



THE CITY OF DAWSON

COUNCIL MEETING #C18-27

AGENDA

TUESDAY, AUGUST 28, 2018

7:00 p.m.

Council Chambers, City of Dawson Office

1. **CALL TO ORDER**
2. **ACCEPTANCE OF ADDENDUM AND ADOPTION OF THE AGENDA**
 - a) Council Meeting Agenda #C18-27
3. **DELEGATIONS AND GUESTS**
4. **BUSINESS ARISING FROM DELEGATIONS**
5. **ADOPTION OF THE MINUTES**
 - a) Council Meeting Minutes #C18-26 of August 14, 2018
6. **BUSINESS ARISING FROM MINUTES**
 - a) Council Meeting Minutes #C18-26 of August 14, 2018
7. **FINANCIAL AND BUDGET REPORTS**
8. **SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS**
 - a) Request for Decision RE: Subdivision Application #18-063, Lots 1199 & 1212 Quad 116 B/03
 - b) Rewrite of the *Yukon Motor Vehicles Act*
9. **BYLAWS AND POLICIES**
 - a) *Asset Management Policy* #2018-04
10. **CORRESPONDENCE**
 - a) RCMP, Dawson Detachment, "M" Division – July 2018 Policing Report
11. **PUBLIC QUESTIONS**
12. **INCAMERA**
 - a) Land and Legal Related Matters
13. **ADJOURNMENT**

MINUTES OF COUNCIL MEETING #C18-26 of the council of the City of Dawson held on Tuesday, August 14, 2018, 6:00 PM in the City of Dawson Council Chambers.

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
PW Superintendent Mark Dauphinee
CDO Clarissa Huffman
CFO Obrian Kydd

Agenda Item: Call to Order

The Chair, Wayne Potoroka called council meeting #C18-26 to order at 7:00 PM.

Agenda Item: Agenda

C18-26-01 Moved by Mayor Potoroka, seconded by Councillor MacArthur that the agenda for council meeting # C18-26 of August 14, 2018 be adopted as presented.
Motion Carried 4-0

Agenda Item: Adoption of the Minutes

a) Special Council Meeting Minutes #C18-22 of July 10, 2018

C18-26-02 Moved by Councillor Kendrick, seconded by Councillor MacArthur that the minutes of special council meeting #C18-22 of July 10, 2018 be approved as presented.
Motion Carried 4-0

b) Council Meeting Minutes #C18-23 of July 17, 2018

C18-26-03 Moved by Councillor MacArthur, seconded by Mayor Potoroka that the minutes of council meeting #C18-23 of July 17, 2018 be approved as presented.
Motion Carried 4-0

c) Special Council Meeting Minutes #C18-24 of July 31, 2018

C18-26-04 Moved by Mayor Potoroka, seconded by Councillor Kendrick that the minutes of special council meeting #C18-24 of July 31, 2018 be approved as presented.
Motion Carried 4-0

d) Special Council Meeting Minutes #C18-25 of August 3, 2018

C18-26-05 Moved by Councillor Kendrick, seconded by Mayor Potoroka that the minutes of special council meeting #C18-25 of August 3, 2018 be approved as presented.
Motion Carried 4-0

Agenda Item: Business Arising from Minutes

a) Special Council Meeting Minutes #C18-22 of July 10, 2018

Discussion ensued regarding refinement process for the North End Plan. Council noted the importance of ensuring Lands Development Branch is clear the North End Concept Plan approved by council is a concept that requires additional work be done to ensure it is viable.

b) Council Meeting Minutes #C18-23 of July 17, 2018

Council suggested public hearing procedures, including handling of anonymous submissions, be considered for inclusion in future policy of council.

Council inquired when they could expect an updated on the Yukon Housing Municipal Matching Program, and the Development Incentive Policy status and overview report. Council suggested the overall review of the Development Incentive Policy be included in work for the consultant.

Council inquired if a letter of response was sent to KVA RE: Development Incentive Policy.

Agenda Item: Financial and Budget Reports

a) 2018 Accounts Payable Report RE: Cheque Run #52571 to 52674

Cheque #	Vendor Name	Further information
52571	535551 Yukon Inc.	Council requested further details.
52627	Master Pools Alta Ltd.	Council requested an update regarding payment status and job completion.
52652	Staples	Council inquired if the city is doing what we can to shop local?
	Ceridian	Council inquired what period of time the payment amount covered?
	CCSA	Council requested an updated regarding the Cable.

C18-26-06 Moved by Mayor Potoroka, seconded by Councillor Kendrick that council acknowledge receipt of the 2018 Accounts Payable Report RE: Cheque #52571 TO #52674; provided for informational purposes.
Motion Carried 4-0

b) 2018 Accounts Payable Report RE: Cheque Run #52675 to 52709

Cheque #	Vendor Name	Further information
52689	Groundswell Planning	Council requested a job status update.
52706	City of Whitehorse	Council requested further details.

C18-26-07 Moved by Councillor Kendrick, seconded by Councillor Johnson that council acknowledge receipt of the 2018 Accounts Payable Report RE: Cheque #52675 TO #52709; provided for informational purposes.
Motion Carried 4-0

c) Variance Report for the Period Ending June 30, 2018

- C18-26-08** Moved by Mayor Potoroka, seconded by Councillor Johnson that council acknowledge receipt of the Variance Report for the period ending June 30, 2018; provided for informational purposes.
Motion Carried 4-0

Agenda Item: Special Meeting, Committee, and Departmental Reports

a) Request for Decision RE: Klondike Development Organization License of Occupation

- C18-26-09** Moved by Councillor Kendrick, seconded by Councillor Johnson that council direct administration to enter into a License of Occupation with Klondike Development Organization for the purposes of encroaching onto City of Dawson property.
- C18-26-10** Moved by Mayor Potoroka, seconded by Councillor Kendrick that council move into committee of the whole for the purposes of holding discussion with the CDO.
Motion Carried 4-0
- C18-26-11** Moved by Councillor MacArthur, seconded by Councillor Kendrick that committee of the whole revert to council to proceed with agenda.
Motion Carried 4-0
Main Motion Carried 4-0

b) Association of Yukon Communities Briefing Report RE: Council Endorsement of Solid Waste Management System

- C18-26-12** Moved by Councillor Kendrick, seconded by Councillor Johnson that council formally endorse the "Recommendations for Action towards a Sustainable Solid Waste Management System for Yukon" in order to work toward new ways of dealing with solid waste in Yukon.
Motion Carried 4-0

c) Yukon Communities Insurance Association RE: CAO and CFO Appointment

- C18-26-13** Moved by Mayor Potoroka, seconded by Councillor MacArthur that council hereby appoints Cory Bellmore, CAO as the City of Dawson's representative on the Yukon Communities Insurance Association (YCIA) Board; and appoints the Obrian Kydd, Chief Financial Officer for the City of Dawson as the City of Dawson's alternate representative on the YCIA Board.
Motion Carried 4-0

d) Request for Decision RE: Vehicle Extrication Equipment Replacement

- C18-26-14** Moved by Mayor Potoroka, seconded by Councillor Kendrick that council approve the purchase of Vehicle Extrication Equipment as per the Protective Services 10 Year Capital Replacement Plan.
Motion Carried 4-0

Agenda Item: Bylaws and Policies

a) Council Remuneration Bylaw #2018-10 – Second Reading

C18-26-15 Moved by Councillor MacArthur, seconded by Councillor Johnson that bylaw #2018-10 being the Council Remuneration Bylaw be given second reading.
Motion Carried 4-0

b) Council Remuneration Bylaw #2018-10 – Third and Final Reading

C18-26-16 Moved by Mayor Potoroka, seconded by Councillor Kendrick that bylaw #2018-10 being the Council Remuneration Bylaw be given third and final reading.
Motion Carried 4-0

c) Auditor Appointment Bylaw #2018-13 – First Reading

C18-26-17 Moved by Councillor Johnson, seconded by Mayor Potoroka that bylaw #2018-13 being the Auditor Appointment Bylaw be given first reading.
Motion Carried 4-0

Agenda Item: Correspondence

C18-26-18 Moved by Mayor Potoroka, seconded by Councillor Kendrick that council acknowledge receipt of the following correspondence:

- Premier Silver RE: Robert Service School Facilities
- Minister Pillai RE: Land Development Pressures
- Minister Dendys RE: Moosehide Slide Municipal Historic Site
- Minister Mostyn letter to AYC RE: Seeking Representation to the Yukon Aviation Advisory Committee
- Jaime Pitfield, Deputy Minister Highways and Public Works RE: Rewrite of the Yukon Motor Vehicles Act
- KVA RE: Community Grants
- Chief Isaac Inc. RE: Request for Letter of Support
- Committee of Whole Meeting Minutes #CW18-22; For informational purposes

Motion Carried 4-0

C18-26-19 Moved by Mayor Potoroka, seconded by Councillor Kendrick that council recommends Doug Cotter as a representative to the Yukon Aviation Advisory Committee.
Motion Carried 4-0

C18-26-20 Moved by Mayor Potoroka, seconded by Councillor Kendrick that council refer the KVA Letter regarding Community Grants to Administration for a report back to Committee of the Whole.
Motion Carried 4-0

C18-26-21 Moved by Mayor Potoroka, seconded by Councillor Kendrick that council approves issuing a letter in support of the Fourteen-Plex Housing Project being constructed by Chief Isaac Inc.
Motion Carried 4-0

Agenda Item: Public Questions

C18-26-22 Moved by Councillor Kendrick, seconded by Councillor Johnson that council move into committee of the whole for the purposes of question period.
Motion Carried 4-0

C18-26-23 Moved by Councillor Johnson, seconded by Councillor Kendrick that committee of the whole revert to council to proceed with the agenda.
Motion Carried 4-0

Agenda Item: In Camera Session

C18-26-24 Moved by Councillor Johnson, seconded by Mayor Potoroka that council move into a closed session of committee of the whole, as authorized by Section 213(3) of the Municipal Act, for the purposes of discussing Land related matters.
Motion Carried 4-0

Councillor Kendrick departed at 8:43 p.m.

C18-26-25 Moved by Mayor Potoroka, seconded by Councillor Johnson that committee of the whole reverts to an open session of council and proceeds with the agenda.
Motion Carried 3-0

Agenda Item: Adjournment

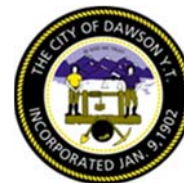
C18-26-26 Moved by Mayor Potoroka, seconded by Councillor Johnson That council meeting #C18-26 be adjourned at 8:51 p.m. with the next regular council meeting being August 28, 2018.
Motion Carried 3-0

THE MINUTES OF COUNCIL MEETING C18-26 WERE APPROVED BY COUNCIL RESOLUTION #C18-__ - __ AT COUNCIL MEETING #C18-__ OF AUGUST 28, 2018.

Wayne Potoroka, Mayor

Cory Bellmore, CAO

Report to Council



For Council Decision For Council Direction For Council Information

In Camera

SUBJECT:	Subdivision Application #18-063: Lots 1199 and 1212 Quad 116 B/03	
PREPARED BY:	Clarissa Huffman, CDO	ATTACHMENTS: 1. Subdivision Application #18-063 2. Map of Proposed Subdivision
DATE:	Aug 7, 2018	
RELEVANT BYLAWS / POLICY / LEGISLATION: Municipal Act Official Community Plan Zoning Bylaw Subdivision Bylaw		

RECOMMENDATION

1. That Council approve Subdivision Application #18-063, subject to the following conditions:
 - 1.1. The applicant submit a Stormwater Management Plan to the satisfaction of the CDO and Public Works Superintendent.
 - 1.2. The existing access easement shown on title is transferred to both new titles.
 - 1.3. The applicant resolve all outstanding Zoning By-Law compliance issues (Lot A workshop #2, Lot B woodshed, Lot B single detached dwelling #2) to the satisfaction of the CDO.
 - 1.4. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
 - 1.5. 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.

ISSUE

Subdivision Application #18-063 was received on June 25, 2018. The applicant is requesting a Boundary Adjustment for Lots 1199 and 1212 Quad 116 B/03 (Callison Industrial Subdivision).

BACKGROUND SUMMARY

The proposed boundary adjustment creates two lots: Lot A (1.46 acres) and Lot B (3.85 acres). Both lots are previously developed, as follows:

Lot A: 2 Workshops

One workshop was permitted by the City of Dawson (Development Permit #16-053). This shop was constructed 1.7' within the required rear yard setback. This should be resolved regardless of whether or not this subdivision is approved; the Zoning By-Law has provisions for enforcement when an applicant does not comply with permit conditions. The second workshop does not have a development permit on file; this should also be remedied.

Lot B: 2 Single Detached Dwellings, 1 Workshop

The larger house/workshop was permitted at Planning Board meeting #08-14, and there are no zoning or compliance issues here. However, the second house and woodshed do not have permits on file, which similar to Lot A, needs to be resolved as part of this process. In 2008, a single detached dwelling was a conditional use in C2, which is how the first house would have been approved. The applicant would need to provide approval details for the second dwelling to avoid further enforcement. With respect to the woodshed, the only type of accessory dwelling permitted in a front yard is a greenhouse, so further details will need to be provided with respect to the woodshed to determine compliance and/or legally non-conforming status.

ANALYSIS / DISCUSSION / ALIGNMENT TO OCP & STRATEGIC PRIORITIES

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 Analysis/Discussion section of this report is intended to discuss the proposal's conformity with the provisions outlined in the relevant legislation, policies, and plans.

Municipal Act

The Municipal Act S. 314 details the requirements for any proposed plan of subdivision to have direct access to the highway to the satisfaction of the approving authority. In this case, there is no new access, and therefore this section does not apply. It is a recommended condition of approval that the existing access easement remain on title for both properties.

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 C2 – Service Commercial. 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 C2 – Service Commercial. The Zoning By-Law is intended to implement the goals of the OCP. Therefore, the purpose of the C2 zone as per the Zoning By-Law is to permit a wide range of supportive commercial activities such as motels, service stations, warehousing, etc. 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. The boundary adjustment is acceptable

from a minimum lot size standpoint. Lot A is currently 0.99 acres, just shy of the 1 acre minimum. Increasing the lot size to 1.46 acres as proposed brings the lot into greater conformance with the current Zoning By-Law.

	Existing	Proposed
Lot A	0.99 acres	1.46 acres
Lot B	4.32 acres	3.85 acres

The background section of this report outlined some existing zoning discrepancies that should be resolved prior to final approval of this subdivision.

APPROVAL		
NAME:	Cory Bellmore, CAO	SIGNATURE: 
DATE:	August 10, 2018	

APPLICATION FOR SUBDIVISION/CONSOLIDATION APPROVAL <input checked="" type="checkbox"/> By plan of subdivision <input type="checkbox"/> By plan of consolidation <input type="checkbox"/> By other instrument	FOR OFFICE USE ONLY Date of Receipt: _____ File # <u>18</u> Fees Submitted: <u>\$250.00 + gft</u> Received by: _____
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: <u>JOEL FAMULARO</u> b. Address & telephone number of registered owner: <u>Box 668, lot 1199 Eggieville, Rabbit Rd</u> <u>Dawson City, yoblg0</u>	
2. a. Name (printed) of Authorized person acting on behalf of owner: b. Address & telephone number of authorized person: <u>NA</u>	
3. FULL LEGAL DESCRIPTION OF LAND TO BE SUBDIVIDED/CONSOLIDATED: <u>LOT 1199 QUAD 116 B103 DAWSON CITY</u> <u>PLAN 2014-0012</u>	
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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. If yes, state its name: <u>Bonanza Creek</u>	
5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED/CONSOLIDATED a. Describe existing use of the land: <u>Welding business</u> b. Describe proposed use of the land: <u>Welding business</u>	
6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED/CONSOLIDATED a. Describe the nature of the topography of the land (flat, rolling, steep, mixed): <u>flat</u> b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc. & sloughs, creeks, etc.): <u>a few trees and shrubs</u> 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: <u>Welding shop</u>	
8. REGISTERED OWNER I, <u>Joel Famularo</u> 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. SIGNATURE OF REGISTERED OWNER: <u>[Signature]</u> DATE: <u>20/04/18</u>	

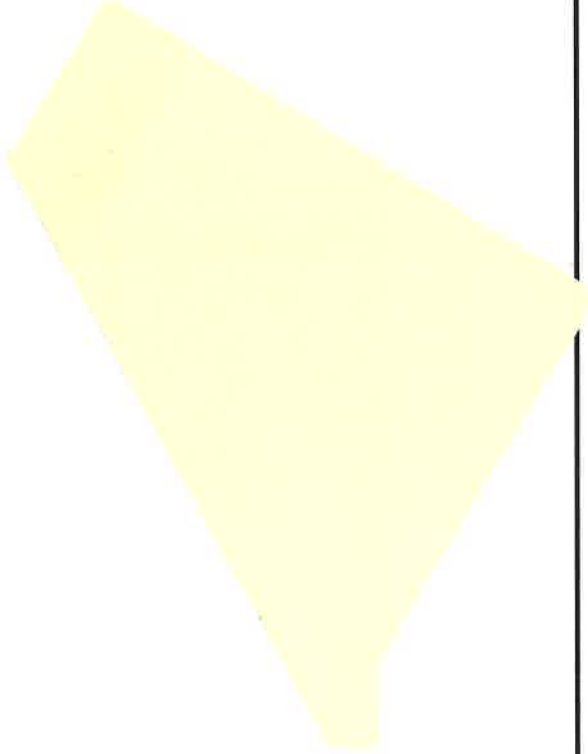
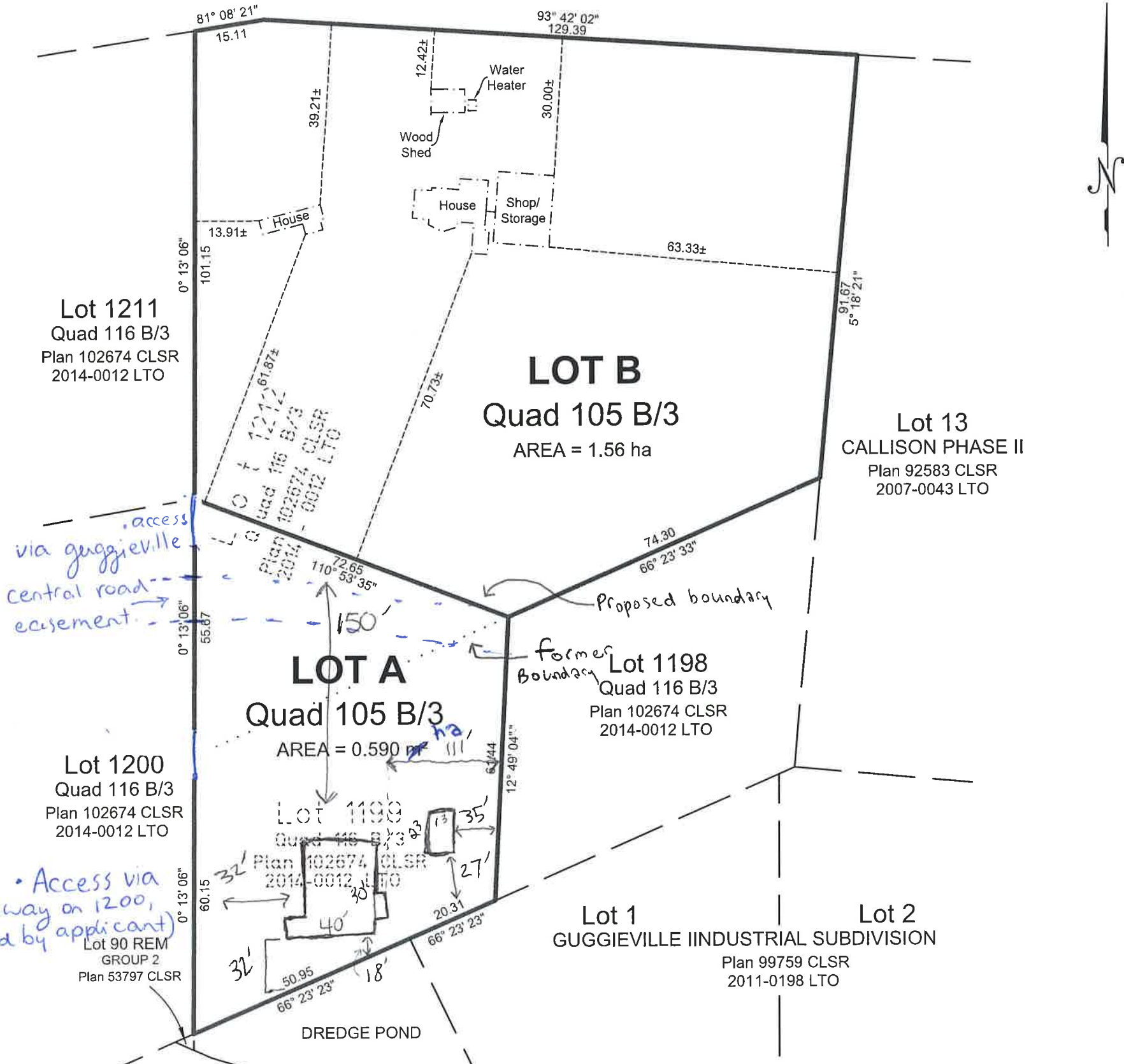
063

PAID
 JUN 25 2018
 29291

SKETCH OF PROPOSED SUBDIVISION

Of LOTS 1199 and 1212, QUAD 116 B/3
 (Plan 102674 CLSR, 2014-0012 LTO)
 City of Dawson
 Yukon

LEGEND
 Bearings are UTM Grid and are derived from Plan 102674 CLSR, 2014-0012 LTO.
 Distances are horizontal at ground level and are expressed in metres.
 Lands dealt with by this sketch shown thus



CHALLENGER 302 Jarvis Street
 Whitehorse, Yukon Y1A 2H2
 (PH) 867-668-6940
 email: whitehorse@chalgeo.com
 GEOMATICS LTD.

Drawn By: T Dunn Job#: 37335
 Checked By: P Burbidge
 Date: July 12, 2018

SUBJECT TO THE LIMITATIONS HEREON:

1. This sketch is not to be used to define property boundaries.



Highways and Public Works
Office of the Deputy Minister

Box 2703, Whitehorse, Yukon Y1A 2C6 (W-1)
Phone: (867) 667-3732 Fax: (867) 393-6218

July 11, 2018

Mayor Potoroka and Council
City of Dawson
Box 308
Dawson City, Y.T. Y0B 1G0

Re: Rewrite of the Yukon Motor Vehicles Act

Your Worship:

I am writing to inform the City of Dawson that the Government of Yukon is starting work on a rewrite of the Motor Vehicles Act.

At this time, I would like to extend an opportunity to provide feedback on traffic safety issues and any other issues with the Act. The preliminary issues identified by the City of Dawson will inform the initial research and policy analysis process only; additional, formal engagement will take place at a later date.

Contact information for the project team is included in the document attached. A list of questions is also attached, which are intended to help facilitate issue identification. The team would appreciate feedback (by email, phone or mail) from the City of Dawson by **August 31, 2018**.

Where possible, in your response, please provide a point of contact in your administration.

Thank you and I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jaime W. Pitfield". The signature is fluid and cursive.

Jaime W. Pitfield
Deputy Minister of Highways and Public Works

cc: Damien Burns, Director, Community Affairs, Department of Community Services
Cory Bellmore, Chief Administrative Officer, City of Dawson

Encl. (2)

Yukon Motor Vehicles Act Rewrite: Identification of Issues

June 28, 2018

As you may be aware, numerous issues have been identified with respect to traffic safety, administration and enforcement of the *Motor Vehicles Act*. Our objective is to develop modern and enduring legislation that addresses outstanding issues, is easy to interpret and enforce, is harmonized and consistent with other jurisdictions, and reduces administrative burdens. Our ultimate goal is to enhance public safety for all road users.

Background

Yukon's *Motor Vehicles Act* was first drafted in 1977. The last major revision to the Act was made in 2002, and it has undergone many amendments since that time. The scope of the Act is broad, and includes legislation on:

- Operators' (drivers') licences
- General identification cards
- Registration of motor vehicles and trailers
- Insurance and accident reports
- Vehicular equipment
- Powers of peace officers and officers
- Powers of the Government of Yukon and municipalities
- Rules of the road
- Bicycles and electric power-assisted cycles
- Snowmobiles and off-road vehicles
- Animals (e.g. riding animal on highway)
- Pedestrians
- Impoundment of vehicles
- Prosecutions
- Miscellaneous prohibitions (e.g. racing, child restraint systems, seat belts, etc.)

Numerous regulations are associated with the *Motor Vehicles Act*, which provide further detail about how to enact the provisions of the Act. Although our initial focus is on rewriting the *Motor Vehicles Act*, any feedback regarding related regulations, or any other legislation that is relevant to the Act, will also help us identify potential issues and is welcomed at this time.

Feedback

Responses to the questions that follow should be based on your general understanding of and/or experience with traffic safety issues, the *Motor Vehicles Act* and Regulations, and any other relevant legislation. The Government of Yukon is unable to offer legal interpretation of any legislation or regulations at this time.

Project Team Contact Information:

Tharian Botting, Senior Policy Analyst
Tel: (867) 332-2970
E-mail: mva@gov.yk.ca

Ardeth Evans, Policy Analyst
Tel: (867) 456-3140
E-Mail: mva@gov.yk.ca

Motor Vehicles Act Rewrite: Issue Identification Questions

1. What are your key traffic safety concerns in relation to the Motor Vehicles Act? If you know which section(s) of the Act or Regulations these concerns refer to, please specify.

2. What are your key concerns in relation to other aspects of the Motor Vehicles Act (e.g. definitions, administration, enforcement, authority, etc.)? If you know which section(s) of the Act or Regulations these concerns refer to, please specify.

3. Do you have any concerns about other legislation that relates to the Motor Vehicles Act? If so, what legislation concerns you, and why? Please select any that apply.
 - Summary Convictions Act and Regulation
 - Municipal Act
 - Access to Information and Protection of Privacy Act (ATIPP)
 - Other: _____

4. What sections or issues related to the Act, if any, are difficult to interpret, apply or enforce? If you know which section(s) of the Act or Regulations these concerns refer to, please specify.

5. What sections or issues related to the Act, if any, contribute to administrative burdens? If you know which section(s) of the Act or Regulations these concerns refer to, please specify.

6. Is there anything missing from the Motor Vehicles Act or Regulations?

7. Do you have any other concerns or comments that would help inform the identification of issues to be addressed in the Motor Vehicles Act rewrite?

THE CITY OF DAWSON

Request for Decision



TO: Mayor and Council
FROM: Trina Buhler, Project Manager
DATE: July 17, 2018
SUBJECT: DRAFT Asset Management Policy

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 2018-03 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 Asset Management Policy #2018-03 as presented.

OR

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

APPENDICES / SCHEDULES

2018 Asset Management Policy DRAFT

APPROVAL & CAO COMMENTS

CAO: 

Date: July 13, 2018



City of Dawson

Asset Management Policy

2018-04

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.

1.00 Purpose

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

2.00 Definitions

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

- a) “asset management” means 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.
- b) “engineered assets” means assets that have been constructed and are owned (e.g., watermains, roads, buildings), land that is owned and supports assets (e.g., land under roads or buildings), or land that is undeveloped and owned. These assets must be operated, maintained, managed, and, except for land, ultimately replaced as they meet the end of their lifecycle.
- c) “level of service” means the service level delivered to the public. 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). Council will determine the level of service based on consultation with administration and the public. Level of service will directly affect utility fees or taxation.

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- d) “natural asset” means naturally occurring land or subsurface features which perform or support service delivery (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.
 - e) “risk” means 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.
 - f) “sustainable” means 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.

3.00 Objective

3.01 To ensure adequate provision is made for operations, maintenance and long-term replacement of major engineered and natural assets by:

- a) Maintaining assets in the most natural, energy-efficient and reliable manner that cost the least to operate over the life cycle of the asset;
- b) Ensuring the services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to all users within the City of Dawson;
- c) Managing engineered and natural assets by implementing appropriate asset management strategies and appropriate financial resources for those assets;
- d) Fostering an environment where all employees take an integral part in overall management of assets by creating and sustaining asset management awareness throughout the organization through training and development;
- e) Ensuring resources and operational capabilities are identified and responsibilities for all areas of asset management are appropriately assigned;
- f) Continually seeking opportunities for improving efficiencies in operations, maintenance and asset replacement practices;
- g) Demonstrating transparent and responsible asset management processes that align with established best practices; and

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- h) Meeting legislative requirement for asset management.

4.00 Policy

4.01 Background

- a) The City of Dawson is committed to implementing a systematic asset management methodology to apply appropriate 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.
- b) Adopting asset management principles will assist council in achieving its strategic plans and long term financial objectives.
- c) A strategic approach to asset management will ensure that the City of Dawson delivers the appropriate level of service through its assets.

4.02 Principles

- a) A consistent asset management strategy will be used for implementing appropriate asset management best practices through all departments of the City of Dawson.
- b) Levels of service will continue to be determined and refined in consultation with the community.
- c) All relevant legislative requirements together with social, economic and environmental impact are to be considered.
- d) Asset management principles will be integrated within existing planning and operational processes.
- e) Natural assets are recognized by council as performing essential service delivery and will be identified and managed in a similar manner as engineered assets.
- f) An asset management plan will be developed for major service/asset categories.
- g) 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.
- h) 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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- i) 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.
 - j) 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.
 - k) 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.
 - l) Training in asset and financial management will be provided for relevant staff.

5.00 Scope

5.01 This Policy applies to all City of Dawson activities.

6.00 Legislation

6.01 All aspects of asset management within the City of Dawson shall be conducted in accordance with applicable legislation.

7.00 Related Documents

7.01 Tangible Capital Asset Policy #11-01.

8.00 Responsibilities

8.01 Asset management is an organization-wide responsibility that involves all staff and members of council in the effective implementation of sustainable service delivery.

8.02 Council is responsible for:

- a) Adopting the *Asset Management Policy* and future updates;
- b) Allocation of resources;
- c) Providing high level oversight of the delivery of the organization's asset management strategy; and
- d) Ensuring that organizational resources are appropriately utilized to address the organization's strategic plans and priorities.

8.03 The Chief Administrative Officer has overall responsibility for:

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- a) Developing asset management strategies, plans, and procedures, in conjunction with the management team;
 - b) 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
 - c) Considering and incorporating asset management in all other corporate plans (e.g. Strategic Plans).

8.04 The Project Manager is responsible for:

- a) Ensuring that the most up to date information on the natural and engineered assets is gathered and maintained in the Asset Management System (AMS);
- b) Using industry standard unit costs and service lives for all infrastructure components, considering variations due to unique local conditions;
- c) Establishing infrastructure replacement strategies using full life cycle costing principles;
- d) Establishing operations and maintenance policies to deliver levels of service and extending the useful life of assets; and
- e) Integrate engineering and financial asset requirements into the AMS.

8.05 Managers are responsible for:

- a) Maintaining and managing infrastructure assets at defined levels; and
- b) Conducting ongoing reviews and implementing changes to realize efficiencies in operations and maintenance practices.

8.06 The Community Development Officer is responsible for:

- a) Ensuring the standards, goals and objectives in the *Official Community Plan* Bylaw, and other bylaws, policies and plans are consistent with sustainable asset management principles; and
- b) Providing council with the full life-cycle costing impacts of proposed community amenities and variances to development standards.

8.07 The Chief Financial Officer is responsible for:

- a) 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 assets;
- b) Establishing financial plans for consideration by Council that will ensure stable, long-term funding for replacement, renewal and/or disposal of assets;
- c) Valuing and depreciating assets in accordance with appropriate best practices; and

d) Integrating financial reporting requirements with the AMS.

9.00 Review Date

9.01 This policy shall be reviewed every 5 years, concurrent to the Official Community Plan review.

POLICY TITLE: *Asset Management Policy*

POLICY #: 2018-04

EFFECTIVE DATE:

ADOPTED BY COUNCIL ON:

RESOLUTION #:

Wayne Potoroka, Mayor

Cory Bellmore, CAO

**MONTHLY
MAYOR'S / CHIEF'S
POLICING REPORT
July, 2018**

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



The Dawson City RCMP Detachment responded to a total of 170 calls for service during the month of July, 2018.

OCCURRENCES	<u>July/2018</u>	<u>Year to Date 2018</u>	<u>July/2017</u>	<u>Year Total 2017</u>
Assaults (including sexual, murder)	8	46	10	74
Break and Enters	1	7	22	20
Thefts (all categories)	5	21	11	62
Drugs (all categories)	1	9	0	8
Liquor Act	3	37	18	88
Cause Disturbance / Mischief	23	106	37	180
Impaired Driving	11	32	6	43
Vehicle Collisions	17	46	8	50
False Alarms	3	15	1	23
Mental Health Act	1	13	8	33
Assistance	4	26	6	32
Missing Persons/Requests to Locate/Well Being Checks	9	16	3	45
Other Complaints	86	275	82	466
Total Charges laid	12	47	16	125
Total Call for Service	170	649	212	1124

Prisoners held locally	11	45	25	93
Prisoners remanded	0	2	0	n/a
Total Prisoners	11	45	25	93

Justice Reports	July/2018	Year to Date 2018	July/2017	Year Total 2017
Victim Services Referrals	8	21	4	32
Youth Diversions	0	0	n/a	n/a
Adult Diversions	0	0	n/a	n/a

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

Community approved priorities are:

- (1) Substance Abuse
- (2) Traffic Enforcement
- (3) Youth Initiatives
- (4) Attendance at THFN and Community Events

(1) This month the detachment addressed the issue of Substance abuse by:

Members ensured that a police presence was a priority during several high profile events in July to address liquor consumption in public. Patrols were made by police during the Canada Day, Music Festival, and Moosehide Gathering. Members also conducted foot patrols along the dyke, the Aritist's/Farmer's Market and the Gazebo, as these areas have been identified as high traffic areas for liquor consumption and loitering.

During the Music Festival, members made several patrols through the local licensed establishments to ensure Liquor Act regulations were being followed by the establishments.

(2) This month the detachment addressed the issue of Traffic Enforcement by:

The "M" Division Traffic Section was brought in during Music Festival to assist in traffic enforcement for the area. The Traffic Section made a patrol up the Dempster Highway to ensure compliance to the N. W. T. Border. Several charges were laid by the Section, these included charges for speeding, distracted driving and impaired driving.

Cst. WARREN conducted distracted driving enforcement in Dawson City, during the Music Festival. One driver was found using their cell phone while driving and was issued a ticket and one driver was issued a warning.

(3) This month the detachment was involved with youth by:

Cst. PERRY spent time with several local youth discussing policing activities and police equipment. Members spend time on shift during patrol engaging with Youth on the streets of Dawson City during the summer months.

(4) This month the detachment was involved with Community Policing/Aboriginal Awareness by:

Members attended the Gold Panning Championships in red serge and stayed after the opening ceremonies for a photograph opportunity for the many visitors that come to Dawson City. Cst. WARREN attended and participated in the local Pride Parade and the Run Dawson Dome Race event.

Members attended in the Bi-annual Moose Hide Gathering. Cpl Myke danced with the Han Singers and Dancers and spent most of the weekend at the Gathering. The Commanding Officer of "M" Division, Scott SHEPPARD attended the Opening Ceremonies and assisted with the transportation of participants by boat. The Commanding Officer of "E" Division, Brenda BUTTERWORTH-CARR (Tr'ondek Hwech'in Citizen) was also in attendance for the weekend. Constables WARREN and BOYKO assisted during the Gathering by providing boat transportation for participants. Detachment members and their families attended and participated in the event throughout the weekend.

Cpl. MYKE along with Sgt. WALLACE, who was in Dawson City as part of the Relief Unit, stopped by the TH community hall to join in on the 20th Anniversary Celebrations of Self Government for Tr'ondek Hwech'in. Community and First Nations leadership along with COYFNAC were all present. Cpl. MYKE was invited to sing with the Han Singers and Dancers in celebration of this important date.

Community Policing Activities or Events (if not identified in the APP's)

Sgt. Rob MORIN assumed his post as Detachment Commander of Dawson City RCMP in mid July. Cpl. MYKE has transferred to the Teslin RCMP to take his post as the Detachment Commander.

The Operations N. C. O. position has not been filled at this time, as the incumbent has been promoted to Newfoundland. Efforts are being made at this time to identify a suitable candidate.

Regards,



Cst. Lee POPESCU

For

Sgt. Rob MORIN
N. C. O. In Charge - Dawson City Detachment
Telephone: 867 993-2677
Email: rob.morin@rcmp-grc.gc.ca