### **Application**

2. This Division applies to all accessory buildings and yards within the City.

### **Maintenance of Yards**

3. (1) A yard shall be kept free and clean from:
  - (a) Garbage and junk;
  - (b) Junked vehicles and dismantled machinery;
  - (d) Holes and excavations that could cause an accident;
  - (e) An infestation of rodents, vermin or insects;
  - (f) Dead or hazardous trees; and
  - (g) Sharp or dangerous materials.
  - (h) Accumulation of appliances, parts and accessories
- (2) A yard shall be graded in such a manner so as to prevent:
  - (a) Excessive accumulation of water; and
  - (b) Excessive dampness accumulating near buildings or structures.

### **Outdoor Storage of Materials**

4. (1) Any building materials, lumber, scrap metal, boxes or similar items stored in a yard shall be neatly stacked in piles.

### **Refrigerators and Freezers**

5. Any refrigerator or freezer left in a yard and not in use shall first have its hinges, latches, lid, door or doors removed, if in use it shall be securely locked.

### **Snow Removal**

#### **6. "Roof"**

Every owner/occupier of any real property shall remove snow, ice or rubbish from the roof or other part of any structure thereon, adjacent to or abutting any portion of any highway, sidewalk or footpath, immediately after such accumulation occurs or when requested to do so by a Bylaw Officer of the City of Dawson.

## **7. "Sidewalk"**

- (1) Every owner/occupier of any real property shall remove snow, ice or rubbish from:
  - (a) from all sidewalk which abuts any side of their property;
  - (b) from any path leading from a sidewalk abutting their property to the roadway;and
  - (c) between any sidewalk abutting their property and a crosswalk;
- (2) No owner/occupier shall permit icicles to accumulate on the eaves or gutters of any building so as to become dangerous to persons passing on a sidewalk, street or pathway.
- (3) No owner/occupier shall deposit snow and ice upon any street or sidewalk in such a way as to create a safety hazard.

## **Walkways, Driveways and Parking Spaces**

8. If a walkway, driveway or parking space is provided, it shall be maintained so as to afford safe passage thereon under normal use and weather conditions.

## **Waste Disposal**

9. Every building shall be provided with a sufficient number of receptacles to contain all waste in accordance with the provisions of the City's Garbage Bylaw.

## **Accessory Buildings**

10. (1) Accessory buildings shall be kept:
  - (a) In good repair;
  - (b) Free of infestation by rodents, vermin and insects;
  - (c) Free of health, fire and safety hazards; and
  - (d) Free of graffiti.
- (2) Accessory buildings shall be equipped with doors or closures and shall be kept secured so as to prevent unauthorized entry.

## **Fences**

11. Fences shall be maintained in a safe and reasonable state of repair and free of graffiti.

## **Part IV - Enforcement, Offences and Penalties**

### **Compliance with Other Legislation**

1. An owner is responsible for and is not excused from ascertaining and complying with the requirements of any Federal, Territorial or other Municipal legislation; or the condition of any easement, covenant, building scheme, or development agreement affecting the building or land.

### **Enforcement of Bylaw**

2. (1) The administration and enforcement of this Bylaw is hereby delegated to the Chief Administrative Officer of the City of Dawson.
- (2) The Chief Administrative Officer the City of Dawson is hereby authorized to further delegate the administration and enforcement of this Bylaw to a Bylaw Officer(s).

### **Inspections**

3. (1) The inspection of property by the City to determine if this Bylaw is being complied with is hereby authorized.
- (2) Inspections under this Bylaw shall be carried out in accordance with The National Fire Code of Canada 2005 and the National Building Code of Canada 2005 and City Bylaws.
- (3) No person shall obstruct a bylaw officer who is authorized to conduct an inspection under this section, or a person who is assisting a bylaw officer.

### **Order to Remedy Contraventions**

4. (1) If a bylaw officer finds that a person is contravening this Bylaw, the officer may, by written order, require the owner or occupant of the property within the time specified on the order to remedy the contravention.
- (2) If the person does not comply with the directions within the specified time, the municipality will take the action or measure at the expense of the person.

### **Service of Order to Remedy**

5. (1) Every Order made under this Bylaw must be served:
  - (a) In the case of service on an individual, personally or by mailing it by registered mail to address on the Assessment Roll.
  - (b) In the case of service on a corporation, personally on a director, officer, or manager or the corporation, or by leaving it at or mailing it by registered mail to the address on the Assessment Roll.
  - (c) An order served by registered mail is deemed to have been received on the seventh day following the date of it's mailing

### **Review by Council of Order to Remedy**

6. (1) A person who receives a written order under Section 34 may request council by written notice to review the Order within 14 days after the Order is received
- (2) After reviewing the order, the council may confirm, vary, substitute, or cancel the Order.

### **City Remedying Contraventions**

7. The City may take whatever actions or measures are necessary to remedy a contravention of this Bylaw.

### **Civil Action to Recover Costs**

8. The City may collect any unpaid expenses and costs incurred in remedying a contravention of this Bylaw by civil action for debt in a court of competent jurisdiction.

### **Adding Amounts to Tax Roll**

9. The City may add any unpaid expenses and costs incurred by the City in remedying a contravention of this Bylaw to the taxes on the property on which the work was done.

### **Emergencies**

10. In the event that it becomes an emergency to remedy a contravention of this Bylaw, the City may take whatever actions or measures are necessary to eliminate the emergency.

### **Offences**

11. (1) No person shall:
  - (a) Fail to comply with an order made pursuant to this Bylaw;
  - (b) Obstruct or hinder any municipal inspector or any other person acting under the authority of this Bylaw; or
  - (c) Fail to comply with any other provision of this Bylaw.

- (2) Any person who contravenes any provision of this bylaw is guilty of an offence;
- (a) A fine not exceeding two thousand dollars (\$2000.00) or to imprisonment for six months or to both where proceedings are commenced pursuant to the summary convictions provisions of the Criminal Code of Canada;
  - (b) A fine not exceeding five hundred dollars (\$500.00) or to imprisonment for six months or both where proceedings are commenced pursuant to the Summary Convictions Act of the Yukon.
  - (c) In the case of a continuing offence, to a maximum daily fine of not more than \$500 per day.

**Repealed**

12. Bylaw 88-21 and its amendments thereto are hereby repealed

**Coming Into Force**

13. This Bylaw shall come into force on the day of its final passing.

**READ A FIRST TIME THIS 3<sup>rd</sup> DAY OF APRIL, 2007.**

**READ A SECOND TIME THIS 26<sup>th</sup> DAY OF JUNE, 2007.**

**READ A THIRD TIME AND FINALLY PASSED THIS 10<sup>th</sup> DAY OF JULY, 2007.**

Original Signed by:

John Steins  
MAYOR

Paul Moore  
CAO

**CAMPING BYLAW # 222**

**(CONSOLIDATED)**

**As amended by Bylaw #13-05**

All fee schedules attached to and forming part of this bylaw are hereby repealed,  
and all references to fees and charges in the this bylaw are replaced by  
references to the Fees and Charges Bylaw



BYLAW # 222

A Bylaw to regulate overnight camping and parking within the City of Dawson.

WHEREAS Section 137 (1) Chapter 10 of the Municipal Ordinance (1972 First Session) provides that the Council of the City of Dawson may pass Bylaws for the peace, order and good government of the City of Dawson, and

WHEREAS the Council of the City of Dawson deems it desirable to regulate overnight camping and parking within the City of Dawson,

NOW THEREFORE, the Council of the City of Dawson in open meeting assembled, ENACTS AS FOLLOWS:

1. Short Title

This Bylaw may be cited as the "Camping Bylaw".

2. Interpretation

In this Bylaw, unless the context otherwise requires,

- (1) "Camper" means a vehicle or part of a vehicle suitable to provide temporary living accommodation for one or more persons, whether or not the vehicle is designed and intended to provide such accommodation, and whether or not the vehicle or part of a vehicle is self-propelled, towed, carried, or forms an integral part of or is an addition to another vehicle.
- (2) "City" means the City of Dawson.
- (3) "Council" means the duly elected Council of the City of Dawson.
- (4) "Manager" means the duly appointed Manager of the City of Dawson.
- (5) "Tent" means a portable or moveable shelter, partially or fully enclosed, partially or wholly assembled or constructed out of canvas, cloth, synthetic material, wood or like materials suitable to provide temporary accommodation for one or more persons, whether or not the said shelter is designed or intended to provide such accommodation.

3. Campers

- (1) Campers shall not be used for the purpose of temporary accommodation in any area of the City which is not licensed under the provisions of the Business License Bylaw or has been designated by a resolution of Council as a campground.
- (2) The manager or any duly appointed Bylaw Enforcement Officer of the City, may request the owner or occupier of a camper located within the City to move the camper to a licensed or designated campground in the City or to move said camper outside the City Limits, if he or she has reasonable ground to believe that the said camper is intended to be used for the purpose of temporary accommodation by any person.
- (3) Notwithstanding any provision of this Bylaw, a camper may be used for temporary accommodation in a residential area of the City, provided the said camper is not parked partially or fully on any public road, street, lane, or sidewalk, and provided the manager or Bylaw Enforcement Officer has been satisfied that the camper is parked on such property with the full knowledge and approval of the owner of the said property.

- (4) A verbal communication to the manager or Bylaw Enforcement Officer by the owner of a property not licensed or designated to be a campground, on which a camper is to be used for the purpose of providing temporary accommodation for one or more persons shall be deemed proof for the purpose of Section 3 (4) of this Bylaw.

#### 4. Tents

- (1) Tents shall not be used for the purpose of temporary accommodation in any area of the City which is not licensed under the provisions of the Business License Bylaw or has been designated by a resolution of Council as a campground.
- (2) The manager or any duly appointed Bylaw Enforcement Officer of the City may request the owner or occupier of a tent located within the City to move the tent to a licensed or designated campground in the City or to move the said tent outside the City Limits.
- (3) The manager or duly appointed Bylaw Enforcement Officer of the City may remove any tent, including any objects within the tent, if he or she is unable to determine or locate the owner of the said tent and contents and if the said tent and contents are not located within a licensed or designated campground.
- (4)
  - (a) Any tent and contents seized pursuant to Section 4 (3) of this Bylaw shall be stored by the City for a period not less than 90 days or until the said tent and contents are redeemed pursuant to Section 3 (4) (b) of this Bylaw by a person claiming ownership of said tent and contents.
  - (b) A removal fee of \$20.00 and a storage fee of \$2.00 for any 24 hour period or portion thereof shall be paid to the City by a person claiming ownership of a tent and contents prior to the redemption of a tent and contents seized pursuant to Section 4 (3) of this Bylaw.
  - (c) The City may dispose of any tent and content seized pursuant to Section 4 (3) of this Bylaw and not redeemed pursuant to Section 4 (4) (a) in any manner deemed expedient by the City.
- (5)
  - (a) Notwithstanding any provision of this Bylaw, a tent may be located in a residential area of thi City, provided the tent is not wholly or partially on any road, street, lane or sidewalk and provided the said tent is located with the full knowledge and consent of the owner of said property.
  - (b) Verbal communication to the manager or Bylaw Enforcement Officer by the owner of residential property on which a tent in located for the purpose of temporary accommodation for one or more persons shall be deemed approval for the purpose of Section 4 (5) (a) of this Bylaw.

#### 5. General Provisions

- (1) No person shall interfere with, hinder or molest the manager or Bylaw Enforcement Officer in the performance of his or her duties pursuant to this Bylaw.
- (2) No action shall lie against the manager or Bylaw Enforcement Officer or any other person acting under the authority of this Bylaw for damages to or loss of any property seized under the authority of this Bylaw.

- (3) If any part of this Bylaw shall be held void by ruling of a Court of Law, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this Bylaw.

6. Penalties

Every person who contravenes any of the provisions of this Bylaw is guilty of an offence and liable on summary conviction to a fine not exceeding \$500.00 plus cost, or, in default of payment of said fine and costs, to imprisonment for a period not exceeding six months.

7. Enactment

The provisions of this Bylaw shall come into full force and effect on the passing thereof.

READ a first time, this 19th day of May, 1976.

READ a second time, this 2nd day of June, 1976.

READ a third time and finally passed this 2nd day of June, 1976.

Y. Becklund  
Mayor

[Signature]  
City Manager

CITY OF DAWSON

**Policy #21**

**Campsite Policy**

**PURPOSE**

To provide for the temporary designation and use of campsites within the City of Dawson in accordance with Sections 3(1) and 4(1) of Bylaw 222.

**POLICY STATEMENT**

1. The CAO or his designate is hereby authorized to designate temporary campsites within the City of Dawson and to approve the use of those temporary sites.
2. The CAO or his designate will advise Council of designated sites approved.

Approved by Council this 7th day of July, 1997.

  
\_\_\_\_\_  
Mayor Glen Everitt



# City of Dawson

## Report to Council

Agenda Item	Land development update – City-owned vacant lots
Prepared By	Planning and Development
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	OCP, Zoning Bylaw
Attachments	None

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

### Recommendation

That Committee of the Whole accept this report for informational purposes.

### Executive Summary

The Planning and Development Department is conducting a study to determine the best prospective use and development of city-owned vacant properties. This report presents an update on the project.

### Background

Council requested an update on the City's land development projects at the last meeting. This report summarizes the work being done by administration and the issues that must be addressed before the disposition and development of the City-owned lots.

### Discussion / Analysis

The City-owned lots can be divided into three categories: 1. properties east of Dawson (up on the hill), 2. properties in the North End, and 3. those in the historic townsite.

The properties in the first two categories are primarily undevelopable due to the steep slope and slide-related concerns. They are not serviced either. The estimated number of lots is 400-500. Administration is currently:

- Working with the Government of Yukon to determine if they are interested in acquiring these parcels for future development.
- Investigating whether any of these parcels have the potential to be developed or serviced (particularly those along Seventh and Eight Avenues). This involves multiple parties, including Yukon Energy and Public Works. Geotechnical studies may also be required.
- Working with the Land Titles Office and surveyors to uncover a potential of consolidating these lots into larger lots, if they are determined to have no potential for development. This will assist the City financially.
- Obtaining a legal opinion on whether any of these lots can be released to the public and protecting the City from any liability if there are any concerns such as soil contamination.
- Working with the YG Land Development Branch to determine the timing for the 'physical conditions mapping assessment' that was scheduled to be completed in conjunction with the OCP and ZBL review. This will assist the City in determining the feasibility of development on these parcels.

Administration is currently working on a plan for the development and disposition of the City-owned lots within the historic townsite, specifically:

- Obtaining a legal opinion on best practices and liability risks in municipal land development and disposition.
- Obtaining a legal opinion on the municipality's obligations to conduct feasibility assessment, which includes:
  - Geotechnical assessment
  - Environmental site assessment
  - Heritage resource overview assessment
- Evaluating the potential revenue from future lot sales to cover the assessment costs.
- Researching optimum uses for these lots to meet residents' future needs.
  - Although there is a substantial need for housing in Dawson, best planning practices recommend that studies be conducted to ensure that adequate land be left aside for infrastructure, commercial, and public uses. This necessitates a more thorough examination of the demographic data.

- The administration is collaborating with the YG Land Development Branch to assess the potential use of vacant Commissioner's lots to find the best use for City lots.
- The administration is reviewing OCP implementation recommendations for the disposition of these lots.
- Reviewing encroachment, zoning conformance, servicing, survey monuments, and other land uses (i.e. dispositions, adjacent compatible uses, etc.)
- Collaborating with CMHC and consultants to assess the feasibility of 'gentle density housing' on these lots.
- Researching realistic conditions and seeking legal advice for sale agreements, such as deadlines for construction, occupancy requirements, and affordability.
- Researching the potential of subdividing the lots in order to provide more housing.
- Exploring incentives that the City may be able to offer to facilitate and speed up construction on these lots.

After gathering information and completing research, the administration will present a report on development and disposition options for City-owned lots to Council for consideration and decision.

<b>Fiscal Impact</b>
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NA

<b>Alternatives Considered</b>
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NA

<b>Next Steps</b>
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Report to Council on alternatives for developing the City-owned lots.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	01-May-2024



# City of Dawson Report to Council

Agenda Item	Subdivision Application #24-016
Prepared By	Planning and Development
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	Municipal Act, Zoning Bylaw
Attachments	Letters re public hearing

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

## Recommendation

That Committee of the Whole accept this report for informational purposes.

## Executive Summary

Subdivision Application 24-016 seeks to consolidate Lot 20, Block U, Ladue Estate with the S10' of Lot 19, both of which are owned by the applicant, in order to eliminate the metes and bounds description. There are various encroachments from Lot 20 onto S10' of Lot 19, as well as from N40' of Lot 19 onto S10' of Lot 19. The current subdivision plan addresses only one of the encroachments. After receiving comments during the public hearing period, and with the understanding that the applicant is ready to pursue an alternative that resolves the encroachment issue for the adjacent property, administration investigated options. The following is a summary of the potential option for dealing with encroachments and non-compliance.

## Background

Subdivision Application 24-016 was submitted on March 15, 2024. It seeks to consolidate Lot 20, Block U, Ladue Estate with the S10' of Lot 19. There are multiple encroachments onto S0' of Lot 19.

On April 16, a public hearing for this subdivision application was held, and Mr. and Ms. Wilder, as well as Mr. Schafrik (owner of Lot 20 and S10' of Lot 19), provided comments. Administration also got letters from solicitors for Ms. Taylor (owner of N40' of Lot 19) and Ms. Matthies (on Ms. Taylor's behalf). The letters are attached.



Figure 1: Lot 20 and portions of Lot 19.

## Discussion / Analysis

During the public hearing, Ms. Taylor's solicitor and Mr. and Ms. Wilder inquired as to whether the applicant might redraw the lot boundaries to bring the structure on N40' of Lot 19 into conformity.

Mr. Schafrik stated that he is willing to do so, but he wanted to ensure that any prospective boundary alignment would properly resolve the issue, as well as whether it is acceptable to the City of Dawson in terms of its bylaws and policies.

After exploring options for resolving the issue, Administration concluded that the approach listed below is the best and most feasible. Staff also contacted the Land Titles Office to verify that this meets their requirements.

- Mr Schafrik will be selling a portion of S10' of Lot 19 to Ms. Taylor. The exact amount should be determined after a preliminary survey is completed, however the boundary will be somewhere between Mr Schafrik's structure and Ms Taylor's.
  - The City will not be involved in the sale process.
- Then Mr Schafrik can consolidate the remainder of S10' of Lot 19 with Lot 20. At the same time, Ms. Taylor must consolidate the section she purchased from Mr Schafrik with N40' of Lot 19.
- This would be an exception to the Land Titles Office's "one owner, one plan" rule because the end result of registration of the plan will in fact eliminate two parcels described by metes and bounds. This means that everything may be done with a single subdivision application and a single subdivision plan.
  - As a result, Mr Schafrik can include this plan into his current application. The application and survey fees can be discussed (and potentially split) between Mr Schafrik and Ms Taylor.
- This will result in an interior setback of less than 5 feet for both Mr Schafrik's and Ms Taylor's new consolidated lots, making both non-compliant.
- Since there will be no more encroachment, to fix the non-compliant setback issue, both Mr Schafrik and Ms Taylor must file a variance application.

S.307 of the Municipal Act states:

*(1) A person may apply to the board of variance for a variance or exemption from an official community plan or zoning bylaw if there are practical difficulties or unnecessary hardships in meeting the requirements of the official community plan or zoning bylaw because of the exceptional narrowness, shortness, shape, topographic features, or any other unusual condition of the property.*

*2) The board of variance shall not approve an application for a variance if*

*(a) the unusual condition is the result of the applicant's or the property owner's action;*

*(b) the adjustment requested would constitute a special privilege inconsistent with the restrictions on the neighbouring properties in the same district;*

*(c) the variance or exemption would be contrary to the purposes and intent of the official community plan or zoning bylaw and would injuriously affect the neighbouring properties; or*

*(d) the variance or exemption would allow a change to a use that is not similar to a permissible use in the area.*

- Because the unusual condition of the properties was not caused by Mr Schafrik and Ms Taylor's actions (as applicant and property owner) and it does not constitute a special privilege, the board of variance should be able to approve your applications.
- Each property owner must file their own Variance Application.
- The variance application will be added as a condition to the subdivision application approval.
- This makes the structures on both properties compliant.

This information has already been communicated to Mr. Schafrik and Ms. Taylor. It appears that it will be an acceptable option for both. They are currently considering this solution with their counsel. On

## Next Steps

After receiving the final plan of subdivision, Administration will present Subdivision Application 24-016 to Council for approval.

Approved by	Name	Position	Date
	David Henderson	CAO	01-May-2024



**AUSTRING, FAIRMAN & FEKETE**  
BARRISTERS & SOLICITORS

LORNE N. AUSTRING  
GREGORY A. FEKETE  
ARTHUR A. MAURO

H. SHAYNE FAIRMAN  
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Whitehorse, Yukon  
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PHONE: (867) 668-4405  
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OUR FILE NO: 17812

April 14, 2024

**By Email**

The City of Dawson  
Box 308  
Dawson, YT  
Y0B 1G0

**Attention: Planning Assistant**

Dear Planning Assistant:

**Re: Notice of Public Hearing – Consolidation Application #24-016  
E 2/3 and W 1/3 of Lot 20 and S 10' of Lot 19, Block U, Ladue (“Consolidation 19”)**

We are solicitors for Susan Taylor, the owner of North 40' of Lot 19, Block U, Ladue Estate (the “Taylor Property”). Ms. Taylor has asked us to respond to the Notice of Public Hearing, as she is currently out of Territory. The Taylor Property is immediately adjacent to the Consolidation 19, and as such, she has a direct interest in the proposed consolidation.

Some background is important in this process. For nearly two decades (possibly longer) at some point in the past, Dawson was approving subdivisions by way of a transfer of land, rather than through the *Subdivision Act*. The implication of this is that no surveys were done prior to the subdivision being approved. Due to the adoption of a new *Land Titles Act* and changing survey rules, the Land Titles Office is now requiring property titles created by way of transfer alone to be corrected. Dawson has at least dozens of titles, if not more, that are caught by this correction requirement.

The correction requirement is noted on property titles under the section called “Registrar’s Notes”, which typically occurs at the bottom of the first page of a title. In this case, both titles for the Consolidation 19 and the Taylor Property have such a notation, which provides “When submitting an instrument for registration, a survey plan will be required pursuant to section 83 and 84 of the Land Titles Act, 2015.” The Registrar’s Notes began appearing when the Land Titles Office converted to an electronic system, in approximately 2021.

There are sound reasons for the Land Titles Office insisting on the correction. In Dawson and elsewhere in Yukon, when owners have looked into the Registrar's Notes, they've often found encroachments that require corrections. That is, in order to correct the Registrar's Notes, they've obtained a survey that shows an underlying problem.

That is the case here. Without getting in the full historic and current background, Ms. Taylor discovered the Registrar's Notes on her title in 2023. To resolve it, she hired a surveyor. The surveyor noted two discrepancies. First, for the Taylor Property, it was determined that her house encroaches onto Consolidation 19. Second, for the owner of Consolidation 19, it was determined that his house on his Lot 20, encroaches onto Consolidation 19. For this reason, the Registrar put notes on each property.

The owner of Lot 20 and Consolidation 19 was advised of this problem in the fall of 2023. He now appears to want to correct the problem through the consolidation. However, it is our view and the view of the surveyor that Lot 20 and Consolidation 19 cannot be consolidated until Ms. Taylor's encroachment is resolved.

This letter is to inform Dawson more broadly that there are likely numerous other titles that face this same issue, which arose from previous Yukon Government administrations allowing subdivision by transfer, without surveys. These now need to be corrected.

Our client is not opposed to the current consolidation application, but rather wants to advise that to in order to finally complete the same, the encroachment from the Taylor Property will need to be resolved. The most logical way to resolve the encroachment is by way of a subdivision of Consolidation 19 into two parcels, and one of those parcels then be consolidated into Lot 20 and the other be consolidated into the Taylor Property. Our view in any case, is that it is unlikely that the current consolidation application can be completed, as proposed, because when it goes to survey, the surveyor will note this problem, and stop the process until the parties can agree on a resolution. It seems apparent that the applicant has not yet put this consolidation application before a surveyor.

Attached for your reference are the Taylor Property title and the Consolidation 19 title, which show the Registrar's Notes. In short, the Registrar's Notes identify an overlapping and connected issue, both of which require resolution in order to complete the consolidation applied for. It is not a problem created by the current owners, but rather one they both inherited, and one which they only both recently became aware of.

Yours truly,  
**AUSTRING, FAIRMAN & FEKETE**



Gregory A. Fekete

/dtd

Enclosures

## PD Manager

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**From:** Joyce Matthies [REDACTED]  
**Sent:** Saturday, April 13, 2024 11:29 AM  
**To:** CAO Dawson; PD Manager; 'pdm@cityofdawson.ca'  
**Cc:** [REDACTED]  
**Subject:** 917 Sixth Avenue, Dawson

(I am Sue Taylor's sister and this email is being sent on her behalf. I work at a law office in Ontario but our office is not involved in this process)

Dear Sir/Madam:

In anticipation of the public meeting scheduled for Tue, April 16, I wish to submit comments for consideration regarding the discrepancy of my lot size.

When I purchased the property with title insurance in July, 1998, the adjoining property in question was owned and occupied by Parks Canada, a federal agency, then RCMP, another federal agency, and then sold several more times including Griffith Heating and other local Dawsonites. At the time I purchased the property, all due diligence regarding lot size and survey were fulfilled in full. At no time during any of these property acquisitions, did the issue of lot lines arise but I understand from my lawyer, Greg Fekete, that boundary issues were discovered in the land title conversion process in 2021 of which I was not informed. I have owned this property for 25 years and have paid taxes on that property's dimensions the entire time.

I was lucky enough to find purchasers who love this property, are good for the Town of Dawson, and we had hoped to conclude the sale of 917 Sixth Avenue in the summer of 2023. Unfortunately, as a result of the survey done by Glen Lamerton, it was then discovered that the lot lines had been changed and our sale transaction has been held up ever since. The next step in the process was to have Sidney's lot surveyed, which he has refused to do even though I offered to pay for it. His response was that he has an AP on his phone(??) which has gotten us nowhere. No further communication has taken place between him, me or the purchasers since then, despite our best efforts.

I believe Sidney may be interested in selling his property as well and will be running into the same title issues as I am. I am in favour and support the consolidation of the lots in order to correct the title issues and to allow my property to be sold to Crickett and Steve Wilder. I am willing to co-operate in any way I can. I have been in Ontario dealing with my mother's health issues since November but expect to physically be present in Dawson in mid June and can always be reached at [su](#) [REDACTED]

I have copied my lawyer, Greg, Fekete, on this email and anticipate that he will be providing written comments as well setting out the status of my title insurance claim.

Sue Taylor - Owner

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# City of Dawson

## Report to Council

Agenda Item	Heritage Management Plan Review
Prepared By	Planning and Development
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	Heritage Management Plan
Attachments	Terms of Reference

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

### Recommendation

That Committee of the Whole accept this report for informational purposes.

### Executive Summary

The City of Dawson's Housing Accelerator Fund (HAF) proposal, which was approved, included a review of its Heritage Management Plan to facilitate residential constructions. There has also been a consistent demand for the review of the Heritage Management Plan from various community groups, residents, and the TH Government over the past few years. It has been argued that the City of Dawson heritage documents fail to accurately represent the Tr'ondëk Hwëch'in culture and do not provide adequate guidance for the Heritage Advisory Committee to advise on projects. Furthermore, it came to our attention that Council had previously shown support for a review of these documents. After carefully considering the different factors, including the management of heritage resources in Dawson and the importance of improving the Development Permit process to tackle housing challenges, staff has prepared the attached Terms of Reference for a comprehensive review of the Heritage Management Plan and Heritage Bylaw. This will be released shortly as part of the RFP package.

### Background

The current Heritage Management Plan was adopted by Council in 2008. This document is unable to keep up with the rapid changes that Dawson City has experienced in recent years.

### Discussion / Analysis

The attached Terms of Reference provides details on the scope of work, deliverables, and milestones for the comprehensive review of the Heritage Management Plan and Heritage Bylaw. The focus of the project will be:

1. Engaging residents and stakeholders
2. Representing and including the richness of First Nation culture
3. Preserving Dawson's valuable heritage resources
4. Enhancing the efficiency of Development Permit review processes
5. Promoting increased resident involvement in the Heritage Advisory Committee
6. Implementing proven strategies for heritage management
7. Implementing an easy-to-understand Heritage Management Plan and Design Guidelines for residents to easily adhere to
8. Implementing heritage preservation and promotion strategies to boost economic growth in Dawson City, with a focus on heritage tourism

### Fiscal Impact

The budget for this project will be sourced from HAF funding and potential financial contribution from YG and TH.

### Alternatives Considered

NA

### Next Steps

Releasing the RFP.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	01-May-2024



# City of Dawson

## Comprehensive review of Heritage Management Plan and Heritage Bylaw

### Schedule A: Terms of Reference

#### 1.0 Objectives

The City of Dawson is seeking proposals from experienced heritage planning consultants to undertake the task of revising the Heritage Management Plan (HMP) Heritage Bylaw (HB), and Design Guidelines (DG). The goal of this project is to develop practical and forward-thinking strategies and policies to improve heritage conservation initiatives, while actively involving and engaging the wider community. This will result in a deeper comprehension and sustained preservation of the City's valuable heritage resources, as well as the establishment of a well-functioning municipal heritage management program.

#### 2.0 Background

Dawson City, located in the center of the Yukon, is known as the heart of the Klondike Gold Rush. In 1898, it flourished as a bustling city with a population of 30,000. Dawson City lies within the traditional territory of the Tr'ondëk Hwëch'in. Each year, the area attracts 60,000 visitors who are drawn to its rich gold rush history, vibrant First Nations culture, and breathtaking natural landscapes. Dawson City, recognized as one of the eight heritage locations in the Tr'ondëk-Klondike World Heritage site, was added to the UNESCO World Heritage List in 2023. Dawson is home to a thriving community who contribute to the local economy through various industries such as gold mining, tourism, the arts, and government services. The Dawson region provides a model for co-operative leadership. It is administered collaboratively by the City of Dawson Municipal Government and the Tr'ondëk Hwëch'in Government, with participation from the Government of Yukon and the federal government's Parks Canada.

Development in Dawson is overseen through the implementation of the Heritage Management Plan and Design Guidelines. Applications for a development permit in historic townsite must go through the evaluation process by the Heritage Advisory Committee. The Heritage Bylaw defines the duties and obligations of the Heritage Advisory Committee.

The Heritage Management Plan, adopted in 2008, outlines the procedures for heritage management and provides guidelines for architectural conservation and infill. The *Design Guidelines for Historic Dawson*, currently followed by the City of Dawson, produced by Parks Canada.

The City of Dawson has encountered different levels of success when it comes to implementing these documents, especially when dealing with new construction projects. These documents fail to accurately represent the richness of First Nation culture and do not provide adequate guidance for the Heritage Advisory Committee to advise on projects. Furthermore, in recent years, the HMP, DG, HB, and the application process have led to feelings of frustration, confusion, and scrutiny from the community.

### 3.0 Scope of Work

The project area is the City of Dawson, with a focus on the historic townsite. This project requires a comprehensive review of the Heritage Management Plan, Design Guidelines, and Heritage Bylaw. The project also involves merging the Heritage Management Plan and Design Guidelines.

The goals of the Heritage Management Plan (with Design Guidelines included) update are to:

1. Engage residents, community groups, organizations, elected officials, and other key stakeholders in identifying built and cultural heritage, and determining the best approach for the review;
2. Explore and implement proven strategies for heritage management;
3. Explore and consider heritage preservation and promotion strategies to boost economic growth in Dawson City, with a focus on heritage tourism;
4. Enhance the efficiency and effectiveness of the Development Permit review process in the City of Dawson while maintaining the heritage character of the community;
5. Review and amend the Heritage Bylaw to promote increased resident involvement in the Heritage Advisory Committee and streamline the development permit process;
6. Review the Heritage Management Plan, which covers a range of aspects such as updating the vision and objectives, character areas, procedures for heritage management, and tools for heritage conservation (including the procedure for demolishing historic structures), and incentives for conservation of historic places and process for recognizing heritage places;
7. Review and update the guidelines for infill to meet current residential construction and design needs;

#### 3.1. Deliverables

The successful proponent will be responsible for:

1. Reviewing pertinent background information and delivering an assessment report. The background information includes:
  - The Standards & Guidelines for the Conservation of Historic Places in Canada
  - Historic Resource Act
  - Municipal Act
  - Dawson City Heritage Management Plan
  - Tr'ochëk Heritage Site Management Plan
  - Tr'ondek Klondike World Heritage Site Management Plan
  - Heritage Bylaw (Bylaw No. 2019-04)
  - Design Guidelines for Historic Dawson
  - Dawson City Approved Fonts for signs
  - City of Dawson Official Community Plan and Zoning Bylaw
  - City of Dawson Downtown Revitalization Plan
  - Klondike HWY Subdivision Parcel D/F Master Plan
  - Pictures available from Dawson, ranging from the 1890s to the present day.
  - Historic Sites Inventory
2. With the assistance of the City of Dawson, forming an Advisory Committee consisting of key stakeholders and conducting meetings with the Committee to gain insights into the needs, interests, and preferences of stakeholders, as well as to gather feedback on the proposed modifications.
3. Presenting reports on the discussions held by the Advisory Committee to the Working Group

4. Conducting thorough research on effective strategies and plans for heritage management that can be implemented in Dawson, and providing a report.
5. Providing an updated Heritage Management Plan including but not limited to:
  - A forward-thinking approach to preserving Dawson's valuable heritage resources that considers the Standards & Guidelines for the Conservation of Historic Places in Canada and recognizes its unique heritage character as both a National Historic Site and UNESCO World Heritage Site.
  - Heritage Management Areas including:
    - statement of objectives to be achieved in each Area
    - statement of Areas' cultural and natural heritage value
    - a map establishing their boundaries
    - policies for alterations, or additions to non-heritage buildings within each Area
    - policies for new construction as infill development within each Area
    - streetscape and architectural component analysis for each Area
  - Design guidelines for
    - appropriate building materials, building elements, and overall approach for new construction or building alterations and additions
    - alterations to designated and adjacent buildings
    - signs
  - Considerations for Tr'ondëk Hwëch'in style/cultural expression
  - Heritage Incentives
  - Demolition permit process
  - Implementation recommendations
6. Exploring the rich heritage values of First Nation culture and providing guidelines for their effective implementation.
7. Reviewing and revising the existing heritage aspects of Development Permit approval process to improve its efficiency and effectiveness, particularly for new residential constructions.

The revised Heritage Management Plan should be presented in a clear and succinct written manner, backed by pertinent statistics and information, and complemented by maps, photographs, and other visual materials. The City of Dawson shall acquire ownership of all original graphics and visuals.

### 3.2. Milestones

Phase		Description	Deliverable	Preferred timeline
1	Research & Analysis	Reviewing background information	Report to Working Group	Project commencement – October 2024
		Exploring proven strategies and plans	Report to Working Group	
2	Consultation	Forming and Meeting with Advisory Committee	Report to Working Group	Project commencement – November 2024
		Community Consultation and Engagement	Report to Working Group	
		Meeting with Council	Report to Working Group	

		Meeting with Working Group	Minutes	
3	Draft HMP and HB	Drafting HMP and HB, and Recommendations	Presenting draft HMP and HB to Advisory Committee	November 2024 – February 2025
			Presenting draft HMP and HB and the feedback from Advisory Committee to Working Group, Heritage Advisory Committee, and Council	
4	Approval	Finalizing the HMP and HB	Presenting final drafts of HMP and HB to Working Group for their review	February 2025 – May 2025
			Presenting final drafts of HMP and HB to Council for adoption	

### 3.3. Meetings and site inspection

The proponent is required to:

- host at least 3 Advisory Committee meetings electronically (at least one meeting after drafting the HMP and HB);
- conduct one public open house (in person), one public meeting (in person), and two Council meetings (one before and one after drafting the HMP and HB) (electronically or in person);
- travel to Dawson to complete site inspections.

### 4.0 Management of the Process and Reporting

The Project Manager will be the City of Dawson Planning and Development Manager and shall be the primary point of contact with the proponent. The Project Manager will establish a Working Group. The role of Working Group is to:

- evaluate all compliant proposals
- ensure that deadlines are met and key milestones are achieved
- review the reports
- review the final drafts
- provide guidance, feedback, and recommendations
- attend pertinent meetings
- provide the proponent with relevant information within their area of expertise
- provide the proponent with existing reports, background information, and inventory details
- provide the proponent with community group contacts
- provide a supportive role in organizing meetings

### 5.0 Resources

The prices shall be firm and fixed and will not be exceeded unless prior written approval is obtained. All proposals must be in Canadian dollars. All applicable taxes must be listed separately.



Proponents shall include a section that contains:

- An Upset Price: the cost of completing each phase of the project outlined in the Milestones Section.
- Fees for professional service
- Sub-consultant services (if applicable)
- Disbursements (e.g. travel, meetings, etc.)
- Taxes

The following documents are available with this bid:

- Existing Heritage Management Plan
- Existing Heritage Bylaw
- Existing Design Guidelines for Historic Dawson

**End of Terms of Reference**

DRAFT



# City of Dawson

## Report to Council

Agenda Item	CAO Update on Activities
Prepared By	David Henderson CAO
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	
Attachments	

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

### Recommendation

That council receive this report in committee of the whole for information purposes.

### Executive Summary

This report provides a brief update to council members on the various projects in process within the Municipality.

New Recreation Centre	<ul style="list-style-type: none"> <li>YG has issued the tender for the Progressive Design Build process, closes in May.</li> <li>Recreation Board, advising on project, has been getting up to speed on the project. <ul style="list-style-type: none"> <li>Board members: Peter Menzies, Monna Sprokkreeff, Brent McDonald, Dawn Kisoun, Megan Macdougall, Ashley Doiron, Amélie Morin, and a TH Appointee</li> <li>Advisors: Diana Andrews, Helen Dewell, Louise Blanchard.</li> </ul> </li> <li>Once contractor is hired – schedule including milestones for council will be defined and it is expected that this will be a prioritized topic through June-August Council meetings.</li> <li>Detailed Plan for ICIP application required by September 2024</li> </ul>
Waste Management Recommendations	<p>Public session took place on Wednesday April 3<sup>rd</sup>. Staff have been working on “What We Heard” documents, including discussion with public session proponents and Facilitator.</p> <ol style="list-style-type: none"> <li>A detailed “What We Heard” report will be posted on the City’s Website</li> <li>An executive Summary document will be posted and released to the public.</li> </ol> <p>Staff will</p> <ul style="list-style-type: none"> <li>Engage in further discussion with the public session proponents.</li> <li>Undertake research and discussions identified through the public session.</li> <li>Undertake working group discussions to narrow down recommendations.</li> <li>Adjust recommendations as appropriate and refine implementation plans.</li> <li>Review in a second public session.</li> <li>Present results to council for consideration.</li> </ul> <p>Tipping Fees slated to go in June/July and are not considered part of the recommendations.</p> <p>Solid Waste Recommendation as further developed and subject to council approval would be implemented after the summer season.</p>
AYC Conference	<p>Association of Yukon Communities annual conference taking place in Dawson May 9 – May 11. City Staff are working with contractor and AYC staff to set up conference for approx. 140 people. Primary conference will take place at the Palace Grand.</p>
Mayors Property	<p>Enforcement action on hold pending discussions</p>
Onboarding of New CFO	<p>In Process -Focus will be on Day-to-day activities first</p>

North End Development	<ul style="list-style-type: none"> <li>• Discussions with bidders on servicing tender to take place.</li> <li>• Bids for Servicing contract came in significantly over the Budget which is funded through a TPA with YG.</li> </ul>
Spring Road Work	Steaming of storm water pipes / road maintenance is significant at this time of year
Lagoon Working Group	<p>Working group is developing communications plan.</p> <p>The detailed analysis of potential sites is underway and will take approx. one year</p>
Emergency Mgt Response & Planning	<ul style="list-style-type: none"> <li>• The update of the Dawson Emergency Management Plan continues with regular meetings of the Emergency Coordinator, the CAO, and various agencies.</li> <li>• The Emergency Control Group undertook 2 working Tabletop Emergency Scenario Exercises– with a focus on a local Flood Scenario in conjunction with Yukon Emergency Measures Organization and approx. 20 area agency representatives, walking through various aspects of the plan and flood response issues.</li> <li>• One public information session was held focused on local flood response.</li> <li>• Activation of the Plan - The Emergency Operation Centre (EOC) and the Emergency Control Group (ECG) was activated on Thursday April 25 leading into potential local flooding due to ice breakup on the Klondike River.</li> <li>• The ECG met daily, receiving situation assessment information, developing communications, monitoring, preparation steps, evacuation preparations. Usage of the emergency FM Radio channel 105.5 in conjunction with CFYT and social media was initiated and proved effective.</li> <li>• Plan and ECG deactivated Tuesday Apr 30 with the release of ice jams on the Klondike. Debriefing meeting of Control Group scheduled for Tuesday May 7</li> <li>• Planning and plan update continuing heading into the summer wildland fire season</li> </ul>
TH Biofuel project	Staff reviewing fiscal cost benefit for Municipal participation with report to follow
CBC Building	Report included elsewhere in this meeting Package
Spring Rec Work	Transition to summer facilities, maintenance work, staff changes
Dawson Diversion center Wrap up	<ul style="list-style-type: none"> <li>• General Contractor undergoing a final review of invoicing with CoD staff.</li> <li>• Heat Pump will be installed this summer.</li> <li>• Building electrical will be upgraded to accommodate additional equipment.</li> <li>• Final equipment coming in this summer.</li> </ul>
2023 Audit Financials	Former CFO is focused on 2023 audit and financials
Dawson Cable Exit	Staff reviewing available information on possible plan and approach
Municipal Election Bylaw and preparation	<ul style="list-style-type: none"> <li>• 2024 Bylaw fist reading in this package for review</li> <li>• Charles Brunner being contracted to run the election process, same contractor as previous election.</li> <li>• Communication is part of the contract and will include social media and mail out as well as YG information releases</li> </ul>
Remuneration bylaw	<ul style="list-style-type: none"> <li>• Review of Council remuneration bylaw and recommendations going forward to be presented to council prior to end of term.</li> </ul>
Correspondence Policy	Under development

Reconciliation efforts Cooperation	<ul style="list-style-type: none"> <li>• Ongoing bilateral staff meetings between senior management focused on cooperation.</li> <li>• Joint Council Meetings</li> <li>• Signage plans rolling out with bilingual stop signs as the first step.</li> <li>• CoD supporting location of statue.</li> <li>• Development of Planning protocol to expedite process and meet needs of both parties. This may be the most significant pragmatic step moving forward.</li> <li>• City of Dawson Logo Development process – Clerk to bring forward report for council.</li> </ul>
GIS	<ul style="list-style-type: none"> <li>• In process, funded by HAF</li> <li>• Data discovery underway and needs assessment using available sources</li> </ul>
E-permit	<ul style="list-style-type: none"> <li>• In process, going live within 2-3 weeks, funded by HAF</li> <li>• Testing applications</li> <li>• Integrating with online payment systems</li> <li>• Allows online applications.</li> <li>• When fully implemented will eliminate paper applications</li> </ul>
Road Survey	<ul style="list-style-type: none"> <li>• Meeting request forwarded to Ministry Staff</li> <li>• Planning Manager working with Land Titles Office staff on potential solution.</li> <li>• Creating explanatory plan for 3 blocks to develop an acceptable path forward for all parties as a pilot.</li> <li>• Developing cost estimates for total solution , possibly in the \$3 million range</li> </ul>
OCP and Zoning bylaw update	<ul style="list-style-type: none"> <li>• Tender has been released and closing May 3<sup>rd</sup>, working group evaluating, bringing to council for approval</li> <li>• Project start date targeted for June</li> </ul>
Heritage Plan Update	<ul style="list-style-type: none"> <li>• Tender being released shortly, staff report for info information in this package</li> </ul>
Development Incentive Policy	<ul style="list-style-type: none"> <li>• Planning Manager working with Consultant on updating policy</li> </ul>
Land Development	<ul style="list-style-type: none"> <li>• Dawson Owned Properties <ul style="list-style-type: none"> <li>○ Development recommendations.</li> <li>○ Recommendations related to CMG</li> <li>○ Report from Staff in this package.</li> </ul> </li> <li>• Klondike Highway Project - YESAB comments received, YG &amp; TH working on decision document.</li> <li>• Dredge Pond 2 Project - OCP &amp; Zoning bylaw in process</li> <li>• YG In Town Property Sale - 3 lots, in subdivision approval process, Heritage approval challenges</li> <li>• North End Project properties - Pending servicing, road survey issues</li> <li>• Mining Zoning Amendments - TH Consultation initiated by formal letter</li> <li>• Lift Station Lot – YG property adjacent to 2<sup>nd</sup> ave lift station – Transfer discussions.</li> <li>• Callison East – Letter requesting consultation sent, Master Plan under development</li> </ul>
Subdivision Bylaw	<ul style="list-style-type: none"> <li>• Staff are updating bylaw</li> </ul>
TKWHS	<ul style="list-style-type: none"> <li>• World Heritage Site – ongoing meetings of Stewardship Committee</li> </ul>

**Background**

NA

**Discussion / Analysis**

City management have been tasked with a significant number of projects that require dedicated time and focus. It is important to note that in addition to projects, managers are responsible for managing the day-to-day activities within their areas which include human resource issues, customer service issues, financial management issues, and the oversight of operational activities and seasonal functions.

**Fiscal Impact**

NA

**Alternatives Considered**

NA

**Next Steps**

NA

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	03-May-2024



# City of Dawson

## Report to Council

Agenda Item	CAO CAMA
Prepared By	David Henderson, CAO
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	Travel policy #08-01
Attachments	Travel Policy #08-1

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That Committee of the whole recommend Council approve CAO Travel to 2024 CAMA Conference

### Executive Summary

CAMA is the Canadian Association of Municipal Administrators and is the primary education network for Municipal CAO's in Canada . The Annual conference offers multiple days of training and information sessions and is valuable in the ongoing education of senior administration.

The 2024 Conference is in Banf Alberta from June 2<sup>nd</sup> to June 6<sup>th</sup> and as per the Travel policy Travel outside of the Territory by the CAO must be approved by council for reimbursement of expenses.

Expenses include travel, registration, and accommodation.

This is budgeted for annually.

### Background

The former Dawson CAO was the CAMA president . The conference is considered a valuable educational tool for senior administration.

The Conference is generally held at a location and timing compatible with the FCM conference to allow administrative staff to attend both conferences. Planning for the current year does not have the CAO attend the FCM conference.

### Discussion / Analysis

Nothing further to add

### Fiscal Impact

Funds are budgeted for Attendance at the CAMA conference.

### Alternatives Considered

NA

### Next Steps

Motion goes to council for approval

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	03-May-2024



# City of Dawson Report to Council

Agenda Item	Kendrick Property
Prepared By	David Henderson CAO
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	Property Sale policy
Attachments	<ol style="list-style-type: none"> <li>1. 2009 Letter</li> <li>2. Nov 2021 RFD</li> <li>3. YEHS Permit (Pending)</li> <li>4. 2021 Council Minutes</li> <li>5. YEHS Permit Follow up</li> <li>6. Letter – Kendrick Property – 30 Days For Info</li> <li>7. Letter – Kendrick Property – enforcement</li> <li>8. Kendrick LOO – Septic</li> <li>9. Kendrick LOO - Residence</li> </ol>

x	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

## Recommendation

The City of Dawson Forwarded a letter to Mr. Kendrick on Feb 19, 2024, summarizing outstanding issues related to Mr. Kendrick's septic tank being located on Municipal property and multiple encroachment issues related to the primary residence and an associated structure. The City has been dealing with the septic tank issue since October 2021. The encroachment issues have been clearly defined since the availability of a 2019 property survey produced for the North End.

The Feb 19 letter outlined multiple steps to deal with the identified issues including:

1. The requirement for Mr. Kendrick to sign a License of Occupation with the City giving him the legal right to locate the septic tank in its current location, on Municipal property up to Dec 31<sup>st</sup>, 2024. By this date the tank must be removed from the location and the property remediated if necessary.
2. The requirement to sign a License of Occupation for the encroachment of the residence onto Municipal property, renewable at the discretion of municipal council subject to future alternative planned uses for the property.
3. The requirement to move an associated structure off Municipal property, conditional on the purchase of the property where it will be located on and a timeline for the movement agreed upon with the City.
4. The requirement to purchase adjacent property parts to satisfy additional encroachment issues utilizing existing City policies on property sales and that an Agreement-in-principle for the recommended land transactions be in place by March 31<sup>st</sup>, 2024.

Mr. Kendrick appeared as a delegation to council on March 19<sup>th</sup>, 2024, objecting to the City position and requirements. In response, City Council directed the CAO to prepare this report on the issue for City Council consideration.

This report focusses on information deemed most pertinent to the issues.

Based on the information identified herein, it is recommended:

That City Council endorse the requirements outlined in the February 19<sup>th</sup> letter from the City of Dawson To Mr. William Kendrick, with the understanding that the deadline for compliance will be changed from March 31,2024 to May 31<sup>st</sup>, 2024.

## Executive Summary

In or about Sept of 2021 Mr. Kendrick's septic tank failed. Mr. Kendrick applied for a permit from Yukon Environmental Health Services (YEHS) to replace the septic tank. YEHS reached out to the City of Dawson (the "City") requesting confirmation that Mr. Kendrick owns the property on which his tank is located. It was determined, through a site survey obtained by the City in 2019, that the septic tank is located on a legally open road right of way and not on property owned by Mr. Kendrick. Administration determined that there was no record of any agreement with Mr. Kendrick or any indication that Mr. Kendrick was the legal owner of the property where the septic tank is placed, or that Mr. Kendrick had any legal right to access or use the property.

Mr. Kendrick then requested a License of Occupation (LOO) or a Land Sale (intent or agreement) from the City in efforts to legitimize the location of his septic tank, as well as to obtain YEHS approval to replace it.

The main dwelling and accessory structures located on Mr. Kendrick's property are also encroaching on the open roadway, Lots 4 and 5. The septic field and tank are located on the road right of way adjacent to the south 25 ft of Lot 4. The road is currently not in use but remains a legally open roadway and is the property of the City.

City Administration confirmed with YEHS that the City's approval of the replacement of the septic tank was dependent on Mr. Kendrick entering into a LOO with the City of Dawson. YEHS issued Mr. Kendrick a permit to install the septic tank, with the wording "***Pending approval from the City of Dawson***". No such approval was obtained or has ever been obtained from the City.

On Nov 24, 2021 Council adopted by resolution:

***That Council direct Administration to draft a one-year License of Occupation with the applicant for the east half portion of the road right of way adjacent to the south 25 ft of Lot 4 Block G, Government Addition for the purpose of addressing the applicant's time sensitive, temporary septic tank replacement with the following condition placed on the LOO: upon expiry of the LOO the applicant will remove the septic tank from and remediate any contamination on the City property.***

The City Planning and Development Manager (PDM) shared this wording with Mr. Kendrick by email in Nov 2021.

Mr. Kendrick installed the septic tank in Nov / Dec of 2021. YEHS approval was subject to approval by the City. The City's approval was dependent on Mr. Kendrick signing the LOO.

In February of 2022 the Chief Administrative Officer (CAO) and PDM provided Mr Kendrick with the LOO and asked that two copies be signed by Mr. Kendrick.

Over the following 8 months, the CAO, PDM, and acting CAO made repeated attempts to secure signed copies of the LOO from Mr. Kendrick. Mr. Kendrick indicated his intention to sign the LOO multiple times but did not do so and instead raised issues and questions regarding, among other things, area development, insurance issues, unavailability and then recommendations to change the wording and specifically remove the reference to remediate and remove tank at 1 year.

In August of 2022, a YEHS Officer contacted Mr. Kendrick indicating:

***Thank you for the documents. Your permit was pending approval based on if Dawson City permitted you to have the septic system placed on the two lots. Did you receive permission from the City of Dawson?***

Mr. Kendrick replied to the YEHS Officer, as follows:

***I did receive approval contingent on me signing a license of occupation... I'm still waiting to hear back from my insurer. Upon reflection I have some issues with their proposed license of occupation terms. The previous tank and overall system was permitted back in 2006. Not sure why I need to promise to remediate the land as a result; I believe the land needs to be sold to me. Happy to chat further if you'd like. In the meantime I'm waiting for my insurance agent to get back to me.***

On October 16, 2023, a YEHS Officer further identified:

***As per our conversation this morning. Below is what is still required for your permit to be issued.***

- ***A document stating that you have permission from the City of Dawson to place your septic tank where you indicated on your application.***



Further delays in resolving this issue with Mr. Kendrick resulted from City staff turnover. In October of 2022, the City's then PDM left her position with the City. Shortly thereafter the CAO was off work due to medical reasons and in late November left her position with the City. The City's new PDM and new CAO were tasked with following up on the status of the unsigned LOO in Feb/March of 2023. The new PDM exited her roll in June of 2023 and a further new PDM was tasked with working on the file.

From May of 2023 to August 2023 the new CAO engaged in repeated discussions on the issue with Mr. Kendrick. Mr. Kendrick indicated that he had extensive additional information relevant to the issue that he would package and deliver to the CAO.

On or about Sept 15, 2023, the CAO summarized the septic tank and property encroachment issue and asked that Mr. Kendrick provide the additional information he advised he had within 30 days. On Oct 16, 2023, Mr. Kendrick indicated to the CAO more information was forthcoming but was not ready yet.

In February 2024, the CAO sent a letter to Mr. Kendrick advising that he is required to sign the LOO (which had been updated to 2024) by March 31<sup>st</sup>, 2024, as well as sign a LOO for the house encroachment on the roadway and the requirement to purchase certain portions of City land to resolve encroachments from other buildings, all in accordance with the City's Sale of Municipal Lands Policy.

Mr. Kendrick has now addressed Council as a delegation, suggesting there is new information of which Council was not aware, that changes his situation.

The new information appears to be a letter from 2009 and council resolutions regarding North End Development. The 2009 letter is not new, and the resolutions referred to do not appear to materially change the issue(s) at hand.

What is clear is that:

- Mr. Kendrick installed the septic tank on City property.
- Mr. Kendrick had a YEHS Permit that was conditional on the City's approval, which he acknowledged.
- The City's approval was conditional on Mr. Kendrick signing the LOO for the septic tank, which Mr. Kendrick acknowledged.
- The key conditions of the LOO were provided by the PDM to Mr. Kendrick in Nov 2021.
- City Managers asked for 2 copies of the signed LOO in Feb 2022
- Mr. Kendrick indicated multiple times that he intended to sign the LOO.
- Over a period of 6-8 months Mr. Kendrick delayed signing the LOO for a variety of reasons.
- Mr. Kendrick has not signed the LOO and thus does not have the City's approval and the YEHS permit remains "pending" as per YEHS.
- When the new CAO began following up on the issue Mr. Kendrick repeatedly asked for additional time to provide additional information.
- The information that Mr. Kendrick appears to rely on as critical "new information" is a letter from the City dated 2009 stating that the residential property "complies with siting for the North End and it also complies with applicable development and zoning restrictions for the City of Dawson". It is not clear what this refers to specifically and it appears that the property owner did not procure a survey of the property. In 2019 a property survey of the area clearly identifies multiple property encroachments
- Further "new Information" appears to refer to planned development of the North End and reference to council resolutions for additional work and area discussions. The status of further North End development is currently uncertain. Information in this area does not materially change the fact that a septic tank was installed on municipal property without municipal or Yukon Environmental approval.
- Council has indicated that they expect staff to enforce corrective action on the issues identified.

## Background

1. **Septic System** – Mr. Kendrick has a septic tank and weeping bed located on City property ( 3<sup>rd</sup> avenue, a roadway that is legally “open”). The septic tank failed in Sept 2021 or earlier and was replaced in or about Nov 2021.

A permit to install the septic tank is required from YEHS, which cannot be issued without the City’s authorization as it is located on City owned land.

City staff were directed by City Council resolution to require Mr. Kendrick to sign the LOO to allow the septic tank to be temporarily located on City property. This was a license to use the property subject to certain terms and conditions. The LOO was to be applicable for one year following which the tank was to be removed and the property remediated. This was to be a temporary measure to facilitate dealing with a failed tank at the start of winter.

YEHS approved the new septic tank “contingent on City of Dawson Approval”. City staff advised YEHS that the City would require Mr. Kendrick to enter into a LOO.

City staff provided Mr. Kendrick with the key wording to be included in the LOO, including that it would be temporary, applicable for one year, requiring the removal of the septic tank after one year and remediation of the site.

City staff pursued the signing of the LOO by Mr. Kendrick over a period of 8 months. While indicating repeatedly that he would be signing the document, Mr. Kendrick did not sign the LOO and cited a variety of concerns over this period.

Among other things, Mr. Kendrick referenced the future development of the North End, neighbors with similar issues, concerns that his insurance may be an issue, and finally a simple disagreement with the specific reference to one year and remediation. The specific reference to one year and remediation were included as terms in the LOO at the direction of City Council. As noted, these terms were specifically identified to Mr. Kendrick prior to him moving forward with the installation of the septic tank.

2. **Property Encroachment** – The septic tank issue brought the issue of property encroachment to the attention of City staff and City Council. A survey was made available to the City in 2019 which confirmed, among other things, that Mr. Kendrick’s house encroaches on 3 separate City owned properties. Mr. Kendrick’s garage / shed also encroaches on 2 separate City properties.

The issue has been ongoing for some time, as noted in the Report For Council of Nov 15, 2021:

*In 2011, the applicant wrote to the CDO requesting to purchase part of City-owned lots 3, 4, and 5, which was not approved by Council. Additionally, in 2014, the applicant engaged in conversations with the CAO regarding a License of Occupation for the land in question, which also was not approved. The applicant references this history in letters addressed to the City in 2018.*

*In 2018 The City of Dawson received two letters from William Kendrick requesting the purchase of land. Letter #1 requested the purchase of a part of Lot 3 and a part of Lot 4, Block G, Government Addition. Letter #2 requests the purchase of Lots 1 and 2, Block G, Government Addition on behalf of his company, Sol-Terra Water and Energy. These requests were not approved by Council.*

Upon review of the property in the current discussion it is clear that an extensive amount of City owned property is being used and accessed by Mr. Kendrick. While the land is being used, it is not incurring any property tax. In the past, Mr. Kendrick had approached City Council with requests to purchase portions of the City’s property to deal with these encroachment issues. Mr. Kendrick also requested that various pieces of the lands in question be transferred to him. The City previously rejected these requests.

The probability of future development in the area has declined for a variety of reasons and, as such, administration now recommends that various parts of land be sold to Mr. Kendrick in accordance with the Sale of Municipal Lands Policy.

These recommended property sales are conditional on the septic tank issue being satisfactorily dealt with and are viewed as one part of a solution to multiple encroachment issues.

Resolving the encroachment issues also requires a LOO on a portion of the House and the requirement that the shed / garage be moved.

## Discussion / Analysis

### Septic System –

Mr. Kendrick has indicated that there is a historical record of the City committing to service the property and correcting the various issues through the development of the North End. The argument is that the septic tank should remain in place until sewage services are installed and available to the property.

It is reasonable to conclude that the City will not invest in further servicing or redevelopment of the North End beyond the current North End project given concerns about the Moosehide slide and poor ROI on further investment.

The protracted process of trying to secure Mr. Kendrick's signature and compliance has added 2 years to the timeframe of the LOO.

The Insurance issue cited by Mr. Kendrick is an issue between Mr. Kendrick and his insurance provider and should not involve the City.

Mr. Kendrick has installed a septic tank on municipal property without municipal approval and without a YEHS Permit (still identified as "pending").

6 – 8 months after agreeing to sign the LOO, having notice of the terms of the LOO, knowing that his ability to obtain a YEHS permit depended on him signing the LOO, and after installing the septic tank without proper approvals, Mr. Kendrick determined that he did not agree with the conditions of the LOO.

The City has dealt with Mr. Kendrick in a fair and reasonable manner, including the reasonable requirement that Mr. Kendrick enter the LOO or require that the septic system be moved.

The "new" information that Mr. Kendrick has referred to is a 2009 letter from the City stating the property Mr. Kendrick purchased complied with the City's bylaws. However, the issue here is with encroachments and use of City owned property, not bylaw compliance. The City has access to a 2019 survey that confirms these encroachments.

Allowing use of City property by private property owners, without a license or other use or occupation agreement opens the City up to potential significant liability risks.

### Encroachments

As the City is aware of these issues and the risks associated with this unauthorized use of City property, it is appropriate that the City take steps to deal with such encroachments to ensure proper usage of its property.

Mr. Kendrick purchasing portions of City property at rates set under the City's policies, relocating moveable buildings to ensure no encroachments, and entering into an LOO for encroachments by buildings that cannot easily be moved on land that cannot be easily sold are all reasonable requirements by the City, as a land owner and neighboring property owner to Mr. Kendrick's property.

## Fiscal Impact

Enforcement of the requirement that Mr. Kendrick resolve these encroachments and enter into the LOO and abide by the identified conditions may result in additional legal costs if Mr. Kendrick decides to challenge these requirements in court.

Requiring Mr. Kendrick to purchase City property will financially benefit the City from the purchase funds and from a minor increase in taxation revenue. Alternatively, a failure to take any enforcement steps would open the City to risks of liability, including remediation costs related to the septic tank and other risks associated with unauthorized use of City land.

## Alternatives Considered

The City could choose to not act on either the septic issue or the property encroachment issues. Doing so will raise questions in the community about the validity of any future enforcement actions, particularly where the public uses City owned lands for its own benefit without authorization or compensation.

City Council could amend the License of Occupation pertaining to the septic tank by adding the following words to clause 3.01 .... And shall be renewable annually by the homeowner at the sole discretion of the municipality, which discretion does not need to be exercised reasonably, and which is at all times remains subject to future alternative planned uses for the roadway." Which reflects language in place on the LOO required for the residential structure encroachment.

**Next Steps**

Enforcement actions are currently in process regarding the septic tank and encroachment issues. The process had identified a compliance date of March 31<sup>st</sup> 2024. This date has now passed, pending a report to Council.

If Council approves the recommendation identified in this report City staff will set a new compliance date and proceed with enforcement if compliance with the City's requirements are not met by that date.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	5/1/2024



# THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON Y0B 1G0  
PH: (867) 993-7400, FAX: (867) 993-7434



DAVIS LLP

Graham Lang  
Davis & Company  
Suite 200, 304 Jarvis Street  
Whitehorse, Yukon  
Y1A 2H2

RECEIVED

Dear Graham,

**Re: Northerly Thirty-Two Feet of Portion of Lot 3 & Southerly One-Quarter of Lot 4, Portion 1, Block G, Plan 8338A, Government Addition, Dawson City, Yukon Territory currently in the name of Peter Maxwell.**

The above noted property currently complies with siting for the North End and it also complies with the applicable development and zoning restrictions for the City of Dawson. Should you have any further questions regarding this property please feel free to give me a call.

Sincerely,

Jay Armitage  
Community Development Officer  
City of Dawson  
867-993-7400

DAWSON CITY — HEART OF THE KLONDIKE



# Report to Council

For Council Decision     For Council Direction     For Council Information

In Camera

<b>SUBJECT:</b>	<b>Land Request: Right of Way Adjacent to N 32.5 ft of Lot 3 + S 12.5 ft of Lot 4, Block G, Government Addition</b>	
<b>PREPARED BY:</b>	Stephanie Pawluk, CDO & Stephani McPhee, PDA	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>• 3 Emails outlining land requests</li><li>• Environmental Health Approval to replace septic tank, pending City of Dawson approval</li></ul>
<b>DATE:</b>	November 15, 2021	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>	Official Community Plan Zoning Bylaw North End Plan Sale of Municipal Lands Policy Encroachment Policy	

## RECOMMENDATION

That Council direct Administration to draft a one-year License of Occupation with the applicant for the east half portion of the road right of way adjacent to the south 25 ft of Lot 4 Block G, Government Addition for the purpose of addressing the applicant's time sensitive, temporary septic tank replacement with the following condition placed on the LOO: upon expiry of the LOO the applicant will remove the septic tank from and remediate any contamination on the City property.

## PURPOSE

To address the land request from applicant William Kendrick (the applicant) to authorize the replacement of his septic tank that lies on the City-owned road right of way adjacent to Lot 4, Block G, Government addition.

## BACKGROUND

In 2011, the applicant wrote to the CDO requesting to purchase part of City-owned lots 3, 4, and 5, which was not approved by Council. Additionally, in 2014, the applicant engaged in conversations with the CAO regarding a License of Occupation for the land in question, which also was not approved. The applicant references this history in letters addressed to the City in 2018.

In 2018 The City of Dawson received two letters from William Kendrick requesting the purchase of land. Letter #1 requested the purchase of a part of Lot 3 and a part of Lot 4, Block G, Government Addition. Letter #2 requests the purchase of Lots 1 and 2, Block G, Government Addition on behalf of his company, Sol-Terra Water and Energy. These requests were not approved by Council.

On September 29<sup>th</sup>, 2021, Yukon Environmental Health Services reached out to Administration requesting confirmation that Mr. Kendrick owns the property on which his septic field and tank is located. Given that the septic tank and field is located on a legally open road right of way, this request could not be validated by Administration. As such, adjacent property owner Bill Kendrick, requested a License of Occupation or a Land Sale (intent or agreement) in efforts to legitimize the location of his septic tank, as well as to acquire Environmental Health approval to replace it.

The main dwelling and accessory structures are encroaching on Lots 4 and 5. The septic field and tank exist on the road right of way adjacent to the south 25 ft of Lot 4. The road is currently not in use but remains a legally open roadway.

A road closure bylaw is something to be addressed through Phase II of North End Planning. Additionally, an existing issue that has been confirmed by the Land Titles Office is that there is “no active road title in Government Addition”. This means the City of Dawson does not have title, and therefore does not technically own this road right of way. Land Titles is currently working to resolve this issue since all road right of ways in the Historic Townsite should be titled to the City of Dawson. As such, it is currently understood that it will be possible for the City to grant a LOO on this land, even though title has not yet been officially raised to the land.

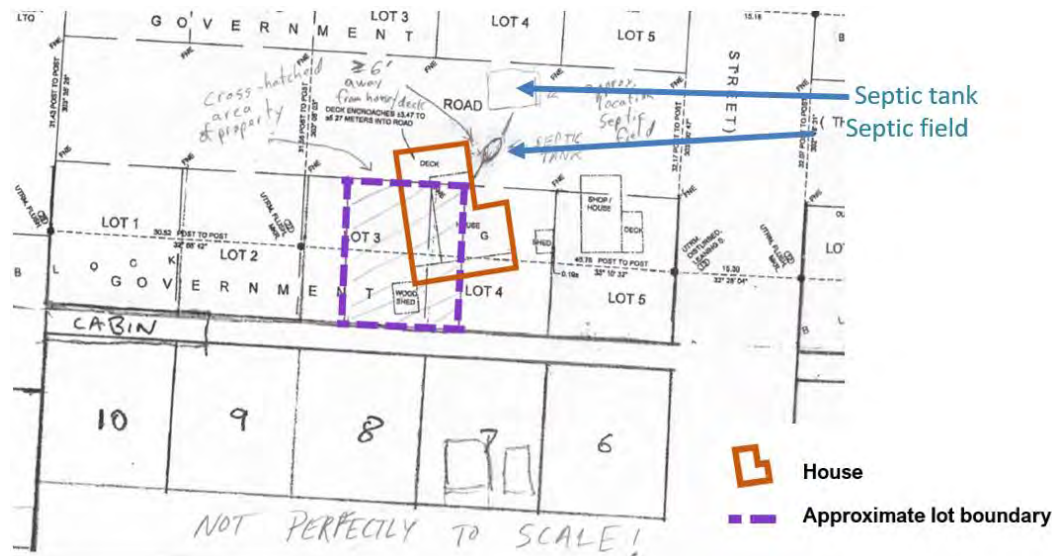


Figure 2. Context map

## ANALYSIS / DISCUSSION

### Applicant Requests

The applicant’s septic tank has been irreparably damaged. The applicant is requesting that the City provide authorization to use the land to install a new septic tank by way of a LOO, Intent to Sell letter, or Land Sale Agreement. The property owner cannot install a new septic tank without City authorization for two reasons:

1. A development permit is required, which cannot currently be issued, given that it is on City-owned land.
2. Yukon Environmental Health Services cannot issue a permit without City authorization, given that it is on City-owned land.

The property owner is requesting the City address this septic situation immediately by way of a short-term solution, but also included a request to address the other encroachment issues by way of a permanent solution in the future: “[i]n the longer term, I would like the City to fully address my long standing request to purchase the land that my home, infrastructure and accessory buildings sit on.”

The applicant provided seven options in his request, including five differing amounts of land to be considered for a LOO, and two differing amounts of land to be considered for a land sale agreement. The amounts of land requested vary from the land on which the septic tank exists to the entirety of Lot 4 plus the adjacent road right of way. Administration is considering only interim solutions to address the time sensitive septic issue before the North End Phase II work is done at which point all property issues are expected to be addressed.

### Official Community Plan

In the OCP, Section 6.0: Land Use Concept identifies the following applicable goals:

- Strive to use a highest and best use approach.
- Protect heritage resources.
- Reduce encroachment issues.

The implementation approaches include:

- Identify lands unsuitable for future development as Parks and Natural Space areas, which should be maintained in their natural state or used for passive recreation.

- Promote a compact development pattern to ensure existing infrastructure is used efficiently and preserve habitat and wilderness areas.
- Work to prevent and reduce encroachment issues, especially in residential areas.

The North End Plan is a part of this implementation approach. Therefore, it is in line with the OCP to consider the recommendations in the North End Plan when considering requests within the planning area.

### **Zoning Bylaw**

The applicant's property is currently zoned R1 – Single Detached/Duplex Residential. The purpose of the R1 zone is to permit single detached and duplex dwellings.

Numerous ZBL compliance issues exist on the applicant's property, preventing the property from being legal and conforming, including but not limited to:

1. The rear setback is non-compliant as the house and deck encroach into the road right of way.
2. The north side setback is non-compliant as it largely encroaches onto City-owned Lot 4 and the road right of way.
3. The south side setback is non-compliant as the deck encroaches into the road right of way.
4. The house straddles two partial, non-consolidated lots.
5. The woodshed is 0ft from the primary structure, therefore does not meet 10ft setback requirement.
6. The accessory structure exists on City-owned Lot 5 and encroaches into the road right of way, which is non-compliant for the following reasons:
  - a. The applicant owns the structure, but not the land on which it exists.
  - b. It exists on a lot that does not have a primary structure, which is non-compliant as per Section 7.1.1.
  - c. The parcel coverage of this structure exceeds the maximum accessory structure parcel coverage as per Section 7.1.5.

Some of the options provided in the applicant's request were intended to resolve the house encroachments in addition to the septic infrastructure; however, Administration recommends that the purpose for this LOO must be solely for the septic field. Other resolutions are to be addressed through Phase II.

Section 5.3.2 of the ZBL states:

*“where no municipal services exist, the owner or authorized agent provides a private water supply and sewage disposal system approved in accordance with the authority who has jurisdiction. Proof of the approval must be provided to the development officer.”*

Properties in the North End are currently in a difficult situation as water and sewer services do not currently exist; however, these services are to be provided through the North End planning and development projects through two phases. As such, the applicant needs an interim solution until such a time that hooking up to water and sewer services is possible.

### **North End Plan**

The North End Final Concept Plan includes recommendations on the next steps for development in the including new infill lot development and servicing the area with water and sewer. The Plan includes a framework for resolving encroachments, and specifically notes the issue outlined by the applicant. Administration recommends that the encroachments identified on the subject lots be resolved through the planning work once the preliminary design and final proposed lot layout is completed for Phase II.

To approve this request in a permanent manner prior to the final proposed lot layout could be considered short-sighted given that it may result in a lot configuration in this particular location that limits the ability of the City and YG to develop the most optimal lot layout in a forward-thinking manner. In the interest of being fair and transparent, Administration feels that it would be unfair to other potentially interested parties, and would set precedent, if Council were to permanently permit one encroachment within the planning area in advance of the remainder of the other affected lots.

### **Sale of Municipal Lands Policy**

It is Administration's interpretation that this application does not meet s. 4: Criteria for Release as this land is considered “earmarked or under consideration for future use” by the municipality given its location within the North End planning area (s. 4. B) ii. 1)).



Recently, Council has resolved not to pursue land sales to resolve encroachment issues in the North End because of the intent to address all land issues within the North End Project, to maximize the efficiency and land availability. As Administration is not recommending the sale of the subject land at this time, full analysis of the applicability of this Policy is not included.

**Conclusion**

It is not advisable to entertain an Intent to Sell or Land Sale Agreement or solutions to the other encroachment issues at this time, given:

1. the imminent North End Phase II planning and development work, and
2. the precedent-setting Council decisions that have been made on other land requests in the North End Planning Area. This includes the 2021 decision on Lot 1 and 2, Block K, Government Reserve that elected not to sell a portion of land to the property owner for the purpose of resolving private encroachments onto City-owned land. At Council Meeting #C21-07, Council resolved to:
  1. postpone the decision for the request to purchase Lots 13 and 14, Block K, Government Addition until further engineered subdivision planning begins for Phase II of the North End development.
  2. postpone the decision for the request to tie into municipal servicing until further engineered subdivision planning occurs for Phase II of the North End development.

Administration agrees a temporary solution should be found to accommodate the applicant’s time-sensitive septic problem. A one year LOO can provide an immediate solution to the issue while allowing Administration the necessary time to work out a long-term solution, which could involve negotiating a land sale agreement, to facilitate North End planning work.

**IMPLICATIONS**

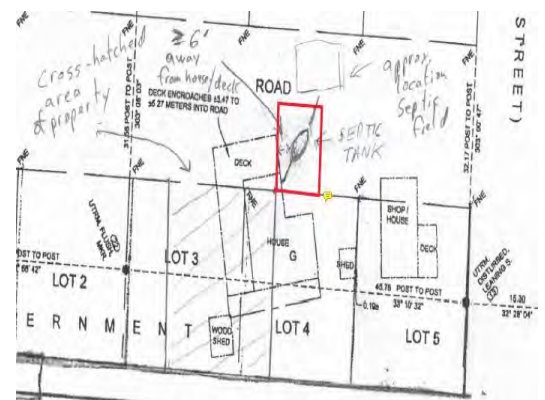
**General:** This application will set precedent for other situations with non-compliant septic infrastructure encroaching on City land in the future. Going against the precedent that has already been set in the North End regarding encroachments could be perceived as inequitable to other citizens in similar situations.

**Financial:**

- The applicant is currently not paying taxes on the lands that are being encroached upon.
- Consideration must be given to financial liability associated with decommissioning and clean up of the septic tank and field in the future. This should be addressed in the LOO.

**OPTIONS**

1. That Council direct Administration to draft a one-year License of Occupation with the applicant for the east half portion of the road right of way adjacent to the south 25 ft of Lot 4 Block G, Government Addition for the purpose of addressing the applicant’s time sensitive, temporary septic tank replacement with the following condition placed on the LOO: upon expiry of the LOO the applicant will remove the septic tank from and remediate any contamination on the City property.
2. Direct Administration not to enter a License of Occupation or Land Sale Agreement and require the applicant to move encroaching infrastructure from City of Dawson property.
3. Postpone any land decision regarding this property until further engineered subdivision planning begins for Phase II of the North End development.



**Figure 1.** Recommended LOO area

APPROVAL	
<b>NAME:</b>	Cory Bellmore, CAO
<b>DATE:</b>	2021-11-19
<b>SIGNATURE:</b>	<i>C. Bellmore</i>



No. • N° 6565

# PERMIT TO INSTALL\* A SEWAGE DISPOSAL SYSTEM

Permit expires three (3) years from date of issue.

# PERMIS D'INSTALLATION\* D'UN SYSTÈME D'ÉLIMINATION DES EAUX USÉES

Permis valide pendant trois (3) ans à partir de sa date de délivrance.

The Environmental Health Services office **must** be contacted 72 hours prior to back-filling the system. Photographic record of the stages of installation, together with a completed notification form, must be submitted to our office within 30 days of system installation.

*Il faut communiquer avec le Service d'hygiène du milieu au moins 72 heures avant le début du remblayage du système. Il faut également fournir au Service d'hygiène un dossier photo des différentes étapes de l'installation, accompagné d'un formulaire d'avis dûment rempli, et ce, dans les 30 jours suivant l'installation du système.*

Owner's name / Nom du propriétaire William Kendrick - Pending approval from City of Dawson

Mailing address / Adresse postale du propriétaire Box 214 Dawson City Yukon Postal code / Code postal Y0B 1G0

PAZD 350  
T.P.  
Nov-12-21

The above-mentioned owner is hereby authorized to \*construct, install, enlarge, rebuild, substantially repair or connect to an existing system a sewage disposal system **as per the application** and in accordance with the Sewage Disposal Systems Regulation on the property known as:

*La présente autorise le propriétaire susmentionné à construire, à installer, à agrandir ou à reconstruire un système d'élimination des eaux usées, à y apporter des réparations majeures, ou à raccorder un système à un système existant, selon ce qui est précisé dans la demande et conformément au Règlement sur les systèmes d'élimination des eaux usées, sur la propriété décrite ci-après :*

Legal description / Désignation officielle N32.5ft of Lot 3 + 912.5 ft Lot 4 Plan number / Plan n° 8338

Municipal address (if applicable) / Adresse municipale (le cas échéant) 1535 Third Ave, Dawson City, Yukon

Type of system / Type de système Replacement Siphon Tank only 810 Igal

Type of premises / Lieu desservi 2 bedroom Residence CR

The granting of this permit and/or the issuance of a letter indicating that a system appears to meet any standard is not a warranty as to performance nor a guarantee that a standard has been met. Advice tendered by a Health Officer is qualified, and needs to be checked by the proposer against site specific needs, minimum setback requirements and standards (including calculations for sizing) applicable to the system proposed.

*La délivrance d'un permis ou l'émission d'une lettre indiquant qu'un système semble satisfaire à des normes ne constitue pas une garantie de son bon fonctionnement, ni une garantie qu'il répond aux normes. Les conseils d'un agent du Service d'hygiène du milieu sont fournis avec réserves, et le proposant doit vérifier leur validité en tenant compte des besoins propres au site ainsi que des normes et des exigences relatives à la marge de reculement (y compris les calculs pour le dimensionnement) qui s'appliquent au système proposé.*

Signature of environmental health officer / Signature de l'agent d'hygiène du milieu Christopher Henry CW Date / Date Sept 29 2021

**Environmental Health Services**  
2 Hospital Road  
Whitehorse, Yukon Y1A 3H8  
Phone: 867-667-8391 or 1-800-661-0408 ext. 8391  
Fax: 867-667-8322  
Email: environmental.health@yukon.ca

**Service d'hygiène du milieu**  
2, Hospital Road  
Whitehorse (Yukon) Y1A 3H8  
Téléphone : 867-667-8391 ou 1-800-661-0408, poste 8391  
Télécopieur : 867-667-8322  
Courriel : Environmental.Health@yukon.ca

Personal information contained on this form is collected under the Public Health and Safety Act and associated Regulations and will be used by Environmental Health Services for research, statistical and enforcement purposes. All collected information will be managed in accordance with the Access to Information and Protection of Privacy Act.

*Les renseignements personnels fournis dans le présent formulaire sont recueillis en vertu de la Loi sur la santé et la sécurité publiques et de ses règlements d'application, et seront utilisés par le Service d'hygiène du milieu à des fins de recherche, de compilation de statistiques et d'application de la Loi. Tous les renseignements recueillis seront utilisés en conformité avec la Loi sur l'accès à l'information et la protection de la vie privée.*

Distribution  Building Department, City of Whitehorse / Services des immeubles, Ville de Whitehorse  Building Safety, Yukon government / Sécurité des bâtiments, gouvernement du Yukon  Other / Autre

**MINUTES OF COUNCIL MEETING C21-24** of the Council of the City of Dawson held on Wednesday, November 24, 2021 at 7:00 p.m. City of Dawson Council Chambers

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**PRESENT:**

Mayor	William Kendrick
Councillor	Elizabeth Archbold
Councillor	Alexander Somerville
Councillor	Patrik Pikálek
Councillor	Brennan Lister

**REGRETS:**

**ALSO PRESENT:**

A/CAO	Paul Robitaille
EA	Elizabeth Grenon
PWM	Jonathan Howe
CFO	Kim McMynn
CDO	Stephanie Pawluk

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**Agenda Item:** Call to Order

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The Chair, Mayor Kendrick called council meeting C21-24 to order at 7:00 p.m.

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**Agenda Item:** Agenda

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**C21-24-01** Moved by Mayor Kendrick, seconded by Councillor Pikálek that Council accepts the Better Building Program Information and discussion as a time sensitive item pursuant to bylaw #11-12 being the Council Proceedings Bylaw; and adds this item to the agenda.  
Motion Carried 5-0

**C21-24-02** Moved by Mayor Kendrick, seconded by Councillor Archbold that the agenda for Council meeting C21-24 of November 24, 2021 be adopted as amended.  
Motion Carried 5-0

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**Agenda Item:** Delegations & Guests

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a) Derrick Hastings RE: Waste Diversion

Derrick Hastings:

- Would like to see more emphasis on Hazardous Waste Day. There was only one day in 2021. More days would be a good idea.
- Has been operating his curbside recycling pick-up for the last 6-7 years. Pickup was every two weeks.
- Wants to know how serious Council is on waste management. Will it be worth his time to carry on the recycling pickup because he will continue until there is an established facility and then maybe the City can take over. Needs to know if he can continue with the same arrangement as he had with Conservation Klondike Society (CKS), i.e. drop-off unsorted material and staff can sort it.
- Speaking on behalf of CKS regarding collection of commercial businesses and government buildings recycling, can they bring unsorted material to the new sorting facility?
- Relationship between CKS and the City has broken down over time.
- CKS location downtown was not safe during COVID.
- Moving forward the City should examine its relationship with CKS. One thing that irked him as president of CKS watching over the years the relationship between the City and CKS, was power getting run out to the landfill, study done by Morrison Hershfield, multiple consultants paid, and now new Project Manager for the Diversion Centre. Approximately \$500,000 spent on consultants from outside of the community to discuss waste management. Could have saved this money if the City just talked to CKS and gave them the needed equipment at the time.

Ricardo Ramirez:

- Important for Council to acknowledge what CKS has done for the town.

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**Agenda Item: Minutes**

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a) Special Council Meeting Minutes C21-22 of October 13, 2021

**C21-24-03** Moved by Mayor Kendrick, seconded by Councillor Pikálek that the minutes of Special Council Meeting C21-22 of October 13, 2021 be approved as presented.  
Motion Carried 5-0

b) Special Council Meeting Minutes C21-23 of November 2, 2021

**C21-24-04** Moved by Councillor Somerville, seconded by Mayor Kendrick that the minutes of Special Council Meeting C21-23 of November 2, 2021 be approved as amended.  
Motion Carried 5-0

- Resolution #C21-23-09- Change the votes from 4-0 to 5-0

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**Agenda Item: Financial and Budget Reports**

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a) Accounts payable Report 21-19 Cheques #56867-56914

**C21-24-05** Moved by Councillor Somerville, seconded by Councillor Pikálek that Council acknowledges receipt of the Accounts Payable Report #21-19 RE: Cheques #56867–56914; provided for informational purposes.  
Motion Carried 5-0

Cheque #	Vendor Name	Further Information
56895	Maximillion's	Why is it non capital equipment?- wasn't a piece of equipment like vehicle, office furniture, etc.
56901	Patrik Pikálek-DC Notary Public	?- Notarizing of City documents. Was done before being elected.

b) Accounts Payables 21-20- Cheques #56915-56991

**C21-24-06** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council acknowledges receipt of the Accounts Payable Report #21-20 RE: Cheques #56915–56991; provided for informational purposes.  
Motion Carried 5-0

c) Accounts Payables 21-21- Cheques #56992-57033 & EFT's

**C21-24-07** Moved by Councillor Pikálek, seconded by Councillor Archbold that Council acknowledges receipt of the Accounts Payable Report #21-21 RE: Cheques #56992–57033 & EFT's; provided for informational purposes.  
Motion Carried 5-0

d) Accounts Payables 21-22-Cheques #57034-57078

**C21-24-08** Moved by Mayor Kendrick, seconded by Councillor Archbold that Council acknowledges receipt of the Accounts Payable Report #21-22 RE: Cheques #57034–57078; provided for informational purposes.  
Motion Carried 5-0

e) Visa Statements May-June

- C21-24-09** Moved by Councillor Pikálek, seconded by Councillor Somerville that Council acknowledges receipt of the Visa Statements July 28-August 27, 2021; provided for informational purposes.  
Motion Carried 5-0

f) Third Quarter Variance Report

- C21-24-10** Moved by Mayor Kendrick, seconded by Councillor Pikálek that Council acknowledges receipt of the Third Quarter Variance Report; provided for informational purposes.  
Motion Carried 5-0

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

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a) Request for Decision: Heritage Advisory Committee Member (HAC) Appointment

Moved by Councillor Somerville, seconded by Councillor Pikálek that Council appoint Stephen Johnson to the Heritage Advisory Committee with a term ending September 30, 2022.

- C21-24-11** Moved by Councillor Somerville, seconded by Councillor Lister that Council postpone the HAC member appointment decision until Council reviews the HAC Meeting minutes.  
Motion Carried 3-2

- Council wanted to see the HAC minutes pertaining to the HAC recommendation on the new member. Council wanted to know how HAC evaluated each candidate and how they came to their recommendation.

*Mayor Kendrick declared a conflict of interest regarding the License of Occupation for Lot 3 or 4, Block G, Government Reserve at 7:49 p.m.*

b) Request for Decision: Consolidation Application (#21-105) Lots 3,4,5,6 & 7, Block LD, Ladue Estate

- C21-24-12** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council approve Consolidation Application #21-105 on the following conditions:
- 1) The applicant successfully passes a Zoning Bylaw amendment to rezone Lot 3 to from R1 to R2 in order to undergo consolidation, in line with the other four lots and to accommodate multi-unit residential as a new use, given that this is the intended direction of development.
  - 2) The applicant submits a Stormwater Management Plan to the satisfaction of the CDO and Public Works Manager.
  - 3) The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
  - 4) The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.
- Motion Carried 5-0

- Council asked if administration had received an update from Yukon Housing regarding this lot. If not, then Council requested that administration contact them.

*Mayor Kendrick left the meeting due to conflict of interest at 7:55 p.m.*

c) Request for Decision: License of Occupation- Lot 4, Block G, Government Addition

- C21-24-13** Moved by Councillor Pikálek, seconded by Councillor Archbold that Council direct Administration to draft a one-year License of Occupation (LOO) with the applicant for the east half portion of the road right of way adjacent to the south 25 ft of Lot 4, Block G, Government Addition, for the purpose of addressing the applicant's time sensitive, temporary septic tank replacement with the following condition placed on the LOO: "upon expiry of the License of Occupation the applicant will remove the septic tank from and remediate any contamination on the City property".  
Motion Carried 3-1

*Mayor Kendrick returned to the meeting at 8:15 p.m.*

d) Request for Decision: Emergency Purchase of Skid Steer

- C21-24-14** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council moves to Committee of the Whole for the purposes of asking staff questions regarding the Emergency Purchase of a Skid Steer.  
Motion Carried 5-0
- C21-24-15** Moved by Mayor Kendrick, seconded by Councillor Somerville that Committee of the Whole revert to an open session of Council to proceed with the agenda.  
Motion Carried 5-0
- C21-24-16** Moved by Councillor Somerville, seconded by Councillor Pikálek that Council approve a budget amendment for \$61,802 from the Admin/Capital Contingency reserve and approve the emergency purchase of a Skid Steer loader/forklift for the interim and permanent diversion centre as per the provided quote.  
Motion Carried 5-0

e) Request for Direction: Capital Expenditure- Hydrovac Truck

- C21-24-17** Moved by Mayor Kendrick, seconded by Councillor Pikálek that Council proceeds with the budgeted purchase of a Hydrovac truck based on the budget re-allocation and the attached quotes.  
Motion Carried 5-0
- C21-24-18** Moved by Mayor Kendrick, seconded by Councillor Archbold that Council move the time sensitive item to In Camera at the end of the meeting.  
Motion Carried 5-0

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**Agenda Item:** Bylaws and Policies

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a) Harrington's Store Municipal Historic Site Bylaw (2021-07)- Third Reading

- C21-24-19** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council moves to Committee of the Whole for the purposes of asking staff questions regarding the Harrington's Store Municipal Historic Site Bylaw #2021-07.  
Motion Carried 5-0

- Council wanted to know why Parks Canada chose Harrington's Store and Billy Biggs as the two properties for designation as Municipal Historic Sites.

**C21-24-20** Moved by Councillor Somerville, seconded by Mayor Kendrick that Committee of the Whole revert to an open session of Council to proceed with the agenda.  
Motion Carried 5-0

**C21-24-21** Moved by Councillor Lister, seconded by Mayor Kendrick that Council give Bylaw #2021-07, being the Harrington's Store Municipal Historic Site Bylaw, third and final reading.  
Motion Carried 5-0

b) Billy Biggs Municipal Historic Site Bylaw (2021-08)- Third Reading

Moved by Councillor Archbold, seconded by Mayor Kendrick that Council give Bylaw #2021-08, being the Billy Biggs Municipal Historic Bylaw, third and final reading.

**C21-24-22** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council postpone the Billy Biggs Municipal Historic Site Bylaw (third reading) decision to a Committee of the Whole meeting.  
Motion Carried 5-0

c) Zoning Bylaw Amendment No. 13 Bylaw (2021-12)-Third Reading

**C21-24-23** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council give Bylaw #2021-12, being Zoning Bylaw Amendment No. 13, third and final reading.  
Motion Carried 5-0

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**Agenda Item:** Correspondence

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**C21-24-24** Moved by Mayor Kendrick, seconded by Councillor Pikálek that Council acknowledges receipt of correspondence from:

- a) Stephanie Newsome, Yukon News Publisher RE: Letter of Support Request
- b) John Phelps, Chair, Yukon Police Council RE: Annual Report 2020-21
- c) Minister Clarke RE: Extended Producer Responsibility in the Yukon
- d) Ann Leckie, Chair, Yukon Heritage Resources Board RE: Annual Report 2020-21
- e) Minister Streicker RE: Notification of Clean Energy Act Engagement
- f) Shena Shaw, Casino Mining Corporation RE: Election Congratulations
- g) RCMP RE: Monthly Policing report-September
- h) Pat & Dianne Brooks RE: Goldrush Campground
- i) Minister Streicker RE: Sunnydale Slide
- j) Trevor Ellis, Mayor of the Village of Mayo, RE: Election Congratulations
- k) Laura Cabott, Mayor of the City of Whitehorse, RE: Election Congratulations; provided for informational purposes.

Motion Carried 5-0

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**Agenda Item:** Public Questions

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**C21-24-25** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council moves to Committee of the Whole for the purposes of hearing public questions.  
Motion Carried 5-0

Dan Davidson: In the Goldrush Campground letter, the Brooks' state that "the Yukon Government gave the land to the city for the use of a campground, in response to the city's request to help create a business that would generate revenue within the community." Does the City have record of this in the archives? Is that statement confirmable?

Council: We don't know if there is a record on this and we don't know of any caveats on the land. At one time in the past, Block Q was referred to as the "City parking lot" and comment was made on how nice it was to see it being used, at that time, as a campground for tourists.

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**Agenda Item: In Camera**

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- C21-24-26** Moved by Mayor Kendrick, seconded by Councillor Somerville that Committee of the Whole move into a closed session of Committee of the Whole, as authorized by Section 213(3) of the *Municipal Act*, for the purposes of discussing a labour related matter.  
Motion Carried 5-0
- C21-24-27** Moved by Mayor Kendrick, seconded by Councillor Pikálek that that Committee of the Whole revert to an open session of Council to proceed with the agenda.  
Motion Carried 5-0
- C21-24-28** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council meeting C21-24 be extended not to exceed an hour.  
Motion Carried 5-0
- C21-24-29** Moved by Councillor Somerville, seconded by Mayor Kendrick 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 labour related matter.  
Motion Carried 5-0
- C21-24-30** Moved by Mayor Kendrick, seconded by Councillor Somerville that that Committee of the Whole revert to an open session of Council to proceed with the agenda.  
Motion Carried 5-0

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**Agenda Item: Adjourn**

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- C21-24-31** Moved by Mayor Kendrick, seconded by Councillor Somerville that Council Meeting C21-24 be adjourned at 10:15 p.m. with the next regular meeting of Council being December 8, 2021.  
Motion Carried 5-0

**THE MINUTES OF COUNCIL MEETING C21-24 WERE APPROVED BY COUNCIL RESOLUTION #C21-25-04 AT COUNCIL MEETING C21-25 OF DECEMBER 8, 2021.**

Original signed by:  
William Kendrick, Mayor

Paul Robitaille, A/CAO



----- Forwarded message -----

From: **Christopher.Kenny** <[Christopher.Kenny@yukon.ca](mailto:Christopher.Kenny@yukon.ca)>  
Date: Mon, Oct 16, 2023 at 9:33 AM  
Subject: FW: Permit #6565 - photos and forms for septic tank replacement  
To: [whkendrick@gmail.com](mailto:whkendrick@gmail.com) <[whkendrick@gmail.com](mailto:whkendrick@gmail.com)>

Hello,

As per our conversation this morning. Below is what is still required for your permit to be issued.

- A document stating that you have permission from the City of Dawson to place your septic tank where you indicated on your application.



**Christopher Kenny, C.P.H.I. (C)**

Environmental Health Officer

Health and Social Services | Environmental Health Services

T 867-667-8387 | F 867-667-8322 | Yukon.ca

**From:** William Kendrick <[whkendrick@gmail.com](mailto:whkendrick@gmail.com)>  
**Sent:** Tuesday, August 2, 2022 4:32 PM  
**To:** Christopher.Kenny <[Christopher.Kenny@yukon.ca](mailto:Christopher.Kenny@yukon.ca)>  
**Subject:** Re: Permit #6565 - photos and forms for septic tank replacement

Hello- I did receive approval contingent on me signing a license of occupation... I'm still waiting to hear back from my insurer. Upon reflection I have some issues with their proposed license of occupation terms. The previous tank and overall system was permitted back in 2006. Not sure why I need to promise to remediate the land as a result; I believe the land needs to be sold to me.

Happy to chat further if you'd like.

In the meantime I'm waiting for my insurance agent to get back to me.

William

On Tue, Aug 2, 2022 at 15:57 <[Christopher.Kenny@yukon.ca](mailto:Christopher.Kenny@yukon.ca)> wrote:

Hello,

Thank you for the documents. Your permit was pending approval based on if Dawson City permitted you to have the septic system placed on the two lots. Did you receive permission from the City of Dawson?



**Christopher Kenny, C.P.H.I. (C)**

Environmental Health Officer

Health and Social Services | Environmental Health Services

T 867-667-8387 | F 867-667-8322 | Yukon.ca

**From:** William Kendrick <[whkendrick@gmail.com](mailto:whkendrick@gmail.com)>

**Sent:** August 2, 2022 3:32 PM

**To:** Christopher.Kenny <[Christopher.Kenny@yukon.ca](mailto:Christopher.Kenny@yukon.ca)>; environmental.health <[environmental.health@yukon.ca](mailto:environmental.health@yukon.ca)>

**Subject:** Permit #6565 - photos and forms for septic tank replacement

Hello Christopher and others whom it may concern,

My apologies for taking so long to get you these forms and photos.

Please find attached two completed forms, and below photos showing (1) pre-backfill, (2) the tank label, (3) flexible coupling (under blue tape in third photo), (4-5) compaction, and (6) backfilled.

My apologies, I was battling winter and did not contact anyone from Environmental Health prior to backfilling. In retrospect I should have also taken more photos.

I can confidently tell you that the new tank is working well and is a VAST improvement compared to a failed tank.

Please contact me if you have any questions or require further clarifications, thank you.

William Kendrick

867-332-2424

# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)



Sept 15, 2023

William Kendrick  
Box 214  
Dawson City YT  
Y0B 1G0  
[whkendrick@gmail.com](mailto:whkendrick@gmail.com)

**Re: Encroachment and Septic System Systems**

Mr. Kendrick,

I am following up on several Property and Septic System issues that have been brought to my attention related to your principal dwelling property in the City of Dawson.

It is our understanding that:

1. Your principal residence in the City of Dawson is encroaching on 3 separate Municipally owned properties.
2. A garage/workshop building which you own and various personal belongings encroach on 2 municipal properties.
3. Your septic Tank and Weeping bed are located on Municipally owned Property.
4. Your Septic Tank was replaced in 2021, with municipal approval to do so conditional on you signing a License of Occupation (LoO) which the City provided and that this condition has not been met.
5. Your Septic Tank installation was approved by Yukon Environmental Health conditional on a LoO being signed with the City of Dawson and that this condition has not been met.

We have been tasked by the Municipal Council to resolve these issues.

In conversations you have indicated that you have information that is important and relevant to these issues and should be part of the discussion. For this information to be considered we require that you provide such information to my office. To deal with these issues in a timely manner I require such information within 30 days of this letter. If we do not receive said information, we will proceed to resolve these issues based on the information available, the appropriate bylaws and legislation, and the tools available to the municipality to resolve the issues identified.

If you have any questions regarding the issues identified herein, please contact me to discuss.

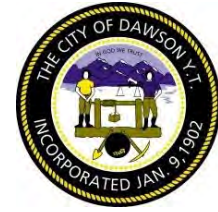
Sincerely,

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

Chief Administrative Officer (CAO)  
Tr'ondëk Hwëch'in Traditional Territory  
Bus 867.993.7400 x402  
Cell 613.802.3840

# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)



2/19/2024

William Kendrick  
Box 214  
Dawson City YT  
Y0B 1G0  
[whkendrick@gmail.com](mailto:whkendrick@gmail.com)

**Re: City of Dawson (the "City") – Encroachment and Septic System Systems**

Mr. Kendrick,

Following our exchange of correspondence on this issue in 2024, City Council considered the encroachment issues related to your property.

As you have previously been advised, the following issues have been identified with regards to your property:

1. Your principal residence on the property (the "**House**") is encroaching on:
  - 1.1. City owned open roadway; and
  - 1.2. Lot 4, a property owned by the City.
2. A **garage/workshop** building which you own, as well as various personal belongings, are encroaching on:
  - 2.1. City owned open roadway; and
  - 2.2. Lots 3 and 5, properties owned by the City.
3. **Your septic tank and weeping bed** are encroaching on:
  - 3.1. City owned open roadway.
4. Your septic tank was replaced in 2021. At that time, municipal approval of the septic tank replacement was made conditional on you signing a License of Occupation ("LOO"). The LOO was provided to you, but you never signed it. As such, the City never approved this replacement (or of the initial installation of the septic tank on City owned property).
5. Your septic tank replacement was approved by Yukon Environmental Health conditional on City approval for it to be located within the open roadway owned by the City. As above, the City's approval was conditional on you signing the LOO, which was never completed. As such, the Yukon Environmental Health conditions for the replacement of the septic tank were also never met.

## Site Plan

Below is a site plan showing the approximate areas of the encroachments.



Cont.....

City administration has been directed by Municipal Council to move forward with the following steps and timelines to deal with these outstanding property issues:

### 1. Septic Tank and Bed

1.1. As above, you were never authorized to replace the septic tank unless you agreed to and signed the LOO. The LOO gives you one year of occupation, after which it must be moved to a suitable location on your property or removed from City property and remediated as required. It remains the City's view that this LOO must be entered into, or the septic tank must be immediately removed from City property.

- Enclosed with this letter is a new LOO which allows for a temporary license of occupation for the period Jan 1<sup>st</sup>, 2024, to Dec 31<sup>st</sup>, 2024, and will require the full removal of the septic tank and remediation of the same by the end of 2024.
- You will be required to sign the enclosed LOO by March 31, 2024. If you do not sign the LOO by this date the City will thereafter take the appropriate enforcement actions, including seeking a court order requiring you to remove the septic tank from City property.

### 2. House Encroachment

2.1. The porch of the House encroaches on open roadway owned by the City.

- Enclosed with this letter is a License of Occupation for the encroachment of the porch onto the roadway. The License of Occupation is renewable annually at the discretion of the City and subject to future alternative planned uses of the roadway.
- You will be required to sign the enclosed License of Occupation by March 31, 2024. If you do not sign the License of Occupation by this date, the City will thereafter take the appropriate enforcement actions, including seeking a court order requiring you to remove the encroachment from City property.

2.2. As above, the House encroaches on Lot 4.

- The City will agree to sell the balance of Lot 4 to you as per the Sale of Municipal Lands Policy.
- You are required to enter into a purchase agreement with the City for the remainder of Lot 4 in accordance with the Sale of Municipal Lands Policy by March 31, 2024. If a sale agreement is not entered into by this date, the City will thereafter take the appropriate enforcement actions, including seeking a court order requiring you to remove the encroachment from City property.

2.3. The City will sell the balance of Lot 3 to you, as per the sale of municipal lands policy, if it is

required to accommodate the relocation of your Septic tank.

- You are required to enter into a purchase agreement with the City for the balance of Lot 3 in accordance with the Sale of Municipal Lands Policy by March 31, 2024. If a sale agreement is not entered into by this date, the City will thereafter take the appropriate enforcement actions, including seeking a court order requiring you to remove the encroachment from City property.

### 3. **Garage/Workshop**

3.1. As above, the garage/workshop at the Property encroaches on Lot 5.

- The City will agree to sell the balance of Lot 5 to you as per the Sale of Municipal Lands Policy.
- You are required to enter into a purchase agreement with the City for the balance of Lot 5 in accordance with the Sale of Municipal Lands Policy by March 31, 2024. If a sale agreement is not entered into by this date the City will thereafter take appropriate enforcement actions, including seeking a court order to remove the encroachment from City property.

3.2. The workshop/garage encroaches on an open roadway owned by the City.

- The workshop/garage must be moved out of the open roadway and fully onto Lot 5, after Lot 5 has been purchased by you. The timeline for the relocation of the workshop/garage out of the open roadway must be agreed to as part of any sale agreement over Lot 5. If you do not purchase Lot 5 in accordance with the above, including entering into an agreement to relocate the workshop/garage out of the open roadway, the City will thereafter take the appropriate enforcement actions, including seeking a court order requiring you to remove the encroachment from City property.

4. **Timeline for Land Purchases** – Agreements in principle on all land purchases outlined above must be in place by March 31, 2024, with timelines for completion acceptable to the City. As above, if agreements in principle are not in place by that date the City will begin enforcement action against all unauthorized encroachments that have not been regularized through sales of land.

5. **Timeline for Movement of Garage / Workshop** – As above, a plan and timeline for the relocation of the garage/workshop out of the open roadway must be agreed to by March 31, 2024. If not agreed to by that date the City will begin enforcement action against this unauthorized encroachment.

Given your position as Mayor of the City, it remains the strong preference of the City to resolve these matters by agreement, in accordance with the framework set out above. If you have any questions regarding the issues identified herein, please contact me to discuss them.

Sincerely,

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

Chief Administrative Officer (CAO)  
Tr'ondëk Hwëch'in Traditional Territory  
Bus 867.993.7400 x402  
Cell 613.802.3840



# THE CITY OF DAWSON

**Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition**

**BETWEEN:**

THE CITY OF DAWSON  
a municipal corporation  
(the "City")

**AND:**

WILLIAM KENDRICK  
(the "Licensee")

**IN RESPECT OF:**

The east half portion of the road right of way adjacent to the south 25 ft of Lot 4, Block G, Government Addition  
Dawson City, Yukon Territory  
Plan # 8338A  
(the "Land")

**1.00 NO INTEREST IN THE LAND**

1.01 This license does not convey any exclusive right, privilege, possession, property or interest with respect to the Land.

**2.00 USE**

2.01 The Licensee shall use the Land solely for the following purpose(s):

*Temporary septic tank placement and use, in the location depicted in Section 6.0 Appendices.*

**3.00 TERMS**

- 3.01 This license shall be for a period of one year (1) year commencing on the First (1st) day of Jan1, 2024, and ending on the Thirty-first (31<sup>st</sup>) day of Dec , 2024.
- 3.02 YIELDING AND PAYING THEREFORE, annually, a license fee in the sum of One Dollar (\$1.00) plus GST.
- 3.03 The Licensee shall not use of the Land for any other purpose than use(s) specified in term 2.
- 3.04 The breach of any clause shall be a fundamental breach of the license and may result in termination.
- 3.05 The Licensee shall assume responsibility for ensuring the safety and stability of all improvements and structures at the subject property in the event that the City of Dawson or those contracted by the City of Dawson require access to the surface or subsurface within the road right-of-way.



# THE CITY OF DAWSON

## **Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition**

- 3.06 The Licensee shall not place anything permanent upon, in, or under the Land, except as necessary for the exercise of the rights granted under this license, without the written approval of the City of Dawson. Furthermore, the Licensee will construct, operate and maintain such necessary improvements in a safe manner.
- 3.07 The Licensee shall indemnify and save harmless the City from all claims, judgments, liabilities, damages, causes of action, demands, losses and costs (including legal costs on a full indemnity basis) that may arise as against the City by virtue of the Licensee's use and/or occupation of the Lands, including any and all improvements constructed on the Land by the Licensee or their agents, or any exercise of any of the rights granted to the Licensee under this agreement.
- 3.08 The Licensee shall, at their own expense, maintain insurance in the name of the Licensee and the City including the City as additional insured against liabilities or damages in respect of injuries to persons (including injuries resulting in death) and in respect to damage to property (including the facilities and property of the City) arising out of the performance of this Agreement until completion of this Agreement, including, without limiting the generality of the foregoing, public liability and property damage insurance.
- 3.09 Upon expiry of this License of Occupation, the applicant shall remove the septic tank and septic system from the Land, and identify and fully remediate, at the Licensee's full cost, any and all contamination of the Land caused by the septic tank and septic system, including by the removal of the septic tank from the Land in accordance with this agreement.
- 3.10 The insurance policies maintained under sub-Section 3.09 above shall:
- include the following "Cross Liability" clause: "the insurance as is provided by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. The inclusion herein of more than one Insured shall not operate to increase the limit of the Insurer's Liability".
  - cover the cost of defense or adjustment of claims over and above the money limitations of the policies;
  - be in an amount of not less than \$2,000,000.00 (Two Million Dollars) for any one accident for general public liability to third parties, property damage and automobile, and other vehicular coverage for public liability and property damage if the Licensee is utilizing their equipment.
  - require the insurers to give thirty (30) days' notice, to the City, prior to cancellation or expiry of the insurance or of any proposed material changes in such policies.
  - provide proof to the City by way of "Certificate of Insurance" issued by the Insurance Company.
  - The insurance policies maintained under sub-section 3.10 above may be issued with a deductible amount of not more than \$2,500.00 (two thousand five hundred dollars). The amount of any loss up to the deductible limit shall be borne by the Licensee.





# THE CITY OF DAWSON

## Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

(g) Upon signing of this agreement, the Licensee shall deposit with the City a Certificate of Insurance verifying the insurance requirements of this contract.

3.11 On the termination or expiration of this license, the Licensee will remediate the Land to a condition satisfactory to the City. In particular, the City may require the Licensee to remove any improvements affixed to or placed on the Land, and otherwise to restore the Land. In the event the Licensee does not carry out such removals and restoration within ninety (90) days of termination of the license, despite being requested to do so, the City may carry out the removals and restoration and may recover the cost of so doing from the Licensee.

### 4.00 NOTICES

4.01 Whenever, under the provision of this License, any notices, demands, or requests are required to be given by either party to the other, such notice, demand, or request may (except where expressly otherwise herein provided) be given by delivery by hand to, by sending the same by facsimile, or by mail sent to, the respective addresses or facsimile number hereinafter provided for, and if given by mail shall be deemed to have been served and given on the second business day following the date of mailing by mail and provided such addresses or facsimile number may change upon five (5) days notice. In the event that notice is served by mail at the time when there is an interruption of mail service affecting the delivery of mail, the notice shall not be deemed to have been served until one (1) week after the date that the normal service is restored. The respective addresses and facsimile number of the parties being, in the case of the City:

#### THE CITY OF DAWSON

ATTENTION: Chief Administrative Officer  
PO BOX 308  
Dawson City, Yukon  
Y0B 1G0  
Fax: (867) 993-7434

And in the case of the Licensee:

**William Kendrick**  
PO Box 214  
Dawson City, Yukon  
Y0B 1G0



# THE CITY OF DAWSON

## Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

### 5.00 GENERAL

- 5.02 This License of Occupation shall inure to the benefit of and be binding upon the parties, their heirs, executors, administrators, successors, and permitted assigns.
- 5.03 The License of Occupation is an entire agreement between the parties and there are no representations, warranties, promises or other terms outside of what is expressly included in the License of Occupation. Any amendments to the License of Occupation must be agreed to in writing by both parties.

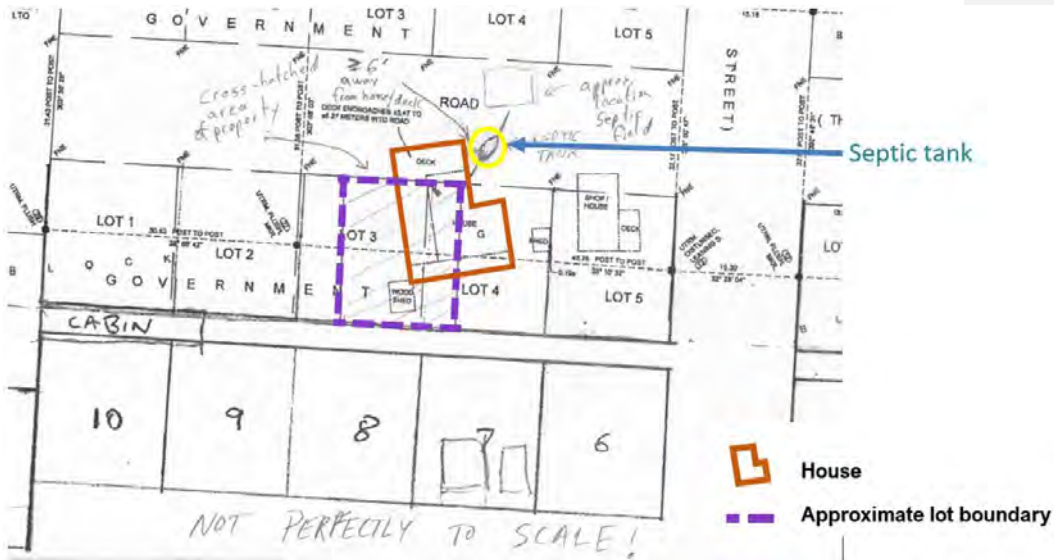


# THE CITY OF DAWSON

Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

## 6.00 APPENDICES

### 6.02 Site Plan



IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written.

Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Presiding Officer



# THE CITY OF DAWSON

**Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition**

THE CITY OF DAWSON

By:

\_\_\_\_\_

Alexander Somerville, Deputy Mayor

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

WILLIAM KENDRICK

By:

\_\_\_\_\_

William Kendrick

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

***Licence of Occupation: South 25 ft of Lot 4, Block G,  
Government Addition***

Page 6 of 6

\_\_\_\_\_  
CAO

\_\_\_\_\_  
Presiding  
Officer



# THE CITY OF DAWSON

Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

**BETWEEN:**

THE CITY OF DAWSON  
a municipal corporation  
(the "City")

**AND:**

WILLIAM KENDRICK  
(the "Licensee")

**IN RESPECT OF:**

The east half portion of the road right of way adjacent to the south 25 ft of Lot 4, Block G, Government Addition  
Dawson City, Yukon Territory  
Plan # 8338A  
(the "Land")

**1.00 NO INTEREST IN THE LAND**

1.01 This license does not convey any exclusive right, privilege, possession, property, or interest with respect to the Land.

**2.00 USE**

2.01 The Licensee shall use the Land solely for the following purpose(s):

*Temporary encroachment of Existing House Porch onto Roadway in the location depicted in Section 6.0 Appendices.*

**3.00 TERMS**

- 3.01 This license shall commence effective Jan 1, 2024 and shall be renewable annually by the homeowner at the sole discretion of the Municipality, which discretion does not need to be exercised reasonably, and which is at all times remains subject to future alternative planned uses for the roadway.
- 3.02 YIELDING AND PAYING THEREFORE, annually, a license fee in the sum of One Dollar (\$1.00) plus GST.
- 3.03 The Licensee shall not use of the Land for any other purpose than use(s) specified in term 2.
- 3.04 The breach of any clause shall be a fundamental breach of the license and may result in termination.



# THE CITY OF DAWSON

## **Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition**

- 3.05 The Licensee shall assume responsibility for ensuring the safety and stability of all improvements and structures at the subject property in the event that the City of Dawson or those contracted by the City of Dawson require access to the surface or subsurface within the road right-of-way.
- 3.06 The Licensee shall not place anything permanent upon, in, or under the Land, except as necessary for the exercise of the rights granted under this license, without the written approval of the City of Dawson. Furthermore, the Licensee will construct, operate and maintain such necessary improvements in a safe manner.
- 3.07 The Licensee shall indemnify and save harmless the City from all claims, judgments, liabilities, damages, causes of action, demands, losses and costs (including legal costs on a full indemnity basis) that may arise as against the City by virtue of the Licensee's use and/or occupation of the Lands, including any and all improvements constructed on the Land by the Licensee or their agents, or any exercise of any of the rights granted to the Licensee under this agreement.
- 3.08 The Licensee shall, at their own expense, maintain insurance in the name of the Licensee and the City including the City as additional insured against liabilities or damages in respect of injuries to persons (including injuries resulting in death) and in respect to damage to property (including the facilities and property of the City) arising out of the performance of this Agreement until completion of this Agreement, including, without limiting the generality of the foregoing, public liability and property damage insurance.
- 3.09 Upon expiry of this License of Occupation, the applicant shall remove the encroaching porch from the Land, and identify and fully remediate, at the Licensee's full cost, any and all contamination of the Land caused by the porch, including by the porch from the Land in accordance with this agreement.
- 3.10 The insurance policies maintained under sub-Section 3.09 above shall:
  - (a) include the following "Cross Liability" clause: "the insurance as is provided by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. The inclusion herein of more than one Insured shall not operate to increase the limit of the Insurer's Liability".
  - (b) cover the cost of defense or adjustment of claims over and above the money limitations of the policies;
  - (c) be in an amount of not less than \$2,000,000.00 (Two Million Dollars) for any one accident for general public liability to third parties, property damage and automobile, and other vehicular coverage for public liability and property damage if the Licensee is utilizing their equipment.
  - (d) require the insurers to give thirty (30) days' notice, to the City, prior to cancellation or expiry of the insurance or of any proposed material changes in such policies.
  - (e) provide proof to the City by way of "Certificate of Insurance" issued by the Insurance Company.



# THE CITY OF DAWSON

## **Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition**

- (f) The insurance policies maintained under sub-section 3.10 above may be issued with a deductible amount of not more than \$2,500.00 (two thousand five hundred dollars). The amount of any loss up to the deductible limit shall be borne by the Licensee.
  - (g) Upon signing of this agreement, the Licensee shall deposit with the City a Certificate of Insurance verifying the insurance requirements of this contract.
- 3.11 Subject to the Licensee having performed and observed all of the terms and conditions on the part of the Licensee to be performed and observed, and upon a renewal being requested by the Licensee, in writing, at least ninety (90) days prior to the date of expiry of this license, the City may grant to the Licensee a renewal of this license for a further term of one (1) year upon essentially the same terms and conditions as are herein contained except as to license fees and this right of renewal. Any such renewal is in the full discretion of the City and does not need to be exercised reasonably.
- 3.12 On the termination or expiration of this license, the Licensee will remediate the Land to a condition satisfactory to the City. In particular, the City may require the Licensee to remove any improvements affixed to or placed on the Land, and otherwise to restore the Land. In the event the Licensee does not carry out such removals and restoration within ninety (90) days of termination of the license, despite being requested to do so, the City may carry out the removals and restoration and may recover the cost of so doing from the Licensee.



# THE CITY OF DAWSON

**Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition**

## **4.00 NOTICES**

- 4.01 Whenever, under the provision of this License, any notices, demands, or requests are required to be given by either party to the other, such notice, demand, or request may (except where expressly otherwise herein provided) be given by delivery by hand to, by sending the same by facsimile, or by registered mail sent to, the respective addresses or facsimile number hereinafter provided for, and if given by mail shall be deemed to have been served and given on the second business day following the date of mailing by registered mail and provided such addresses or facsimile number may change upon five (5) days notice. In the event that notice is served by mail at the time when there is an interruption of mail service affecting the delivery of mail, the notice shall not be deemed to have been served until one (1) week after the date that the normal service is restored. The respective addresses and facsimile number of the parties being, in the case of the City:

### **THE CITY OF DAWSON**

ATTENTION: Chief Administrative Officer  
PO BOX 308  
Dawson City, Yukon  
Y0B 1G0  
Fax: (867) 993-7434

And in the case of the Licensee:

**William Kendrick**  
PO Box 214  
Dawson City, Yukon  
Y0B 1G0

## **5.00 GENERAL**

- 5.02 This License of Occupation shall inure to the benefit of and be binding upon the parties, their heirs, executors, administrators, successors, and permitted assigns.
- 5.03 The License of Occupation is an entire agreement between the parties and there are no other representations, warranties, promises or other terms outside of what is expressly included in the License of Occupation. Any amendments to the License of Occupation must be agreed to in writing by both parties.



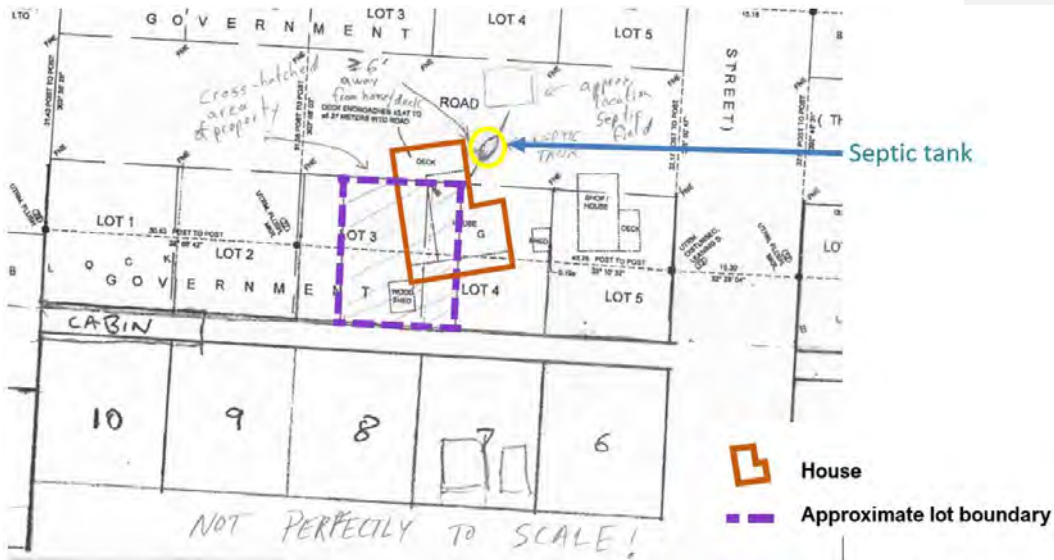


# THE CITY OF DAWSON

Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

## 6.00 APPENDICES

### 6.02 Site Plan



IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year first above written.

Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

CAO

Presiding Officer



# THE CITY OF DAWSON

Licence of Occupation: South 25 ft of Lot 4, Block G, Government Addition

THE CITY OF DAWSON

By:

\_\_\_\_\_

Alexander Somerville, Deputy Mayor

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

WILLIAM KENDRICK

By:

\_\_\_\_\_

William Kendrick

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

*Licence of Occupation: South 25 ft of Lot 4, Block G,  
Government Addition*

Page 6 of 6

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CAO

\_\_\_\_\_  
Presiding  
Officer

William (Bill) Kendrick  
Dawson City, Yukon

Tuesday, April 30, 2024

To: Dawson City Council, and CAO Henderson:

Re: Personal Property Matter in the North End

I am writing to members of Dawson City Council in response to information presented by Dawson City CAO David Henderson in a report to Council dated April 16, 2024. This letter is additional follow-up to a recent presentation as a delegate, and to previous communications. I ask that this correspondence become part of the public record by including it in the May 7, 2024, Committee of the Whole agenda package, thank you.

I respectfully ask members of Council to review and consider all of the information presented prior to making decisions about my home and property.

### **1. "Objecting to the City Position"**

On page 1 of the council-requested report, it is stated that "Mr. Kendrick appeared as a delegation to council on March 19th, 2024, **objecting** to the City position and requirements". I suggest this statement is neither fair nor accurate. I agreed to one of the key requirements; specifically, I agreed that I should obtain the "remainders" of lots 3 and 4, as well as Lot 5, as per the Municipal Land Sale Policy. As a matter of fact, I wrote to the City way back in 2011 requesting this exact purchase, and this letter was shared with you during my delegation presentation. Only with this land can I reduce the now known and previously approved encroachments (via received development permits), reduce city liability, and have a chance of successfully relocating a septic system in the future (if that remains necessary).

While I currently agree to the purchase of these bits of property, it must be noted that previous North End owners were provided lot expansions at NO COST so that they could be brought into better conformity with encroachments, have septic systems, and have a standard or near-standard lot size.

I believe it is unreasonable to demand that I sign a one-season time-limited License of Occupation (LOO) with no alternative human waste/excreta solution in place such as a connection to city pipes or an approved replacement septic system involving clear land title and pre-construction approval from YG Environmental Health.

Furthermore, the recent City position alluded to in a letter from the CAO, dated February 19, 2024, or any position in the future for that matter, should be provided as a full package; if this involves agreements for sale, they need to be provided to me and my lawyer. I am amenable to purchasing this land and receiving clear land title for the areas proposed. After such land title is received, and if a replacement septic system is necessary and a design has subsequently received pre-construction approval from YG, I would consider signing an extremely time-limited License of Occupation.

## 2. "Alternatives Considered"

This important section comes at the end of CAO Henderson's report, but I suggest it does not present or discuss any real alternatives. The first alternative mentioned is not in the cards for anyone: No one, including myself, is suggesting that the City "choose to not act on either the septic issue or the property encroachment issue". This is a false alternative and no one has requested this. In fact, I have been asking the City to act on many of the potential encroachment issues since the purchase of the property in 2009. It was also myself that came forward to the City in 2021 looking for a reasonable path forward for the repair required to fix the septic system, when the septic tank failed in late Fall 2021.

The second, and only other "alternative" presented by the CAO in the April 16th CAO report, is the following suggestion:

**"City Council could amend the License of Occupation pertaining to the septic tank by adding the following words to clause 3.01:**

**And shall be renewable annually by the homeowner at the sole discretion of the municipality, which discretion does not need to be exercised reasonably..."**

So, in summary, only two alternatives are being presented to Council in the report for consideration: one that includes particular language that allows the City to be unreasonable, and another one that no one has asked for or would ever want.

There are more alternatives that could and should be considered by Council prior to making any further decisions.

### **Other Alternatives:**

#### **A. License of Occupation of reasonable length** (a suggestion is 5 years)

This can allow time for all parties to find a reasonable path forward without resorting to expensive court and legal costs. In that time, there may be big changes in circumstances. For example, if and when a near-future Council decides to deliver on a previously approved resolution of City Council to study bringing water and sewer pipes to the Phase 2 North End area and/or the City of Dawson decides to take advantage of the millions of federal dollars available to extend water and sewer for additional housing, a new septic system for my house will become unnecessary... My property will then be on the City pipes (which should be the goal) and I will be able to contribute financially to the municipal water and sewer system. I have already proposed a simple plan that shows one way to bring more housing to the North End with water and sewer... this was shared already in the final page of my delegation presentation (this page is attached here for your convenience). It is important to note that the suggested new lots are not in the full "Moosehide Slide potential fail debris field".

In other words, for both the municipality and myself, it is desirable and possible that water and sewer pipes will be brought to my property and that new lots will be available in the Phase 2 area of the North End. As a result, a new, unaffordable septic system is likely to not be needed in the future, and there is "gas tax" and other federal money available to make this happen.

## **B. An Agreement for Sale for the purchase of part of the dormant roadway**

This would be similar to what the City recently did for another resident on the same overgrown unused roadway, to the north of my property. How can it be that another resident along the same dormant roadway is allowed to purchase some of it to deal with an encroachment, yet I am not? Furthermore, this roadway was closed for fourteen properties to the South (to Albert Street), yet somehow it cannot be closed next to my property. This seems arbitrary and discriminatory.

## **C. A permanent License of Occupation for the home built in 1899**

It is well-known that the house has been part of an active slide area for the last 125 years; its position in the land survey fabric is legally non-conforming. Yet no permanent license of occupation has been offered. The sale of the roadway for this home has also not been offered, despite this being done for another resident just to the North, for a home that was built just a few decades ago. This roadway was also closed for at least 14 properties to the South, in between Second and Third Avenues.

## **D. A renewable and reasonable License of Occupation**

A revised and reasonable License of Occupation could be considered, one that allows for the eventual possibility of the sale of some of the land, and remediation of the rest, contingent on having another system for dealing with wastes.

This would require some different terms than what is contained in any of the draft LOOs presented to me. I suggested additional terms way back in September 2022. To date, I have not received a response to that email and suggestion.

## **3. Key Conditions of the License of Occupation were not provided to me in 2021**

In the report, CAO Henderson lists various bullets under a heading "what is clear". One of them states the following:

- **"The key conditions of the LOO were provided by the PDM to Mr. Kendrick in 2021."**  
Later in the report this idea is repeated when it is stated that **"The specific reference to one year and remediation were included as terms in the LOO at the direction of City Council. As noted, these terms were specifically identified to Mr. Kendrick prior to him moving forward with the installation of the septic tank."**

The above statements are not accurate. The information about the LOO that I received in 2021 prior to winter setting in was only the council resolution itself. This was sent to me in an email by the CAO on November 4, 2021:

**M/ Somerville S/Pikalek**

**That Committee of the Whole direct Administration to draft a one-year License of Occupation with the applicant for the east half portion of the road right of way adjacent to the south 25 ft of Lot 4 Block G, Government Addition and forward to Council for approval, for the purpose of addressing the applicant's time sensitive, temporary septic tank replacement with the following condition placed on the**

**LOO: upon expiry of the LOO the applicant will remove the septic tank from and remediate any contamination on the City property.**

After receiving this resolution wording, and in response to questions I had about being able to use my house after a year, I received an accompanying note on November 8, 2021, from the CAO (all of this was sent to me by the CAO of the time, not the PDM - Planning and Development Manager). The email said:

**Hi Bill,**

**At the end of council's in-camera deliberation, this was the resolution they were comfortable passing.**

**It really was to deal with the immediate issue of your septic tank failure and imminently unusable home.**

**As you know we have another recently passed resolution that directs administration to use Gas Tax funding to work on engineering for Phase II and servicing that neighborhood as well.**

As I have mentioned before, the word "temporary" in the resolution was interpreted by me to mean that the LOO was going to be replaced with something more permanent, like a land sale, or as indicated above, by hooking up to City water and sewer pipes. At minimum, I had expected and assumed that a reasonable temporary LOO would have a **renewal option**, and one that allowed for the *possibility* of a path to purchase the land where the septic tank is, which is literally six (6) feet from my home!

The "key conditions" of any License can only be found in the actual terms of a License. I did not receive the terms of the proposed License of Occupation until February 2022, well after the emergency installation occurred that allowed me to continue using my home that winter.

#### **4. The Pre-Purchase Building and Property File Letter from the City of Dawson**

The letter received from the City prior to my purchase of the property in 2009 was in response to an explicit inquiry from my lawyer who was doing their due diligence handling the purchase of the property. A legal survey was not asked for by the City prior to writing such a representation about the property, and no statements about "subject to setbacks" or any nuance was reported by the municipality. I relied on that letter and its representation in making the purchase. I would not have purchased the home and invested hundreds of thousands of dollars in it had I known about the issues that have now come to light, and the current City direction for dealing with them.

After the sale, in 2010 and 2011, I received development permits for additional work to the home, including shoring up the ground underneath the West side as the Northwest corner was found to be "floating"; there with no ground underneath. Some of this work would have been unknowingly done on City property, but we only know that now due to the survey completed years later by the Yukon Government. At the time of receiving the Development Permits, no conditions or "subject to setbacks" language was written on any of the permits. The issue is further complicated by the fact that the Community Development Officer told me in 2012 that

"my land file" and some of these permits went missing in the City offices in late 2011. This is not my fault.

The City of Dawson is a government institution and must accept some responsibility for the representation made about this property, for its document management, and for the awareness it has had for years about possible encroachments. I am not seeking compensation for loss or damage, I am seeking a REMEDY to the situation. That is yet another reason why a negotiated resolution should be the path forward, and I urge Dawson City Council to direct administration accordingly.

## **5. Affordability and the Purposes of a Municipality**

To conclude this correspondence, I want to note related purposes of a municipality in the Yukon, as expressed in the Yukon Municipal Act, as well as the health connection to water and sewer services and the responsibility of a municipality. The Yukon's Public Health Act's *Regulations Respecting Public Health* states that:

### **Disposal of excreta**

**22. Every incorporated municipality shall provide for the use of the inhabitants a system for the collection and disposal of human excreta and shall operate such system in such a manner as will prevent the spread of disease.**

The Yukon Municipal Act's Preamble speaks to a municipal government's primary responsibilities and the affordability of services for its citizens:

**That the primary responsibilities of Yukon municipal governments are services to property and good government to their residents and taxpayers;**

**That sustainable Yukon communities require financially solvent local governments that are responsive to the public's need for affordable public services;**

With the above in mind, I simply ask: how will the City help ensure that the home and property I inhabit in the North End continues to exist, and how will you ensure that I have an affordable system for the collection of human waste/excreta? I have a system now that YG Environmental Health could permit in short order, one that I improved substantially with a recent investment of approximately \$15,000. I ask that I continue to use it in the short term until we truly understand and decide on the future of the neighbourhood.

Thank you for your time and consideration. Please do not hesitate to contact me with your questions.

Sincerely,

William (Bill) Kendrick  
867-332-2424





That Committee of the Whole direct Administration to prepare a land development update regarding City of Dawson-owned lands for the next [Council] or [Committee of the Whole Meeting], with the intent of obtaining feedback and direction from Council on land development priority areas, next steps, and associated timelines.

Mover Mayor Kendrick

Context:

At a COW Meeting on March 6, 2024, Dawson City Council received an update on Yukon Government Land Development Projects. At that meeting, Council expressed a desire to get an update on the various lands that the City of Dawson owns, or predominantly owns. A resolution to this effect was contemplated, but Administration relayed that the request was understood. This motion simply formalizes that request and provides a specific date in which Council can expect to hear back, discuss, and provide direction for development of City of Dawson lands.

What the Update and Discussion can include:

- Vacant lots within the historic townsite (please see attached pages from the last time I believe these were discussed: February 16, 2022)
- Proposal regarding 7th Avenue Development Area (between Duke and King St.) - last reports from February 16, 2022 in above, with additional info attached here.
- "Green Wedge" Proposed Development Area (please see attached, incl. photos; this area is also listed in the Vacant Lots report above)
- Block Q - resolution, regarding external Dawson-specific study (see below)
- North End Development Plan - Phase 1 update, next steps
- North End - Phase 2 - resolution regarding service-routing options (see below), plus discussion on new available funds
- Hillside Historic Lots - update on consolidation and/or removal for Comprehensive Municipal Grant benefit
- Hillside Lot potential - discussion about the idea
- Taxation of Vacant Residential Lands Policy (update)
- Taxation of Vacant Commercial Lands Policy (discussion)

If there is something missing from the above, please advise!

Block Q Resolution

(I think it is prudent now that COVID is over to discuss the resolution below, which directs follow-up work, as this will help inform current and future members of Council no matter where they stand on the issue.)

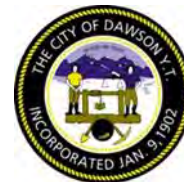
**CW21-16-04** M/Councillor Kendrick, S/Councillor Johnson

**That Committee of the Whole direct administration to plan a draft scope of work on an external follow-up Dawson-specific socioeconomic study related to Block Q, Ladue Estate and RV tourism.**

North End Resolution

**C21-20-17** M/ Mayor Potoroka, S/ Councillor Johnson

**That Council direct administration to access the Canada Community-Building Fund (formerly Gas Tax) to complete the service-routing options and engineering, feasibility and implementation plan for Phase 2 North End development.**



# Report to Council

For Council Decision  For Council Direction  For Council Information

In Camera

<b>SUBJECT:</b>	City of Dawson-Owned Vacant Lots	
<b>PREPARED BY:</b>	Stephanie Pawluk, CDO	<b>ATTACHMENTS:</b> 1. City of Dawson Vacant Lots Notes 2. YG LDB 7 <sup>th</sup> Ave. Potential Development Study Area Proposal
<b>DATE:</b>	February 11, 2022	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> Municipal Act Official Community Plan Zoning Bylaw Land Development Protocol		

## RECOMMENDATION

It is respectfully recommended that Council provide direction on:

1. Confirmation of lots that are not to be pursued
2. Identification of priority lots for development and disposition; and
3. Pre-development and pre-sale feasibility requirements.

## ISSUE / BACKGROUND

The Yukon Government Land Development Branch (LDB), in conjunction with the Planning and Development Department, underwent a review of YG and City-owned vacant lots in and around the Historic Townsite. Through this process, 12 potential lot areas were identified (see attached for a map and description of these areas). Most of these lots are City of Dawson owned (exceptions are areas 2 & 10). These findings were initially presented at LDB's April 21<sup>st</sup> 2021 land development presentation at Committee of the Whole meeting CW21-09 and subsequently discussed at Committee of the Whole on June 8 and June 15, 2021.

## ANALYSIS

### Vacant Lots

A summary of the work done to date includes:

- List of vacant lots from CoD
- LDB revision of list to facilitate mapping
- Disposition review by LMB
- Slope assessment mapping
- Creation of web map to spatially capture list of vacant lots
- Council review and initial direction on desired use of vacant lots
- CoD interdepartmental review of vacant lots
- LDB review of vacant lots for high level development suitability

Based on LDB's Work Plan, next steps include the following, should CoD wish to work with YG on townsite lot development:

- Council to provide direction on priority lots to focus on for potential development

- Confirmation of title on parcels
- updating webmap with additional information
- CoD looking into any agreements regarding development potential of some parcels/areas
- LDB to conduct high level review and proposed workplan based on priority lots identified
- LDB & CoD to determine roles/responsibilities

Once direction on priority lots has been received, LDB can proceed with stage 1 feasibility investigations (geotechnical, environmental, heritage), unless directed otherwise by Council (discussed below). LDB can manage and cover all costs associated with stage 1 investigations and not require these costs to be recoverable. The next stages of design (as needed) and implementation are required to be cost recoverable.

## **7<sup>th</sup> Ave. Development**

This potential project is listed separately from the vacant lots review as YG Land Development Branch (LDB) had prepared an initial study area proposal going off of work that had been done in 2009-2010 and perceived Council interest in exploring the possibility. This project was included in the YG LDB April 21, 2021 Council project update. The following are excerpts from this LDB presentation:

Yukon Government is working with the City of Dawson to consider development east of 7th Avenue, on primarily CoD owned lands, with some Yukon Government lands.

Work completed includes:

- Review of past (~2009) work
- Tenure confirmation
- Summary of past work and proposed development boundary identified

Next steps include:

- Confirm support for development and approve development / study area boundary
- Define project roles and responsibilities
- Define extent of feasibility review
- Conceptual planning
- High level access/servicing review

During this presentation, LDB requested that Council provide the following direction in the future, should Council wish to pursue the development of these lands in partnership with YG LDB:

1. City to confirm/approve development (study area) boundary
2. Identify any concerns with development impact on 9th Ave trail
3. City to confirm type of development/zoning desired (ie. R1)
4. Confirm extent of feasibility investigations to carry out
5. Confirm roles and responsibilities (LDB and City)

Should Council wish to pursue the development of these lands, Council must decide whether to pursue government, City, or private development.

## **Feasibility work**

Should Council wish to pursue the development and disposition of any City-owned property, the City must determine a standard for feasibility review. Standards should be set for both City and private development.

The preliminary understanding is that some regulations around heritage assessment work are required; however, there are seemingly no regulations that require a municipality to conduct geotechnical or environmental investigations prior to selling land. That said, best practice is to conduct feasibility work to limit liability risks. YG's standard practice and recommendation is to conduct these assessments (geotechnical, heritage, and environmental) to better understand development potential and any constraints, potential liabilities, or risks.

For reference, a typical YG land development workplan (which may vary based on specific site and constraints/opportunities) is as follows:

**STAGE 1**

- title confirmation
- zoning conformance review
- site inspection
- encroachment review
- review for other land uses (ie. dispositions, adjacent compatible uses, etc.)
- survey monument review
- access review
- servicing review (City services and telecommunications)
- feasibility review (geotechnical, environmental, heritage investigations)

**STAGE 2**

- planning
- civil design
- encroachment resolutions
- zoning amendments
- subdivision approval
- market value appraisals
- environmental remediation or other follow up from feasibility investigations

**STAGE 3**

- implementation of civil works (access or servicing)
- subdivision / survey / registration of new plan(s)

**STAGE 4**


- lot sales
- agreement for sale
- transfer title

Administration recommends seeking legal review of best practice and liability risks in municipal land development and disposition.

**General Development Concerns**

Public Works had previously provided comments to Council (via RFD on 7<sup>th</sup> ave. land sale request) in considering any new land development in the municipality.

“We live in a closed system with finite water and sewer infrastructure and availability. Each addition of service adds demand to the system. Do we have the capacity to be continually onboarding new services without a systematic analysis of what our current infrastructure can supply? In my [Public Works Manager’s] opinion, we need to assess what our treatment system, wells and aquifer can maintain as well as future concerns of sewage treatment capacity before we begin to create large scale developments. This is not to suggest the 7th Ave project would “break us” but this is certainly a factor we need to be cognizant of and recognize in future development.”

APPROVAL	
<b>NAME:</b> Cory Bellmore, CAO	<b>SIGNATURE:</b> 
<b>DATE:</b> Feb 11, 2022	

**City of Dawson Vacant Lots**  
**Potential Vacant Lots to Investigate**  
Feb 16, 2022



## Council & Administrative Comments Compiled

Notes compiled from previous Council meetings: April 21, 2021, June 8, 2021, and June 15, 2021.  
Administrative comments provided where requested by Council.

Green= Support for studies, development, and lot release

Orange= Potential, if concerns/constraints are addressed

Red= No support

### 1. Informal Sliding/Park Area below Crocus Bluffs

Lots 2 to 5, Block 2, Days Addition

- CoD considering maintaining area for public use (formalizing park use), however there is potential for 2 lots for development while accommodating the park use.
- Rec noted that this area may be needed as a pedestrian thoroughfare for connection to the new recreation centre.

### 2. City Welcome Sign Area

Lots 3 to 8, Block 18, Government Reserve

- Currently a small park area.
- potential for 2-4 lots for development.
- Council previously indicated desire to leave as is.

### 3. 302 Church Street: adjacent church and daycare

Block 20, Government Reserve

- potential for 2-3 lots for development.
- This area had previously been discussed at June 8, 2021 CoW and July 13, 2021 Council in response to a land purchase request from the adjacent Little Blue Daycare. The following resolutions was passed:

2021 Land Sale Bylaw No. 1 (2021-11)- First reading

**C21-15-19** Moved by Councillor Kendrick, seconded by Councillor Johnson that first reading of Bylaw #2021-11, being the 2021 Land Sale Bylaw No.1, be postponed pending further research and collaboration with Tr'ondëk Hwëch'in.  
Motion Carried 4-0

### 4. Parking lot across from Gerties (corner of 4<sup>th</sup> & Queen)

Lots 16 to 20, Block L, Ladue Estate

- current parking area for Gerties. Council previously indicated that this use is a valuable community amenity that is to be left as is.
- KDO/City currently planning to animate the parking lot this summer through Downtown Revitalization.
- potential for 3-5 lots for development.

### 5. Adjacent existing Rec Centre

Lots 8 & 13, Block S, Ladue Estate

- current parking lot for the Rec Centre.
- A future decision will have to be made about this land with the construction of the new Rec Centre.
- potential for 2 lots for development.

- Council previously indicated that this is meant to be left as is.

#### **6. Adjacent parking area near Parks Canada Palace Grande Building**

Lot 3, Block H, Ladue Estate

- Currently used as a parking area.
- Administration confirmed that there is no need to retain this lot for PW purposes.
- Council previously provided direction to continue use as a formal parking lot. This lot has been flagged to animate through Downtown Revitalization, following implementation of the Gerties parking lot.
- potential for 1 lot for development.

#### **7. Proposed New Lot adjacent York Street Lift Station**

New (pending survey) Lot 'B', Block C, Ladue Estate

- Potential for 1 commercial lot for development.
- Commercial lot being created through subdivision process.
- Council previously indicated interest in releasing this lot for sale, but requested feedback from PW re. sand & gravel use.
- PW: this site is currently used for sand & gravel -a stockpile location for road material. This site is ideal due to the central location; however, could potentially change the stockpile location to the North End to accommodate.
- This lot has not yet been formally created as it is pending the completion of subdivision.
- Council also previously flagged this lot as potential for a formal parking use to accommodate off street downtown parking.

#### **8. Existing RV Park**

Lots 1 to 20, Block Q, Ladue Estate

- Potential for 20+ residential lots for development.
- Current use as RV Park.
- As per Council decision, this land will not be used for residential development.

#### **9. Vacant Lot off 6<sup>th</sup> Ave**

Lot 3, Block Z, Ladue Estate

- Potential for 1 lot for development.
- Council previously indicated interest in potential release of this lot.
- Feasibility concerns:
  - Slope issues of adjacent property -retaining wall would likely be required.
  - The City house (currently used by the Protective Services Manager) encroaches onto this lot → the frontage of this lot would have to be small. This encroachment and the slope constraints would likely yield a lot with extremely high development constraints.
- PW: it is futured; therefore, servicing is possible.

#### **10. Lots behind Private Block 4 Development, North End**

Lots 9 to 11, Block U, Government Addition

- potential for 3 lots for development.
- Access constraints.
- PW Manager indicated that this lot would be impossible to service due to slope and access constraints.



- Council previously indicated that this lot is not to be pursued due to the constraints.

### **11. Lots behind 7<sup>th</sup> Ave**

Lots 21 to 24, Block LI, Ladue Estate

- Potential for 2-3 lots for development.
- Council previously indicated interest in pursuing studies at this location; however, this was before Public Works reviewed and provided comments.
- PW Manager indicated that these lots could not be serviced as the servicing access exists through the 10 ft wide alley which is not wide enough to dig to the services without digging through adjacent private properties. PW does not recommend this development.

### **12. Larger area off Mary McLeod Road**

Various Lots: Blocks A, V, W, X, Y, Z, Stewart Menzies Addition, & Block 13, Government Addition

- Potential Country Residential lots.
- Potential lot yield to be determined.
- Potential access constraints.
- PW: Geotechnical concerns exist re. the glacier and groundwater.
- Rec: 'informal' recreation trails exist here.

## Proposed 7<sup>th</sup> Avenue Study Area for Lots Development.

**2009-2010 Utility Expansion study** - Geotech Assessment from Chilkoote Geological Engineers Ltd.

- Service would be as shown below: tie-in to the 6th Avenue utility along Duke Street as the region between Duke and Albert Street (along 7th Avenue) appeared to be controlled by bedrock.
- It was understood that the utilities would consist of water and sanitary lines to facilitate services to future residential building lots in these areas.
- The proposed utilities should be comprised of heavy duty HDPE pipe and utilize electro-fusion type connections.
- Given the presence of permafrost conditions near/at the proposed installation depths, it's recommended that utilities be installed in the spring or fall to minimize the degradation of the native soils.
- A Geotechnical Consultant should be retained to review the design and the intended methods of construction prior to construction tender, in order to verify conformance with the geotechnical restrictions and assumptions of this report.
- Materials testing services should confirm the suitability of proposed imported fills, conduct in-situ density testing and provide geotechnical recommendations in the case of unforeseen soil conditions.



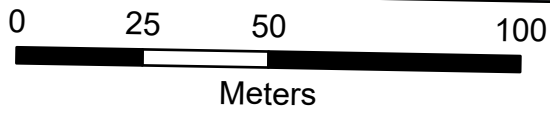
### The study area for Utility Expansion

**YES:** Cost estimate were provided for three different areas along 7<sup>th</sup> Avenue but these cost estimates were only for the installation of sanitary and water services. These estimates are from 2012 and do not covered all the proposed study area. New accurate cost estimates would be required.

### Next Steps:

- Confirm support for development and define development boundary
- Conceptual Planning based on approved development area
- Geotech assessment for lots development not only for utility expansion (Desktop)
- Heritage Resource Assessments
- Environmental Assessment Phase I and taking ground water samples in 2 wells establish during the Geotech assessment 2009-2010
- Zoning amendments will be required

# Dawson City, Yukon - Proposed 7th Avenue Development Study Area



- Proposed Utility Expansion (~330m)
- 9th Avenue Trail (North)
- Study Area
- Land Parcels Polygon - Surveyed
- FP: Future Planning
- R1: Single-Detached/Duplex Residential
- City of Dawson
- Yukon Government

Sketch Created 19/01/2021 by the Land Development Branch, modified 19/02/2021. Imagery acquisition date: 08/19/2020.

**Potential Study Area 7<sup>th</sup> Ave Lots Info**

<b>CSLR</b>	<b>LOT</b>	<b>BLOCK</b>	<b>Titled Info</b>	<b>LTO Plan</b>	<b>Zoning</b>
8338A	9	Z	City of Dawson - 99y007	8338A	FP
8338A	10	Z	City of Dawson - 99y007	8338A	FP
8338A	11	Z	City of Dawson - 99y007	8338A	FP
8338A	12	Z	City of Dawson - 99y007	8338A	FP
8338A	13	Z	City of Dawson – 83Y154	8338A	FP
8338A	14	Z	City of Dawson – 83Y154	8338A	FP
8338A	15	Z	City of Dawson – 83Y154	8338A	FP
8338A	16	Z	City of Dawson – 83Y154	8338A	FP
8338A	11	LA	City of Dawson – 84Y1249	8338A	FP
8338A	12	LA	City of Dawson – 84Y1249	8338A	R1
8338A	13	LA	City of Dawson – 84Y1249	8338A	R1
8338A	14	LA	City of Dawson – 84Y1249	8338A	R1
8338A	15	LA	City of Dawson – 84Y1249	8338A	R1
8338A	16	LA	City of Dawson – 84Y1249	8338A	R1
8338A	17	LA	City of Dawson – 84Y1249	8338A	R1
8388	1	LK	City of Dawson – 82Y456MB	8388	R1
8388	2	LK	City of Dawson – 86Y1132	8388	R1
8388	3	LK	City of Dawson – 86Y1132	8388	R1
8388	4	LK	City of Dawson – 86Y1132	8388	FP
8388	5	LK	City of Dawson – 82Y426A	8388	FP
8388	6	LK	City of Dawson – 86Y1132	8388	FP
8388	7	LK	City of Dawson – 86Y1132	8388	FP
8388	8	LK	City of Dawson – 86Y1132	8388	FP
8388	9	LK	City of Dawson – 86Y1132	8388	FP
8388	10	LK	City of Dawson – 86Y1132	8388	FP
8388	11	LK	City of Dawson – 86Y1132	8388	FP
8388	12	LK	City of Dawson – 86Y1132	8388	FP
8388	13	LK	City of Dawson – 86Y1132	8388	FP
8388	14	LK	City of Dawson – 86Y1132	8388	FP
8388	15	LK	City of Dawson – 86Y1132	8388	FP
8388	16	LK	City of Dawson – 86Y1132	8388	FP
8388	17	LK	City of Dawson – 86Y1132	8388	FP
8388	18	LK	City of Dawson – 86Y1132	8388	FP
8388	19	LK	City of Dawson – 86Y1132	8388	FP
8388	20	LK	City of Dawson – 86Y1132	8388	FP
8388	21	LK	No Title Info	8388	FP
8388	22	LK	No Title Info	8388	FP
8388	23	LK	No Title Info	8388	FP
8388	24	LK	No Title Info	8388	FP

8388	25	LK	No Title Info	8388	FP
8388	26	LK	No Title Info	8388	FP
8388	27	LK	No Title Info	8388	FP
8388	28	LK	No Title Info	8388	FP
8388	29	LK	No Title Info	8388	FP
8388	30	LK	No Title Info	8388	FP
8388	31	LK	No Title Info	8388	FP
8388	1	LL	City of Dawson – 86Y1133	8388	FP
8388	2	LL	City of Dawson – 86Y1133	8388	FP
8388	3	LL	City of Dawson – 86Y1133	8388	FP
8388	4	LL	City of Dawson – 86Y1133	8388	FP
8388	5	LL	City of Dawson – 86Y1133	8388	FP
8388	6	LL	City of Dawson – 86Y1133	8388	FP
8388	7	LL	City of Dawson – 86Y1133	8388	FP
8388	8	LL	City of Dawson – 86Y1133	8388	FP



# Report to Council

For Council Decision     For Council Direction     For Council Information

In Camera

<b>SUBJECT:</b>	<b>Request to Purchase Land: 21 vacant, municipal-owned lots along 7<sup>th</sup> Avenue</b>	
<b>PREPARED BY:</b>	Stephanie Pawluk, CDO	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"> <li>- Oct 13, 2021 letter re. purchase request</li> <li>- Map provided by the Applicant</li> <li>- YG LDB 7<sup>th</sup> Ave. Potential Development Study Area Proposal</li> </ul>
<b>DATE:</b>	February 10, 2022	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>	Official Community Plan Zoning Bylaw Sale of Municipal Lands Policy	

## RECOMMENDATION

That Council deny this request and add this development area to the future Council Priorities list.

## ISSUE

The applicant has requested to purchase and develop 21 vacant, municipal-owned lots on 7<sup>th</sup> Avenue plus the adjacent section of York and Duke St.

## BACKGROUND SUMMARY

The Applicant, LeFevre & Company Property Agents Ltd. submitted a purchase request (attached) in October 2021 for 21 City-owned lots with the intent to service and develop them.



Figure 1: Map of requested land, as provided by the Applicant

In collaboration with the City, YG created a vacant lots inventory map of YG and City-owned property. The suitability is solely based off of slope. In this study, vacant lots were broken down into the following categories: suitable, potential, and not suitable. Lots 11-17, Block LA, Ladue are all 'suitable' for development. The remainder of the lots were not included in this map; Administration inquired as to the reason they have not been included as vacant lots in this study, but the reason is unclear.



Figure 2: Vacant lands development suitability map

The requested land had been discussed by Council in 2021 as part of a conversation about working to develop vacant City-owned lots. Council indicated interest in potentially pursuing the servicing and release of lots along 7<sup>th</sup> Ave.; however cited concerns that would have to be addressed prior to proceeding including impacts to the 9<sup>th</sup> ave. trail and geotechnical concerns. YG LDB provided a proposed development overview (attached). Council did not provide direction on whether this area was a priority project to be actioned and who it was to be actioned by (YG, City of Dawson, or private development). As stated in the December 2021 LDB Council update: “City of Dawson may consider future development at some or all of these locations (City-owned townsite lots) and identify next steps.”

Committee of the Whole deliberated this proposal at the January 12<sup>th</sup>, 2022 meeting. Here is an excerpt from the minutes:

- a) Request for Direction: LeFevre Land Sale Request
  - Council held discussion regarding the request. It’s a good plan but may be premature because a lot of work needs to be done on the area first.

**CW22-01-07** Moved by Councillor Somerville, seconded by Councillor Pikálek whereas it has not been determined that this land can be deemed as surplus by Administration, that Committee of the Whole deny this request and add this development area to the future Council Priorities list.

Carried 4-1

Greg Hakonson attended the February 9<sup>th</sup>, 2022 Committee meeting as a delegate to speak to the proposal on behalf of the applicant.

## ANALYSIS / DISCUSSION

### Sale of Municipal Lands Policy

This request is subject to the Sale of Municipal Lands Policy #2018-03. As per s. 4 of the Policy, this application has been circulated to all Department Heads for review and comment to determine whether the land can be considered surplus. Comments were received from Protective Services regarding the concern over the sale of the extensions of York and Duke St. which would prevent future access to potential future development areas to the east.

Public Works provided the following comments:

#### Fire Flows

Pressure out of a hydrant is required to be 50PSI at approximately 1500gpm. There is a concern about the feasibility of maintaining this requirement with the line extension that would be required for

this development. This is already in question in some areas due to head pressure (loss due to elevation). There is concern that this development could exacerbate the problem. This matter should be addressed by YG.

### **Glaciation and Runoff**

The slope that the proposed development exists on takes an enormous amount of water from the Dome hillside in the Spring. Since the development of the lots above the cemetery, the traditional glacier that was directed down Harper St. has migrated to the North in an unpredictable fashion. This groundwater tends to “perch” on permafrost and creates large ice forms forced up to the surface, which could dramatically affect structures if not properly addressed before development. Public Works is concerned about the impacts of the glacier and runoff on the proposed properties, including foundations etc. Considering potential liability issues, Public Works recommends that significant geotechnical work be conducted and that the hydrology of the native material be properly understood prior to consideration of the development of this land. Administration recommends that advice be sought on liability regarding this matter.

### **Parking**

There is concern about the rerouting and widening of the road that would be required. The standard width for avenues is 66’; however, what currently exists on the ground is narrow and does not reflect the surveyed ROW. The feasibility of rerouting and widening the ROW to bring it up to standard is unknown. There is also concern that the slope of these potential lots will not be able to accommodate on-site parking. Considering the proposed number of lots, it is important that off-street parking is accommodated.

### **Broad Development Concerns**

This comment is not explicitly linked to this proposed development, but relates in the broader spectrum of considering any new land development in the municipality.

“We live in a closed system with finite water and sewer infrastructure and availability. Each addition of service adds demand to the system. Do we have the capacity to be continually onboarding new services without a systematic analysis of what our current infrastructure can supply? In my [Public Works Manager’s] opinion, we need to assess what our treatment system, wells and aquifer can maintain as well as future concerns of sewage treatment capacity before we begin to create large scale developments. This is not to suggest the 7th Ave project would “break us” but this is certainly a factor we need to be cognizant of and recognize in future development.”

Given the significant concerns regarding fire flows and glaciation and runoff, Public Works does not support the land being deemed surplus at this time.

“A lot being considered for disposition must first be deemed a surplus lot through consultation with all City of Dawson departments.” Based on these concerns, **it has not been determined that this land can be deemed as surplus by Administration.**

S. 4 states that “unserviced full lots may be released for disposition in the sole discretion of Council.” The requested full lots are unserviced. Council may consider this land to be “earmarked or under consideration for future use” by the municipality depending on Council’s direction on whether development of vacant City-owned lots is to be undertaken by the municipality or private development (s. 4. B) ii. 1)).

S. 6. A) states:

*“Full lots, including lots in new subdivisions, shall only be sold under an Agreement for Sale that ensures development of the lot within a specified period of time **with a permitted use for that zone as per the Zoning By-Law in effect at the time of disposition.**”*

Therefore, prior to future development or sale of this land, a ZBL and OCP amendment is required

### **Official Community Plan**

Lots 11-17, Block LA, and Lots 1-3, Block LK, Ladue are currently designated UR: Urban Residential, and Lots 4-10, Block LK, and Lots 1-4, Block LL, Ladue are currently designated FRP: Future Residential Planning. An OCP amendment must occur to re-designate the lots zoned FRP to UR to reflect the intended new use of the land.

In the OCP, Section 6.0: Land Use Concept identifies the following applicable goals:

- Strive to use a highest and best use approach.



- Protect heritage resources.
- Reduce encroachment issues.

The implementation approaches include:

- Identify lands unsuitable for future development as Parks and Natural Space areas, which should be maintained in their natural state or used for passive recreation.
- Promote a compact development pattern to ensure existing infrastructure is used efficiently and preserve habitat and wilderness areas.
- Work to prevent and reduce encroachment issues, especially in residential areas.

Section 7.0 identifies the following goals:

- Meet the full spectrum of housing needs in the community.
- Provide sufficient land available for residential development.
- Minimize the amount of vacant or underutilized residential land in the historic townsite.

The implementation approaches include:

- Encourage owners of vacant land and underutilized parcels, particularly in the historic townsite, to either develop or sell their land to facilitate the strengthening of the historic townsite.
- Consider maintaining a map that identifies vacant lots and corresponding property owners to inform incentive programs.
- Encourage vacant lot development by continuing to investigate different incentive program options.

The development of these 21 lots aligns with the housing and development related goals of the OCP. Promoting lot development within the townsite encourages the highest and best use approach, by providing much needed serviceable housing options within a walkable distance to services and amenities in the townsite. That said, the current recreation use of the 9<sup>th</sup> ave. trail that exists on the requested lots north of Duke Street must be considered, as this is a highly valued community recreation amenity.

## Zoning

Lots 11-17, Block LA, and Lots 1-3, Block LK, Ladue are currently zoned R1: single-detached/duplex residential, and Lots 4-10, Block LK, and Lots 1-4, Block LL, Ladue are currently zoned FP: Future Planning. Lots zoned as Future Planning must be rezoned to the most suitable zone for the intended use and intensity (likely R1 or R2: multi-unit residential).

## Municipal Act

According to S.326 of the Municipal Act, Council may enter into development agreements which may include terms and conditions considered necessary to carry out the intent of development. S.309 defines “development agreement” as a binding agreement between the owner of the land that is the subject of an application for subdivision and the approving authority with respect to the requirements or limitations of the conditional approval.

## Road Closure

The requested land includes the legally open, but physically closed York St. and Duke St. (circled in blue). The portion of 7<sup>th</sup> Ave North of Duke is physically closed, but legally open. A Road Closure Bylaw is required.



Figure 3 and 4: screenshot from GeoYukon & CLSS showing the active ROW



Figure 5, 6, and 7: Corner of 7<sup>th</sup> Ave and Duke St., ROW is currently used as the 9<sup>th</sup> Ave. trail entrance

**Conclusion**

Through preliminary assessment of this request and the applicable City policy and bylaws, private development of this land would require:

- Potential title transfer to the City
- Geotechnical and Hydrological assessments
- Legal Review of liability
- Land Sale Bylaw
- OCP Amendment Bylaw
- Zoning Amendment Bylaw
- Road Closure Bylaw
- Land Tender
- Land Sale/ Development Agreement

Administration recommends that this land sale not be entertained at this time for the following reasons:


- It has not been determined that this land can be deemed as surplus by Administration;
- There are unknown geotechnical, hydrological, and infrastructural concerns that require investigation;
- The development of this land has not been identified in the strategic priority list meaning Administrative capacity does not currently exist to undertake this work.

**OPTIONS**

Council may:

1. Add this development area to the Council priority list and pursue private development of these lots (requires change to council priorities)
2. Add this development area to the Council priority list and pursue City-development of these lots. (requires change to council priorities)
3. Deny this request and add the development area to future Council Priorities list.
4. Deny this request and not prioritize or pursue development of these lots at this time.

**APPROVAL**

<b>NAME:</b>	Cory Bellmore, CAO	<b>SIGNATURE:</b> 
<b>DATE:</b>	Feb 11, 2022	

Dawson City Development Office  
Stephanie Pawluk, Community Development  
and Planning Officer  
1336 Front St,  
Dawson City, YT Y0B 1G0  
867-993-7400 Ext. 414  
cdo@cityofdawson.ca

2021, October 13

**RE: Vacant Municipal Lands – 7<sup>th</sup> Ave, Dawson City – Denoted in Blue on the attached plans**

Dear Stephanie,

Please accept my letter as our request to purchase and develop the above-mentioned land area.

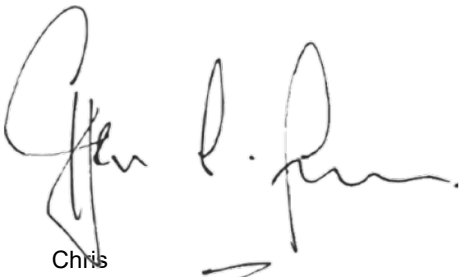
It is understood that we would be obligated to carry out the installation of the required municipal infrastructure and servicing.

Further, during an agreed period of assessment, we would be obligated for any and all engineering costs associated with said assessment.

We regard our proposal as a logical step toward increasing much needed starter home housing in your City.

Thank you for your consideration on our request.

Yours,



Chris

Le Fevre & Company Property Agents Ltd.

cc. Greg Hakonson, Builder – Oro Enterprises

cc. Alex Hakonson, Builder – Oro Enterprises

cc. Stephanie McPhee, Planning and Development Assistant – City of Dawson

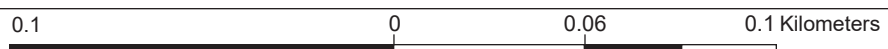


### Legend



### Notes

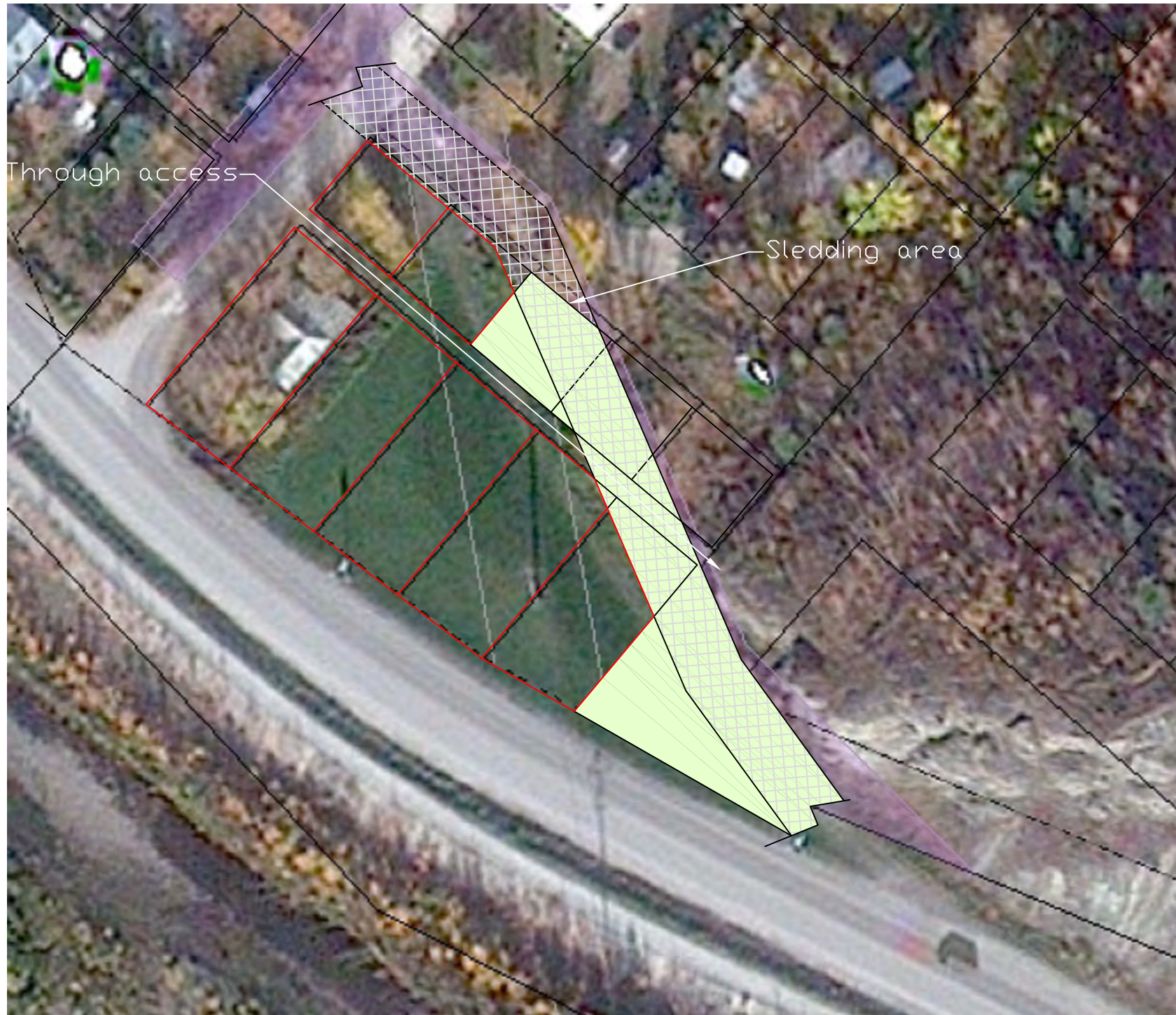
Lots 1-10, Block LK, Ladue Estate Lots 11-17, Block LA, Ladue Estate Lots 1-4, Block, Block LL, Ladue Estate York & Duke streets east of 7th Avenue to lane



Projection: Yukon Albers Equal Area Conic  
Produced from: GeoYukon application

1: 2,500

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.  
Date Printed: 13-Oct-2021



NOTES:

- Proposed development is based on existing surveyed lots
- Access through the development is via the laneway
- Sledding slope incorporated into design
- All undeveloped left "green" and open to the public

NOTICE : THIS DRAWING MAY REVEAL DESIGNS OR INFORMATION PROPRIETARY TO ORO ENTERPRISES LTD. BY ACCEPTANCE OF A REPRODUCTION, RECIPIENTS AGREE TO PROTECT ORO ENTERPRISES'S RIGHTS AND ARE WARNED AGAINST USE OF THE DOCUMENT FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS ISSUED.

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CHK	?	--/--	
FILENAME			TITLE
			Green Wedge Development
UNITS			
Inches			
SCALE	SHEET	DWG. NO.	REV.
1/64"=1'	/	210	oct2019



1984.50.23 - Photograph of "The Eldorado Bottling Works." "Under Crocus Bluff (P. Butterworth)." Front Street at Crocus Bluff with small log cabins built along street and up the hill behind. A group of unidentified people is posed at the front of the Eldorado Bottling Works. "Peerless Laundry" and a "Lunch Room" are also advertised along the street. In front of the Peerless Laundry the cart reads "Shore Acres Standard Theatre." Circa 1897-1910. Dawson City Museum and Historical Society, 1984.50.23, The Cribb's Drugstore Fonds.





# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

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

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

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

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

### PART I - INTERPRETATION

#### 1.00 Short Title

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

#### 2.00 Purpose

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





# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

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# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

### 3.00 Definitions

3.01 In this Bylaw:

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

## PART II – APPLICATION

### 4.00 Election Officials

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

### 5.00 Nominations

- 5.01 Nomination Day is Thursday, September 26, 2024.
- 5.02 Nomination proceedings shall take place in the City Council Chambers located on the upper floor of the City Administration Building located at 1336 Front Street.



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

- 5.03 The Returning Officer shall receive nominations no later than 12 noon on Thursday, September 26, 2024.
- 5.04 Nominations may be presented to the Designated Municipal Officer, or Returning Officer, or via fax.
- 5.05 All faxed nominations shall be clearly marked "ELECTION NOMINATION" and be sent to the attention of the Returning Officer or Designated Municipal Officer.
- 5.06 In all cases, it shall be the responsibility of the person presenting the nomination to ensure that the nomination is complete and presented prior to the deadline pursuant to this bylaw.
- 6.00 Places and Hours of Polls**
- 6.01 The advanced polling place and the regular polling place shall be established at the Art and Margaret Fry Recreation Centre.
- 6.02 The advanced poll shall be held Thursday, October 10, 2024, and the hours of the poll shall be from 8 a.m. to 8 p.m.
- 6.03 Pursuant to section 53(d) of the *Municipal Act*, council does hereby establish a mobile polling station for the express purpose of attending health care and extended health care facilities within the City of Dawson or at residences of electors' incapable of attending a poll due to physical incapacity.
- 6.04 The mobile poll shall be conducted on Thursday, October 10, 2024.
- 6.05 The Returning Officer is hereby delegated the authority to determine the hours and manner of operation of the mobile poll within the constraints of the *Municipal Act* requirements for conducting an election.
- 6.06 The regular poll shall be held Thursday, October 17, 2021, and the hours shall be from 8 a.m. to 8 p.m.
- 7.00 Registration of Voters**
- 7.01 Pursuant to section 60(1) of the *Municipal Act*, the city hereby dispenses with the requirement to produce a list of electors for the 2024 municipal election.



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

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

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

### 8.00 NOTICE TO ELECTORS

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

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

### 9.00 Challenged Electors

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

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



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

### 10.00 Fees

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

Returning Officer	as per contract \$5250
Deputy Returning Officer	\$25.00 per hour
Polling Clerk	\$20.00 per hour

### PART III – FORCE AND EFFECT

#### 11.00 Appendices

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

#### 12.00 Severability

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

#### 13.00 Enactment

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



# THE CITY OF DAWSON

## 2024 Municipal Election Bylaw

Bylaw No. 2024-09

### 14.00 Bylaw Readings

Readings	Date of Reading
FIRST	
SECOND	
THIRD and FINAL	

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

---

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



# THE CITY OF DAWSON

*2024 Municipal Election Bylaw*

Bylaw No. 2024-09

## PART IV – APPENDIX A

DRAFT

**APPENDIX "A"**

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

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

**Oath of Elector Eligibility**

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

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

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

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

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

**Deputy Returning Officer**

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

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

- MAYOR  
 COUNCILLORS

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





# City of Dawson Report to Council

Agenda Item	Council Remuneration Bylaw Review
Prepared By	David Henderson, CAO
Meeting Date	May 7, 2024
References (Bylaws, Policy, Leg.)	Council Remuneration Bylaw 2021-10 Travel policy #08-01
Attachments	Council remuneration in other communities Council Remuneration Bylaw 2021-10 Travel Policy #08-1

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

## Recommendation

That Committee of the Whole Review Bylaw 2021-10

## Executive Summary

As per bylaw 2021-10 , during the final year of Council’s term, council shall schedule a review of the bylaw and proceed to amend it as deemed advisable at the time.

The Attached spreadsheets identifies the practice in other Yukon communities. The monetary values identified for the other communities were effective 2021. Staff have reached out to the other communities for current information which is not yet available and will be shared when available.

## Background

The City of Dawson has a history of revising the remuneration bylaw every three years prior to a municipal election. As Council reviews the bylaw, it is reasonable for Council to consider the cost to the City, the ability to attract elected officials to run for office, and the changing taxation environment.

## Discussion / Analysis

The cost of Council remuneration to the City is an important and necessary cost of ensuring good government and perceived as good value for taxpayers’ dollars. Cost of living increases are included in the current bylaw, the time commitment involved in being a Councillor has increased over time and with increased funding and regulatory changes federally, territorially, and municipally, it isn’t likely that the time commitment will be reduced.

The attached summary of remuneration practices in other Yukon communities provides an idea of how each community compensates members of council. As Noted above, the figures for other communities are for 2021 and are awaiting updated figures.

Dawson currently provides.

- A base remuneration for Mayor and Council which is adjusted annually for inflation, with increases capped at 2.5%
- Plus, a per diem for half or full days a member of council spends either travelling to/from or attending meetings.
- Plus, travel and accommodation for such meetings or events.

Over the current term there has been some discussion regarding :

- What is fair compensation for the Mayors role.
- What are the expectations of the Mayors role within the base compensation?

## Fiscal Impact

2024 budgeted expense for Mayor and Council Wages & honoraria 7 benefits	\$76,055
2024 budgeted expense for Mayor and Council Training/Conferences/Travel/Accommodation	\$26,138

### Alternatives Considered

1. Consider adjusting the Base Remuneration Rate beyond the current rate which is the result of previous comparisons to other communities and annual cost CPI related adjustments.
2. Consider Changing the remuneration policy to a larger Base Rate and removing per diems. Assign the Mayor a specific annual travel/accommodation budget and the Mayor would be responsible for determining which meetings/events should be attended.

### Next Steps

Bylaw must go through three readings of Council . Depending on the position of council the bylaw included in this package will go to Council for 1<sup>st</sup> reading to effectively introduce it.

At the second reading we should have updated comparable numbers from other Yukon Municipalities and would then entertain discussion on changes or alternatives.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	03-May-2024

Mayor and Councillor Remuneration 2021 Review

Village of

Carmacks	\$12,600.00	Mayor - annually
	\$6,600.00	Deputy Mayor - annually
	\$6,600.00	Councillors - annually
		By resolution may approve payment of travel, meals, accommodation & per diem (at YG rates)
	\$100.00	Mayor - per diem, meetings 3 hours or less
	\$75.00	Councillors - per diem, meetings 3 hours or less
	\$200.00	Mayor - per diem, meetings 3+ hours
	\$150.00	Councillors - per diem, meetings 3+ hours
	\$200.00	Mayor & Councillors - per diem, meetings in other communities
	\$100.00	Mayor & Councillors, per travel day separate from meeting days, 250km or less, within Yukon
	\$200.00	Mayor & Councillors, per travel day separate from meeting days, 250km or greater, within Yukon
	\$200.00	Mayor & Councillors, per travel day separate from meeting days, outside Yukon
	\$600.00	Mayor - annually, meetings with visitors to the community, to be reimbursed upon presentation of receipts
	\$25.00	Deputy Mayor - per diem if the mayor is absent and the DM is required to perform Mayor duties
	\$50.00	Deputy Mayor - per diem to chair a regular or special meeting of council if the Mayor is absent from the meeting

City of Dawson

	\$17,500.74	Mayor - annually- adjusted to 2024
	\$11,667.26	Councillors - annually- adjusted to 2024
		Adjusted annually by applying a factor equal to the CPI, not to exceed 2.5% in any given year and no adjustment if the CPI is negative
	\$150.00	Councillors - per diem, 4 hours or less when representing the City at any training session, event or meeting that has been approved by council
	\$200.00	Councillors - per diem, more than 4 hours
		Travel expenses reimbursed in accordance with the City of Dawson Travel Policy

Town of Faro

	\$1,490.00	Mayor - monthly (\$17,880 annually)
	\$886.00	Councillors - monthly (\$10,632 annually)
		Adjusted annually based on the CPI

Village of

Haines Junction	\$14,666.00	Mayor - annually
	\$11,733.00	Councillors - annually
		Adjusted annually based on CPI
		Travel reimbursed on the same basis as YG employees on travel status

Village of Mayo

	\$200.00	Mayor - attendance at regular and joint council meetings
	\$150.00	Councillors - attendance at regular and joint council meetings
	\$150.00	Mayor - attendance at non-council meetings inside community less than 2 hours
	\$100.00	Councillors - attendance at non-council meetings inside the community less than 2 hours
	\$200.00	Mayor - attendance at non-council meetings inside community more than 2 hours
	\$150.00	Councillors - attendance at non-council meetings inside community more than 2 hours
	\$250.00	Mayor - full day meeting
	\$200.00	Councillors - full day meeting
	\$250.00	Mayor - attendance at meeting outside community, per day
	\$200.00	Councillors - attendance at meeting outside community, per day
	\$40.00	Mayor and Councillors - hourly rate for hours spent travelling to and from meetings outside the community within Yukon
		For travel to meetings outside Yukon the daily rate will apply (Mayor and Councillors)
		Travel expenses paid out per Village of Mayo travel expense policy

Village of Teslin

	\$8,000.00	Mayor - annually, \$3,750 base and additional \$125 per regular or special meeting of Council attended
	\$7,300.00	Councillors - annually, \$3,000 base and additional \$125 per regular or special meeting of Council attended
	\$200.00	per day while attending meetings or performing other duties on behalf of the municipality in capacity of Mayor or Councillor outside of regular or special meetings of council
	\$150.00	half day, as immediately above
		Mayor and Councillors shall receive an honourarium when appointed as members of committees over and above their council indemnity (amount not specified)

Town of

Watson Lake	\$10,000.00	Mayor - annually
	\$7,500.00	Councillors - annually
	\$125.00	Mayor and Councillors - per diem for attendance at out of town meetings, courses and conventions as required in the discharge of the duties of their office
		Travel expenses reimbursed as set out in the travel expense policy

City of

Whitehorse	\$104,552.00	Mayor - annually
	\$37,639.02	Councillors - annually
		Adjusted annually based on CPI
		Mayor - benefit plan including health, dental, life insurance, AD&D, WI/LTD, time off with pay, EAP
		Councillors - benefit plan, same as Mayor, except for time off with pay, and additionally child care allowance (for care during council meetings)
	\$10,500.00	Mayor - annual, to reimburse for expenses incurred while performing duties
	\$3,750.00	Councillors - annual, to reimburse for expenses incurred while performing duties
	\$6,000.00	Councillors - to reimburse councillors for expenses incurred when an invitation or obligation of the entire council is delegated to one or more of its members.
		This \$6,000 is collective, not \$6,000 for each councillor.
		Travel expenses in accordance with the Travel Expense Administrative Directive.
	\$100.00	Councillors - daily, when representing City at a business function or event, attending non-regular meetings, or participating in training related to City business, 1-4 hours
	\$150.00	Councillors, as above, 4 hours or more
		Reimbursement for travel/meeting a representative on the AYC board

Please note: this is for the 2021-2024 term



# THE CITY OF DAWSON

## Council Remuneration Bylaw

Bylaw No. 2021-10

**WHEREAS** section 173 of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may, by bylaw, establish the amount and any criteria in relation to the remuneration of a member of council (including the type of or rate or conditions for remuneration) in relation to

- (a) attendance at a council meeting or a council committee meeting;
- (b) expenses incurred in the course of attending a council meeting or a council committee meeting; or
- (c) any other expenses incurred in the course of performing any duty required to be performed by a member of council.

**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 ***Council Remuneration Bylaw***.

### 2.00 Purpose

2.01 The purpose of this bylaw is to provide for remuneration to be paid to the Mayor and Councillors.

### 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.



# THE CITY OF DAWSON

## *Council Remuneration Bylaw*

Bylaw No. 2021-10

### **PART II – APPLICATION**

#### **4.00 Annual Remuneration**

- 4.01 The base annual remuneration for the Mayor for the 2021—2024 term of office shall be \$17500.74 effective from November 1st, 2021 to October 31, 2024.
- 4.02 The base annual remuneration for each Councillor during the 2021—2024 term of office shall be \$11667.26 effective from November 1st, 2021 to October 31st, 2024.
- 4.03 (a) on an annual basis, the base annual remuneration shall be adjusted by applying a factor equal to the change in Consumer Price Index (Nov.- Nov.) calculated by Statistics Canada for Whitehorse, subject to the following:
- I. annual increase shall not exceed 2.5% in any given year; and
  - II. where the Consumer Price Index indicates a negative adjustment, no adjustment shall be applied.
- (b) the adjusted base annual remuneration shall become effective on January 1st of the following calendar year.
- 4.04 Annual remuneration shall be paid bi-weekly and, where a member of council fails for any reason to serve in the respective office for a full twelve months, the remuneration shall be prorated on a bi-weekly basis for the period served.

#### **5.00 Remuneration Review**

- 5.01 During the final year of council's term of Office, council shall schedule a review of the *Council Remuneration Bylaw* and proceed to amend it as deemed advisable at that time.

#### **6.00 Additional Payments**

- 6.01 In addition to the annual remuneration provided pursuant to this bylaw, a member of council may be paid a per diem for each day the member of council is engaged in representing the City at any training session, event or meeting where such representation has been approved in advance by council resolution. The per diem shall be prorated as follows:



# THE CITY OF DAWSON

## Council Remuneration Bylaw

Bylaw No. 2021-10

Representation	Entitlement	Amount
More than 4 hours	Full-Day	\$200.00
4 hours or less	½ Day	\$150.00

6.02 The per diem provided pursuant to this bylaw shall be paid with respect to such day or days on which a member of council:

- (a) represents the City at an approved training session, event or meeting; or
- (b) is required to be absent from the municipality for four or more hours for the purpose of travelling to and from an approved training session, event or meeting.

### 7.00 Expenses

7.01 Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with the travel of any member of council outside the City of Dawson.

7.02 Members of council shall be reimbursed for travel expenses in accordance with the *City of Dawson Travel Policy*.

## PART III – FORCE AND EFFECT

### 8.00 Severability

8.01 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.

### 9.00 Bylaw Repealed

9.01 Bylaw 2018-10, and amendments thereto, are hereby repealed.

### 10.00 Enactment

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



# THE CITY OF DAWSON

## Council Remuneration Bylaw

Bylaw No. 2021-10

### 11.00 Bylaw Readings

Readings	Date of Reading
FIRST	July 13, 2021
SECOND	August 3, 2021
THIRD and FINAL	August 31, 2021

**Original signed by:**

*Wayne Potoroka, Mayor*

**Presiding Officer**

*Cory Bellmore, CAO*

**Chief Administrative Officer**



# Town of the City of Dawson

## TRAVEL POLICY

### #08-01

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1. This travel policy shall apply to Members of Council; Members of City Boards and Committees; and City Employees.
  2. Where a conflict exists between this policy and a Bylaw or Statute, the Bylaw or Statute shall have precedence.
  3. City of Dawson Travel Policy 06-01 is hereby rescinded.
  4. Travel Approval
    - a. For travel budgeted for in Council approved budgets, the Chief Administrative Officer (CAO) shall be the approval authority.
    - b. For CAO travel, trips within the Yukon where travel budgets exist in Council approved budgets, the Senior Finance Officer may sign travel claim forms.
    - c. For CAO travel outside the Yukon, all travel must be approved by Council resolution.
    - d. For Mayor or Council travel within the Yukon not exceeding 5 days, CAO shall be the approval authority
    - e. For Mayor or Council travel within the Yukon exceeding 5 days, all travel must be approved by Council Resolution.
    - f. For Mayor & Council travel outside the Yukon all travel must be approved by Council Resolution
    - g. All travel claims shall be numbered and filed.
  5. Responsibilities of Person Traveling
    - a. Prior to the trip, a completed "Travel Authorization/Claim Form" attached hereto as Appendix "A", must be submitted to the appropriate approval authority.
    - b. Where more than one person is traveling to the same event, car-pooling shall be used whenever practicable.
    - c. Where car-pooling is practicable but declined, travel allowances will be prorated.
  7. Responsibilities of Approval Authority
    - a. The approval authority shall check that the trip has been budgeted for.
    - b. Where the trip has not been budgeted for, the approval authority shall:
      - ensure the trip is necessary for the good of the municipality
      - ensure that enough funds exist in approved budget account.
    - c. The approval authority shall approve/not approve trip as appropriate and sign the travel authorization form accordingly. If the trip is not approved, the approval authority shall indicate in writing the reasons for non – approval.
  8. Hotels

Hotels rooms shall be single rooms. Where the person traveling wishes a larger room or travels with a spouse or companion, the difference in rates shall be paid by the person traveling. When a stay exceeds two days a housekeeping room may be requested subject to approval as described in Section 4.
-



9. **Airlines**  
Where travel is by air, office staff will book the tickets taking advantage of any reduced fares available based on consultation with traveler.
10. **Child Care**  
Child Care will be provided to members of Council and City employees in instances where travel outside the City of Dawson is required.
11. **Taxi / Buses**  
Travel to and from airports and as otherwise required, may be claimed.
12. **Rates**  
As defined in Appendix "A", and consistent with Yukon Territorial Government Rates. Appendix "A" will be amended from time to time to remain consistent with Yukon Territorial Government Rates.
13. **Claims**
  - a. Hotels/airlines booked by the office shall be paid for directly by the City through normal City procedures.
  - b. Travel Claim forms will be processed according to the payable schedule.
  - c. Except for meals, private accommodation and mileage, no reimbursement will be provided for expenses not accompanied by a receipt.
14. **Reporting**  
After completion of the trip, a summary report must be submitted to Approval Authority, which includes:
  - Details of the trip.
  - An evaluation of the benefits the travel provided to person traveling, to the City and to the community.
  - Any other report upon which approval was contingent;
  - Final cost of trip
15. **Appendixes**
  - i. Appendix "A" – Travel Authorization & Claim Form

**POLICY TITLE:** Travel Policy

**POLICY #:** 08-01

**EFFECTIVE DATE:** June 17, 2008

**ADOPTED BY COUNCIL:** Resolution # C08-14-15 on June 17, 2008

**AMENDED BY RESOLUTION:** C09-12-15 on May 19, 2009

Original signed by:  
Mayor, John Steins

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CAO, Eldo Enns

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**From:** [A Macleod](#)  
**To:** [Municipal Clerk](#)  
**Subject:** Moose Hide Campaign Day Proclamation Request- May 16, 2024  
**Date:** May 1, 2024 11:39:18 AM  
**Attachments:** [2024 MHC Proclamation-Dawson City, YT.docx](#)

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Good afternoon Elizabeth,

Thank you for taking my call and providing your email. As shared, the Moose Hide Campaign Team is hoping to have the City of Dawson join many other municipalities across Canada in proclaiming May 16, 2024 as Moose Hide Campaign Day to solidify the importance of the date and express willingness to stand up against gender-based violence.

The Moose Hide Campaign is an indigenous-led, grassroots organisation that aims to bring awareness to, and hopefully end, gender based violence. Participants wear the moosehide pin as an acknowledgement that they are standing up against gender-based violence.

Our hope is that Dawson City will proclaim May 16th as Moose Hide Campaign Day and share the proclamation through your communication channels.  
Please find the proclamation request to be read or submitted as attached.

Please feel free to contact me if you have any other questions.

Here is the link to our website as well:  
<https://moosehidecampaign.ca/campaignday/>

If you could please let me know if you choose to join us in the proclamation or if not. It would be deeply appreciated!

Kindest regards,  
Asha MacLeod  
[Amac292@gmail.com](mailto:Amac292@gmail.com)  
250-415-0994

DATE: May 1, 2024

TITLE: **MOOSE HIDE CAMPAIGN DAY**

FROM: Moose Hide Campaign Development Society

WHEREAS, the Moose Hide Campaign is an Indigenous-led, grassroots movement of men, boys and all Canadians standing up to end violence against women, children and all those along the gender continuum and;

WHEREAS, the Moose Hide Campaign was founded along the 'Highway of Tears' in British Columbia in response to the injustices and violence faced by many women and children in Canada, particularly those who are Indigenous;

WHEREAS, Intimate Partner Violence (IPV) is at epidemic proportions across Canada with more than 4 in 10 women having experienced it in their lifetime, and this reality is worse for Indigenous women who are twice as likely to experience violence from their current or former partners;

WHEREAS, the Moose Hide Campaign has distributed over five million moose hide pins that each spark five conversations about issues of violence against women, children, and all those along the gender continuum;

WHEREAS, wearing the moose hide pin demonstrates a commitment to honour, respect and protect the women and children in your life, end gender-based violence and take meaningful action towards reconciliation with Indigenous peoples;

WHEREAS, participation in the Moose Hide Campaign is a concrete action for all citizens to address the legacies of colonization, residential schools and the reality of more than 1,200 missing or murdered women in Canada;

WHEREAS, engagement with the Moose Hide Campaign aligns with the United Nations Declaration on the Right of Indigenous Peoples (UNDRIP), the Truth and Reconciliation Commission's Calls to Action, and the Calls for Justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG2S+)

**It is therefore requested:**

1. That the City of Dawson, Yukon Territory, proclaims May 16, 2024, as Moose Hide Campaign Day.
2. That the City's Corporate and Strategic Communications department promote the passage of this resolution on the appropriate corporate communications channels.

**MINUTES OF CITY OF DAWSON RECREATION BOARD - R24-01**

held on Tuesday, April 2, at 5:15 p.m. at Art and Margaret Fry Recreation Centre.

---

PRESENT: Monna Sprokkreeff, Brent McDonald, Amélie Morin

REGRETS: Ashley Doiron, Peter Menzies, Megan Macdougall, Dawn Kisoun

ALSO PRESENT: Paul Robitaille (Parks and Recreation Manager), Helen Dewell (Guest)

**1. Agenda**

Amendments made to agenda correct name spelling and a few grammatical errors, and the addition of Helen Dewell as a delegate at the meeting.

**R24-01-01**

**Moved By:** M. Sprokkreeff

**Seconded By:** B. McDonald

*That the agenda for Recreation Board Meeting C24-01 of April 2, 2024 be adopted as amended.*

CARRIED 3-0

---

**2. Delegations & Guests**

**a. Helen Dewell RE: Grimshaw, Alberta Multiplex**

*Helen provided insight on new recreation centre project, and asked several questions as to the status of the project.*

---

**3. Overview of Recreation Board**

- a. Current Members
- b. Review Recreation Board Bylaw
- c. Review Role of Board
- d. Assign Chairperson and Vice-Chairperson

*Discussion held on role of Recreation Board and best options for communication, schedule, and to establish positions within the board..*

**R24-01-02**

**Moved By:** M. Sprokkreeff

**Seconded By:** A. Morin

*That the Recreation Board appoint Peter Menzies as Chairperson until the first Recreation Board meeting of 2025. That the Recreation Board appoint Monna Sprokkreeff as Vice-Chair until the first Recreation Board meeting of 2025.*

CARRIED 3-0

- e. Establish Upcoming Meeting Schedule

**Recommendations:**

- *Attempt should be made to host meetings on the second and fourth Tuesday of the month, with goal of having the meetings prior to City of*
-

*Dawson Council meetings.*

- *Meetings should generally start at 5:30pm and end prior to 7:00pm.*
- *Staff should attempt to provide a Zoom option for these meetings, and use City Hall as primary location for meetings.*
- *Next meetings:*  
*Tuesday, April 23, 2024- 5:30pm*  
*Tuesday, May 14, 2023- 5:30pm*  
*Tuesday, May 28, 2023-5:30pm*

**4. New Recreation Centre**

- a. Background
- b. Project Considerations and Recommendations of Administration
- c. Role of Recreation Board
- d. Other Considerations

*Discussion held on New Recreation Centre. Staff provided insight based on prepared City of Dawson Recreation Board -Memo.*

*Group discussed and recommended the following:*

- *Create a Shared Drive that includes upcoming YG Tender for Design/Build, Case Studies from existing recreation facilities, and most recent schematic design.*
- *Consider a Communication plan to be inclusive to public as possible.*
- *Consider advisors who have done research and case studies on recreation facilities, including Helen Dewell and Diana Andrew.*

**5. Upcoming Discussion Items**

- a. New Recreation Centre-Workshop
- b. Community Grants & Recreation Fund Intake
- c. Community Grants & Recreation Fund Policy Review
- d. Recreation Board Policy & Role Review

*Discussion held on upcoming meeting content. Suggestion made to create a workback schedule to help determine next steps in project. Concerns about ensuring facility is a true recreation centre, as opposed to an arena were raised and initial discussion about what amenities to focus on were had.*

**6. Round Table**

- a. Art and Margaret Fry Rec Centre – Concession Use
- b. Community Grants & Recreation Fund Policy Review

Round Table (cont.)

*Members discussed concerns surrounding the Concession at the Art and Margaret Fry Recreation Centre and its future use. Recommendation was made to make the concession available for business use again.*

*Members requested that Community Grant and Recreation Fund Policy be added to shared drive.*

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# Town of Faro

SHADOW POPULATION COUNT





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## Objective

In November 2023 the Town of Faro completed an administrative census. The purpose of this census was to give an accurate count of the number of people residing within the borders of the Town of Faro at any given time, regardless of permanent residency status.

## Authority

Section 229 of the Statutes of the Yukon Chapter 154, *Municipal Act* states “Council may take a census of the municipality. S.Y. 1998, c.19, s.228.”

## The Need for a Population Count

Town Council did not believe that the active population of residents, both permanent and non-permanent, is reflected properly by the Yukon Bureau of Statistics. This is important because many grants, especially the Comprehensive Municipal Grant (CMG), are heavily influenced by the population count. As such, in 2023, Council directed Administration to complete a municipal census to calculate the population of Faro as of 2024.

To be fair, the Yukon Bureau of Statistics does their best to estimate the population of a community, based on the addresses of record they can collect from drivers' licenses, medical information, assessment rolls, etc. The problem of course, is that the population of the Town is being heavily influenced by non-resident workers who have a permanent residence somewhere else, but live in the community for cyclical terms. These workers may be here for a few weeks at a time (in and out) and replaced by other workers on an opposite cycle, or they may be here for 3 to 9 months at a time, or even years at a time, depending on their work or contracts.

This 'Shadow Population' places a demand on municipal services but these people are not factored into the grants provided the Town Office to assist in providing these services.

To further complicate the issue, some permanent residents, who live outside the municipal boundary, can accidentally be included in the municipal population estimate from Yukon Bureau of Statistics if these people collect their mail in Faro. These people do not pay for services, like access to waste management or recreation, nor do they pay property taxes to the Town, but they skew the population count.

### The 2021 Federal Census Population Estimate

It should be noted that, according to the 2021 Federal Census, Statistics Canada counted 210 'private dwellings occupied by usual residents' in Faro. Statistics Canada also uses the factor of 2.1 persons as possible inhabitants of a livable residence. Therefore, in 2021, they were estimating a population of 440.

It is also important to note that Statistics Canada also recorded there were 423 private dwellings in Faro. At the time of the 2021 census, there were many dwellings NOT occupied whereas, in 2024, many of these dwellings either have been, or are in the process of being, renovated and occupied. As such, with the possibility of 100% occupancy could some day be calculated as  $423 * 2.1 = 888$  people in Faro. History notes, however, that during peak population in the 1980s, Faro had a population in excess of 2,000.

### 2023 Yukon Bureau of Statistics Population Estimate

In 2023, the Yukon Bureau of Statistics estimated the population of Faro was 453, which is very close to the estimate by Statistics Canada some 2 years earlier in 2021. Yet it is generally believed that the population of the community has grown substantially in the last few years.

For example, in January 2019, the Town Office issued 197 residential utility invoices. In January 2024, the Town Office now has 274 active residential utility accounts. That's an increase of 40%. If the factor of 2.1 is applied to 274, the population estimate would be 576 for Faro.

### Faro Administration proceeds with a Municipal Census

At the recommendation of the Yukon Bureau of Statistics, an administrative count of the shadow population was completed as opposed to a traditional census. Two non-partial locals, who have vast knowledge of the community and residents, were contracted as Census Workers to complete the administrative count.

## Methodology

At the recommendation of the Yukon Bureau of Statistics, a similar approach was used as outlined in the “Shadow Populations in Northern Alberta” 2006 Report.

To be as accurate as possible, the Census Workers first utilized the Town’s land files and development permits, to create a base list of all properties. Using their knowledge of the community, along with business licence applications, curb stop turn on/shut off forms, and development permits, these Census Workers then determined the number of occupants in each residence at any given time. Where and when required, they contacted local construction companies, who have purchased housing units for staff housing, to confirm the occupancy numbers and cycles of these units.

The Census Workers then followed the general methodology in the Northern Alberta report process. For clarification, the census counted people in the following categories.

### Permanent Residents

Permanent Residents are defined as persons who have a main residence in Faro and reside in Faro for more than 6 months of the year. Because a “door-to-door” survey was not completed, an accurate count of permanent residents was not calculated in the “Shadow Population Count”. According to the 2023 3Q Population Report from the Yukon Bureau of Statistics, there are 453 people living in the Town of Faro. This is the number used to calculate the total number of permanent residents in Faro.

### Seasonal Residents

Seasonal Residents are people who permanently reside elsewhere but have property in Faro and return annually for a period of more than 30 days, but less than 6 months.

These residents count for 0.5 persons in the census count as they are only in Faro for half of the year.

### B&Bs, Guest Houses, and Campgrounds

These establishments host tourists, short-term and long-term contractors, and temporary workers. The purpose of this census was not to count tourists, nor contractors, who are in the municipality for less than 30 days annually.

The number of rooms/campsites were counted at these establishments and each room counted for 0.25 of a person. This assumes that a room may not always be filled, and the occupants may not meet the shadow population guideline of residing in Faro for more than 30 days, but less than 6 months.

## Corporate Houses

A Corporate House is a residential property which temporarily houses employees that permanently reside outside the community, by providing them a place to live while at work within the community. There are two types of corporate houses: Corporate Houses with Year-Round Employees and Corporate Houses with Seasonal Employees.

### Corporate Houses with Year-Round Employees

Corporate Houses with Year-Round Employees have employees who work two to three-week shifts and stay in the house when on shift, then another employee moves in for two-three weeks and lives in the house. Therefore, the room is always occupied.

Since there is always a person living in the house, they are counted as one (1.0) person. The local corporations were contacted to confirm the number of employees saying in the house at any given time.

### Corporate Houses with Seasonal Employees

Corporate Houses with Seasonal Employees may have employees living in them from May to October to complete work during the warmer months or may have employees who cycle in and out during the warmer months. Either way, local corporations were contacted, and each room was counted as 0.5 of a person, since the house is only occupied 50% of the year.

## Potential Housing

With the large number of previously vacant housing in Faro, many of the residential properties are being renovated and many will be ready for occupancy within the next 6 months. These property owners were contacted and asked how many units/rooms would be available within that six-month time period.

Because there is no way of knowing that all units/rooms would be completed and because some properties may be short-term rentals and not occupied all year, or occupied with tourists, each unit was counted at 0.5 of a person. It also must be noted each unit also has the potential become a family home with four or more permanent residents, or a year-round corporate house with three bedrooms and three employees residing in the unit at any given time.

This number is important to count because it shows Faro's growth, and that Faro will continue to grow. Because Potential Housing units are expected to be ready for occupancy in 2024, this census has been dated 2024, and effective from January 1, 2024.

# Results

Chart 1 – Results

Type of Residents	Counted Occupancy	Methodology Applied	Counted Population	Percentage of Total Population
Permanent Residents	393	YBS	453	72%
Seasonal Residence	26	50%	13	2%
B&B / Guest House	46	25%	12	2%
Campsites	21	25%	5	1%
Corporate Houses with Year-Round Employees	88	100%	88	14%
Corporate Houses with Seasonal Employees	35	50%	18	3%
<b>Sub-total</b>			<b>589</b>	<b>94%</b>
Potential (houses ready for rental within 6 months)	75	50%	38	6%
<b>Total</b>			<b>627</b>	<b>100%</b>

These results show that the number of residents, used when calculating the population for the Town of Faro by Yukon Bureau of Statistics, is understated.

There is a Shadow Population of 136 people not included in the YBS population estimate. Note: Seasonal Residents (13), B&B / Guesthouse (12), Campsites (5), Corp Houses w Year-Round Employees (88), Corp Houses w Seasonal Employees (18) = 136 people

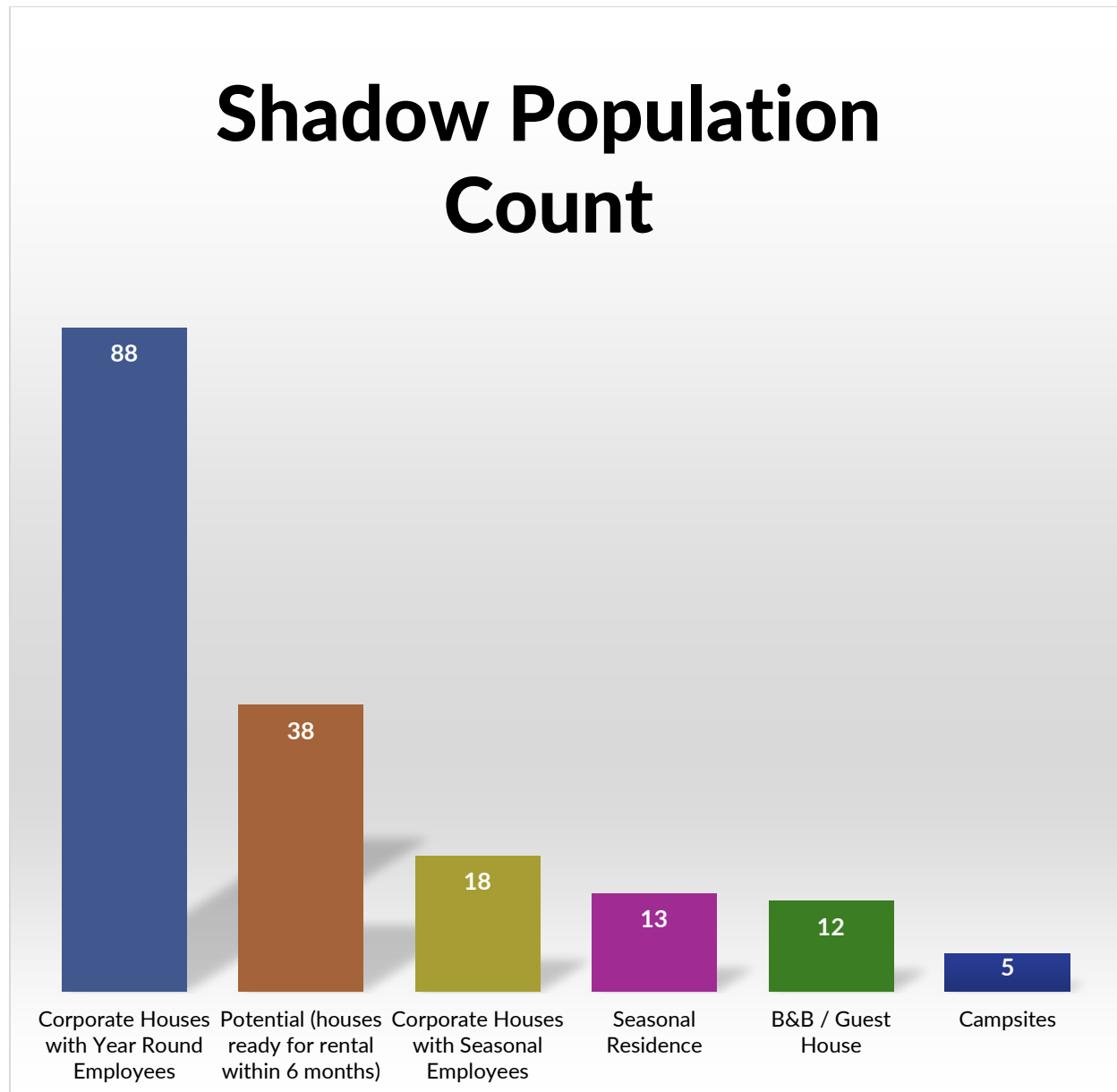
Yukon Bureau of Statistics estimates 453, but the shadow population of 136 should be included making the population **589**. (453 + 136 = 589). That's **30%** more than YBS estimates.

When the Potential Housing population of 38 more people are factored in, that further increases the total to 627 in 2024. That's **38%** more than YBS estimates.

**Important Note:**

When comparing the Third Quarter YBS population estimate for 2023, compared to the conservative administrative count completed by the Census Workers, there is an approximate difference of 60 people (453 YBS count versus 393 Admin count). This may be due to the residents who live outside Faro Town boundaries but maintain Faro addresses.

Chart 2 – Shadow Population Count



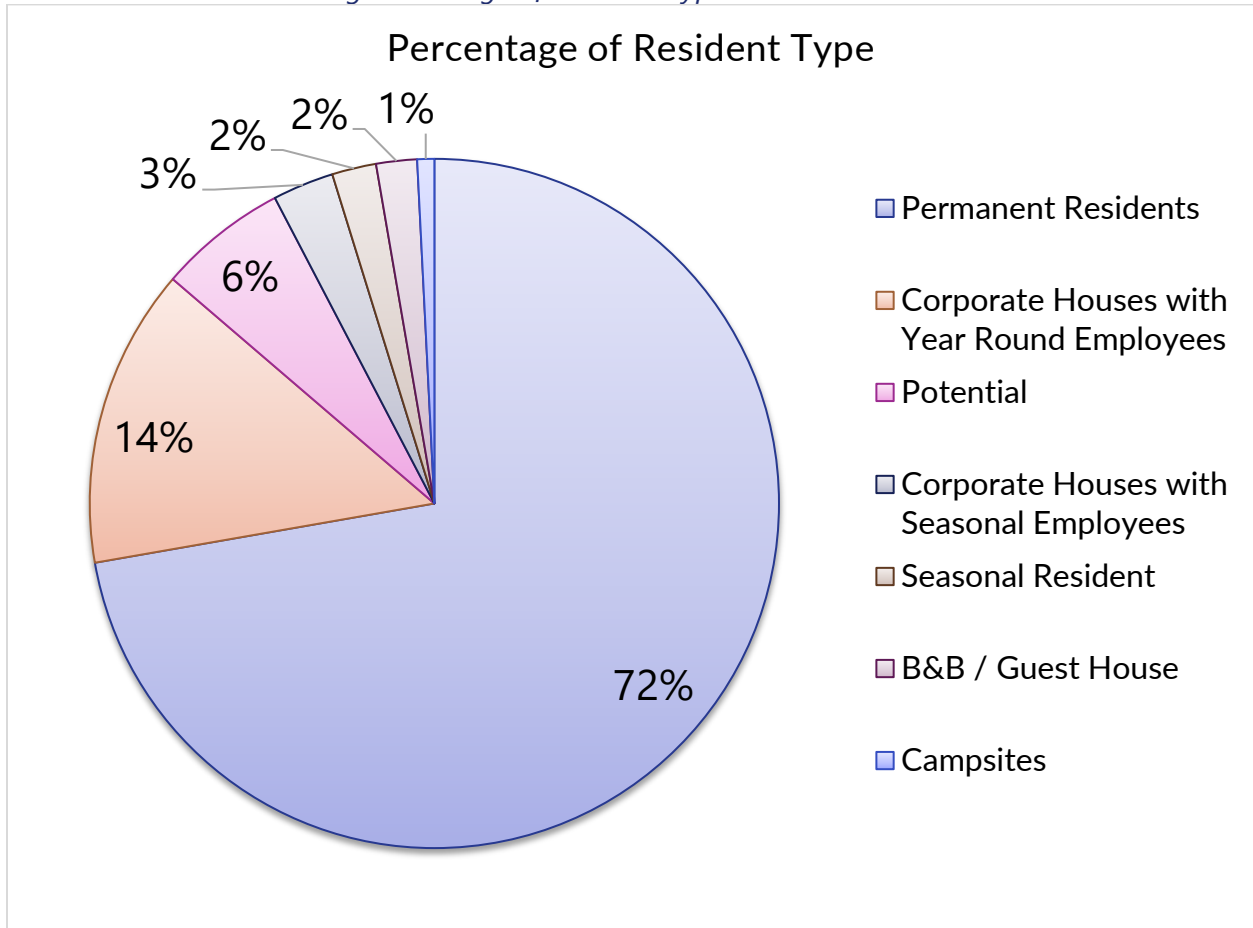
In 2024, Faro has an estimated Shadow Population of about 136 people, without counting the Potential Housing units expected to become available in mid-2024. By year end, those units would increase the Shadow Population count to **174 people**.

In 2025, with the current Potential Housing units completed and many being rented for the full year, that Shadow Population could increase from 174 to potentially 212, bringing Faro's total population to well over 660. That is **45% more** than the current population estimate of 453 by Yukon Bureau of Statistics.

## Conclusion

This project was started with the belief that there were an additional 100 (+/-) residents living in the community at any given time. Neither Mayor, Council, nor Administration were expecting that the Shadow Population would make up 174 occupants of the community, or 28% of the population.

Chart 3 – Pie Chart showing Percentage of Resident Type



### Permanent Residents

Only 72% of the current population of Faro consists of permanent residents.

### Seasonal Residents

Seasonal Residents only account for a small 2% of the Shadow Population within Faro. These Summer Occupants do not cause a large disruption of the Town's resources.



## Contractors - Corporate Houses, B&Bs, Guest Houses, and Campgrounds

Corporate Houses in Faro currently account for 106 occupants. This number does not include the contractors staying in B&Bs, Guesthouses, or sites at local campground. Including ALL contractor occupants within Faro, there are additional 136 persons who are accessing and using Faro's services and resources, yet Faro receives no grant funding from YG to offset this additional service expense. YG does, however, receive revenue from the construction and developments taking place OUTSIDE Faro's Town Boundaries.

## Potential Housing

There are currently 75 units actively being renovated in Faro. Most of these units are three-bedroom duplexes.

- The Census Workers conservatively estimated those 75 units could have 50% occupancy in 2024 for a total of 38 units by year end. Using the Stats Canada factor of approximately 2.1 residents living in each unit in Faro, that would translate to 80 people ( $38 * 2.1 = 80$ ) filling those units by 2025. Using the estimate of 589 (see page 6), plus 80 would equal 669. This is not unreasonable to prepare for this level of increase.
- To make the situation more complex, most of these units are owned by corporations who are interested in filling the units with their transient employees. If these corporate units ARE occupied in 2024, with 1 person per bedroom (3 persons per unit x 75 units), that could translate to approximately 225 additional residents within 6 months, for a total of  $589 + 225 = 814$ .

The Town also realizes that the 75 units that were counted in this Shadow Population count are not the only units actively being renovated.

There are more units that are currently being renovated but did not meet the 6-month completion date when the count was being administered in November 2023. As such, it is more likely that the Town will be looking at an average of 2-3 occupants in each unit, as per the averages from the 2021 Canadian Census, or an additional 150-225 residents. In other words, it is highly possible that the Town of Faro needs to prepare for a population upwards of 800 residents within the next 12 to 36 months.

## Alberta Municipal Government Act

Section 604 of the *Alberta Municipal Government Act* provides authority to municipalities to complete their own census and for the Province to respect that information for official population count calculations (grants, etc.)

They recognize the temporary (shadow) population has an impact on the services delivered by a community and in reality, the community is supporting them. For this reason, the Alberta Government is prepared to factor that transient population into the grants and support structure, because that is the population that the community is in reality supporting.

### Ministerial Regulations

*604 The Minister may make regulations*

- (a) *defining population for the purposes of this Act;*
- (b) *respecting the determination of the population of a municipality or other geographic area and establishing requirements for a municipality to conduct a census and provide information concerning population to the Minister;*
- (c) *respecting the administration, operation and management of specialized municipalities;*
- (d) *prescribing forms for the purposes of this Act;*
- (e) *respecting the content or form of anything required to be done by a municipality under this Act.*

It is difficult for the Yukon Government to provide an accurate community population count (both permanent and non-permanent) for the Yukon communities, Faro questions whether it is time for the Yukon Government to amend the *Yukon Municipal Act* to empower Yukon communities to conduct their own community population counts.

## Administrative Note

Town of Faro employees and contractors completed this report. While all these workers have a basic understanding of statistics, none are Statistical Analysts.

The Yukon Bureau of Statistics was asked to help with the methodology. Because this process was largely new to the Town of Faro, and the Yukon in general, the Yukon Bureau of Statistics was only able to provide limited support to the Town's request.

# Committee Minutes

Wednesday 6<sup>th</sup> March, 2024  
19:00

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**Meeting Type: Regular**

**Meeting: # HAC 24-05**

**Facilitators:** Pahdee Poolkasem, PDA

**Attendees:** Megan Gamble (Chair), Aaron Woroniuk, , Mike Ellis, Kayla Goodwin

**Regrets:** Rebecca Jansen

Meeting Called to order at 7:03

## *Minutes*

---

**Agenda Item: Agenda Adoption**

**Presenter:** Mike Ellis

**Resolution:** 24-05-01

**Secunder:** Megan Gamble

THAT the Agenda for Heritage Advisory Committee Meeting 24-05 has been adopted as presented.

**Discussion:** None.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Conflict of Interest**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Committee of the Whole**

**Presenter:** Mike Ellis

**Resolution:** 24-05-02

**Secunder:** Aaron Woroniuk

THAT the Heritage Advisory Committee move into the Committee of the Whole.

**Discussion:** None

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Delegations**

**Discussion:**

Sylvia Frisch – DP # 24-005

- HAC suggested that the Design Guidelines be forwarded to the delegate

---

**Agenda Item: Revert to Heritage Advisory Committee**

**Presenter:** Megan Gamble

**Resolution:** 24-05-03

**Secunder:** Mike Ellis

THAT the Committee of the Whole revert to the Heritage Advisory Committee.

**Discussion:** None.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Business Arising from Delegations**

**Discussion:**

-



# Committee Minutes

Wednesday 6<sup>th</sup> March, 2024  
19:00

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**Meeting Type: Regular**

**Meeting: # HAC 24-06**

**Facilitators:** Pahdee Poolkasem, PDA

**Attendees:** Megan Gamble (Chair), Aaron Woroniuk, Mike Ellis, Rebecca Jansen, Kayla Goodwin

**Regrets:**

Meeting Called to order at 7:00PM

## *Minutes*

---

**Agenda Item: Agenda Adoption**

**Presenter:** Mike Ellis

**Resolution:** 24-06-01

**Secunder:** Megan Gamble

THAT the Agenda for Heritage Advisory Committee Meeting 24-05 has been adopted as presented.

**Discussion:** None.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Conflict of Interest**

**Resolution:** n/a

**Discussion:** None.

---

**Agenda Item: Committee of the Whole**

**Presenter:** Mike Ellis

**Resolution:** 24-06-02

**Secunder:** Aaron Woroniuk

THAT the Heritage Advisory Committee move into the Committee of the Whole.

**Discussion:** None

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Delegations**

**Discussion:**

Lindsay Justin Baker – DP #22-089

- HAC inquired about the reasoning behind the asymmetrical nature of the new design
- The delegate stated that the asymmetry was in order to accommodate interior amenities such as additional closet space
- HAC remarked that complete asymmetry would be acceptable but not the current slight asymmetry
- HAC inquired about the mullions on the windows
- The delegate stated that they are faux double 1x1 square on the second floor and 2x1 on the first floor

Mary Ellen Read – DP #24-017

- HAC inquired about the elevation of the building in relation to the streetscape
- The delegate stated that the new development will be the same height as the nearby Denekar Zho building but with a cascaded frontage like the Eliza building in order to conceal its height
- The delegate stated that the siding of the development will be made of wood shiplap and that the trims will also be wooden
- The delegate stated that the left side door will be accordion style in order to be able to merge the indoor and outdoor spaces, however, this has not been finalized and wide double doors may be considered
- HAC remarked how the access ramp component of the development is acceptable, as they are very visible in the area

- The delegate stated that they have not decided on a name for the development

**Agenda Item: Revert to Heritage Advisory Committee**

**Resolution:** 24-06-03

**Presenter:** Megan Gamble

**Second:** Mike Ellis

THAT the Committee of the Whole revert to the Heritage Advisory Committee.

**Discussion:** None.

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

---

**Agenda Item: Business Arising from Delegations**

**Discussion:**

- None

---

**Agenda Item: Adoption of Meeting Minutes**

**Resolution:** 24-06-04

**Presenter:** Megan Gamble

**Second:** Aaron Woroniuk

THAT the Heritage Advisory Committee APPROVE the minutes from meeting #24-005 as presented.

**Discussion:** None.

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

---

**Agenda Item: Business Arising from the Minutes**

None.

---

**Agenda Item: Applications**

**Resolution:** 24-06-05

**Presenter:** Aaron Woroniuk

**Second:** Megan Gamble

THAT the Heritage Advisory Committee TABLE development permit #22-089 amendment.

**Discussion:**

- HAC stated that they would prefer a more symmetrical front facade

Votes For: 3

Votes Against:

Abstained: 0

CARRIED

---

**Agenda Item: Applications**

**Resolution:** 24-06-06

**Presenter:** Mike Ellis

**Second:** Megan Gamble

THAT the Heritage Advisory Committee TABLE development permit #24-005.

**Discussion:**

- HAC requested for a window and door schedule,
- HAC stated that they would prefer a narrow window and gliding muntin
- HAC commented on how the exposed truss flush to the building is rarely seen in dawson
- HAC inquired whether the roof is corrugated tin

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

**Agenda Item: New Business**

**Resolution:** N/a

**Discussion:** None.

---

**Agenda Item: Applications**

**Resolution:** 24-06-07

**Presenter:** Aaron Woroniuk

**Seconded:** Mike Ellis

THAT the Heritage Advisory Committee TABLE development permit #24-017.

**Discussion:**

- HAC suggested that canvas be used as the material for awnings
- HAC requested for less utilitarian soffits and cornerboards
- HAC requested for a strong cornice

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Agenda Item: Unfinished Business**

**Resolution:** n/a

**Discussion:** None.

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**Agenda Item: Adjournment**

**Resolution:** 24-06-08

**Presenter:** Aaron Woroniuk

**Seconded:** Mike Ellis

That Heritage Advisory Committee meeting HAC 24-06 be adjourned at 8:02 on March 20th, 2024.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

---

**Minutes accepted on:** 17/04/24

Peter Menzies  
Box 646  
Dawson City, Yukon  
Y0B 1G0

David Henderson  
CAO  
City of Dawson  
Box 308  
Dawson City, Yukon  
Y0B 1G0

Dear Dave:

RE: Future of Cable TV

---

How are you? As you and Council work at deciding the future of cable tv, I'd like to offer these comments. The intent is to offer information regarding community use that can be added to the research in the council package.

1. It is important to have locally controlled infrastructure. Local ownership allows the service to be responsive to local interests and pricing.
2. There are two areas where the cable service still makes sense for the City:
  - a. Communicating city government messaging (i.e. notices, council meetings etc.).
  - b. Emergency Measures Operations (i.e. live tv broadcasts similar to the situation in the early 2000's where the forest fire service took over CFYT and Cable 12 as part of the EMO operation.

I appreciate the financial stress regarding cable service but do see value in it.

3. Live t.v. shows are a good service. The Dawson City Music Festival broadcasts on cable 12. Over the years, all candidate forums, school show and casino events have all been on cable 12. Although service has been largely underutilized, I wonder if the conversation would be different if there were an active local tv club. Perhaps the future of cable would look more positive if there was more locally produced content.
4. I agree that the media landscape is heavily dominated by the Internet, Northwestel and cell service providers. This is part of my concern since there is no local control over any of these. For example, even though everyone uses Facebook, no media



including CFYT and CBC can post news on FB.

5. It would be worth looking at an alternative finance model based on user services and locally produced shows that can contribute to the tv costs. For example, in the same way citizens support radio, maybe they'd support local cable. This has never been tried.

This would mean working with the cultural sector and content producers to see where the potential might be. I would be willing to help research this idea.

Good luck with your deliberations and thanks for your attention.

Peter G Menzies, OY

[Peter.menizes@yesnet.yk.ca](mailto:Peter.menizes@yesnet.yk.ca)

**From:** [Patrik Pikalek](#)  
**To:** [CAO Dawson](#)  
**Cc:** [Municipal Clerk](#)  
**Subject:** Fw: waste diversion and management  
**Date:** April 4, 2024 10:25:08 AM

---

Hi David,

This would be to add to the next meeting correspondence.

Thank you!

Patrik

---

**From:** Kim <meltonk@gmail.com>  
**Sent:** April 4, 2024 10:19 AM  
**To:** Bill Kendrick; Julia Spriggs; Alexander Somerville; Patrik Pikalek; Brennan Lister  
**Subject:** waste diversion and management

Dear Mayor and councilors,

I'm sorry I was unable to attend the forum last night on waste management, and grateful to hear that it was positive and forward looking. I wanted to provide some input and resources. I think Dawson could be a leading municipality in waste management and diversion, and would be so grateful if our free store was once again a destination for tourists and a meeting ground for residents looking to repurpose and reuse; if the dump was a setting that reflects our collective values of respect for the land we live on and the resources we use; if the recycling depot was clean and organized and a site for art and education.

I used to work at the Mt Lorne Transfer Station and am still inspired by the way the site is maintained to encourage re-use and effective disposal of that which can no longer be re-used. My time there taught me the value of paid staff - all it takes is one or two folks dropping off things without taking the time to sort or dispose of them properly for the whole to become visually disorganised to the extent that others will follow suit. When there are adequate paid staff to maintain a minimum level of order, the majority of people are quick to follow signage and treat the place with care. This applies to reuse as well as recycling and all the various 'waste' categories.

I also lived near Whitehorse when a Japanese plastic-to-oil machine was piloted at P and M recycling and heated the building using waste plastics converted to heating oil for a winter. While funding was cut from the project, it demonstrated proof of concept; I recall hearing that

the units are made at various scales from tabletop to community to city. Similarly, the Yukon is home to the inventor of a machine to separate plastics from compost, and a glass foundry investigating using post-consumer glass to build bricks or other structural components.

All this to say that we don't have to go too far to find people, organisations and resources that could help Dawson become a leader in waste diversion and management. Please invest in people to do this work, and think creatively: funded artists' residences at the free store or recycling depot, using 'waste' wood and cardboard to heat buildings, repair cafes to help folks fix their broken appliances, youth interns to manage the freestore, break down electronics for recycling and improve signage and education about where materials come from and where they go.

I don't imagine these ideas are new to you, or that they weren't among those shared last night. I do want to add my voice to those who fully support you in moving this all forward in a good way.

Thanks kindly for your time,

Kim Melton  
Dawson Resident



2024.04.09

Your file

Votre référence

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

Our file

Notre référence

Dear Chief and Council,

**Re: 2024-2025 RCMP Annual Policing Priorities**

It is that time of year again and I am reaching out to you to gather formal input with regards to the 2024-2025 Annual Policing Priorities for the Dawson City RCMP Detachment. I would appreciate input with regards to what areas and activities you would like your local RCMP Detachment to focus on in relation to policing in the Dawson City area.

Last year our focus areas that were determined by yourselves and the City of Dawson are as follows:

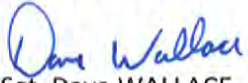
1. Police and Community Relations – Community Relations / Public Trust
2. Youth Engagement
3. Traffic Safety
4. Substance Abuse

The issues you would like us to focus on can remain the same or be changed in any way to address issues identified by the council. We will consider the issues that you identify, as well as any other stakeholders in the community, Yukon Territorial Government policing priorities and national policing concerns. Once all the feedback has been collected, a unique plan will be developed for Dawson City considering all stakeholder's input. This information is used to develop the Detachment's Annual Performance Plan for 2024-2025, in which we determine the areas that we concentrate our efforts and will measure how well we are working towards successfully addressing your priority issues for policing.

I will be pleased to be available to discuss the matter at any up coming council meeting at your leisure.

If you have any questions or concerns with regards to the above request, please do not hesitate to contact me directly.

Kindest Regards,



Sgt. Dave WALLACE  
N. C. O. In Charge  
Dawson City RCMP

Box 159  
Dawson City, Yukon  
Y0B 1G0

/am



**MONTHLY  
POLICING REPORT  
January, 2024**

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

The Dawson City RCMP Detachment responded to a total of 53 calls for service during the month of January, 2024.

OCCURENCES	January, 2024	Year to date 2024	January, 2023	Year to date 2023	Year Total 2023
Assaults (all categories)	3	3	6	6	46
Sexual Assault	1	1	0	0	7
Break and Enter	1	1	0	0	12
Thefts (all categories)	3	3	8	8	92
Drugs (all categories)	0	0	1	1	4
Cause a Disturbance	1	1	1	1	62
Mischief	7	7	5	5	111
Impaired Driving	0	0	0	0	23
Vehicle Collisions	4	4	7	7	67
Mental Health Act	0	0	5	5	49
Assistance to General Public	2	2	6	6	71
Search and Rescue	0	0	0	0	9 Land
Missing Persons	0	0	1	1	8
Wellbeing Checks	3	3	3	3	98
Check Stops (represents the actual number of check stops)	0	0	0	0	5
Other Calls for Service	28	28	38	38	738
<b>Total Calls for Service</b>	<b>53</b>	<b>53</b>	<b>81</b>	<b>81</b>	<b>1402</b>
<b>Criminal Code Charges / (CDSA)</b>	No charges	No charges	4 Criminal Code	4 Criminal Code	61 Criminal Code
<b>Liquor Act/MVA/CEMA Charges/Cannabis Act (Can Act)/Campground Act (Camp. Act)</b>	1 Motor Vehicle Act	1 Motor Vehicle Act	1 MVAct	1 MVAct	40 MVA 1 Liquor Act

**PLEASE NOTE:** The statistic numbers in the report may change monthly as file scoring is added, deleted or changed. This occurs as investigations develops resulting in additional charges or changing the scoring on a file. Numbers as at/corrected to 2024.01.31



	January, 2024	Year to Date 2024 Total	January, 2023	Year Total 2023
Prisoners held locally	2	2	3	64
Prisoners remanded	1	1	0	2
Totals	3	3	3	66

Justice Reports	January, 2024	Year to Date 2024	January, 2023	Year Total 2023
Victim Services Referrals Offered	2	2	6	77
Youth Diversions	0	0	0	0
Adult Diversions	0	0	0	2
Restorative Justice Offered Total	0	0	0	3

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

Community approved priorities are:

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

**(1) Substance Abuse**

- The RCMP continue to see a direct link between crimes against a person and alcohol/drugs. Most are fueled by substance abuse. Targets have been identified and constant checks on prolific offenders are being conducted. For instance, a Dawsonite was released in the community on a strict "Conditional Sentence Order" with conditions to abide by. The Dawson City members have created "Offender Management" occurrences to ensure that those conditions are



respected, as they suspected this individual's involvement into the local drug scene.

- Members continue to conduct bar walks and license premises checks of the Dawson City establishments.

## (2) Road Safety

- The Dawson City RCMP members continue to make Road Safety a priority. Two drivers in January had their driving privileges revoked for 24 hours after providing a "WARN" sample into the Approved Screening Device. Members are frequently seen enforcing the speed limit in the school zone, and ensuring drivers abide by the rules of the road and Yukon Motor Vehicle Act.
- The importance of being visible and out on the road has been discussed and also a priority for the Dawson City members.
- There has been an increase of traffic collisions, most likely due to the constant change in road conditions and amount of snow/ice.

## (3) Youth Initiatives

- Cst. Jeffery is in touch with RSS Principal to organize a presentation involving multiple emergency services units (Fire Dept, Police, EMS) which will include but not limited to: what is 911 and what is the non-emergency number. In addition to this, the Fire Chief is also going to present safety tips for the spring thaw coming up. Target audience is K-grade 7.
- Cst. Le Gresley and Cst. Tremblay continue coaching hockey (U7, U13/15/17) until the end of March.
- Cst. Premerl has been attending the weekly Badminton/Pickleball classes on Monday nights.
- Cpl. Penk and Sgt. Wallace are regularly seen at RSS for the breakfast club.

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

- Sgt. Wallace, Cst. Le Gresley and Cst. Jeffery attended TH Hall to help with Bingo.
- Cst. Le Gresley, Cst. Tremblay, Cst. Jeffery and Cpl. Penk partook in the "KHL Hockey Tournament" that was held from January 24<sup>th</sup> to January 26<sup>th</sup> here in Dawson City. Members also helped organized the tournament.

(5) Restorative Justice

- There are currently no on-going restorative justice initiative.

Kindest regards,



Cst. Chris LE GRESLEY

for

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

/am

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**MONTHLY  
POLICING REPORT  
February, 2024**

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

The Dawson City RCMP Detachment responded to a total of 67 calls for service during the month of February, 2024.

OCCURENCES	February, 2024	Year to date 2024	February, 2023	Year to date 2023	Year Total 2023
Assaults (all categories)	1	6	2	8	46
Sexual Assault	0	2	0	0	7
Break and Enter	0	1	0	0	12
Thefts (all categories)	2	5	2	10	92
Drugs (all categories)	0	0	0	1	4
Cause a Disturbance	0	1	1	2	62
Mischief	9	16	5	10	111
Impaired Driving	0	0	1	1	23
Vehicle Collisions	4	8	5	12	67
Mental Health Act	1	4	2	7	49
Assistance to General Public	2	4	7	13	71
Search and Rescue	0	0	1 Land	1 Land	9 Land
Missing Persons	1	0	0	1	8
Wellbeing Checks	7	10	5	8	98
Check Stops (represents the actual number of check stops)	0	0	0	0	5
Other Calls for Service	40	58	33	66	738
<b>Total Calls for Service</b>	<b>67</b>	<b>125</b>	<b>59</b>	<b>140</b>	<b>1402</b>
<b>Criminal Code Charges / (CDSA)</b>	6 Criminal Code	6 Criminal Code	3 Criminal Code	10 Criminal Code	61 Criminal Code
<b>Liquor Act/MVA/CEMA Charges/Cannabis Act (Can Act)/Campground Act (Camp. Act)</b>	5 Motor Vehicle Act	5 Motor Vehicle Act	1 MVAct	1 MVAct	40 MVA 1 Liquor Act

PLEASE NOTE: The statistic numbers in the report may change monthly as file scoring is added, deleted or changed. This occurs as investigations develops resulting in additional charges or changing the scoring on a file. Numbers as at/corrected to 2024.02.29



	February, 2024	Year to Date 2024 Total	February, 2023	Year Total 2023
Prisoners held locally	3	5	3	64
Prisoners remanded	0	1	0	2
Totals	3	6	3	66

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

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

Community approved priorities are:

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

**(1) Substance Abuse**

Slight increase of calls for service in February 2024 vs February 2023. It was noted that calls for service involving alcohol or drugs are stemming from a small group of individuals which are often associated to several occurrences within the month. The Dawson City RCMP continue to encourage the public to ask them rides home if required after bar close.

## (2) Road Safety

Members have been increasing their presence on the road which resulted in more violation tickets being issued. An increase in "unregistered motor vehicles", "displaying expired plates" and "driving uninsured motor vehicles" has been noted. The Dawson City RCMP would like to remind the public to ensure that their personal and company vehicles are properly registered and insured prior to using them on a public road. With Spring coming around the corner, the melt and ice roads will result in more traffic collisions. It is important to have the above noted documents up to date.

## (3) Youth Initiatives

Cst. Le Gresley continues to coach the U13/U15/U17 hockey team 3x per week.

Cst. Tremblay continues to coach the U7 hockey team 2x per week.

Cst. Jeffery has engaged all youth facilities in town to partake in the "name the puppy" contest which is an annual contest that helps picking the newest dog name for our "Police Dog Service" handlers. Furthermore, RSS staff has agreed to allow Cst. Jeffery to present to their kindergarten class his "how to use 911" presentation.

Cst. Premerl partakes in the weekly badminton at RSS.

Sgt. Wallace and Cpl. Penk are involved with the breakfast program at RSS.

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

Members attempt to get involved when possible in all community events. They attended the women's hockey jamboree. Sgt. Wallace attended the chief and council meeting. Members are always willing to partake in upcoming events. The baby mammoth event is scheduled for March 1<sup>st</sup> with both Cpl. Penk and Cst. Jeffery partaking in the event.

(5) Restorative Justice

There are currently no restorative justice initiatives on-going.

Kindest regards,



Cst. Chris LE GRESLEY

for

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

/am

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**MONTHLY  
POLICING REPORT  
March, 2024**

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



The Dawson City RCMP Detachment responded to a total of 86 calls for service during the month of March, 2024.

OCCURENCES	March, 2024	Year to date 2024	March, 2023	Year to date 2023	Year Total 2023
Assaults (all categories)	2	6	3	8	46
Sexual Assault	0	2	0	0	7
Break and Enter	2	1	1	0	12
Thefts (all categories)	1	5	10	10	92
Drugs (all categories)	0	0	0	1	4
Cause a Disturbance	1	1	4	2	62
Mischief	6	16	4	10	111
Impaired Driving	3	0	0	1	23
Vehicle Collisions	3	8	5	12	67
Mental Health Act	2	4	6	7	49
Assistance to General Public	2	4	1	13	71
Search and Rescue	1 Land	0	0	1 Land	9 Land
Missing Persons	0	0	1	1	8
Wellbeing Checks	10	10	5	8	98
Check Stops (represents the actual number of check stops)	0	0	0	0	5
Other Calls for Service	53	154	57	163	738
<b>Total Calls for Service</b>	<b>86</b>	<b>211</b>	<b>97</b>	<b>237</b>	<b>1402</b>
<b>Criminal Code Charges / (CDSA)</b>	8 CC	14 Criminal Code	2 Criminal Code	12 Criminal Code	61 Criminal Code
<b>Liquor Act/MVA/CEMA Charges/Cannabis Act (Can Act)/Campground Act (Camp. Act)</b>	5 Motor Vehicle Act	10 Motor Vehicle Act	4 MVA	5 MVAct	40 MVA 1 Liquor Act

**PLEASE NOTE:** The statistic numbers in the report may change monthly as file scoring is added, deleted or changed. This occurs as investigations develops resulting in additional charges or changing the scoring on a file. Numbers as at/corrected to 2024.03.31



	March, 2024	Year to Date 2024 Total	March, 2023	Year Total 2023
Prisoners held locally	4	10	1	64
Prisoners remanded	1	1	0	2
Totals	5	11	1	66

Justice Reports	March, 2024	Year to Date 2024	March, 2023	Year Total 2023
Victim Services Referrals Offered	8	17	3	77
Youth Diversions	0	0	0	0
Adult Diversions	0	0	0	2
Restorative Justice Offered Total	0	0	0	3

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

Community approved priorities are:

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

**(1) Substance Abuse**

The Dawson City RCMP recognize the serious impact substance abuse has on individuals and our community. Alongside enforcement efforts, we prioritize prevention, education and rehabilitation. There has been a slight increase in persons crime. There is a direct correlation between substance abuse and that specific type of crime. The Dawson City RCMP continue to monitor the identified prolific offenders by conducting daily curfew and conditions compliance checks in an attempt to prevent further crimes.

Additionally, a warrant for arrest has been granted against a female who has been actively evading police apprehension. To date, she has not been located and continuous efforts to locate her whereabouts are made by all members.

Lastly, there has been a lot of media attention surrounding the Supreme Court trial held in town during March. The RCMP would like to thank everyone for remaining peaceful and respectful throughout the trial.

## **(2) Road Safety**

Two motorists were arrested and charged with operation of a conveyance while impaired by alcohol. The Dawson City RCMP are persistent in their efforts to remove impaired drivers from the road. Furthermore, regular traffic stops are made to ensure that drivers are properly licensed, and have proper insurance coverage on their motor vehicle. Visibility is a key component to prevent drivers from committing traffic offenses.

## **(3) Youth Initiatives**

Cst. Jeffery presented his usage of 911 presentation to the RSS students.

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

Sgt. Wallace, Cpl. Penk, Cst. Le Gresley and Cst. Jeffery attended THFN for visits. Sgt. Wallace and Cpl. Penk continue to attend monthly justice meetings and ensures that THFN needs are met and heard.

Cst. Le Gresley and Cst. Tremblay attended the "Thaw-di-Gras" festivities at Minto park and did a radar "operation" for the participants of the sledding competition.



**Cst. Jeffery partook in the “Percy De Wolfe Memorial Mail Run” by handing off the mail to the post master in Red Serge**

Cst. Chantelle Weedmark arrived in Dawson City as our newest member. She was introduced at various businesses/community gatherings by Sgt. Wallace.

**(5) Restorative Justice**

There are currently no restorative justice initiative.

Kindest regards,

Cst. Chris LE GRESLEY

for

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

/am

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**From:** kim biernaskie <kimbiernaskie@gmail.com>

**Sent:** April 14, 2024 1:37 PM

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

**Cc:** Bill Kendrick; uffish@northwestel.net

**Subject:** Concerns Regarding Agenda Item Targeting Mayor's Septic System

Dear David Henderson and Council Members,

I am writing to express my deep concern regarding the recently published agenda item that appears to target the Mayor's septic system, which has been on city property since he purchased it. Many residents within our community also have septic systems, belongings, etc encroaching on city property that requires easements.

My primary concern is the apparent selective targeting of the elected Mayor, especially at this juncture. In a time when our city faces significant challenges such as floods, forest fires, severe housing shortage, the building of a new community center and developing waste management plan. It is disheartening to witness valuable time and resources being allocated towards what appears to be a punitive move towards the Mayor.

I urge the council to reconsider its priorities and focus on addressing pressing municipal issues that affect the entire community. Initiatives such as developing a comprehensive flood mitigation plan, enhancing forest fire preparedness, implementing an effective waste management strategy, and establishing a robust correspondence policy are of paramount importance and demand our immediate attention.

I seek clarity on who is directing city staff regarding this agenda item for transparency and accountability. Additionally, I am deeply concerned about the potential taxpayer money spent on legal proceedings. It's crucial to prioritize community benefit over political pursuits. Furthermore, if similar actions are planned against other residents with comparable property issues, it raises questions about fairness and consistency in our governance.

In conclusion, I implore the council to refocus its efforts on addressing substantive municipal issues and refrain from engaging in what appears to be politically motivated actions against the Mayor. The reputation and effectiveness of our local government are at stake, and it is imperative that we uphold the trust and confidence of the residents we serve.

Thank you for your attention to this matter. I look forward to your response and a constructive dialogue on how we can best serve the interests of our community members.

Sincerely,

Kim Biernaskie