

# THE CITY OF DAWSON



## COMMITTEE OF THE WHOLE MEETING #CW18-22

**DATE:** TUESDAY, JULY 10, 2018

**TIME:** 7:00 PM

**LOCATION:** Council Chambers, City Office

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA**
  - a) Committee of Whole Agenda CW18-22
- 3. PUBLIC HEARING**
  - a) Road Naming RE: Road 99-15 to North Prospector Road.
  - b) *2018 Permanent Road Closure No. 1 Bylaw #2018-12* RE: Laneway, Block M, Ladue Estate
- 4. DELEGATIONS AND GUESTS**
  - a) Stantec RE: City of Dawson Official Community Plan and Zoning Bylaw Draft Recommendations
- 5. ADOPTION OF THE MINUTES**
  - a) Committee of Whole Meeting Minutes CW18-19 of May 22, 2018
  - b) Committee of Whole Meeting Minutes CW18-20 of June 19, 2018
  - c) Special Committee of Whole Meeting Minutes CW18-21 of June 25, 2018
- 6. BUSINESS ARISING FROM THE MINUTES**
  - a) Committee of Whole Meeting Minutes CW18-19 of May 22, 2018
  - b) Committee of Whole Meeting Minutes CW18-20 of June 19, 2018
  - c) Special Committee of Whole Meeting Minutes CW18-21 of June 25, 2018
- 7. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS**
  - a) Request for Decision RE: DRAFT Asset Management Policy
  - b) Request for Decision RE: Recreation Centre Planning
  - c) Request for Decision RE: Dawson City Music Festival Noise Variance and Camping Request
  - d) Information Report RE: Water and Sewer Infrastructure Upgrades
  - e) Request for Decision RE: Subdivision Application #18-036, Lot 1075, Quad 116 B/03
  - f) Request for Decision RE: McDonald Lodge Demolition Application #18-061
- 8. BYLAWS AND POLICIES**
  - a) *Zoning Amendment No. 18 Bylaw #2018-02*
  - b) *Council Remuneration Bylaw*
- 9. CORRESPONDENCE**
- 10. PUBLIC QUESTIONS**
- 11. INCAMERA SESSION**
  - a) Land and Legal Related Matters
- 12. ADJOURNMENT**



# THE CITY OF DAWSON

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

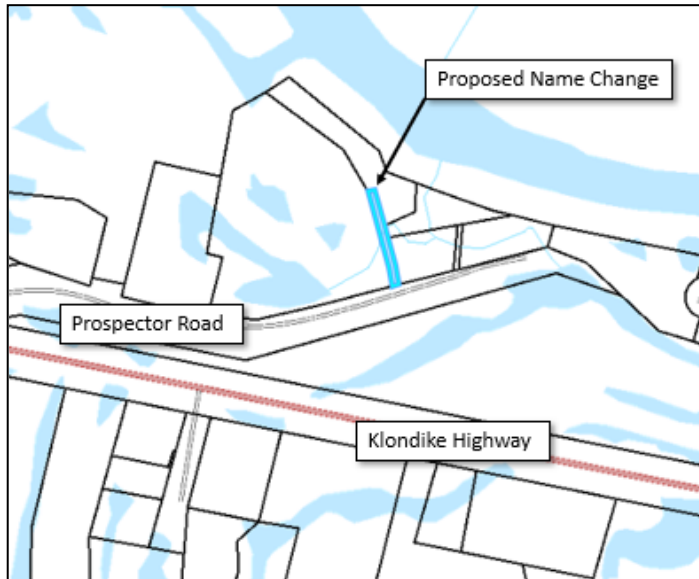
## NOTICE OF PUBLIC HEARING: ROAD NAMING

**Subject Property:** Road 99-15, Quad 116 B/03

**Date:** July 10th, 2018

**Time:** 7:00 pm

**Location:** Council Chambers, City Offices



The City of Dawson is now requesting input from the public regarding a proposed name change of the highlighted road from Road 99-15 to North Prospector Road. This change is being requested for ease of location by emergency services.

**For more information or to provide your input confidentially prior to the public hearing, please contact the Community Development Officer using the following contact information:**

**Clarissa Huffman**

Community Development Officer

Box 308, Dawson City YT Y0B1G0

[cdo@cityofdawson.ca](mailto:cdo@cityofdawson.ca)

867-993-7400 ext. 414



# THE CITY OF DAWSON

Michelle Vincent (adjacent property owner) came into the City Office at 10:00 am on Tuesday, June 19, 2018 to deliver the following comments regarding the proposed name change:

- If the road is going to be plowed, he is ok with having the name change.
- His preferred name is "John Cramps Road."
- He wanted to request that the dumpster be installed on prospector.



# THE CITY OF DAWSON

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

## NOTICE OF PUBLIC HEARING: PERMANENT ROAD CLOSURE

*Bylaw 2018-12 (2018 Permanent Road Closure No. 1)*

**Subject Property: Laneway, Block M, Ladue Estate**

**Date: July 10, 2018**

**Time: 7:00 pm**

**Location: Council Chambers, City Offices**



As per the *Municipal Act*, Municipal Act S. 276(2), “a municipality proposing to permanently close a municipal highway must give public notice and hold a public hearing before final passage of a bylaw in respect of the proposed closure. S.Y. 2015, c.12, s.96; S.Y. 2002, c.154, s.276”

Therefore, the City of Dawson is now requesting input from the public regarding a permanent closure of the laneway of Block M, Ladue Estate.

**For more information, to view the application details, or to provide your input confidentially prior to the public hearing, please contact the Community Development Officer using the following contact information:**

**Clarissa Huffman**

Community Development Officer

Box 308, Dawson City YT Y0B1G0

[cdo@cityofdawson.ca](mailto:cdo@cityofdawson.ca)

867-993-7400 ext. 414



# THE CITY OF DAWSON

## Bylaw No. 2018-12

**WHEREAS** pursuant to the provisions of Section 272 of the Municipal Act provides for jurisdiction over all highways within the limits of the municipality;

**WHEREAS** Section 276 (1) of the Municipal Act makes provision to permanently close a municipal highway or any portion thereof;

**WHEREAS** City of Dawson Bylaw No. 2001-26, cited as “2001 Land Sale Bylaw No. 3” authorized the sale of the subject property;

**WHEREAS** all adjacent properties are owned by the applicant, thus satisfying City of Dawson Policy #3: Maintenance of Alleys;

**THEREFORE**, pursuant to the provisions of the Municipal Act of the Yukon Territory, 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 “**2018 Permanent Road Closure Bylaw No. 1.**”

#### 2.00 Purpose

2.01 The purpose of this bylaw is to close the laneway in Block M, Ladue Estate to traffic, as shown in Appendix 1 of this bylaw.



# THE CITY OF DAWSON

Bylaw No. 2018-12

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# THE CITY OF DAWSON

## Bylaw No. 2018-12

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### 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 Amendment

4.01 The Laneway in Block M, Ladue Estate be closed as indicated on the area map attached as “Appendix 1” to this Bylaw, subject to the following conditions:

- a. Council shall pass first reading and proceed to public consultation and public hearing phase
- b. Council shall give notice of its intention to pass this Bylaw by posting notice a reasonable amount of time ahead of the Public Hearing date scheduled to hear submissions on this Bylaw.
- c. Council shall at the end of the notice period referred to in section 3 and prior to giving third and final Reading to the Bylaw, hold a Public Hearing regarding this Bylaw.
- d. The applicant shall register at the Land Titles Office a plan that shows the closure.



# THE CITY OF DAWSON

## Bylaw No. 2018-12

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### PART III – FORCE AND EFFECT

#### 5.00 Severability

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

#### 6.00 Enactment

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

#### 7.00 Bylaw Readings

Readings	Date of Reading
FIRST	June 26, 2018
PUBLIC NOTICE	
PUBLIC NOTICE	
PUBLIC HEARING	
SECOND	
THIRD and FINAL	

\_\_\_\_\_  
Wayne Potoroka, Mayor  
Presiding Officer

\_\_\_\_\_  
Cory Bellmore, CAO  
Acting Chief Administrative Officer



# THE CITY OF DAWSON

Bylaw No. 2018-12

## PART IV – APPENDIX (APPENDICES)

### Appendix 1. Location Map of Laneway of Block M, Ladue Estate





City of Dawson  
Official Community Plan  
Zoning Bylaw

Draft  
Recommendations





# Agenda

1. What we Heard
2. Draft Recommendations
  - OCP
  - ZBL

## Schedule Update

- ✓ Step 1 Project Start-Up
- ✓ Step 2 Critical Evaluation of Existing OCP and ZBL
- ✓ Step 3 Preparation of Demographic Projections
- ✓ Step 4 Consideration of Future Land Uses/Mapping
- ✓ Step 5 Public Engagement Kick-Off
- ✓ Step 6 Draft Recommendations
- **Step 7 Presentation to Community**
- Step 8 Final Recommendations



**Stage 5:**  
Public Engagement  
Kick-Off

# What We Heard

- Housing is a huge concern: cost, availability, and quality!

## OCP

- Existing vision is good but truly balancing the past, present, and future is key
- Existing guiding principles aren't working – not functional
- OCP maps don't accurately reflect developable areas
- Many residents in the Klondike Valley have a mixture of residential and commercial or industrial uses on their property which need to be accommodated

# What We Heard

## ZBL

- Zoning Bylaw doesn't reflect how people are, and have historically been living
- Seasonal, temporary accommodations need to be accommodated
- Would like to have high quality housing in the Townsite – aging structures in need of major repair which are not historic, should be removed
- Want reassurance that the character of existing Country Residential areas will be maintained



**Stage 6:**  
Draft Recommendations

Draft Revisions

# Official Community Plan

# Official Community Plan

## What we did

- Clarify the guiding principles to better reflect the vision
- Added a community profile, complete with economic and demographic information
- Clarified land use area descriptions
- Added a Future Planning area
- Revised policies to more clearly guide the vision

## What we did not do

- Change over community's vision
- Create limitations to existing development

# Guiding Principles

## Existing

Partnerships and Collaboration

Responsible Governance

Public Engagement

Innovative Local Solutions

Triple Bottom Line

Simple and Implementable

## Modified

**Work Together**

**Foster a Sense of Home**

**Be Authentically Dawson**

**Grow Responsibly**

**Promote Environmental Stewardship**

**Strive for Economic Resilience**

# Key Modified OCP Land Use Descriptions

## Downtown Core

- recognized as the heart of Dawson City
- broad range of uses
- higher density residential, commercial, cultural, or community services
- lower density residential also acceptable
- all buildings in the Downtown Core should respect the historic character of the area

## Parks and Natural Space

- major park spaces or natural areas
- not suitable for future development

# Modified OCP Land Use Descriptions

## Removed:

### **Service Commercial**

- commercial activities that provide service to local industry and/or highway tourism

### **Industrial**

- used for industrial activities

## Replacement:

### **Mixed Use**

- integrated mix of residential, commercial, and light industrial uses
- complemented by small scale institutional or open space uses
- uses that are not suitable for integration with residential development, such as those that may pose a safety risk to surrounding residents, are not suitable for this area

# Modified OCP Land Use Descriptions

## **Addition:**

### **Future Planning**

- intended to accommodate future development
- will only be developed if the area is determined suitable through the completion of additional planning
- land use for these areas will be determined through additional planning





Draft Revisions

# Zoning Bylaw

# Zoning Bylaw Update

## What we did

- Add definitions to clarify existing terminology
- Revised existing policies to reflect how people are currently living and reduce non-conformance
- Addressed specific topics including: secondary suites, cannabis, “temporary workers housing”, daycares

## What we did not do

- Create instances where existing uses are now non-conforming

## Service Commercial to **Commercial Mixed Use**

- Residential uses are now permitted
- This area is a direct reflection of Dawson's unique nature – people want to have commercial and residential uses intermixed

## Modification to **Industrial**

- Single detached dwellings are now permitted as a secondary use to the industrial use
- This is in addition to the 'Residential Security Unit'
- This means that if your parcel is mainly for an industrial purpose, you can still have a single detached dwelling
- This is a direct reflection of Dawson's unique nature and will allow those who want to live near industrial development to do so

## Specific Topic Areas Addressed

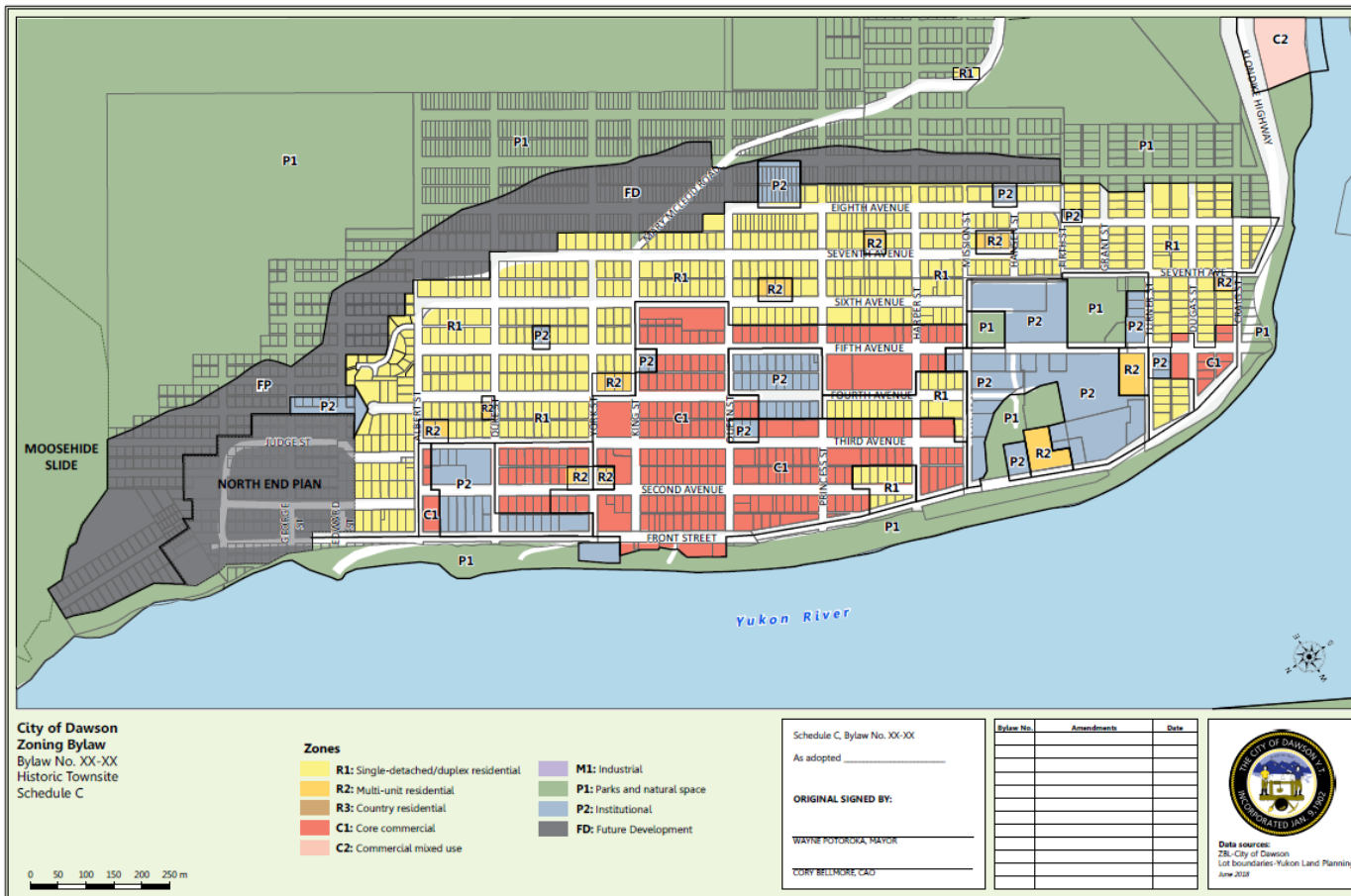
- Garden Suites and Secondary Suites
  - Definitions added
  - Permitted in R1 and R3
- Cannabis retail service
  - Definition added
  - Permitted in C1
- Temporary Workers Housing
  - Definition added
  - Permitted in C2 and M1
- Child care centre
  - Permitted in the R1, C1, C2
- Family day home
  - Permitted in the R1 and C2

# Modified ZBL Land Use Map Overall



- Increases flexibility by identifying areas for future planning
- FP Future Planning areas identified
- P1 Parks and Natural Spaces identify undevelopable areas
- C2 Service Commercial renamed  
C2 Commercial Mixed Use

# Modified ZBL Land Use Map Townsite



- Increases flexibility by identifying areas for future planning
- FP Future Planning areas identified
- P1 Parks and Natural Spaces protects ecologically sensitive areas



Questions?

**MINUTES OF COMMITTEE OF WHOLE MEETING CW18-19** of the council of the City of Dawson called for 7:00 PM on Tuesday, May 22, 2018 in the City of Dawson Council Chambers.

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**PRESENT:** Mayor Wayne Potoroka  
Councillor Stephen Johnson  
Councillor Bill Kendrick  
Councillor Kyla MacArthur

**ABSENT:** Councillor Jay Farr

**ALSO PRESENT:** CAO Cory Bellmore  
EA Heather Favron  
Recreation Manager Marta Selassie  
A/PW Superintendent Mark Dauphinee  
CFO Obrian Kydd  
CDO Clarissa Huffman

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**Agenda Item:** Call to Order

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

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**Agenda Item:** Agenda

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**CW18-19-01** Moved by Councillor Johnson, seconded by Councillor MacArthur that Committee of Whole accepts Robert Service School Council RE: Request for Letter of Support as a time sensitive item pursuant to Section 7(1) of Bylaw #11-12 being the Council Proceedings Bylaw. Carried 3-0

**CW18-19-02** Moved by Councillor MacArthur, seconded by Councillor Johnson that the agenda for committee of the whole meeting #CW18-19 be accepted as amended. Carried 3-0

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**Agenda Item:** Public Hearings

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*Councillor Kendrick arrived at 7:01 p.m.*

- a) Subdivision Application #18-036 RE: Lot 1075, Quad 116B/03

The Chair called for submissions.  
The Chair called a second time for submissions.  
The Chair called a third and final time for submissions.  
The Chair declared the public hearing closed at 7:02 p.m.

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**Agenda Item:** Delegations and Guests

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- a) Corporal Adam Gardiner and Corporal Jeff Myke, Dawson Detachment

Corporal Jeff Myke was in attendance to introduce his replacement, Corporal Adam Gardiner, to council. Corporal Adam Gardiner thanked council for the opportunity to appear before council and provided a brief overview of his background and experience. Council extended a warm welcome to Corporal Adam Gardiner. Council thanked Corporal Jeff Myke for his service to the Community and extended a friendly good-bye.

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**Agenda Item: Adoption of Minutes**

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- a) Committee of Whole Meeting Minutes CW18-17 of April 17, 2018

**CW18-19-03** Moved by Councillor MacArthur, seconded by Mayor Potoroka that the minutes of committee of the whole meeting #CW18-17 of April 17, 2018, be accepted as presented. Carried 4-0

- b) Committee of Whole Meeting Minutes CW18-18 of May 8, 2018

**CW18-19-04** Moved by Councillor MacArthur, seconded by Councillor Johnson that the minutes of committee of the whole meeting #CW18-18 of May 8, 2018, be accepted as presented. Carried 4-0

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

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- a) Request for Decision RE: Public Works Vehicle Purchase

Discussion was held regarding calculating and evaluating Co2 emissions and fuel economy. Administration confirmed to bring forward a standardized tool for calculating and evaluating Co2 emissions and fuel economy.

**CW18-19-05** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole forwards the request for decision RE: Pumphouse On-Call Truck Award, as presented, to council with a recommendation to approve. Defeated 2-2

- b) Request for Decision RE: Subdivision Application 18-026, Lots 1-4, Block M, Ladue Estate

**CW18-19-06** Moved by Councillor Kendrick, seconded by Councillor MacArthur that committee of the whole forwards the request for decision RE: Subdivision Application #18-026, as presented, to council with a recommendation to approve. Carried 4-0

- c) Request for Decision RE: Subdivision Application 18-023,

**CW18-19-07** Moved by Councillor Kendrick, seconded by Councillor Johnson that committee of the whole forwards the request for decision RE: Subdivision Application #18-023, as presented, to council with a recommendation to approve. Carried 4-0

- d) Request for Decision RE: Operating Lease Agreement Amendment for the Dawson Golf Course and Clubhouse Operations

Council noted the information and financials provided by the Dawson Golf Association did not reflect what was planned for the 2017 surplus funds.

**CW18-19-08** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole forwards the request for decision RE: Dawson Golf Association Operating Lease Agreement, as presented, to council with a recommendation to approve. Carried 4-0

e) Request for Decision RE: Klondike Development Organization Interim Funding

**CW18-19-09** Moved by Councillor MacArthur, seconded by Councillor Kendrick that Committee of Whole recommends council direct administration to prepare an interim funding agreement with KDO. Carried 4-0

f) Request for Decision RE: Dredge Tailings Municipal Historic Site

**CW18-19-10** Moved by Councillor Johnson, seconded by Councillor Kendrick that recommendation #CW18-05-03 be rescinded; and that committee of the whole forwards the request for decision RE: Dredge Tailings Municipal Historic Site Nomination, as presented, to council with a recommendation to approve. Carried 4-0

g) Request for Direction RE: Development Permit #18-043, Left Side of Dome Road, Placer Mining within the Dome Road Realignment Area

**CW18-19-11** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole acknowledge receipt of CDO report RE: Development Permit Application #18-043 Slinky Mine, and recommend the following additional terms and conditions: the only septic system allowed for the Slinky Mine operation is a septic holding tank; Operations that generated loud and disruptive noise, included but not limited to movement of earth, operation of heavy equipment, and removal of trees shall only occur between the hours of 07:00 and 19:00 on weekdays and between the hours of 09:00 and 19:00 on weekends; The proponent must report any suspected naturally occurring asbestos immediately to both the City of Dawson and to the Medical Officer of Health with YG, Health and Social Services; City shall be contacted in the event of a reportable petroleum hydrocarbon spill; and no activity shall take place within 100m of curtilage of an existing residence unless the applicant provides the City of Dawson with written approval of the affected resident to operate within that buffer zone. Carried 4-0.

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**Agenda Item: Bylaws and Policies**

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a) Business Licence Bylaw #2017-11 RE: Proposed Amendments to Template Bylaw

**CW18-19-12** Moved by Councillor Johnson, seconded by Mayor Potoroka that committee of the whole forwards draft Business Licence Bylaw #2018-11, as presented, to council with a recommendation to proceed with bylaw readings. Carried 4-0

b) Request for Decision RE: Tiered Recreation Rate Policy

**CW18-19-13** Moved by Mayor Potoroka, seconded by Councillor Kendrick that committee of whole acknowledges receipt of the Recreation Tiered Fee Structure Information Report. Carried 4-0

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**Agenda Item: Correspondence**

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a) Robert Service School Council RE: Request for Letter of Support – If accepted

**CW18-19-14** Moved by Mayor Potoroka, seconded by Councillor MacArthur that the committee of the whole recommends a letter be issued to Premier Silver supporting RSS Council's efforts to address concerns with school facility. Carried 4-0

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**Agenda Item: In Camera Session**

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**CW18-19-15** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole extends meeting CW18-19 not to exceed one hour. Carried 4-0

**CW18-19-16** Moved by Mayor Potoroka, seconded by Councillor Kendrick that committee of the whole move into a closed session for the purposes of discussing land and legal related matters as authorized by section 213 (3) of the Municipal Act. Carried 4-0

a) Land and Legal Related Matters

**CW18-19-17** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole reverts to an open session of committee of the whole and proceeds with the agenda. Carried 4-0

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**Agenda Item: Adjournment**

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**CW18-19-18** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole meeting CW18-19 be adjourned at 11 p.m. Carried 4-0

**THE MINUTES OF COMMITTEE OF WHOLE MEETING CW18-19 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW18-\_\_ - \_\_ AT COMMITTEE OF WHOLE MEETING CW18-\_\_ OF JUNE 19, 2018.**

Wayne Potoroka, Chair

Cory Bellmore, CAO

**MINUTES OF COMMITTEE OF WHOLE MEETING CW18-20** of the council of the City of Dawson called for 7:00 PM on Tuesday, June 19, 2018 in the City of Dawson Council Chambers.

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<b>PRESENT:</b>	Mayor Councillor Councillor	Wayne Potoroka Bill Kendrick Kyla MacArthur
<b>ABSENT:</b>	Councillor Councillor	Jay Farr Stephen Johnson
<b>ALSO PRESENT:</b>	CAO EA Recreation Manager PW Superintendent CFO CDO	Cory Bellmore Heather Favron Marta Selassie Mark Dauphinee Obrian Kydd Clarissa Huffman

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**Agenda Item:** Call to Order

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The Chair, Wayne Potoroka called the meeting to order at 7:02 PM.

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**Agenda Item:** Agenda

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Committee requested agenda item 4(a) be moved to in camera session.

**CW18-20-01** Moved by Mayor Potoroka, seconded by Councillor MacArthur that the agenda for committee of the whole meeting #CW18-20 be accepted as amended. Carried 3-0

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**Agenda Item:** Delegations and Guests

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*Councillor Bill Kendrick declared conflict and stepped down from council at 7:04 p.m.*

*Pursuant to section 208.02 of the Municipal Act if, due to a pecuniary interest of a member of council in relation to a matter, only two members of council are entitled to vote on the matter, those two members constitute a quorum for the matter.*

a) North End Planning RE: Concept Options Presentation & Public Input

Jane Koepke, Groundswell Planning was in attendance to present council with the North End Plan Interim Final Report. The presentation provided included an overview of the planning area, the planning process, success criteria, results of public consultation, planning challenges of the area and presentation of revised concept options.

b) North End Planning RE: Bill Kendrick

Bill Kendrick was in attendance to provide a presentation to council in response to the North End Plan Interim Final Report and North End planning concept options. The presentation provided included his view on the pros and cons of the revised concept options; comments regarding issues with the report; encroachment issues in the area history regarding his attempts to fix encroachments related to his property; and suggested revisions to the revised concept options.

c) North End Planning RE: Residents

The delegation of North End residents in attendance were provided an opportunity to speak to the North End Planning project and concept options.

*The Chair called a 5-minute recess at 9:28 p.m.*

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**Agenda Item:** In Camera Session

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**CW18-20-02** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole extends meeting CW18-20 to 11 pm. Carried 2-0

**CW18-20-03** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole move into a closed session for the purposes of discussing land and legal related matters as authorized by section 213 (3) of the Municipal Act.  
Carried 2-0

**CW18-20-04** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole reverts to an open session of committee of the whole and proceeds with the agenda.  
Carried 2-0

a) North End Planning Concept Options

**CW18-20-05** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee recommends Option 2b from the Draft Interim Final Report be forwarded to council.  
Carried 2-0

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**Agenda Item:** Adjournment

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**CW18-20-06** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole meeting CW18-20 be adjourned at 11:00 p.m. Carried 2-0

**THE MINUTES OF COMMITTEE OF WHOLE MEETING CW18-20 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW18-\_\_ - \_\_ AT COMMITTEE OF WHOLE MEETING CW18-\_\_ OF JULY 10, 2018.**

Wayne Potoroka, Chair

Cory Bellmore, CAO

**MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW18-21** of the council of the City of Dawson called for 12:00 PM on Monday, June 25, 2018 in the City of Dawson Council Chambers.

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**PRESENT:** Mayor Wayne Potoroka  
Councillor Stephen Johnson  
Councillor Bill Kendrick  
Councillor Kyla MacArthur

**ABSENT:** Councillor Jay Farr

**ALSO PRESENT:** CAO Cory Bellmore  
EA Heather Favron  
Recreation Manager Marta Selassie  
PW Superintendent Mark Dauphinee  
CDO Clarissa Huffman

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**Agenda Item:** Call to Order

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The Chair, Wayne Potoroka called the meeting to order at 12:02 PM.

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**Agenda Item:** Agenda

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**CW18-21-01** Moved by Mayor Potoroka, seconded by Councillor MacArthur that the agenda for committee of the whole meeting #CW18-21 be accepted as presented. Carried 4-0

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**Agenda Item:** Information Report RE: Official Community Plan / Zoning Bylaw What We Heard

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**CW18-21-02** Moved by Mayor Potoroka, seconded by Councillor Kendrick that committee of the whole acknowledge receipt of detailed summary of consultation events used to support the City of Dawson Official Community Plan and Zoning Bylaw Update projects. Carried 4-0

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**Agenda Item:** In Camera Session

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**CW18-21-03** Moved by Councillor Johnson, seconded by Councillor MacArthur that committee of the whole move into a closed session for the purposes of discussing land and legal related matters as authorized by section 213 (3) of the Municipal Act. Carried 4-0

**CW18-21-04** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole reverts to an open session of committee of the whole and proceeds with the agenda. Carried 4-0

**CW18-21-05** Moved by Mayor Potoroka, seconded by Councillor MacArthur that committee of the whole forwards the WWTP Service Agreement Bylaw to Council for second reading. Carried 4-0

**CW18-21-06** Moved by Mayor Potoroka, seconded by Councillor Kendrick that committee of the whole recommends Option 2RE: Trails Implementation. Carried 3-1

**CW18-21-07** Moved by Mayor Potoroka, seconded by Councillor MacArthur to recind resolution CW18-21-06 Carried 4-0

- CW18-21-08** Moved by Councillor Johnson, seconded by Councillor MacArthur that committee of whole recommends Option 1 RE: Trails Implementation to council. Carried 4-0
- CW18-21-09** Moved by Mayor Potoroka, seconded by Councillor Kendrick that committee of the whole forwards amending agreement Lot 45, Dome Road Land Sale agreement and amending subdivision to council. Carried 4-0
- CW18-21-10** Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole forwards recommendation to council to deny appeal for development permit 18-043. Carried 4-0

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**Agenda Item:** Adjournment

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- CW18-21-11** Moved by Mayor Potoroka, seconded by Councillor Kendrick that committee of the whole meeting CW18-21 be adjourned at 1:13 p.m. Carried 4-0

**THE MINUTES OF COMMITTEE OF WHOLE MEETING CW18-21 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW18-\_\_-\_\_ AT COMMITTEE OF WHOLE MEETING CW18-\_\_ OF JULY 10, 2018.**

Wayne Potoroka, Chair

Cory Bellmore, CAO

# THE CITY OF DAWSON

## Request for Decision



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**TO:** Mayor and Council  
**FROM:** Trina Buhler, Project Manager  
**DATE:** July 10, 2018  
**SUBJECT:** **DRAFT Asset Management Policy**

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### RECOMMENDATION

THAT Council approve the Asset Management Policy as presented.

### PURPOSE

The purposed of the policy is to set guidelines for implementing organization-wide asset management processes within the City of Dawson.

### BACKGROUND

The City of Dawson has taken steps to improve how it manages its assets through the creation of an Asset Manager position and approving Phase 1 of an Asset Management System Implementation project.

The development of a policy to ensure the purpose is met is another step forward in managing our assets.

### CURRENT STATUS

The DRAFT Asset Management Policy 18-XX attached is currently under review.

### CONSIDERATIONS / DISCUSSION

This DRAFT policy includes reference to both natural and engineered assets.

The existing Tangible Capital Asset Policy #11-01 does not cover the natural assets or the roles and responsibilities associated with managing both natural and engineered assets.

The DRAFT policy is based on similar asset management policies for small municipalities in Canada.

**IMPLICATIONS****General:**

The intent of implementing organization-wide asset management processes is to create effective and efficient financial and planning decisions.

**Staffing:** The DRAFT policy does not call for an increase or decrease in staffing.

**Financial:** None.

**Policy / Legislated Requirements:**

The Federal Gas Tax Agreement requires municipalities to:

- Develop and implement an asset management plan; and
- Report asset management outcomes to AMO.

Municipalities must meet – or demonstrate progress toward meeting – these requirements to receive federal Gas Tax funds. An Asset Management Policy is one part of this plan.

**Follow up Action:**

Revisions to DRAFT Policy if required.

**Communication:**

None.

**RELEVANT CONSULTATION**

Not Applicable.

**ALIGNMENT TO OFFICIAL COMMUNITY PLAN & MUNICIPAL PRIORITIES****Bylaw No. 12-23, 2012**

Official Community Plan

*Implement an organization-wide asset management processes to ensure the provision and development of municipal infrastructure is effective and efficient.*

**OPTIONS**

THAT Council approve the DRAFT Asset Management Policy as presented.

**OR**

THAT Council provide feedback and direct staff to revise the DRAFT Asset Management Policy.

**APPENDICES / SCHEDULES**

Asset Management Policy #18-XX

**APPROVAL & CAO COMMENTS**

CAO:

A handwritten signature in blue ink that reads "G. Bellmore".

Date: June 29/18



# **City of Dawson**

## **Asset Management Policy**

### **# 18-XX**

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## **POLICY STATEMENT**

This policy sets guidelines for implementing organization-wide asset management processes to ensure the provision and development of municipal infrastructure is: effective and efficient (Official Community Plan, Bylaw No. 12-23, 2012), and in compliance with Public Sector Accounting Board (PSAB) standard PS 3150 which requires municipalities and First Nations to report Tangible Capital Assets (TCA) on their Statement of Financial Position effective January 1, 2009.

## **POLICY**

### **1. Purpose**

The purpose of this policy is to set guidelines for implementing organization-wide asset management processes within the City of Dawson.

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## 2. Definitions

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

*Asset Management:* an integrated, lifecycle approach to effective stewardship of infrastructure assets to maximize benefits, manage risk and provide satisfactory *Levels of Service* to the public in a *Sustainable* manner.

*Engineered Assets:* assets that have been constructed and are owned by the City of Dawson (e.g., watermains, roads, buildings), land that is owned by the City of Dawson and supports assets (e.g., land under roads or buildings), or land that is undeveloped and owned by the City of Dawson. These assets must be operated, maintained, managed, and, with the exception of land, ultimately replaced as they wear out.

*Level of Service:* the service level delivered to the public by the City of Dawson. This can take the form of the selection of services that are provided (e.g., recreation programs, compost disposal), the standard of infrastructure in place (e.g., gravel road vs. paved road), or the standard to which an asset is maintained (e.g., the frequency of snow removal). The desire of Council or the public for a particular *Level of Service* will directly affect utility fees or taxation.

*Natural Asset:* naturally occurring land or subsurface features which perform or support service delivery to the City of Dawson (e.g., Dawson City Aquifer). This category also includes artificial features that mimic naturally occurring features (e.g., dike, ditches). If these assets did not exist, *Engineered Assets* would be required to provide these services. *Natural Assets* must be operated and maintained but, if managed appropriately, require no replacement.

*Risk:* analysis of the 'likelihood' and the 'consequence' of a given event. Establishing the *Risk* associated with lower infrastructure performance due to *Levels of Service* or postponement of asset replacement will identify system vulnerabilities and assist in prioritizing work.

*Sustainable:* meeting the needs of the present without compromising the ability of future generations to meet their own needs. In relation to *Asset Management* a sustainable approach takes into consideration the current and future benefits and costs of existing and new assets or services.

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### 3. Objective

To ensure adequate provision is made for operations, maintenance and long-term replacement of major *Engineered* and *Natural Assets* by:

- 3.1. Maintaining assets in the most natural, energy-efficient and reliable manner that cost the least to operate over the life cycle of the asset;
- 3.2. Ensuring the City of Dawson's services and infrastructure are provided in a *Sustainable* manner, with the appropriate *Levels of Service* to all users within the City;
- 3.3. Managing City of Dawson *Engineered* and *Natural Assets* by implementing appropriate *Asset Management* strategies and appropriate financial resources for those assets;
- 3.4. Fostering an environment where all City of Dawson employees take an integral part in overall management of City of Dawson assets by creating and sustaining *Asset Management* awareness throughout the organization through training and development;
- 3.5. Ensuring resources and operational capabilities are identified and responsibilities for all areas of *Asset Management* are appropriately assigned;
- 3.6. Continually seeking opportunities for improving efficiencies in operations, maintenance and asset replacement practices;
- 3.7. Demonstrating transparent and responsible *Asset Management* processes that align with established best practices; and
- 3.8. Meeting legislative requirement for *Asset Management*.

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## 4. Policy

### 4.1. Background

- 4.1.1. The City of Dawson is committed to implementing a systematic *Asset Management* methodology to apply appropriate *Asset Management* best practices across all areas of the organization. This includes ensuring that assets are planned, created, operated, maintained, renewed, and disposed of, where appropriate, in accordance with the City's *Levels of Service* priorities.
- 4.1.2. Adopting *Asset Management* principles will assist Council in achieving its strategic plans and long term financial objectives.
- 4.1.3. A strategic approach to *Asset Management* will ensure that the City of Dawson delivers the appropriate Level of Service through its assets.

### 4.2. Principles

- 4.2.1. A consistent *Asset Management* strategy will be used for implementing appropriate *Asset Management* best practices through all departments of the City of Dawson.
- 4.2.2. *Levels of Service* will continue to be determined and refined in consultation with the community.
- 4.2.3. All relevant legislative requirements together with social, economic and environmental impact are to be considered.
- 4.2.4. *Asset Management* principles will be integrated within existing planning and operational processes.
- 4.2.5. *Natural Assets* are recognized by Council as performing essential service delivery and will be identified and managed in a similar manner as *Engineered Assets*.
- 4.2.6. An *Asset Management* plan will be developed for major service/asset categories.
- 4.2.7. An inspection regime will be used as a part of *Asset Management* practices to ensure agreed service levels are maintained and to identify asset renewal priorities.
- 4.2.8. Asset renewals and *Levels of Service* defined in the adopted *Asset Management* plan and long term financial plans will form the basis of annual budget estimates.

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4.2.9. Asset renewal plans will be prioritized and implemented progressively based on agreed *Level of Service* and the effectiveness of the current assets to provide that *Level of Service*.

4.2.10. Systematic and cyclical reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practices.

4.2.11. Future life cycle and replacement costs for all asset categories will be established with a goal to be completed by 2023.

4.2.12. Life cycle costs will be reported and considered in all decisions relating to new services and asset classes and upgrading of existing services and asset classes as soon as they are established.

4.2.13. Training in asset and financial management will be provided for relevant staff.

## **5. Scope**

This Policy applies to all City of Dawson activities.

## **6. Legislation**

All aspects of *Asset Management* within the City of Dawson shall be conducted in accordance with applicable legislation.

## **7. Related Documents**

Tangible Capital Asset Policy #11-01.

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## 8. Responsibilities

*Asset Management* is an organization-wide responsibility that involves all staff and members of Council in the effective implementation of *Sustainable* service delivery.

8.1. **Council** is responsible for:

- 8.1.1. Adopting the Asset Management Policy and future updates;
- 8.1.2. Allocation of resources;
- 8.1.3. Providing high level oversight of the delivery of the organization's *Asset Management* strategy; and
- 8.1.4. Ensuring that organizational resources are appropriately utilized to address the organization's strategic plans and priorities.

8.2. The **Chief Administrative Officer** has overall responsibility for:

- 8.2.1. Developing *Asset Management* strategies, plans, and procedures, in conjunction with the management team;
- 8.2.2. Reporting to Council and updating the community regularly on the status, effectiveness, and performance of work related to the implementation of the Asset Management Policy; and
- 8.2.3. Considering and incorporating *Asset Management* in all other corporate plans (e.g. Strategic Plans).

8.3. The **Asset Manager** will be responsible for:

- 8.3.1. Ensuring that the most up to date information on the City of Dawson's *Natural* and *Engineered Assets* is gathered and maintained in the City of Dawson's Asset Management System (AMS);
- 8.3.2. Using industry standard unit costs and service lives for all infrastructure components, considering variations due to unique local conditions;
- 8.3.3. Establishing infrastructure replacement strategies using full life cycle costing principles;
- 8.3.4. Establishing operations and maintenance policies to deliver *Levels of Service* and extending the useful life of assets; and

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8.3.5. Integrate engineering and financial asset requirements into the Asset Management System (AMS).

8.4. **Managers** will be responsible for:

8.4.1. Maintaining and managing infrastructure assets at defined levels; and

8.4.2. Conducting ongoing reviews and implementing changes to realize efficiencies in operations and maintenance practices.

8.5. The **Community Development Officer** will be responsible for:

8.5.1. Ensuring the standards, goals and objectives in the Official Community Plan and other bylaws, policies and plans are consistent with *Sustainable Asset Management* principles; and

8.5.2. Providing Council with the full life-cycle costing impacts of proposed community amenities and variances to development standards;

8.6. The **Chief Financial Officer** will be responsible for:

8.6.1. Planning financially for the appropriate level of maintenance for assets to deliver established *Levels of Service* with the goal to extend the useful life of City of Dawson assets;

8.6.2. Establishing financial plans for consideration by Council that will ensure stable, long-term funding for replacement, renewal and/or disposal of assets;

8.6.3. Valuing and depreciating assets in accordance with appropriate best practices; and

8.6.4. Integrating financial reporting requirements with the City of Dawson's Asset Management System (AMS).

## 9. Review Date

This policy shall be reviewed every 4 years.

# THE CITY OF DAWSON

## Request for Direction



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**TO:** Mayor and Council  
**FROM:** Recreation Manager, Marta Selassie  
**DATE:** July 2, 2018  
**SUBJECT:** Recreation Centre Planning

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### PURPOSE

Administration is seeking direction from council on how to proceed with the planning for a new recreation facility.

### BACKGROUND

In 2017 Council passed the following resolutions indicating their preference for a new recreation centre.

<b>C17-29-12</b>	Moved by Councillor Johnson, seconded by Mayor Potoroka that council indicates their preference for the design and construction of a new recreation centre of a scope, location and size to be determined.
<b>C17-29-13</b>	Moved by Councillor Kendrick, seconded by Councillor Johnson that the resolution be amended to add the word "location" after the word, "scope" Motion Carried 5-0  Main Motion Carried 5-0

In 2018 planning for a new recreation centre was identified as the top priority of council.

### CURRENT STATUS

The 2018 capital budget has \$40,000 allocated for Recreation Centre Planning. Capital Project Management Policy #06-05, provides direction for establishing a Project Management Committee. Administration deems this an ideal project to establish a committee to begin forming the goals and desired outcomes for the planning process.

The City of Dawson engaged in a comprehensive planning process prior to the construction of the Art and Margaret Fry Recreation Centre almost 20 years ago. There has been some public consultation and feasibility studies conducted since construction on the current facility ceased. However, it has always been centred around completing the existing facility and not the construction of a new facility.

Administration is seeking direction from council on what they envision the planning process for a new facility should entail.

The 2018 recreation operating budget also includes \$20,000 for a departmental strategic plan. The two planning processes complement each other and it is important to identify how the information will flow between the two.

## **IMPLICATIONS**

### **General:**

- Recreation is an integral part of the community and the impacts on the overall community are quite extensive, proper planning will help minimize negative impacts

### **Staffing:**

- Involvement in the planning process has been included in 2018 workplans

### **Financial:**

- \$40,000 allocated for planning

### **Follow up Action:**

- Dependent upon council direction

### **Communication:**

- Communication strategy and community involvement will be identified when establishing goals and planning project priorities

## **ALIGNMENT TO OFFICIAL COMMUNITY PLAN & MUNICIPAL PRIORITIES**

### **Official Community Plan:**

#### Municipal Finance

- Ensure that full costs and financial implication for all municipal projects and initiative are taken into consideration when making decisions

#### Municipal Infrastructure

- Ensure the provision and/or development of municipal infrastructure is effective and efficient

#### Parks & Recreation

- Provide recreational resources that meet the needs of a diverse population in order to encourage a healthy and active community
- Maintain and develop quality recreational infrastructure facilities
- Consider the feasibility and location of new parks, trails and recreation facilities

#### Culture

- Recognize the importance of the non-profit organizations that work to provide programming in the community and collaboratively work with them to access funding from territorial and federal programs
- Consider incorporating public art into future City projects

#### Environmental Stewardship

- Minimize the environmental impacts of municipal regulations, programs, services and projects
- Consider the environmental impacts as part of all council decisions

#### Heritage Preservation

- Protect and celebrate Dawson's heritage as a living historical community while at the same time allowing the community to evolve and prosper into the future

### **APPENDICES / SCHEDULES**

- Capital Project Management Policy #06-05

### **APPROVAL & CAO COMMENTS**

Cory Bellmore, CAO

Date: July 5, 2018



## Town of the City of Dawson CAPITAL PROJECT MANAGEMENT POLICY # 06-05

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1. Capital project proposals will be brought forward to Council for consideration, usually through the normal budget process. The proponent of the project shall prepare a preliminary justification for the project that includes the goals and benefits of the project and a preliminary budget showing costs and sources of funding. Where the project complexity warrants it, the budget should include as a separate item any feasibility studies that should be conducted. Council may consider phasing the project by only approving the feasibility study portion or other parts of the project before giving approval to the whole project.
  2. Following preliminary budget approval by Council, the Mayor and CAO will determine if the project is of sufficient complexity to require the establishment of a Project Management Committee. If the project does not require a Project Management Committee then the project will be assigned to the CAO or a department manager.
  3. Where a project is assigned directly to a department manager, and following final budget approval, the manager may proceed with the project in accordance with the City of Dawson Financial Policy, ensuring the project is completed in a timely fashion, within budget, and to final expectations regarding quality and functionality.
  4. Should the project require the establishment of a Project Management Committee, then that Committee shall be appointed by the Mayor and should include where appropriate:
    - a. Council Representative - who shall function as chairperson of the Committee and provide liaison between Council and management. The Chairperson shall ensure that written progress reports are prepared on a regular basis or as specific issues arise.
    - b. Project Coordinator - who shall provide liaison between the general contractor, or where there is no general contractor, the individual contractors on the project. The Project Coordinator shall ensure that the Committee is aware of all significant project issues as they arise and ensure appropriate resources are provided for the project.
    - c. City Manager - who may or may not serve as project coordinator and who shall assist in providing necessary resources for the project.
    - d. Department Heads - who will be the ones directly affected by the project and who may or may not serve as project coordinator.
    - e. End User - responsible to ensure provision of end user input to the project.
    - f. Senior Financial Officer - responsible for financial accountability of the project. Will provide a monthly financial report for Committee and Council review, including an analysis of budget variance. May be required to provide reports more often if the level of activity justifies it and Council requests it.
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5. The purpose of the Project Management Committee is to ensure proper representation of City Council, affected departments, end users, and the management responsible for carrying out the project. The Committee shall be accountable to Council and shall meet on a regular basis and as issues arise for the purpose of ensuring that the project plans are properly carried out within the budget. Minutes should be taken of all Committee meetings. Those minutes and the financial report should be forwarded to Council on a regular basis.
  6. The Committee shall first review the goals and budget of the project to ensure that the cost-benefit ratio justifies proceeding with the project. The Committee shall ensure that funding is available, the project deadline is reasonable and that there are sufficient personnel and skill levels available, either on City staff or from other sources, to complete the project. The Committee shall then request approval from Council to proceed with more detailed planning and to conduct necessary feasibility studies and preliminary design.
  7. Following Council approval, the Committee shall establish a more detailed budget and plan for implementation of the project. Where necessary, the Committee shall ensure that approved feasibility studies and preliminary design efforts are conducted to assist in this process. A project summary report shall be submitted for Council approval which includes:
    - a. goals and benefits of the project
    - b. an updated budget (including costs and sources of funding)
    - c. how the project will be managed (e.g. internal or hired consultant)
    - d. services that will go out for tender
    - e. whether those tenders will be separate or under a general contractor
    - f. estimated duration of the project
    - g. personnel involved
    - h. recommendations regarding public input into the design.
    - i. preliminary design.
  8. The committee shall then prepare a detailed design and budget for Council approval, ensuring the necessary staff and public input has been obtained, and shall present the final design and updated project cost summary for Council approval.
  9. Prior to the project proceeding further, the Capital Budget and Five Year Capital Plan will be amended by Council as required.
  10. The Committee shall then implement the project process, including the hiring of appropriate resources, preparing Requests for Proposals, recommending to Council the approval of contracts that are within budget, and monitoring project progress. Regular progress reports will be submitted to Council and the Committee shall seek Council direction when individual component bids are over budget for the component.
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11. The Committee or its delegate shall conduct start up meetings with contractors, with a focus on roles, responsibilities, authority limits, mode of communication, and other critical issues outstanding.
12. The project manager shall ensure that the detailed budget approved by Council is used to track and compare the contractor's budget and actual costs and to resolve variances.
13. Any changes that increase the budget for the project or significantly change the design, appearance, or use of the capital project shall receive Council approval based on the recommendations of the Committee before those changes are implemented. All other changes shall receive approval of the Committee before implementation.
14. Following completion of the project, The Committee shall ensure that testing and warranty inspections are completed satisfactorily.

**POLICY TITLE:** Capital Project Management  
**POLICY #:** 06-05  
**EFFECTIVE DATE:** November 7, 2007  
**ADOPTED BY COUNCIL ON:** November 6, 2007  
**RESOLUTION #:** C07-33-15

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Mayor, John Steins

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CAO, Paul Moore

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# THE CITY OF DAWSON

## Request for Decision



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**TO:** Mayor and Council  
**FROM:** Marta Selassie, Recreation Manager  
**DATE:** May 10, 2017  
**SUBJECT:** Music Festival By-law Exemption Request

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### 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" and grant official permission to use the Crocus Bluff Ball Diamond as an overflow campground, Camping Bylaw# 222, Sections 3(1) & 4 (1).

### PURPOSE

Dawson City Music Festival is seeking permission from council to operate an event that does not comply with the incessant noise clause in the Property Maintenance and Nuisance Abatement Bylaw. DCMF would also like approval to use the Crocus Bluff Ball Diamond for overall camping for festival pass holders.

### CURRENT STATUS

Administration does not have any concerns with this request and will work with DCMF to establish the terms for the overnight use of the ball diamond.

### OPTIONS

1. 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" and grant official permission to use the Crocus Bluff Ball Diamond as an overflow campground, Camping Bylaw # 222, Sections 3(1) & 4(1).

2. THAT Council deny 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" and not allow Crocus Bluff Ball Diamond to be used as an overflow campground, Camping Bylaw # 222, Sections 3(1) & 4(1).

**APPENDICES / SCHEDULES**

- Dawson City Music Festival Letter

**APPROVAL & CAO COMMENTS**



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Cory Bellmore, CAO

July 5<sup>th</sup>, 2018

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Date

# THE CITY OF DAWSON

## Information Report

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**TO:** Committee of the Whole  
**FROM:** Trina Buhler, City of Dawson Project Manager  
**DATE:** July 10, 2018  
**SUBJECT:** Water and Sewer Infrastructure Upgrades

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### PURPOSE

Provide Committee of the Whole with an update on the progress of various water and sewer infrastructure upgrades planned for 2018.

### BACKGROUND

The following water and sewer infrastructure upgrade projects are planned for 2018:

Water Treatment Plant  
Front Street Water and Sewer Upgrades  
Fifth Avenue (King to Princess) Sewer Upgrade  
York Street Lift Station Upgrade  
Klondike Valley Lift Station Upgrades

### CURRENT STATUS

#### Water Treatment Plant

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Project Manager: Rick Kent (YG)  
Consultant: Associated Engineering  
Contractor: Wildstone Construction and Engineering  
Contract amount: 13.2M  
Status: Contractor is currently on site and excavation has begun.

#### Front Street Water and Sewer Upgrades

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Project Manager: Rick Kent (YG)  
Consultant: WSP  
Contractor: Norcope Construction Group  
Contract Amount: 2.6M  
Status: Contractor has completed the twinning of the raw water lines in the alley between Turner and Dugas.

#### Fifth Avenue (King to Princess) Sewer Upgrade

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Project Manager: Karen Furlong (YG)  
Consultant: Tetra Tech  
Contractor: Norcope Construction Group  
Contract Amount: 1.2M  
Status: The project is expected to begin mid to late July. The start date of this project is later in the season to minimize the requirement for water infiltration during excavation.

#### York Street Lift Station Upgrade

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Project Manager: Elise Bingeman (YG)  
Consultant: Stantec  
Contractor: Wildstone Construction and Engineering  
Contract Amount: 2.4M  
Status: The project is expected to begin mid to late July. A pre-construction meeting is scheduled for July 13.

#### Klondike Valley Lift Station Upgrades

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Project Manager: Cathy MacDonald (YG)  
Consultant: Morrison Hershfield  
Contractor: Wildstone Construction and Engineering  
Contract Amount: 1.1M  
Status: The project is expected to begin mid to late July. A pre-construction meeting is scheduled for July 12.

### **CONSIDERATIONS / DISCUSSION**

More information will be provided during July 10 Committee of the Whole meeting.

**IMPLICATIONS****General:**

Upgrades to water / sewer infrastructure.

Some disruption to property owners, citizens, businesses/organizations, and visitors.

**Staffing:**

City of Dawson Public Works Department is acting as the contact for these projects.

**Financial:**

The Water Treatment Plant is funded through the Small Communities Fund.

The other projects are funded through the Clean Water and Wastewater Fund.

**Policy / Legislated Requirements:**

None.

**Legal:**

None.

**Follow up Action:**

Regular progress meetings are held for each project.

**Communication:**

With the assistance of the communications consultant, Across the River Consulting, all parties involved have worked to communicate any disruptions to affected property owners, citizens, businesses/organizations, and visitors through face-to-face meetings, Facebook, E-news, City of Dawson website, newspaper, radio, and tv.

**APPENDICES / SCHEDULES**

North Dawson W&S Projects (map)

South Dawson W&S Projects (map)

**APPROVAL & CAO COMMENTS**

CAO: *G. Bellmer*

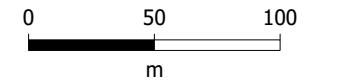
Date: June 29/18



Approved Water & Sewer Projects North Dawson

As of February 1, 2018

Drawn by: J BRYANT	Requested by: T BUHLER
Scale: 1:3,000@11x17"	Coordinate system: NAD 1983 UTM ZONE 7N
Map no: COD-0001	Version: 01
	Date: 2018-02-11



Legend

Proposed works, by year

- 2018
- 2019
- Lot boundaries



**1: Fifth Ave  
(King to Princess)  
Sanitary Sewer Upgrades**

**2: Second and York  
York Street Lift  
Station Replacement**



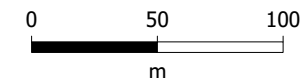
**Data sources:**  
 Proposed water/sewer works: City of Dawson  
 Imagery: Government of Yukon, 2014-09-12  
 Addresses: Government of Yukon  
 Lot boundaries: NRCan



Approved Water & Sewer Projects South Dawson

As of February 1, 2018

Drawn by: J BRYANT	Requested by: T BUHLER
Scale: 1:3,000@11x17"	Coordinate system: NAD 1983 UTM ZONE 7N
Map no: COD-0001	Version: 01
	Date: 2018-02-11



Legend

Proposed works, by year

- 2018
- 2019
- Lot boundaries



**Data sources:**  
 Proposed water/sewer works: City of Dawson  
 Imagery: Government of Yukon, 2014-09-12  
 Addresses: Government of Yukon  
 Lot boundaries: NRCan



**1: Fifth Ave  
(King to Princess)  
Sanitary Sewer Upgrades**

**5: Craig Street  
Hydraulic Tower  
Replacement**

**3: Fifth and Turner  
New Water  
Treatment Plant**

**4: Front Street, Turner Street,  
Dugas/Turner Alley  
Buried Infrastructure Upgrades**

**6: C4, Guggieville,  
Bonanza Klondike Valley  
Lift Station Improvements  
(not on map)**



# THE CITY OF DAWSON

## Request for Decision

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**TO:** Mayor and Council  
**FROM:** Clarissa Huffman, CDO  
**DATE:** 08 June, 2018  
**SUBJECT:** Application for Subdivision #18-036  
Lot 1075 Quad 116 B/03

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### RECOMMENDATION

It is respectfully recommended that:

1. Council decline Subdivision Application #18-036.

### PURPOSE

The applicant wishes to purchase a piece of property from Yukon Government in order to extend the existing boundaries of the lot.

### BACKGROUND

The applicant received conditional approval from Yukon Government Land Management Branch for a lot enlargement at Lot 1075 Quad 116 B/03. The condition that must be met in order to finalize this application is consolidation of the lot, and therefore subdivision approval from the City of Dawson.

### CURRENT STATUS

This application was first heard in September of 2016. An approval was issued on September 21, 2016 based on Council Resolution C16-30-02. However, the Municipal Act requires registration of a plan of subdivision be completed within one year of approval. Therefore, this subdivision approval lapsed as of September 21, 2017 because the plan of subdivision was not registered with the Land Titles Office. Therefore, a new application was submitted.

This application was advertised beginning on April 30, 2018. The public hearing for this application occurred on May 22, 2018, and no comments were heard.

**CONSIDERATIONS / DISCUSSION**

No significant concerns were raised regarding this application, and it meets all of the legislative and policy requirements of the City of Dawson. However, previous Council decisions such as the decision to decline similar spot land applications in 2017, set a precedent that Council does not support spot land applications, and therefore the recommendation for this application is to refuse, in order to be consistent between similar applications.

Alternatively, Council could choose to approve this application based on the previous approval received in 2016 for this lot, though there is no obligation to do so.

**Comments**

Public Works was asked to comment on this application for purposes of assessing access, lot grading, slope stability, and other operating requirements. No negative impacts were identified.

The application was also circulated to every property owner in a 1km radius of this property, inviting comments and questions. No comments in opposition to this application were received at the time of writing this report.

**Subdivision By-Law**

Subdivision Control By-Law S3.01 states that every subdivision of land must be made in accordance with the Municipal Act, the Official Community Plan, the Zoning Bylaw, and the Subdivision Control Bylaw. The Considerations/Discussion section of this report is intended to discuss the proposal's conformity with the provisions outlined in the relevant legislation, policies, and plans.

**Municipal Act**

The Municipal Act S. 314 details the requirements for any proposed plan of subdivision to have direct access to the highway to the satisfaction of the approving authority. In this case, there is no new access, and therefore this section does not apply.

S. 319 stipulates that an approval may be valid for a period of up to twelve months. If the applicant has not provided proof that the conditions of approval have been met, under the Act approval is void. The applicant can request an extension of a further twelve months, which may be granted in whole or in part, at the discretion of the approval authority.

### **Official Community Plan**

The property is currently designated as IND - Industrial. Uses associated with this designation include resource extraction, manufacturing, storage, warehousing, and the like. Therefore, the two proposed lots would retain the same designation. Any new use or development on the proposed lots would be required to conform to the OCP designation, or else apply for an OCP Amendment.

### **Zoning By-Law**

The property is currently zoned M1 - Industrial. The Zoning By-Law is intended to implement the goals of the OCP. Therefore, the purpose of the M1 zone as per the Zoning By-Law is to permit a wide range of industrial uses such as light manufacturing, warehousing, and storage. A full range of permitted uses and associated provisions are contained in the Zoning By-Law, and any future development of the proposed lots must also conform with the Zoning By-Law. Given that the applicant is enlarging the lot, the minimum size requirement of 1 acre has already been met. The existing size of the lot is approximately 2.51 hectares, and the new parcel is approximately 0.55 hectares, creating a total lot size of 3.06 hectares.

### **Heritage Management Plan**

The property is outside of the area currently under the jurisdiction of the Heritage Management Plan. Therefore, the Heritage Advisory Committee is not required to review this proposal. However, the applicant and any future owners are urged to consider the unique heritage of Dawson City when considering new development of these lots.

### **IMPLICATIONS**

**General:** This subdivision will create additional industrial space for the City of Dawson. However, precedent has been set that indicates Council's position on spot land applications, therefore refusal is recommended.

**Financial:** The applicant is responsible for all associated fees and charges, therefore there is no financial cost to Dawson City.

**Communication:** Notice of decision will be provided to the applicant by mail at the address listed on the application.

### **OPTIONS**

Council may consider one of the following options regarding this application:

1. Refuse the application.

2. Approve the application, subject to the following conditions:
  - 2.1. The applicant submit a Stormwater Management Plan to the satisfaction of the CDO and Public Works Superintendent.
  - 2.2. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
  - 2.3. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

<b>APPENDICES / SCHEDULES</b>
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Appendix A. Application

Appendix B. Map

<b>APPROVAL &amp; CAO COMMENTS</b>
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Respectfully Submitted,

Clarissa Huffman, CDO

I have reviewed and have no further comments regarding this report.

Cory Bellmore, CAO

July 5, 2018

**FORM 1A - BYLAW #95-08**

<p><b>APPLICATION FOR SUBDIVISION/CONSOLIDATION APPROVAL</b></p> <p><input checked="" type="checkbox"/> By plan of subdivision</p> <p><input checked="" type="checkbox"/> By plan of consolidation</p> <p><input type="checkbox"/> By other instrument</p>	<p align="center"><b>FOR OFFICE USE ONLY</b></p> <p>Date of Receipt: <u>APR 11 23</u> File # <u>18-036</u></p> <p>Fees Submitted: <u>250</u> Received by: <u>GB</u></p>
--	---

**THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND WHICH IS THE SUBJECT OF THE APPLICATION OR BY AN AUTHORIZED PERSON ACTING ON HIS BEHALF.**

1. a. Name (printed) of registered owner of land:  
**FIREWEED HELICOPTERS LTD**
- b. Address & telephone number of registered owner:  
**BOX 5450, WHITEHORSE, YT Y1A 5H4**
- 
2. a. Name (printed) of Authorized person acting on behalf of owner: **GLEN LAMERTON**
- b. Address & telephone number of authorized person:  
**BOX 928, DAWSON CITY, YT Y0B 1G0**

**3. FULL LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED/CONSOLIDATED:**  
**LOT 1075, QUAD 116B/3, PLAN 98-158**

- 4. LOCATION OF LAND TO BE SUBDIVIDED/CONSOLIDATED**
- a. Is the land situated within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch?
- Yes  No
- b. If yes, state its name: \_\_\_\_\_

- 5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED/CONSOLIDATED**
- a. Describe existing use of the land: **COMMERCIAL**
- b. Describe proposed use of the land: **COMMERCIAL**

- 6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED/CONSOLIDATED**
- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed): **TAILINGS**
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc, & sloughs, creeks, etc.):  
**TAILINGS WHICH HAVE BEEN LEVELED IN MOST PORTIONS OF PROPERTY**
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.): \_\_\_\_\_

- 7. EXISTING BUILDINGS ON THE LAND PROPOSED TO BE SUBDIVIDED/CONSOLIDATED**  
Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved:  
**HANGER & OFFICE & PILOT HOUSING - ALL TO REMAIN AS IS**

**8. REGISTERED OWNER**

I, FIREWEED HELICOPTERS LTD. hereby certify that I am the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision/consolidation approval.

*Glen Lamerton*

SIGNATURE OF REGISTERED OWNER

APRIL 18, 2018

DATE

# 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)



September 21, 2016

Scott DeWindt  
Fireweed Helicopters Ltd.  
Box 1069  
Dawson City, YT Y0B 1G0

RE: Subdivision Approval by Plan of Consolidation RE: Lot Enlargement – Lot 1075, Quad 116B/3, Klondike Highway

---

Dear Mr. DeWindt,

Please be advised Council reviewed your subdivision application at their meeting on September 20, 2016. I am pleased to inform you the application was approved as per the following resolution and you are authorized to proceed with the survey as per the plan presented.

*C16-30-02 Moved by Mayor Potoroka, seconded by Councillor Kendrick that Council approves the subdivision / consolidation application to allow for an expansion of lot 1075, Quad 116B/03, Dawson, Yukon, Plan 81962 CLSR; as per the plan presented.*

Please ensure that your surveyor provides this office with the survey plan for review and approval. Should you have any questions or concerns, please feel free to contact the City Office.

Regards,

A handwritten signature in black ink, appearing to read "cAo", is written over a horizontal line.

André Larabie  
CAO



**PRELIMINARY SKETCH**

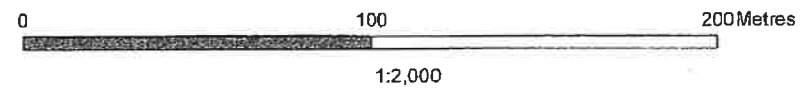
**LOT ENLARGEMENT TO LOT 1075**

**FIREWEED HELICOPTERS LTD.**  
**LAND APPLICATION 2011-2441**  
**PID 200016882**

**IN DAWSON CITY YT., ADJOINING LOT 1075,**  
**98-158 LTO, 81962 CLSR**

**LONG. 139° 22' W, LAT. 64° 02' N**  
**QUAD. 116 B/03**

Yukon Albers Projection



*Note: This sketch is for information purposes only. Position and configuration of application were created using information received from applicant. Best efforts were made to reflect applicant's wishes.*





# THE CITY OF DAWSON

## Request for Decision

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**TO:** Mayor and Council  
**FROM:** Clarissa Huffman, CDO  
**DATE:** 28 June 2018  
**SUBJECT:** McDonald Lodge Demolition (Application #18-061)

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### RECOMMENDATION

It is respectfully recommended:

1. That Council table Application #18-061 and direct administration to collaborate with the applicant to create a redevelopment plan to the satisfaction of the CDO and Council, prior to the approval of a demolition permit.
2. That Council elect to not waive the redevelopment security deposit.

### PURPOSE

Yukon Government has approached the City of Dawson to request permission to have the 'old' McDonald Lodge demolished, and to request waiver of the redevelopment deposit.

### BACKGROUND

Yukon Government submitted a Demolition Permit Application (#17-052) on June 2, 2017. The proposal consisted of a 'grassy pad' to be constructed upon the demolition of the structure. Due to the age of the structure, the application was put on the Council table for discussion. Council asked for more information relating to the redevelopment of the site, and the application was withdrawn by the applicant on July 4, 2017.

A new Yukon Government representative has come forward with the current demolition permit application, with updated information surrounding the redevelopment of the lot; the new application states that YG has no plans to redevelop the land at this time.

### CURRENT STATUS

The applicant stated that the only redevelopment being contemplated at this time is to fill and level the site with gravel. The applicant has also requested that the redevelopment deposit be waived. Ongoing conversations with the applicant indicate that YG is

"amenable to leaving the site in whatever state the town requests". The correspondence goes on to state that grass is not preferable due to high maintenance costs, but perhaps picnic tables or boulders could be used to stop people from driving across the site.

## CONSIDERATIONS / DISCUSSION

### Official Community Plan

The subject property is currently designated as INT – Institutional. Characteristics of an institutional designation include landmark buildings and/or structures with landscaped lawns. Types of use that are appropriate for this designation include education, health care, places of worship, etc. The Official Community Plan is intended to convey the long-term vision of Dawson. Therefore, a proposed redevelopment should be compatible with the institutional designation. It is not possible to assess compatibility at this time, as the owner intends to leave the site vacant, with no current plans for redevelopment of any kind.

This is contradictory to s. 3.2 of the OCP, which states that one of the implementation approaches for provision of effective and efficient municipal infrastructure is as follows: "*prioritize the development of vacant and underutilized lands in the Historic Townsite over extending services to develop un-serviced lands in other parts of the community*". Given that the 'old' McDonald Lodge is currently a vacant structure, based on the quoted implementation approach the redevelopment of this site should be a top priority. The site is in a prime location at the junction of various institutional, core commercial, and residential uses. To leave this site intentionally vacant could be viewed as counter to the stated goal of prioritizing vacant and underutilized lands.

### Zoning By-Law

*Appendix E S. 5: Demolitions* of the Zoning By-Law reads as follows:

- (1) Demolition will only be permitted when an application for a development permit for redevelopment of the site has been approved and issued.*
- (2) Demolition of protected buildings and structures less than 40 years old will only be permitted if the proposed replacement would improve the quality of the built environment.*
- (3) Demolition of buildings and structures more than 40 years old will be demolished only in exceptional circumstances as determined in the sole discretion of Council.*
- (4) An acceptable security of \$1.00 per square foot of the lot under consideration will be required to be posted upon issuance of a Development Permit for a demolition to ensure that the intended re-development proceeds."*

The structure is noted as being 49 years of age; therefore, the sole discretion on this decision lies with Council. Additionally, it should be noted that the applicant has not submitted a redevelopment plan, nor received an approved development permit for redevelopment. This can be attributed to the fact that the applicant states that no redevelopment of the site is planned at this time. The intent behind the redevelopment deposit policy is to implement the OCP goal of disincentivizing vacant lots and encouraging redevelopment of underutilized lots. Therefore, to permit a demolition when the applicant has intentionally chosen not to redevelop would be counter-productive to the intent of the OCP. It is administration's understanding that this application was tabled in 2017 for this same reason.

The applicant also requested a waiver of the redevelopment deposit; the request in the applicant's letter reads as follows: *" We are requesting that the City of Dawson waive the redevelopment security deposit on this project...it is understandable that a private developer may need to provide security to ensure future appropriate development, but at a government to government level, this risk is minimal" .*

Administration disagrees with this statement; if there was a planned redevelopment in place for the site with an approved development permit, it could be considered relatively low-risk for Council to waive the redevelopment security deposit. However, to approve a demolition permit with no redevelopment plan and to also waive the security deposit could be viewed as relatively high-risk, given that the applicant would then have no tangible incentive to ensure a timely redevelopment of the site.

With respect to zone-specific regulations, the subject property is zoned P2 – Institutional. The use classes are similar to that as identified in the OCP: namely, community uses such as education, health care, and cultural facilities. One such example of a use that would fit into the Institutional category and demonstrates strong need in the City of Dawson is a new day care facility, but this is just one example of the type of use that would be compatible in this location. Administration strongly encourages working closely with the applicant to come up with a redevelopment plan that adds value to the community prior to approving this demolition permit.

### **Heritage Management Plan**

The subject property is designated as Government Reserve in the Heritage Management Plan:

*"This area coincides generally with the land reserved for government building. It contains most of the important historical public / institutional buildings that expressed the authority of Government of Canada and the religious organizations."*

In essence, this zone is characterised by large estate lots with government/public buildings (largely classical in design) surrounded by well-manicured lawns and gardens. The applicant notes that the subject property is a "high value site", and administration agrees with this assessment based on the above analysis. Therefore, it is even more critical that this high-value site in a prominent location be redeveloped for a community use.

## IMPLICATIONS

**General:** The redevelopment of this lot is likely to have a strong positive impact on the City of Dawson. The site's prime location in a high-traffic area of town could be better utilized as a public/institutional space of some kind. The building is not currently in use, but with no redevelopment plans included with the application, the demolition of this structure has little to no benefit to the City of Dawson. Allowing this demolition to proceed as proposed is contrary to not one but two of the demolition policies currently in place. With no indication of when redevelopment will proceed or what that redevelopment will look like, administration is hesitant to recommend approval of this proposal. It is recommended that Council direct administration to collaborate with the applicant to create a suitable redevelopment plan before moving forward.

**Financial:** All costs associated with this application are borne by the applicant. The applicant has requested a waiver of the redevelopment fee. This should not be considered a negative financial impact, given that the deposit is intended to be refunded upon the redevelopment of the site. However, Council should consider the impact of waiving that fee, given that without the deposit, Council has no certainty that the redevelopment will proceed in a timely manner.

**Communication:** Notice of decision will be provided to the applicant by mail at the address listed on the application. The CDO will continue to collaborate with the applicant to determine the best course of action.

## OPTIONS

With respect to Demolition Permit #18-061, Council may choose one of the following options:

1. Table Application #18-061 and direct administration to collaborate with the applicant to create a redevelopment plan to the satisfaction of the CDO and Council, prior to the approval of a demolition permit.
2. Decline Application #18-061 and direct the applicant to resubmit when a redevelopment plan has been determined for the lot.
3. Approve Application #18-061 as presented on the premise that Yukon Government will redevelop the site at a later date, with direction to administration as to what the minimum standard for redevelopment of the lot shall be.

With respect to the request to waive the redevelopment security deposit, Council may choose one of the following options:

1. Not waive the redevelopment security deposit.
2. Waive the redevelopment security deposit, accepting that Yukon Government will redevelop the site at a later date.

**APPENDICES / SCHEDULES**

Appendix A. Application Form and Cover Letter

Appendix B. Application #17-052

**APPROVAL & CAO COMMENTS**

Respectfully Submitted,

\_\_\_\_\_  
Clarissa Huffman, CDO

\_\_\_\_\_  
Date

I have reviewed and have no further comments regarding this report.

*C. Bellmore*

\_\_\_\_\_  
July 5, 2018

\_\_\_\_\_  
Cory Bellmore, CAO

\_\_\_\_\_  
Date



Highways and Public Works  
Property Management Division  
PO Box 2703, Whitehorse, Yukon Y1A 2C6

June 14, 2018

**Clarissa Huffman, BA, BURPI**  
Community Development and Planning Officer  
City of Dawson  
(867) 993-7400 ext.414  
cdo@cityofdawson.ca

Good morning,

Please find attached the completed Development Application and Permit (Demolition) for the Alexander McDonald lodge (old) demolition project.

We are requesting that the City of Dawson wave the redevelopment security deposit on this project. At this time there is no formal plan to redevelop the site, but as a high value site, appropriately zoned and titled, it is an asset with significant potential for future projects.

It is understandable that a private developer may need to provide security to ensure future appropriate development, but at a government to government level, this risk is minimal.

We respectfully ask that this be considered and that pending any final decision a conditional demolition permit be approved so that the work may be completed this summer season.

Regards,

A handwritten signature in black ink, appearing to read "Philip Christensen". The signature is fluid and cursive, with a long horizontal line extending to the right.

Philip Christensen  
Senior Building Program Manager  
Property Management (W-5)

cc. Shelby Workman  
Director Capital Development (W-5)



# 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)

OFFICE USE ONLY	
APPLICATION FEE:	210.00 +gst
DATE PAID:	invoiced
PERMIT #:	18-061

## DEVELOPMENT APPLICATION & PERMIT (DEMO)

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES AND SUBMISSION REQUIRMENTS PRIOR TO COMPLETING FORM.

### PROPOSED DEVELOPMENT

CIVIC ADDRESS: 636-5th Ave, Dawson City, Yukon VALUE OF DEVELOPMENT: \$600,000

LEGAL DESCRIPTION: LOT(S) 1 PCLK BLOCK D ESTATE Government Reserve ADD PLAN# CLSR 10470

EXISTING USE OF LAND / BUILDINGS: Old McDonald Lodge Building - Not in Use

AGE OF STRUCTURE: Please provide the age of the structure you wish to demolish and attach supporting evidence.

Alexander McDonald Lodge (old) was constructed in 1969 and is 49 years of age. Attached is a copy of the site plan from original tender document set.

RATIONALE: Please provide justification for the demolition.

Building has reached the end of its useful life based on operational requirements and building condition. N new facility was built in 2016 rendering the old facility redundant.

PROPOSED RE-DEVELOPMENT: Please provide the Permit # of the approved development permit that was issued for this lot, and a brief description of your plans.

A new facility, Alexander McDonald Lodge (new), was build in 2016. This facility was built on a site adjacent to the new Dawson Hospital. This was done for operational and functional reasons. It was the intention that one replace the other but for operational requirements, the new facility had to be completed prior to the demolition of the old.

There are no current plans to re-develop the building site following demolition beyond clearing and leveling the site with gravel.

### APPLICANT INFORMATION

APPLICANT NAME(S): Philip Christensen

COMPANY NAME: Government of Yukon

MAILING ADDRESS: PO Box 2703 (W5), Whitehorse, Yukon POSTAL CODE: Y1A 2C6

EMAIL: philip.christensen@gov.yk.ca FAX #: \_\_\_\_\_

PHONE #: 867 667 8565 ALTERNATE PHONE #: 867 332 5195

### OWNER INFORMATION

OWNER NAME(S): Government of Yukon

MAILING ADDRESS: PO Box 2703 (W5), Whitehorse, Yukon POSTAL CODE: Y1A 2C6

EMAIL: As Above FAX #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

It is the responsibility of the applicant to ensure that all plans conform to the provisions of the City of Dawson Zoning Bylaw and applicable territorial and federal legislation.

**DECLARATION**

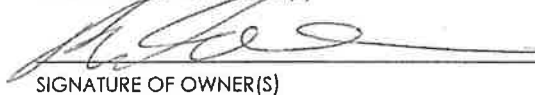
- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw No. 12-27 and in accordance with the plans and supporting information submitted and attached which form part of this application.
- I/ WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a Development Permit and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application for a Development Permit and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.

JULIE 15/2018  
DATE SIGNED

  
SIGNATURE OF APPLICANT(S)

JULIE 15/2018  
DATE SIGNED

  
SIGNATURE OF OWNER(S)

**INSTRUCTIONS AND GUIDELINES**

**IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE APPLICATION FORM.**

1. Demolition will only be permitted when an application for a development permit for redevelopment of the site has been approved and issued.
2. Demolition of protected buildings and structures less than 40 years old will only be permitted if the proposed replacement would improve the quality of the built environment.
3. Demolition of buildings and structures more than 40 years old will be demolished only in exceptional circumstances as determined in the sole discretion of Council.
4. An acceptable security \$1.00 per square foot of the lot under consideration will be required to be posted upon issuance of a Development Permit for a demolition to ensure that the intended re-development proceeds.



# 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)

OFFICE USE ONLY	
APPLICATION FEE:	\$ 25
DATE PAID:	
PERMIT #:	17-052

## DEVELOPMENT APPLICATION & PERMIT

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES AND SUBMISSION REQRIMENTS PRIOR TO COMPLETING FORM.

### PROPOSED DEVELOPMENT

CIVIC ADDRESS: 636-5th Ave, Dawson City, YT VALUE OF DEVELOPMENT: \$10,000.00 <sup>24168</sup>

LEGAL DESCRIPTION: LOT(S) 1 PCLK BLOCK D ESTATE GOVT RESERVE ADD PLAN# CLSR 10470

EXISTING USE OF LAND / BUILDINGS: Old McDonald Lodge - not in use. Ambulance Garage still in use.

PROPOSED DEVELOPMENT: Please provide a brief description of the proposed development.

Convert the land occupied currently by the former McDonald Lodge into a grassy pad. The Ambulance garage (YG Bldg. #2595) to remain in place and operational.

### APPLICANT INFORMATION

APPLICANT NAME(S): Rocky Philpott

COMPANY NAME: Yukon Government

MAILING ADDRESS: P.O. Box 2703 (W-5), Whitehorse, YT POSTAL CODE: Y1A 2C6

EMAIL: rocky.philpott@gov.yk.ca FAX #: 867-393-6319

PHONE #: 867-667-8168 ALTERNATE PHONE #: 867-689-1150

### OWNER INFORMATION

OWNER NAME(S): Yukon Government

MAILING ADDRESS: P.O. Box 2703 (W-5), Whitehorse, YT POSTAL CODE: Y1A 2C6

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

PHONE #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

It is the responsibility of the applicant to ensure that all plans conform to the provisions of the City of Dawson Zoning Bylaw and applicable territorial and federal legislation.

### DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the City of Dawson Zoning Bylaw No. 12-27 and in accordance with the plans and supporting information submitted and attached which form part of this application.
- I/ WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a Development Permit and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application for a Development Permit and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.

JUN 02 2017

DATE SIGNED

SIGNATURE OF APPLICANT(S)

DATE SIGNED

SIGNATURE OF OWNER(S)





# THE CITY OF DAWSON

## Request for Decision

---

**TO:** Mayor and Council  
**FROM:** Clarissa Huffman, CDO  
**DATE:** 28 June 2018  
**SUBJECT:** Zoning By-Law Amendment No. 18  
Lot 1205 Quad 116 B/03 (Bonanza Road)

---

### RECOMMENDATION

It is respectfully recommended that Council choose one of the following two options:

1. Forward the Zoning By-Law Amendment No. 18 to Council for second reading.
2. Do not forward Zoning By-Law Amendment No. 18 to Council for second reading and repeal Official Community Plan Amendment No. 7.
3. Table Zoning By-Law Amendment No. 18 until the culmination of the OCP/ZBL review process.

### PURPOSE

The applicant has submitted a Zoning By-Law Amendment application to re-zone their property from Service Commercial (C2) to Country Residential (R3) to facilitate the development of a single-detached residential dwelling. In order to process this request, an Official Community Plan Amendment was also required, as the Zoning By-Law cannot contravene the Official Community Plan.

### BACKGROUND

The applicant filed an Official Community Plan Amendment and a Zoning By-Law Amendment application on December 12, 2017.

The applicant expressed an interest through this application in rezoning Lot 1205 Quad 116 B/03 from Service Commercial to Country Residential, in order to facilitate the development of a residential dwelling. The applicant noted in their request the current

shortage of suitable residential lots in Dawson, therefore purchased this lot with the goal of rezoning and developing the lot.

According to the *Municipal Act* S. 283(1), "Council shall not enact any provision or carry out any development contrary to or at variance with an official community plan." Therefore, it is inferred that should an individual wish to amend the Zoning By-Law, they must first petition to amend the Official Community Plan, as Council cannot enact zoning provisions that are contrary to the OCP.

Additionally, the *Municipal Act* S. 283(2) states that "No person shall carry out any development that is contrary to or at variance with an official community plan", and the *Municipal Act* S. 297(2) states that "No person shall carry out any development that is contrary to or at variance with a zoning bylaw."

Therefore, by filing these applications, the applicant is following due process in requesting these changes according to the legislation.

#### **CURRENT STATUS**

This application is currently in the first stage of processing. If approved, the next steps will unfold as follows:

1. First Reading of OCP Amendment No. 7
2. Statutory Public Hearing
3. Second Reading of OCP Amendment No. 7
4. Submission to Minister for Approval
5. Third Reading of OCP Amendment No. 7
6. First Reading of ZBL Amendment No. 18
7. Statutory Public Hearing
8. Second and Third Public Reading of ZBL Amendment No. 18

Therefore, the public was given two separate opportunities to voice comments and concerns related to this proposal. No comments were heard at the first public hearing. At the second public hearing, 3 individuals raised concerns regarding the potential land use conflict that will be created by introducing a standalone residential dwelling to this area. OCP Amendment No. 7 has passed through 3<sup>rd</sup> and final reading, and ZBL Amendment No. 18 has passed through 1<sup>st</sup> Reading.

The applicant understands this risk of developing this lot for residential purposes, though it does bring to light the potential conflict that may arise in the long term: for example, if the current owner were to sell, the new owners would need to understand the risk of potential land use conflicts in this area. This area has a long history of mixed use with respect to industry and residential uses co-existing, but serious consideration should be given to the long-term implications of rezoning this property without examining the area as a whole.

Council may wish to table this application until the recommendations come forward from the OCP/ZBL review process; it would be prudent to consider this application through the lens of the OCP recommendations for this area.

### CONSIDERATIONS / DISCUSSION

The subject property is situated in the Klondike Valley, at the corner of Bonanza Creek Road and Rabbit Creek Road, in an area where many different land uses coexist. The lot is bordered on two sides by lots that are also zoned C2, with additional C2 lots across Bonanza Creek Road. The other side of Rabbit Creek Road is currently zoned Industrial, however with the exception of Callison Industrial Subdivision to the east of the subject property, the majority of the land to the south and south-east of the subject property is un-surveyed and undeveloped.

The subject property is also in close proximity to the Parks and Natural Space Corridor along the west side of Bonanza Creek Road, and other Country Residential-zoned areas such as the Dredge Pond subdivision and a currently undeveloped CR zone to the south-west.

The potential for land use conflict for this particular lot is considered by staff to be minimal, given the proximity of the lot to a variety of different land uses. With proximity to Parks and Open Space and other Country Residential subdivisions (both existing and future), it is not unreasonable to consider a home in this location. Service commercial lots are associated with uses (such as campgrounds, eating and drinking establishments, and motels) that are reasonably compatible with, and complimentary to, the uses permitted in residential zones (i.e. residential dwellings).

The only potential conflict that may be considered a concern would be the Industrial zoned land to the east and south-east. At the current time, much of this land is un-surveyed and used for mining related purposes. Many of the surveyed lots are currently used for the same: namely equipment storage, workshops, and temporary worker housing or residential security units in association with a mine or other industrial business. Council may wish to consider whether this potential land use conflict outweighs the benefit of redeveloping an underutilized lot in accordance with Official Community Plan policies related to housing and housing need.

### **Municipal Act**

The Municipal Act S. 285 states that *"an official community plan may be amended, but any such amendment shall be made in accordance with the procedure and subject to the same approvals as established in this Division for the preparation and adoption of an official community plan."* Therefore, Council has the authority to make a decision on this amendment provided that the process/timeline as outlined above, to ensure compliance with the legislation.

### **Official Community Plan**

Section 3.3 of the OCP contemplates housing, and states that the long-term goal with respect to housing is to "*support the development of new housing and the adaptive reuse of existing buildings to meet the full continuum of housing needs in the community*". Implementation approaches listed in support of this goal include encouraging development of a range of housing types that meet community needs, and to encourage owners of vacant or underutilized land to develop or sell their land in order to encourage infill.

This application met the criteria of both of these implementation approaches. As such, an OCP amendment was passed through third and final reading on June 12, 2018. Approving this amendment, subject to third and final reading of the ZBL amendment (discussed below) allows for the development of a new dwelling that meets a community need: in this case the community need is clear, because the applicant has submitted an application stating that no other lot meet their needs for a residential dwelling. Additionally, the applicant purchased this land vacant, with the intent of developing it. This fits within the preferred implementation approach listed above.

However, it is important to consider the intent of the OCP, which is to provide a vision for the community. Council may wish to consider what the vision for this area is before making a decision on this application, and the OCP/ZBL review period is an excellent opportunity to do so.

### **Zoning By-Law**

The subject property is currently zoned C2: Service Commercial. The applicant has indicated on their application that they wish to rezone the property to R3: Country Residential.

The applicant wishes to build a single-family dwelling, which is a permitted use within the Country Residential zone. The applicant has submitted a development permit application for construction of a dwelling, which has been approved with the condition that the ZBL amendment passes third and final reading prior to construction. If the ZBL is not passed, the approval will be invalid due to the conditions not being met.

The OCP has been amended to allow a Country Residential Designation in this location. Therefore, the ZBL can now be amended accordingly, if it is supported by Council. If this amendment is no longer decided to be in the best interest of the community, the OCP amendment will need to be repealed.

## **Heritage Management Plan**

The property is outside of the area currently under the jurisdiction of the Heritage Management Plan. Therefore, the Heritage Advisory Committee is not required to review this proposal. However, the applicant and any future owners are urged to consider the unique heritage of Dawson City when considering new development of this lot.

### **IMPLICATIONS**

**General:** This application has potential positive benefit to the City of Dawson, namely the community benefit arising from the redevelopment of a currently vacant lot and facilitating the development of a single-detached dwelling which will help alleviate the current housing shortage. Council may wish to weigh these potential benefits against the potential negative impact of land-use conflict arising from this amendment.

**Financial:** This application has no negative financial impact to the City of Dawson. The applicant bears all costs related to this application. There is the potential for increased revenue for the City of Dawson through higher property tax once improvements are made on the lot.

**Communication:** The applicant will be informed of the decision of Council. The CDO will navigate this application through the legislative process, providing regular updates and feedback to the applicant. The public will be provided the opportunity to voice comments and concerns during two separate statutory public hearings.

### **OPTIONS**

Council may consider one of the following options regarding this application:

1. Forward the Zoning By-Law Amendment No. 18 to Council for second reading.
2. Do not forward Zoning By-Law Amendment No. 18 to Council for second reading and repeal Official Community Plan Amendment No. 7.
3. Table Zoning By-Law Amendment No. 18 until the culmination of the OCP/ZBL review process.

### **APPENDICES / SCHEDULES**

- Appendix A. Applicant Cover Letter
- Appendix B. OCP Amendment Application #17-128
- Appendix C. ZBL Amendment Application #17-129
- Appendix D. Certificate of Title
- Appendix E. Location Map #1
- Appendix F. Location Map #2

Appendix G. Public Comments

**APPROVAL & CAO COMMENTS**

Respectfully Submitted,

\_\_\_\_\_  
Clarissa Huffman, CDO

\_\_\_\_\_  
Date

I have reviewed and have no further comments regarding this report.

\_\_\_\_\_  
Cory Bellmore, CAO

\_\_\_\_\_  
Date



# THE CITY OF DAWSON

## Bylaw No. 2018-02

**WHEREAS** Section 289 of the Municipal Act, (R.S.Y. 2002), and amendments thereto provides that a Council may, by a Zoning Bylaw, prohibit, regulate and control the use and development of land and buildings in a municipality; and

**WHEREAS** Section 294 to 296 of the Municipal Act, (R.S.Y. 2002), and amendments thereto provides for amendment of the Zoning Bylaw; and

**WHEREAS** it is deemed desirable and expedient to amend the City of Dawson Zoning Bylaw #12-27;

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

### **PART I - INTERPRETATION**

#### **1.00 Short Title**

1.01 This bylaw may be cited as the "***Zoning Bylaw Amendment No. 18 Bylaw.***"

#### **2.00 Purpose**

2.01 The purpose of this bylaw is to provide an amendment to SCHEDULE B, Land Use Map (Valley, Confluence, and Bowl) to change the designation of the land known as Lot 1205 Quad 116 B/03 in Dawson City, Yukon Territory, from C2 (Service Commercial) to R3 (Country Residential), as shown in Appendix 1 of this bylaw.



# THE CITY OF DAWSON

Bylaw No. 2018-02

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# THE CITY OF DAWSON

## Bylaw No. 2018-02

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### 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 Amendment

SCHEDULE B, Land Use Map (Valley, Confluence, and Bowl) is hereby amended to change the designation of the land known as Lot 1205 Quad 116 B/03 in Dawson City, Yukon Territory, from C2 (Service Commercial) to R3 (Country Residential), as shown in Appendix 1 of this bylaw.



# THE CITY OF DAWSON

## Bylaw No. 2018-02

[Return to Table of Contents](#)

### PART III – FORCE AND EFFECT

#### 5.00 Severability

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

#### 6.00 Enactment

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

#### 7.00 Bylaw Readings

Readings	Date of Reading
FIRST	June 12, 2018
PUBLIC NOTICE	June 5, 2018
PUBLIC NOTICE	June 12, 2018
PUBLIC HEARING	June 26, 2018
SECOND	
THIRD and FINAL	

\_\_\_\_\_  
Wayne Potoroka, Mayor  
Presiding Officer

\_\_\_\_\_  
Cory Bellmore, CAO  
Chief Administrative Officer



# THE CITY OF DAWSON

Bylaw No. 2018-02

## PART IV – APPENDIX (APPENDICES)

### Appendix 1. Location Map of Lot 1205 Quad 116 B/03



December 12<sup>th</sup>, 2017

City of Dawson  
Community Development Officer  
Clarissa Huffman  
Box 308  
Dawson City, YT Y0B 1G0

Dear Clarissa;

**RE: OCP Amendment Application & Zoning Bylaw Amendment Application**

Please find attached our Applications for both OCP Amendment and Zoning Amendment. We have purchased a lot at the old Guggieville location at the juncture of the Klondike Highway and Bonanza Creek Road. These lots are zoned as Service Commercial, and we would like to request to have the zoning for our lot (#1205) to be rezoned to Country Residential.

We have been searching for a Country Residential lot because we would prefer to have a larger lot, and although we have been looking for quite some time, they are quite hard to come by. Since we were having this difficulty, we finally decided to purchase our lot and request to have it rezoned. We are hoping the City will understand the shortage of Country Residential lots and assist us in this matter.

Our plan for the lot is to build a single family home (and possibly a garage/shed to put vehicles in during the winter). The lot we have purchased is very appealing to us as it is very flat and will not require extensive land development (as some of the other recently available lots do).

We look forward to hearing from you regarding the next steps. If you require any further information, please do not hesitate to contact us.

Respectfully,

Garth & Juli Hnetka  
993.6673 (h) 993.3849 (Garth cell) 993.3742 (Juli cell)



# THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0  
PH: 867-993-7400 FAX: 867-993-7434  
www.cityofdawson.ca

PAID  
DEC 13 2017  
27023

OFFICE USE ONLY	
APPLICATION FEE:	1030
DATE PAID:	
ADVERTISING FEE:	
DATE PAID:	
APPLICATION #:	7-128

## OCP AMENDMENT APPLICATION

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES AND APPLICATION REQRMENTS PRIOR TO COMPLETING FORM.

### AUTHORIZED AGENT INFORMATION

APPLICANT / AUTHORIZED AGENT NAME(S): Garth + Juli Hnetka

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: Box 103 Dawson City, YT POSTAL CODE: Y0B 1G0

EMAIL: the\_hnetkas@hotmail.com FAX #: \_\_\_\_\_

PHONE #: 993 6673 (h) ALTERNATE PHONE #: 993-3742 (Juli's cell)  
993-3849 (Garth's cell)

### OWNER INFORMATION

OWNER NAME(S): Garth + Juli Hnetka

MAILING ADDRESS: Box 103 Dawson City, YT POSTAL CODE: Y0B 1G0

EMAIL: the\_hnetkas@hotmail.com FAX #: \_\_\_\_\_

PHONE #: 993-6673 (h) ALTERNATE PHONE #: 993-3742 (Juli's cell)  
993-3849 (Garth's cell)

DOCUMENTATION OF OWNERSHIP ATTACHED TO APPLICATION

### PROPOSED AMENDMENT

A.) RE-DESIGNATION: (Attach map showing the scale, dimensions and proposed change in the context of adjacent land)

CIVIC ADDRESS: \_\_\_\_\_ PARCEL SIZE OR LAND AREA: 0.401 ha

LEGAL DESCRIPTION: LOT(S) 1205 <sup>Quad</sup> BLOCK 116B/03 ESTATE \_\_\_\_\_ PLAN# 2014-0012

PROPOSED AMENDMENT:

FROM ZONING DESIGNATION: Service Commercial TO ZONING DESIGNATION: R3 - Country Residential

REASON FOR PROPOSED AMENDMENT: Please provide justification of the proposed amendment.

see attached.

B.) TEXT AMENDMENT: (Attach additional sheets if required)

DESCRIPTION OF PROPOSED AMENDMENT: Please provide a description of the proposed amendment.

\_\_\_\_\_

REASON FOR PROPOSED AMENDMENT: Please provide justification of the proposed amendment.

\_\_\_\_\_



# 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)



APPLICATION #:	
----------------	--

## APPLICATION REQUIREMENT CHECK LIST

	Completed Development Application Form, in full, including written statement to describe and justify the proposed amendment.
	Application fee as per the City of Dawson Fees and Charges Bylaw
	Advertising fee as per the City of Dawson Fees and Charges Bylaw - required advertising associated with the application
	Documentation of Ownership
	Map showing scale, dimensions and the proposed change in the context of adjacent land
	Any additional information requested by the Development Officer.
◆	
◆	
◆	
◆	

## DECLARATION

- I/WE hereby make application for a zoning amendment under the provisions of the City of Dawson Zoning Bylaw No. 12-27 and in accordance with the supporting information submitted and attached which form part of this application.
- I/ WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a zoning amendment and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application for a zoning amendment and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- **I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.**

**I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.**

DATE SIGNED \_\_\_\_\_  
*Dec 13/17*  
 DATE SIGNED \_\_\_\_\_

SIGNATURE OF APPLICANT(S) \_\_\_\_\_  
*[Signature]*  
 SIGNATURE OF OWNER(S) \_\_\_\_\_  
*[Signature]*

TO BE COMPLETED BY DEVELOPMENT OFFICER:

## FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED \_\_\_\_\_

SIGNATURE OF DEVELOPMENT OFFICER \_\_\_\_\_

# OCP Amendment Application

**Reason for Proposed Amendment:** Please provide justification of the proposed amendment

We are requesting an amendment to the zoning of our lot (Lot 1205 Quad 116B/06). We would like to request that the zoning be changed from Service Commercial to Country Residential.

The reason we are making this request is because we have been looking for a larger (than City) sized lot for building a new house (single family) on for awhile now, and have not been able to find any lots either within City limits or in the Dawson area.

We recognize that we would be building a home in a Commercial area; this is not a concern for us. We find that the location is ideal in many ways as it is close to, but not right in town, it is a larger lot and it is in a good location.



# THE CITY OF DAWSON

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PH: 867-993-7400 FAX: 867-993-7434  
www.cityofdawson.ca

PAID  
DEC 13 2017  
27623

OFFICE USE ONLY	
APPLICATION FEE:	410
DATE PAID:	
ADVERTISING FEE:	
DATE PAID:	
APPLICATION #:	17-129

## ZONING AMENDMENT APPLICATION

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES AND APPLICATION REQUIRMENTS PRIOR TO COMPLETING FORM.

### AUTHORIZED AGENT INFORMATION

APPLICANT / AUTHORIZED AGENT NAME(S): Garth + Juli Hnetka

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: Box 103 Dawson City, YT POSTAL CODE: Y0B 1G0

EMAIL: the\_hnetkas@hotmail.com FAX #: \_\_\_\_\_

PHONE #: 993-6673 (h) ALTERNATE PHONE #: 993-3742 (Juli's cell)  
993-3849 (Garth's cell)

### OWNER INFORMATION

OWNER NAME(S): Garth + Juli Hnetka

MAILING ADDRESS: Box 103 Dawson City, YT POSTAL CODE: Y0B 1G0

EMAIL: the\_hnetkas@hotmail.com FAX #: \_\_\_\_\_

PHONE #: 993-6673 (h) ALTERNATE PHONE #: 993-3742 (Juli's cell)  
993-3849 (Garth's cell)

DOCUMENTATION OF OWNERSHIP ATTACHED TO APPLICATION

### PROPOSED AMENDMENT

A.) REZONING: (Attach map showing the scale, dimensions and proposed change in the context of adjacent land)

CIVIC ADDRESS: \_\_\_\_\_ PARCEL SIZE OR LAND AREA: 0.401 ha

LEGAL DESCRIPTION: LOT(S) 1205 Quad BLOCK 116B/03 ESTATE \_\_\_\_\_ PLAN# 2014-0512

PROPOSED AMENDMENT:

FROM ZONING DESIGNATION: Service Commercial TO ZONING DESIGNATION: R3 - Country Residential

REASON FOR PROPOSED AMENDMENT: Please provide justification of the proposed amendment.

B.) TEXT AMENDMENT: (Attach additional sheets if required)

DESCRIPTION OF PROPOSED AMENDMENT: Please provide a description of the proposed amendment.

REASON FOR PROPOSED AMENDMENT: Please provide justification of the proposed amendment.



# 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)

APPLICATION #:	
----------------	--

APPLICATION REQUIREMENT CHECK LIST	
	Completed Development Application Form, in full, including written statement to describe and justify the proposed amendment.
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	Advertising fee as per the City of Dawson Fees and Charges Bylaw - required advertising associated with the application
	Documentation of Ownership
	Map showing scale, dimensions and the proposed change in the context of adjacent land
	Any additional information requested by the Development Officer.
◆	
◆	
◆	
◆	

## DECLARATION

- I/WE hereby make application for a zoning amendment under the provisions of the City of Dawson Zoning Bylaw No. 12-27 and in accordance with the supporting information submitted and attached which form part of this application.
- I/ WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a zoning amendment and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application for a zoning amendment and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.

DATE SIGNED \_\_\_\_\_

SIGNATURE OF APPLICANT(S) \_\_\_\_\_

Dec 13/17

DATE SIGNED

 Julie Hark

SIGNATURE OF OWNER(S)

TO BE COMPLETED BY DEVELOPMENT OFFICER:

## FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED \_\_\_\_\_

SIGNATURE OF DEVELOPMENT OFFICER \_\_\_\_\_



CANADA  
YUKON TERRITORY  
TERRITOIRE DU YUKON

# CERTIFICATE OF TITLE CERTIFICAT DE TITRE

YUKON LAND REGISTRATION DISTRICT  
LAND TITLES OFFICE  
DISTRICT D'ENREGISTREMENT DES TERRES DU YUKON  
BUREAU DES TITRES DE BIENS-FONDS

Title: 2017Y1168

Declared Value: \$68,250.00

OIC: 1991/2507

Patent: 5028

Patent: 7718

Patent: 7959

Notification: 184126

Transfer: 230798

This is to certify that  
La présente certifie que

Joint Tenants

GARTH HNETKA

JULIE HNETKA

Post Office Address:  
Adresse postale

GARTH HNETKA

JULIE HNETKA

BOX 103 DAWSON CITY YUKON TERRITORY Y0B 1G0

BOX 103 DAWSON CITY YUKON TERRITORY Y0B 1G0

NOW OWNS AN ESTATE IN FEE SIMPLE OF AND IN:  
SONT MAINTENANT PROPRIÉTAIRES D'UN DOMAINE EN FIEF SIMPLE SUR :

Lot	Portion	Block/Bloc	Quad	Group	Plan No/# de Plan
1205			116 B/03		2014-0012
				Dawson City	Yukon Territory

Particulars/Particuliers:

NO DUPLICATE CERTIFICATE OF TITLE HAS BEEN ISSUED;

subject to the encumbrances, liens and interests notified by memorandum underwritten or endorsed hereon, or which may hereafter be made in the Register.  
sous réserve des charges, privilèges et droits énoncés dans la note ou le memorandum inscrit à la suite du présent certificat, ou qui peut être à l'avenir inscrit dans le registre.

I hereby certify that this is a true copy  
of the original Certificate of Title.

14 Nov 2017 at 11:29 Hours

*[Signature]*

(nd) REGISTRAR

In witness whereof, I have hereunto subscribed my name and affixed my official seal,  
En foi de quoi, j'ai apposé aux présentes ma signature et mon sceau officiel.

Date: 14 Nov 2017 11:29:00

*[Signature]* Registrar Signature

Signature du Registrateur

*[Signature]*

## Section 59, Land Titles Act, 2015

The entitlement to an interest or estate in land described in a certificate of title, other than a Certificate of Category A Settlement Land Title or Certificate of Category B Settlement Land Title under section 57, is, by implication and without any special mention in the certificate, unless the contrary is expressly declared, subject to

- a) any subsisting reservations or exceptions contained in the original grant or transfer of the land from Her Majesty the Queen in Right of Canada or from the Commissioner;
- b) all unpaid taxes;
- c) any subsisting lien under section 68 of the Assessment and Taxation Act for taxes due and payable in respect of the land;
- d) any public highway or right-of-way or other public easement, however created, on, over or in respect of the land;
- e) any subsisting lease or agreement for a lease for a period not exceeding three years if there is actual occupation of the land under the lease or agreement;
- f) any instrument recorded in the general register in respect of the owner which may affect the interest of the owner in the land;
- g) any right of expropriation that is authorized by statute; and
- h) any easement under the Condominium Act, 2015.

## Article 59 de la Loi de 2015 sur les titres de bien-fonds:

Le droit à un intérêt ou un domaine foncier décrit dans un certificat de titre, à l'exception d'un certificat de titre à l'égard d'une terre visée par le règlement de catégorie A ou d'un certificat de titre à l'égard d'une terre visée par le règlement de catégorie B en vertu de l'article 57, est, implicitement et sans mention spéciale dans le certificat, à moins d'indication expresse contraire, assujéti :

- (a) à toutes réserves ou exceptions existantes de la concession ou du transfert primitif du bien-fonds par Sa Majesté la Reine du chef du Canada ou par le commissaire;
- (b) toutes taxes non payées ;
- (c) à tout privilège valide en vertu de l'article 68 de la Loi sur l'évaluation et la taxation pour les taxes payables à l'égard du bien-fonds;
- (d) aux routes publiques, emprises ou autres servitudes publiques existant sur le bien-fonds ou le concernent, quelle qu'en soit l'origine;
- (e) à tout bail ou toute convention à fin de bail en existence pour une période maximale de trois ans, s'il y a occupation réelle du bien-fonds en vertu du bail ou de la convention;
- (f) aux instruments inscrits dans le registre général à l'égard du propriétaire qui peuvent avoir une incidence sur l'intérêt du propriétaire sur le bien-fonds;
- (g) à tout droit d'expropriation autorisé par une loi,
- (h) à toute servitude en vertu de la Loi de 2015 sur les condominiums



CANADA  
YUKON TERRITORY  
TERRITOIRE DU YUKON

# CERTIFICATE OF TITLE CERTIFICAT DE TITRE

YUKON LAND REGISTRATION DISTRICT  
LAND TITLES OFFICE  
DISTRICT D'ENREGISTREMENT DES TERRES DU YUKON  
BUREAU DES TITRES DE BIENS-FONDS

Title: 2017Y1168

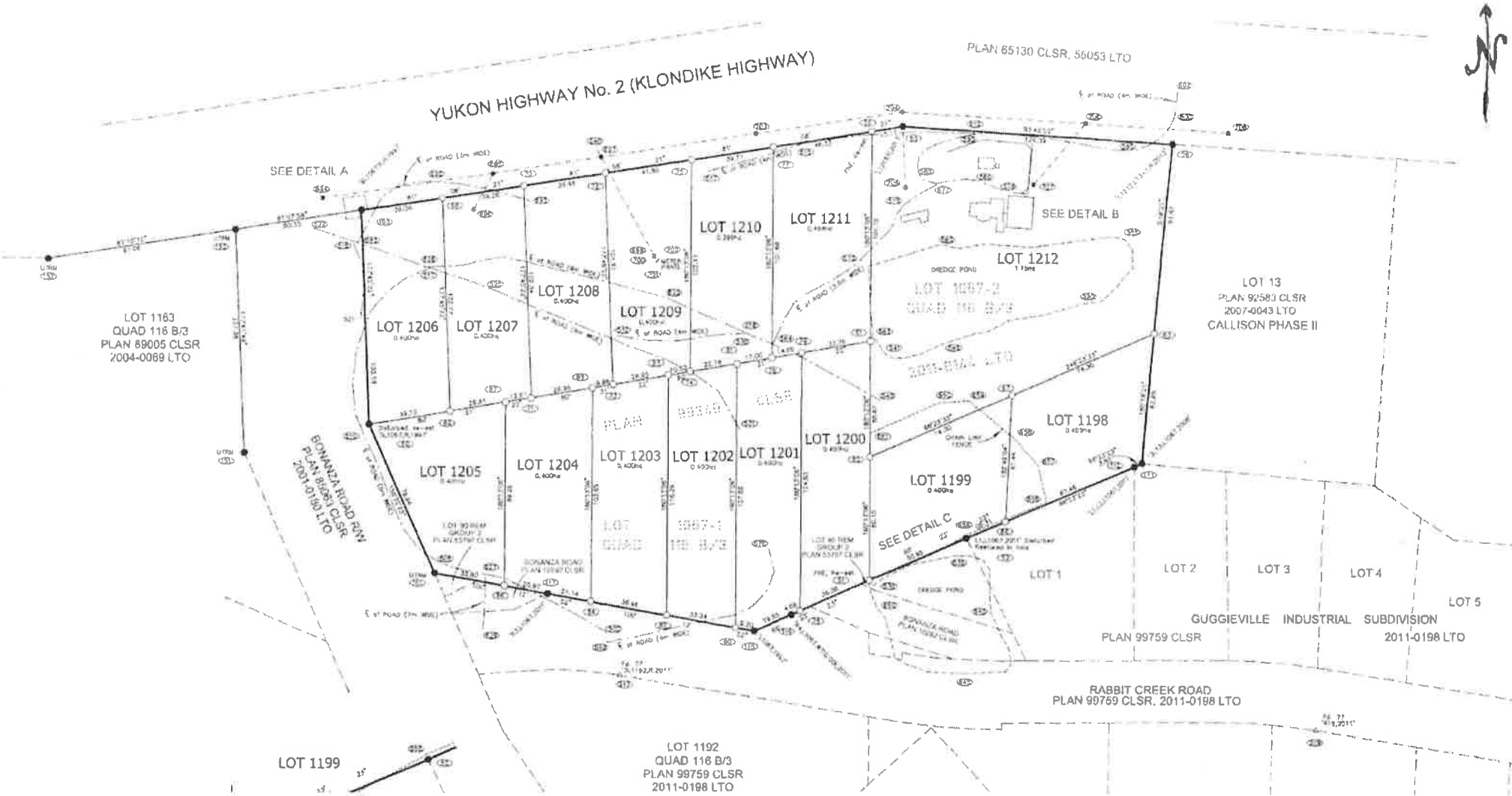
Declared Value: \$68,250.00

**Charges, Liens and Interests/Charges, Privilèges et Droits:**

Lot: 1205 Plan: 2014-0012

Reg #	Reg. Date	Instr Date	Instr. Type	Amount	By/Par	Particulars/Particuliers	Signature
212901	04 Sep 2013	23 Aug 2013	Easement		GUGGIEVILLE LAND COMPANY LTD	EASEMENT OVER LOT 1087-1, PLAN 2011-0144 FOR THE BENEFIT OF LOT 1087-2 PLAN 2011-0144;	<input type="checkbox"/> LL
212902	04 Sep 2013	23 Aug 2013	Easement		GAIL HENDLEY, JOHN HENDLEY	EASEMENT OVER LOT 1087-2, PLAN 2011-0144 FOR THE BENEFIT OF LOT 1087-1 PLAN 2011-0144;	<input type="checkbox"/> LL

Remainder of page is intentionally left blank.



LOT 1163  
QUAD 116 B/3  
PLAN 89005 CLSR  
2004-0089 LTO

LOT 1199

LOT 1192  
QUAD 116 B/3  
PLAN 99759 CLSR  
2011-0198 LTO

RABBIT CREEK ROAD  
PLAN 99759 CLSR, 2011-0198 LTO

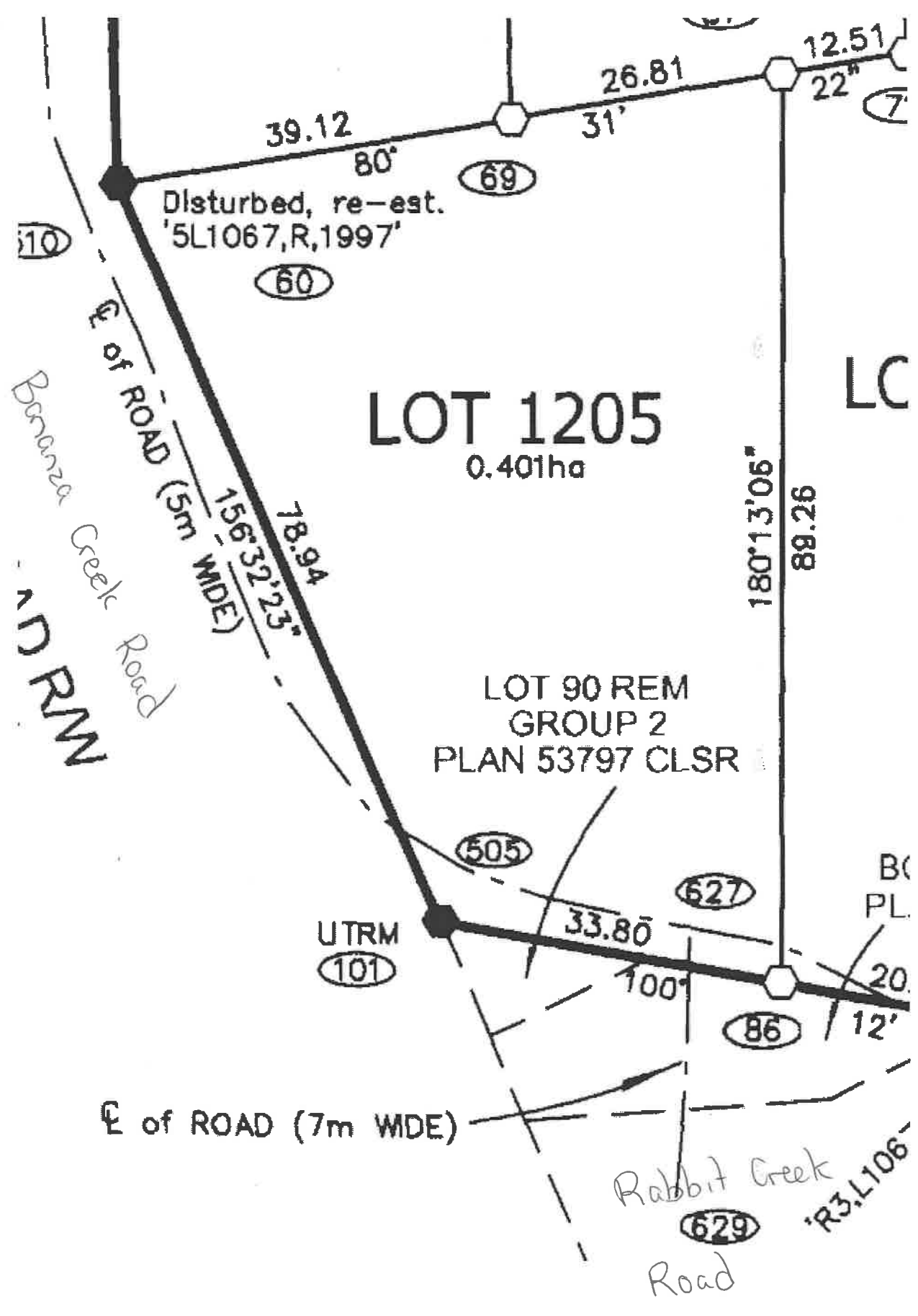
GUGGIEVILLE INDUSTRIAL SUBDIVISION  
PLAN 99759 CLSR 2011-0198 LTO

LOT 13  
PLAN 92583 CLSR  
2007-0043 LTO  
CALLISON PHASE II

PLAN 85130 CLSR, 56053 LTO



↑  
North





# THE CITY OF DAWSON

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

## NOTICE OF RESCHEDULED PUBLIC HEARING: ZONING BY-LAW AMENDMENT

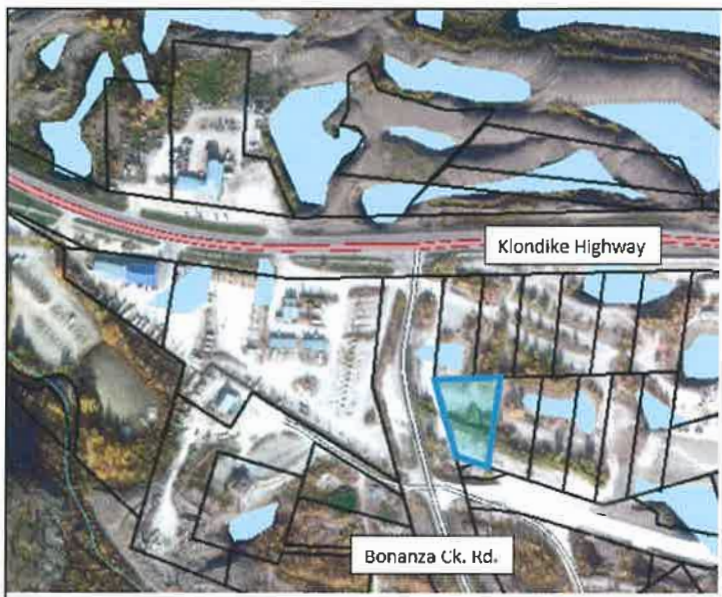
*Zoning By-Law Application: #17-129*

**Subject Property: Lot 1205 Quad 116 B/03**

**Date: June 26, 2018**

**Time: 7:00 pm**

**Location: Council Chambers, City Offices**



As per the *Municipal Act*, S. 294.1, upon receiving an application for a Zoning By-Law Amendment, council must give public notice of the application.

Therefore, the City of Dawson is now requesting input from the public regarding a Zoning By-Law Amendment to change Lot 1205 Quad 116 B/03 from Service Commercial to Country Residential. The applicant is proposing to build a single-detached residential dwelling on this site.

**For more information, to view the application details, or to provide your input confidentially prior to the public hearing, please contact the Community Development Officer using the following contact information:**

**Clarissa Huffman**

Community Development Officer

Box 308, Dawson City YT Y0B1G0

[cdo@cityofdawson.ca](mailto:cdo@cityofdawson.ca)

867-993-7400 ext. 414

## Clarissa Huffman

---

**From:**  
**Sent:** June 7, 2018 8:44 PM  
**To:** Clarissa Huffman  
**Subject:** Zoning app#17-129

We strongly oppose the re-zoning of lot 1205 quad 116B/03. We own lot 6 on Rabbit Cr road. We purchased an industrial lot for industrial activity. We are concerned that a residential lot may limit our industrial activities. This residential lot will be located at the corner of a busy mining road with traffic and heavy equipment operating. In my experience the city strongly opposes mining activity with city limits and changing this zoning on a mining road makes no logical sense. It may work for the current owner however as lots change hands and city employees move on the reasons for the zone change get lost. Take Mr. Carey on the dome. At the time he purchased his claims mining was still an allowable right. As time moves on residences are built over claims with no regard. Mining roads are repurposed to ski trails and all of a sudden you are stripped of your original rights. We bought an industrial lot in an industrial area to do industrial business. This frankly scares me that in a year we will be stripped of the right to own an industrial lot and the whole area will be changed to residential. Please take my point into consideration as we are trying to preserve our industry that keeps Dawson thriving.

Council should consider a noise caveat that acknowledges high levels of noise ; potential conflicts with industrial use

this lot is 350m from mine claims, there are already conflicts surrounding mining in town, do we want to create more?

# THE CITY OF DAWSON

## Request for Decision



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**TO:** Mayor and Council  
**FROM:** Cory Bellmore  
**DATE:** July 5, 2018  
**SUBJECT:** Council Remuneration Bylaw Review

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### RECOMMENDATION

THAT Council review Bylaw #15-05.  
THAT Council finalize Bylaw #18- and direct Administration to schedule the Bylaw for first reading in the City of Dawson Template

### PURPOSE

As per Bylaw #15-05, Council shall set aside a time to review this bylaw and proceed to amend it as decided at the time.

### BACKGROUND

The City of Dawson has a history of revising the remuneration bylaw every three years. 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.

### CURRENT STATUS

The current bylaw is being implemented. (See Appendix A)

### CONSIDERATIONS / DISCUSSION

For 2019 and later tax years, non-accountable allowances paid to elected officers will be included in their income. This change was stated in the 2017 federal budget, which received royal assent on June 22, 2017 (Bill C 44). Current rules are here: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/payroll-deductions-contributions/special-payments/elected-appointed-officials.html>

This means that the grid from previous years will no longer apply and a new grid is being proposed. The Proposed Grid (see Appendix B) reflects the proposed bylaw revisions that consider the remuneration levels in other municipalities, the AYC Travel Expense Policy,

CRA (Canada Revenue Agency) changes to the taxable income legislation and CPI (Consumer Price Index) increases over the past three years.

Without knowing the tax rate for each elected official it is hard to fully understand the full impact of removing non-accountable allowances paid to municipal elected officials. If an elected official has a 25% income tax rate and has no other income then prior to the 2019 changes and with the previous grid, the taxes owed would be \$1,560.59. After the 2019 changes and with the previous grid, the taxes owed would be \$2,340.91. This is a difference of \$780.32. The same evaluation of the Mayor's salary based on the same assumptions above would result in a difference of \$1,170.46. The new grid proposal is to bump up the 2018 final (including the previous years' CPI increases) base remuneration amounts by a one time adjustment that reflects these respective differences (which then lead to even more tax collected because the income has increased).

Mayor and Council of the City of Dawson tend to meet a minimum of three times each month and have met up to eight times each month depending on the number of Special Council meetings. This level of time commitment is similar to that required at the City of Whitehorse however, the level of compensation in Dawson is significantly less (see AYC Council Honorarium Indemnity Report).

For meetings outside of regularly scheduled Council and Committee meetings Dawson is currently among the lowest levels of remuneration compared to other municipalities. To bring the City of Dawson closer in line with AYC, Teslin, Mayo, and Watson Lake would mean raising the remuneration for these other meetings to \$150 for meetings less than 4 hours and \$200 for meetings longer than 4 hours as proposed in the draft Remuneration Bylaw. AYC remunerates at \$105 and \$210 respectively. Please see "other meetings" municipal remuneration rates in Appendix C.

Additional considerations for Council are that City of Dawson municipal elections in the past have attracted a reasonable number of interested persons. This may be inferred to mean that the remuneration was suitable to these people, at the time. However with the taxation changes, it is recommended that an increase in remuneration reflecting an approximation of this increase in taxation would be justified to maintain attractiveness.

Further consideration needs to be given to the points that the Mayor and Council remuneration costs to the City are important and necessary costs to ensuring good government and are perceived as good value for tax payers' 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.

In summation, all factors mentioned above justify an increase in remuneration for Mayor and Council.

## IMPLICATIONS

**Financial:** The current CPI adjustments are budgeted.

**Policy / Legislated Requirements:** Please note the new federal tax changes

**Communication:** the new bylaw will be updated and posted on the website.

## OPTIONS

1. Review and accept bylaw without changes.
2. Review and direct administration to return the bylaw to Council with changes specified by Council.

## APPENDICES / SCHEDULES

Appendix A – Remuneration Bylaw

Appendix B – MC Proposed Remuneration Grid

Appendix C – AYC Council Honorarium Indemnity Report July 2017

Appendix D – AYC Travel Expense Policy and Allowances (Policy 2.4) (Honoraria section)

## APPROVAL & CAO COMMENTS

Cory Bellmore, CAO

Date: July 5, 2018

CITY OF DAWSON  
BYLAW #15-05

A bylaw to provide for remuneration to be paid to the Mayor and Councillors

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WHEREAS section 173 of the *Municipal Act (2002)* provides that Council may by bylaw establish the types, rates and conditions of payments to be made to members of Council;

NOW THEREFORE the Council of the City of Dawson, duly assembled in a public meeting does hereby ENACT AS FOLLOWS:

**Short Title**

1. This bylaw may be cited as the “**Council Remuneration Bylaw**”.

**Annual Remuneration**

2. The base annual remuneration for the Mayor for the 2015—2018 term of office shall be \$13,500 effective from November 1<sup>st</sup>, 2015 to October 31, 2018.
3. The base annual remuneration for each Councillor during the 2015—2018 term of office shall be \$9,000 effective from November 1<sup>st</sup>, 2015 to October 31<sup>st</sup>, 2018.
4. (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 1<sup>st</sup> of the following calendar year
5. 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.
6. One-third of the total annual remuneration shall be paid as remuneration for necessary expenses incidental to the discharge of the duties of the office of Mayor or Councillor.

**Remuneration Reveiw**

7. During the final year of Council’s term of Office, Council shall schedule a review of this Remuneration Bylaw and proceed to amend it as deemed advisable at that time.

**Additional Payments**

8. In addition to the annual remuneration provided for in sections 3 and 4 of 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:

<u>Representation</u>	<u>Entitlement</u>	<u>Amount</u>
More than 4 hours	Full-Day	\$100.00
4 hours or less	½ day	\$ 50.00

9. The per diem provided for in 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.

**Expenses**

10. 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.
11. The Mayor and Council members shall be reimbursed for travel expenses in accordance with the City of Dawson Travel Policy.

**Bylaw Repeal**

12. Bylaw #12-01 and any amendments thereto is hereby repealed.

**Coming into Force:**

13. This bylaw shall come into full force and effect on November 1, 2015.

READ A FIRST TIME THIS 24<sup>TH</sup> DAY OF MARCH, 2015.  
READ A SECOND TIME THIS 14<sup>TH</sup> DAY OF APRIL, 2015.  
READ A THIRD AND FINAL TIME THIS 23<sup>RD</sup> DAY OF JUNE, 2015

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Wayne Potoroka, Mayor

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Joanne Van Nostrand, A/CAO

CITY OF DAWSON  
BYLAW #18-

A bylaw to provide for remuneration to be paid to the Mayor and Councillors

---

WHEREAS section 173 of the *Municipal Act (2002)* provides that Council may by bylaw establish the types, rates and conditions of payments to be made to members of Council;

NOW THEREFORE the Council of the City of Dawson, duly assembled in a public meeting does hereby ENACT AS FOLLOWS:

**Short Title**

1. This bylaw may be cited as the “**Council Remuneration Bylaw**”.

**Annual Remuneration**

2. The base annual remuneration for the Mayor for the 2018—2021 term of office shall be \$15,215.66 effective from November 1<sup>st</sup>, 2018 to October 31, 2021.
3. The base annual remuneration for each Councillor during the 2018—2021 term of office shall be \$10,143.97 effective from November 1<sup>st</sup>, 2018 to October 31, 2021.
4. (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 1<sup>st</sup> of the following calendar year
5. 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.

~~6. One-third of the total annual remuneration shall be paid as remuneration for necessary expenses incidental to the discharge of the duties of the office of Mayor or Councillor.~~

**Remuneration Review**

7. During the final year of Council’s term of Office, Council shall schedule a review of this Remuneration Bylaw and proceed to amend it as deemed advisable at that time.

**Additional Payments**

- 8. In addition to the annual remuneration provided for in sections 3 and 4 of 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:

<u>Representation</u>	<u>Entitlement</u>	<u>Amount</u>
More than 4 hours	Full-Day	\$200.00
4 hours or less	½ day	\$ 150.00

- 9. The per diem provided for in 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.

**Expenses**

- 10. 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.
- 11. The Mayor and Council members shall be reimbursed for travel expenses in accordance with the City of Dawson Travel Policy.

**Bylaw Repeal**

- 12. Bylaw #15-05 and any amendments thereto is hereby repealed.

**Coming into Force:**

- 13. This bylaw shall come into full force and effect on November 1, 2018.

READ A FIRST TIME THIS DAY OF , 2018.  
READ A SECOND TIME THIS DAY OF , 2018.  
READ A THIRD AND FINAL TIME THIS DAY OF 2018

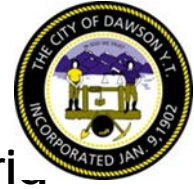
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Wayne Potoroka, Mayor

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Cory Bellmore, CAO

# THE CITY OF DAWSON



## Appendix B – Proposed MC Remuneration Grid

**Proposed MC Remunderation Grid** (proposed to be valid from Nov 1, 2018 – Oct 31, 2021) (includes previous three year’s CPI, plus the one time adjustment for the approximate increase in taxation using 25%)

<b>Mayor</b>	<b>Per pay</b>	<b>Per year</b>
Taxable	\$540.20	\$14,045.20
25% Adjustment for 2018 non-taxable amount	\$45.52	\$1170.46
<b>Total Base</b>		<b>\$15,215.66</b>

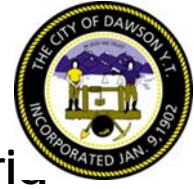
<b>Councillor</b>	<b>Per pay</b>	<b>Per year</b>
Taxable	\$360.14	\$9,363.64
25% Adjustment for 2018 non-taxable amount	\$30.01	\$780.33
<b>Total</b>		<b>\$10,143.97</b>
<b>4 Councillor total</b>		<b>\$40,575.88</b>
<b>Mayor and Council total per year</b>		<b>\$55791.54</b>

**Previous Grid** (before Bill C-44 changes to taxable income) valid to Oct 31, 2018

<b>Mayor</b>	<b>Per pay</b>	<b>Per year</b>
Taxable	\$360.13	\$9,363.38
Non-taxable*	\$180.07	\$4,681.82
<b>Total</b>		<b>\$14,045.20</b>

<b>Councillor</b>	<b>Per pay</b>	<b>Per year</b>
Taxable	\$240.09	\$6,242.34
Non-taxable*	\$120.05	\$3,121.30
<b>Total</b>		<b>\$9,363.64</b>
<b>4 Councillor total</b>		<b>\$37,454.56</b>
<b>Mayor and Council total per year</b>		<b>\$51,499.76</b>

# THE CITY OF DAWSON



## Appendix B – Proposed MC Remuneration Gri...

\*As per Bill C-44, the highlighted “Non-taxable” component will become taxable in 2019. For example, one Councillor would be able to declare an income of \$6,242.34 in 2018. Therefore in 2019, with the same remuneration schedule, a Councillor would have to declare \$9,363.64 as income.

Note: “additional payments” that are remuneration (per diem) for special attendance to outside meetings (meetings other than Council meetings) are taxed as income, therefore each Councillor’s municipal income may be different depending on their attendance to outside obligations supported by Council ([https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4001/employers-guide-payroll-deductions-remittances.html#P811\\_85461](https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4001/employers-guide-payroll-deductions-remittances.html#P811_85461)) However, reasonable reimbursement for meals and gas related to travel for Council business is not included as Councillors’ income, see below.

According to Canada.ca ‘a **reimbursement** is a payment you make to your employees as a repayment for amounts they spent (such as gas and meals) while conducting your business. Generally, the employee completes a claim or expense report detailing the amounts spent. Do not include a reasonable reimbursement (which is part of your business expenses) in the employee's income.’ ([https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4130/employers-guide-taxable-benefits-allowances.html#reimbursement\\_travel](https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4130/employers-guide-taxable-benefits-allowances.html#reimbursement_travel))



# Association of Yukon Communities

Council Honorarium/Indemnity Report



July 18, 2017

**Association of Yukon Communities**  
**Council Honorarium/Indemnity Report**

**Background**

Councils often question if the amount of indemnity or honorarium they each receive is fair and transparent to the taxpayers. Should councilors be paid for attending community events and all day meetings? Is a council role akin to a volunteer, unpaid position? In Yukon, each municipality adopts its own bylaw from time to time, and posts it on their municipal website for easy access. This report is provided for information, and does not presume that one municipality's bylaw is written better than other; however there may be clauses that could be used in the next bylaw update in your municipality.

**Overview**

Table 1. shows the status of each municipality's bylaw, with bylaw number and effective date, along with the population. A link to the municipality is also included.

Municipality	Population (Sept. 2016)	URL	Bylaw #	Effective
City of Whitehorse	29,529	<a href="http://www.whitehorse.ca">www.whitehorse.ca</a>	2015-22	27/10/2015
Town of City of Dawson	2,202	<a href="http://www.cityofdawson.ca">www.cityofdawson.ca</a>	15-05	1/11/2015
Town of Faro	404	<a href="http://www.faroyukon.ca">www.faroyukon.ca</a>	2017-05	6/27/2017
Town of Watson Lake	1,473	<a href="http://www.watsonlake.ca">www.watsonlake.ca</a>	09-08	1/1/2009
Village of Carmacks	543	<a href="http://www.carmacks.ca">www.carmacks.ca</a>	128-04	2/2/2004
Village of Haines Junction	909	<a href="http://www.hainesjunctionyukon.com">www.hainesjunctionyukon.com</a>	263-10	3/10/2010
Village of Mayo	494	<a href="http://www.villageofmayo.ca">www.villageofmayo.ca</a>	314	11/2/2016
Village of Teslin	507	<a href="http://www.teslin.ca">www.teslin.ca</a>	04-131	4/13/2004

Table 1.

**Municipal Specifics**

As the data are not directly comparable, each municipality is shown separately in a table (2-9). Some bylaws have a section outlining the benefits coverage for council, but that information is not included here.

Whitehorse	Annual remuneration	Vehicle allowance	City meeting 1-4 hrs	City meeting 4+ hrs
Mayor	\$87,942	\$450		
Councilor	\$20,496		\$100	\$150
Travel outside municipality paid as per City of Whitehorse Travel Expenses Administrative Directive				

Table 2. Whitehorse

Dawson City	Annual remuneration	City meetings and events less than 4 hrs	City meetings and events more than 4 hrs
Mayor	\$13,500	\$50	\$100
Councilor	\$9,000	\$50	\$100
Annual remuneration adjusted equal to CPI not to exceed 2.5%, effective January 1st Travel expenses as per City of Dawson Travel Policy			

Table 3. Dawson City

Faro	Indemnity-annual	Travel out of community per day
Mayor	\$17,880	\$150
Council	\$10,632	\$150
May be reduced for non-attendance. Travel as per Travel and Personal Expenses Bylaw.		

Table 4. Faro

Watson Lake	Annual indemnity	Outside of Council meetings
Mayor	\$10,000	\$200 per day, or \$150 per half day
Councilor	\$7,500	\$200 per day, or \$150 per half day
Travel expenses per Town of Watson Lake Travel Expense Policy		

Table 5. Watson Lake

Carmacks	Annual indemnity, distributed monthly	Meetings 3 hrs or less	Meetings over 3 hours	Meetings outside the municipality per day	Meetings with visitors to the municipality-annual, with receipts
Mayor	\$9,600	\$100	\$200	\$200	\$600
Councillor & Deputy Mayor	\$4,800	\$75	\$150	\$200	
Travel outside municipality at YG rates; incidentals at \$10/day					
The deputy mayor shall receive \$25 per day if the mayor is absent from the community for 5 days or more, and shall receive \$50 to chair a regular meeting of council if the mayor is absent from the meeting					

Table 6. Carmacks

Haines Junction	Regular, committee or special or other meetings more than 2 hrs	Regular, committee or special or other meetings less than 2 hrs	Regular, committee or special or other meetings more than 4 hrs in one day	Travel and expenses within municipality-annual
Mayor	\$200	\$100	Additional \$25 per hr	\$750
Councilor	\$150	\$75	Additional \$20 per hr	\$500
Deputy Mayor shall be paid an honorarium equal to that payable to the Mayor when in an acting position.				
Travel outside the municipality is at YG rates				

Table 7. Haines Junction

Mayo	Regular & joint meetings	Non-Council in community less than 2hr	Non-Council in community more than 2hr	Full day meetings per day	Travel per hour outside community
Mayor	\$200	\$150	\$200	\$250	\$40
Councilor	\$150	\$100	\$150	\$200	\$40
Travel expenses as per Village of Mayo Travel Expense Policy					

Table 8. Mayo

Teslin	Annual indemnity	Outside of Council meetings
Mayor	\$7,250 maximum. \$3,750 base; plus \$125 per meeting.	\$200 per day, or \$150 per half day
Councilor	\$6,500 maximum. \$3,000 base; plus \$125 per meeting.	\$200 per day, or \$150 per half day
The Deputy Mayor, upon performing the duties of Mayor for a period in excess of one week, shall be compensated as per the Mayor's indemnity for the whole acting period.		
Travel expenses as per Village of Teslin Travel Claim Form		

Table 9. Teslin

### Summary

Each municipality has a different approach to remuneration/indemnity for council. In some cases, a base amount is supplemented by an hourly rate or by meeting. In others, council is remunerated simply by meeting. Allowance for visiting dignitaries, vehicle allowances or hourly rates for travel appear in some bylaws, but not all.

As it becomes time to update remuneration or indemnity bylaws, this report may be useful as an overview of current rates within Yukon municipalities.

# THE CITY OF DAWSON

## Appendix D – AYC Honoraria (Travel Expense Policy 2.4)

AYC Travel Expense Policy and Allowances (Policy 2.4) (Honoraria section)

**Honoraria:** (Adopted by Board of Directors August 2008 to be effective January 2009)

Honoraria are paid to elected officials and municipal staff for providing particular service to the Association. This does not include occasions such as Board meetings where Directors represent their communities.

Members of the Executive will be paid honoraria by the Association to attend meetings of the Association including the AYC AGM.

Elected officials and staff having been authorized by election or motion of the Board to represent the Association at meetings, conferences or training events will be paid honoraria.

Honoraria are paid at the rate of \$210/day (more than 4 hours) or \$105/half day (less than 4 hours). Rates will be adjusted from time to time by the Board.

Honoraria are not considered a tax free allowance for incidental expenses during travel as the Association reimburses members separately for incidentals as well as meals. Honoraria will be reported as taxable income by T4A to Revenue Canada.

Claims for honoraria may be made in conjunction with other travel expenses or separately.