

THE CITY OF DAWSON



COMMITTEE OF THE WHOLE MEETING #CW21-24

DATE: TUESDAY September 14, 2021

TIME: 7:00 PM

LOCATION: City of Dawson Council Chambers

1. CALL TO ORDER

2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA

3. PUBLIC HEARINGS

- a) Subdivision Application #21-031- Lots 38 & 39, C4/B, Tr'ondëk Subdivision
- b) Subdivision Application #21-076- Lots 19 & 20, Block LA, Ladue Estate
- c) Subdivision Application #21-089- Lot 1047-2, Quad 116B/03, North Klondike Highway
- d) Subdivision Application #21-091-Infil #3, Callison Industrial Subdivision

4. MINUTES

- a) Committee of the Whole Meeting Minutes CW21-22 of August 24, 2021

5. BUSINESS ARISING FROM MINUTES

- a) Committee of the Whole Meeting Minutes CW21-22 of August 24, 2021

6. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS

- a) Recreation Facility Reserve: Information Report
- b) Request for Direction: Annual OCP and ZBL review

7. BYLAWS & POLICIES

- a) Request for Direction; Zoning Bylaw Amendment No. 13.

8. CORRESPONDENCE

- a) 21-12 HAC Minutes
- b) 21-13 HAC Minutes
- c) 21-14 HAC Minutes

9. PUBLIC QUESTIONS

10. IN CAMERA

- a) Legal & Labour Related Matter

11. ADJOURNMENT

THE CITY OF DAWSON

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



NOTICE OF PUBLIC HEARING: SUBDIVISION APPLICATION

Subdivision Application #21-031

Subject Property: Lot 38 and 39, C-4/B, Tr'ondëk Subdivision

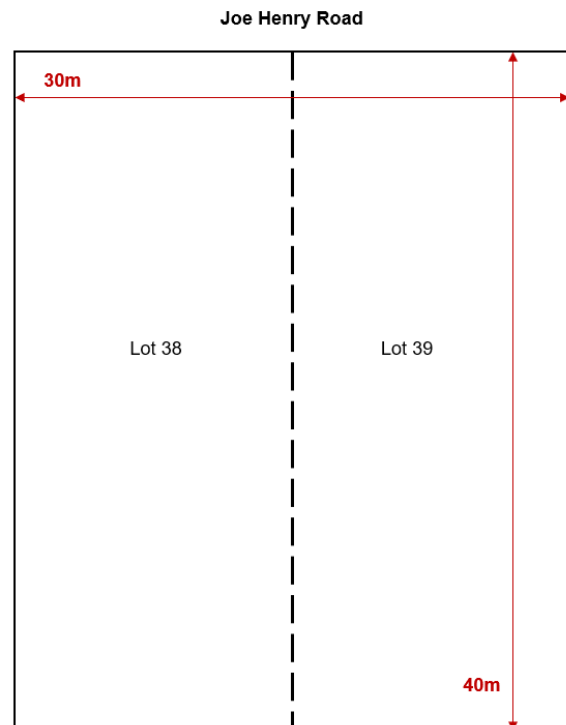
Date: September 14th, 2021

Time: 7:00pm

Location: Council Chambers, City Hall

Listen to Public Hearing: Radio CFYT 106.9 FM or cable channel #11

As per the Municipal Act, S. 319.4, upon receiving an application for a consolidation, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the consolidation of Lots 38 and 39, C-4B, Tr'ondëk Subdivision.



For more information or to provide your input prior to the public meeting, please contact the Community Development and Planning Officer or Planning Assistant using the following contact information:

Stephanie Pawluk

Community Development & Planning Officer
Box 308, Dawson City YT Y0B 1G0
cdo@cityofdawson.ca
867-993-7400 ext. 414

Stephani McPhee

Planning Assistant
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NOTICE OF PUBLIC HEARING: SUBDIVISION APPLICATION

Subdivision Application #21-076

Subject Property: Lots 19 + 20, Block LA, Ladue Estate

Date: September 14th, 2021

Time: 7:00pm

Location: Council Chambers, City Hall

Listen to Public Hearing: Radio CFYT 106.9 FM or cable channel #11

As per the Municipal Act, S. 319.4, upon receiving an application for consolidation and a boundary adjustment, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the consolidation of Lot 19 with the Northern 28ft of Lot 20, as well as a boundary adjustment for the Southern 50ft of Lot 20, Block LA, Ladue Estate.



Figure 1. Context map of proposed lot locations

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NOTICE OF PUBLIC HEARING: SUBDIVISION APPLICATION

Subdivision Application #21-089

Subject Property: Lot 1047-2, Quad 116B/03, North Klondike Highway

Date: September 14th, 2021

Time: 7:00pm

Location: Council Chambers, City Hall

Listen to Public Hearing: Radio CFYT 106.9 FM or cable channel #11

As per the Municipal Act, S. 319.4, upon receiving an application for a boundary adjustment, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the boundary adjustment of Lot 1047-2, Quad 116B/03, North Klondike Highway.



Figure 1. Boundary adjustment context map

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NOTICE OF PUBLIC HEARING: ZONING BYLAW AMENDMENT

Zoning Bylaw Amendment Application #21-091

Subject Property: Infill #3, Callison Industrial Subdivision

Date: September 14th, 2021

Time: 7:00pm

Location: Council Chambers, City Hall

Listen to Public Hearing: Radio CFYT 106.9 FM or cable channel #11

As per the Municipal Act, S. 319.4, upon receiving an application for a Zoning Bylaw Amendment, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the release of this vacant infill site under the M1 (Industrial) zoning designation.

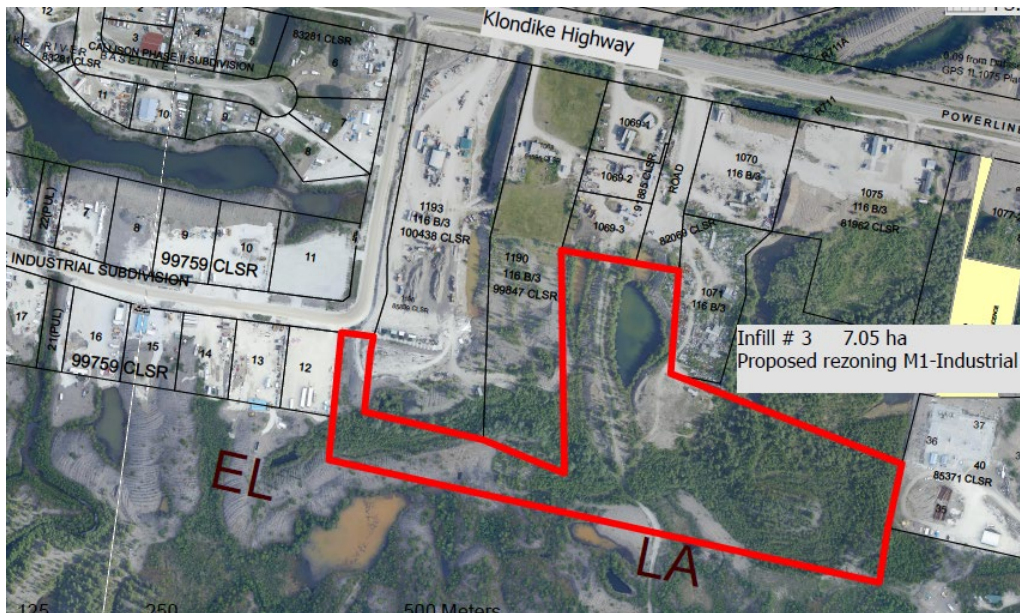


Figure 1. Location context map

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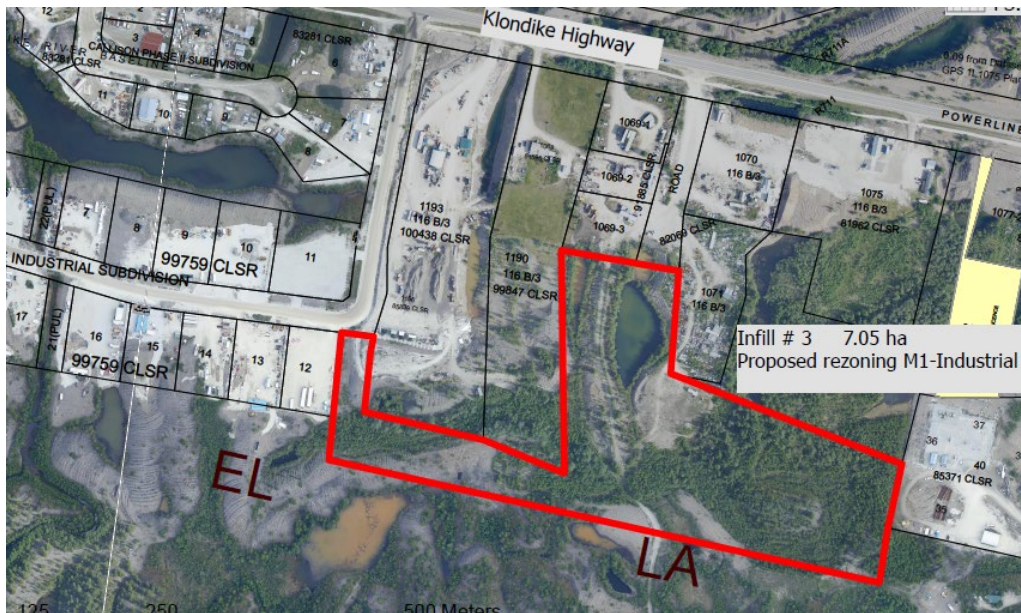


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MINUTES OF COMMITTEE OF THE WHOLE MEETING CW21-22 of the Council of the City of Dawson
called for 7:00 PM on Tuesday, August 24, 2021, City of Dawson Council Chambers

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

REGRETS:

ALSO PRESENT:	CAO	Cory Bellmore
	EA	Elizabeth Grenon
	CDO	Stephanie Pawluk
	PWM	Jonathan Howe

Agenda Item: Call to Order

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

Agenda Item: Agenda

CW21-22-01 Moved by Mayor Potoroka, seconded by Councillor Shore that the agenda for Committee of the Whole meeting CW21-22 be accepted as presented.
Carried 5-0

Agenda Item: Minutes

a) Committee of the Whole Meeting Minutes CW21-19 of July 27, 2021

CW21-22-02 Moved by Councillor Shore, seconded by Councillor Kendrick that the minutes of Committee of the Whole meeting CW21-19 of July 27, 2021, be accepted as amended.
Carried 5-0

- Include comments from Council: "Council had comments regarding their concerns on upstream impacts on Municipal water supply and they had questions about planning of the Klondike Valley." Also change established to re-established.

b) Special Committee of the Whole Meeting Minutes CW21-20 of August 9, 2021

CW21-22-03 Moved by Councillor Johnson, seconded by Councillor Ayoub that the minutes of Special Committee of the Whole meeting CW21-20 of August 9, 2021 be accepted as presented.
Carried 5-0

c) Special Committee of the Whole Meeting Minutes CW21-21 of August 10, 2021

CW21-22-04 Moved by Councillor Shore, seconded by Councillor Johnson that the minutes of Special Committee of the Whole meeting CW21-21 of August 10, 2021 be accepted as presented.
Carried 5-0

Agenda Item: Business Arising from Minutes

a) Committee of the Whole Meeting Minutes CW21-19 of July 27, 2021

- Need to get the OCP review done in September.

- Where is the Project Management RFP for the Waste Diversion Centre at? *It is complete and ready to put out to tender.*
 - What is the timeline for the Commercial & Industrial Lot Needs and Demand Analysis? *Will get back to Council with that info.*
 - Any more updates on the Regional Landfill Agreement? *Not at this time.*
- c) Special Committee of the Whole Meeting Minutes CW21-21 of August 10, 2021
- When will Council get to weigh in on the Campground Lease? *Administration is still working on it.*

Agenda Item: Special Meeting, Committee, and Departmental Reports

- a) Request for Decision: Budget Amendment (Hydrovac Truck Purchase)

CW21-22-05 Moved by Councillor Kendrick, seconded by Councillor Shore that Committee of the Whole forward to Council to approve a budget amendment to Bylaw No. 2021-04 for a re-allocation of Capital Expenditures for the purchase of a Hydro-Vac truck.
Carried 5-0

- b) Information Report: Subdivision Application #21-031- Lot 38 & 39, C-4/B, Tr'ondëk Subdivision

CW21-22-06 Moved by Councillor Shore, seconded by Councillor Johnson that Committee of the Whole forward the decision to Council to grant subdivision authority to consolidate Lots 38 and 39 Quad 116 B/3 (Consolidation Application #21-031), subject to the following conditions:

- 1.1. The successful passing of a public hearing (scheduled for September 14th).
- 1.2. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
- 1.3. 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.

Carried 5-0

- c) Information Report: Subdivision Application #20-096- Lots 1073-1, 1073-2, 1073-3 & 1073-4, Quad 116B/3 & Road

Moved by Councillor Johnson, seconded by Councillor Ayoub that Committee of the Whole postpone Boundary Adjustment Application #20-096 until such a time that:

- 1.1. An updated site plan be submitted and a full zoning assessment can be conducted; and,
- 1.2. Yukon Government Environmental Health sewage disposal system permits are submitted for each structure that is plumbed and/or used as a residence for each lot.

- Is this a chicken and the egg situation; do they have to get approval for the boundary adjustment before they can get approval for a sewage disposal system permit? *Administration will talk to Environmental Health about their processes and requirements.*

CW21-22-07 Moved by Councillor Kendrick, seconded by Councillor Ayoub that Committee of the Whole postpone the decision for Boundary Adjustment Application #20-096.
Carried 5-0

d) Information Report: Subdivision Application #20-076- Lots 19 & 20, Block LA, Ladue Estate

CW21-22-08 Moved by Councillor Shore, seconded by Councillor Kendrick that Committee of the Whole postpone the decision to grant subdivision authority to adjust the boundary of Lots 19 and 20, Block LA, Ladue Estate (Boundary Adjustment Application #21-076), until such a time that a land sale is completed for a portion of York St. to be consolidated with Lot 20, as requested in 2006.
Carried 5-0

e) Information Report: Subdivision Application #21-089 - Lot 1047-2, Quad 116B/3

CW21-22-09 Moved by Councillor Shore, seconded by Mayor Potoroka that Committee of the Whole forward the decision to Council to grant subdivision authority to consolidate the land included in Disposition 2018-3280 with Lot 1047-2, subject to the following conditions:
1.1. The successful passing of a public hearing (scheduled for September 14th).
1.2. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
1.3. 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.
Carried 5-0

f) Request for Direction: Parking Agreement-Dawson City Museum

CW21-22-10 Moved by Councillor Shore, seconded by Councillor Kendrick that Committee of the Whole forward the decision to Council to direct Administration to enter into a cash-in-lieu parking agreement with the owner of Block 4, Government Reserve, as per the Fees and Charges Bylaw and Section 9 of the Zoning Bylaw.
Carried 4-1

g) Request for Direction: Parking Agreement-Klondike Kates

CW21-22-11 Moved by Mayor Potoroka, seconded by Councillor Shore that Committee of the Whole forward the decision to Council to direct Administration to enter into a cash-in-lieu parking agreement with the owner of Lot 9, Block M, Ladue Estate, as per the Fees and Charges Bylaw and Section 9 of the Zoning Bylaw.
Carried 4-1

h) Information Report: Dome Road Engagement

CW21-22-12 Moved by Mayor Potoroka, seconded by Councillor Ayoub that Committee of the Whole accept the Dome Road Community Engagement Package as information.
Carried 5-0

Agenda Item: Bylaws & Policies

a) Workplace Violence & Harassment Prevention Policy

Moved by Councillor Johnson, seconded by Councillor Kendrick that Committee of the Whole forward the Workplace Violence & Harassment Prevention Policy, as presented, to Council for approval.

- Council gave their feedback on the draft policy.
 - o Footnote should say Policy not Program
 - o How does Council fit in this program considering they are not employees?
 - o What would the repercussions be for a Councillor if they are found to be contravening the Policy?
 - o Worker should be defined
 - o Should this be a Policy just for employees? Maybe the Code of Conduct Policy for Mayor and Council could have a section added regarding Workplace Violence and Harassment Prevention?
 - o Can Council see the rest of the program documents?

CW21-22-13 Moved by Councillor Kendrick, seconded by Mayor Potoroka that Committee of the Whole postpone decision on the Workplace Violence & Harassment Prevention Policy.
Carried 5-0

b) 2021-12 Zoning Bylaw Amendment No. 13 (1st Reading)

CW21-22-14 Moved by Mayor Potoroka, seconded by Councillor Kendrick that Committee of the Whole forward the decision to Council to pass First Reading of Zoning Bylaw Amendment No. 13 to amend Infill Area 3 from Future Planning to Industrial.
Carried 5-0

c) Procurement Policy

- Council will send their feedback to the CAO.

Agenda Item: Correspondence

CW21-22-15 Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee of the Whole acknowledges receipt of correspondence from:

- a) Heritage Advisory Committee Meeting Minutes #HAC 21-11
- b) Debbie Nagano, Co-Chair, TKWHS Advisory Committee RE: Tr'ondëk-Klondike World Heritage Site ICOMOS Evaluation
- c) Jason Bilsky, CEO, Yukon Hospital Corp RE: YHC's Development of Strategic Plan 2022-27
- d) Yukon Advisory Committee on Missing and Murdered Indigenous Women, Girls and Two-spirit+ People (MMIWG2S+) RE: Yukon's MMIWG2S+ Strategy; provided for informational purposes.

Carried 5-0

Agenda Item: Public Questions

Dan Davidson: Any comments on the TV vandalism that has been happening in the community?

Dan Davison: What outcome did Council reach on the matter of Darrell Carey?

Council: At the Special Council meeting on August 23rd, his appeal was denied.

Dan Davidson: Campground negotiations?

Council: Don't have an answer on that tonight. The Chief Financial Officer has been in touch with them and has been working on it.

Alex Sommerville: Regarding some of the earlier design documents of the Stantec Engagement Plan for the Dome Road Subdivision, why is there supposed to be a lake up there?

Council: It's a stormwater reservoir. It will collect all the runoff from the streets, etc. so that the runoff won't destroy the roads.

Agenda Item: In Camera

CW21-22-16 Moved by Councillor Shore, seconded by Mayor Potoroka that meeting CW21-22 be extended not to exceed one hour and that Committee of the Whole move into a closed session of Committee of the Whole, as authorized by Section 213(3) of the *Municipal Act*, for the purposes of discussing a legal related matter.
Carried 5-0

CW21-22-17 Moved by Mayor Potoroka, seconded by Councillor Shore that Committee of the Whole revert to an open session of Committee of the Whole to proceed with the agenda.
Carried 5-0

Agenda Item: Adjournment

CW21-22-18 Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee of the Whole meeting CW21-22 be adjourned at 10:23 p.m. with the next regular meeting of Committee of the Whole being September 14, 2021.
Carried 5-0

THE MINUTES OF SPECIAL COMMITTEE OF WHOLE MEETING CW21-22 WERE APPROVED BY COMMITTEE OF WHOLE RESOLUTION #CW21-23- AT COMMITTEE OF WHOLE MEETING CW21-23 OF SEPTEMBER 14, 2021.

Mayor Potoroka, Chair

Cory Bellmore, CAO

Report to Council



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

☐ In Camera

AGENDA ITEM:	Recreation Facility Reserve	
PREPARED BY:	Kim McMynn	ATTACHMENTS: ▪
DATE:	September 3, 2021	
RELEVANT BYLAWS / POLICY / LEGISLATION:	▪ Reserve Bylaw 1-21 and 12-14	

ISSUE / PURPOSE

Council has requested Administration provide information to estimate the contribution the City would be able to make towards the construction of a new recreation complex on the Dome Road Site.

BACKGROUND SUMMARY

Each year a contribution is made to the Recreation Complex Reserve in the amount of .1% of the revenue generated from Taxation Revenue. The balance has grown over the years due to the annual contribution and the interest generated on the investment in guaranteed investment certificates.

Over the years, the City has accumulated additional Administration reserve funds. This reserve is funded by annual contributions when budgets allow, and earns interest on the amount held in guaranteed investment certificates.

ANALYSIS / DISCUSSION

The following tables provide an estimate by year of the balance in the Recreation Complex Reserve and Administration Reserve. The assumptions are as follows:

- 1) The annual contribution from the tax levy and additional contribution will continue as budgeted in the amount of \$350,000
- 2) The interest rate continues at the current rate of 0.4%
- 3) Construction starts in 2023
- 4) Planning costs in 2023 will be captured in the construction budget
- 5) The Administration Reserve (held for emergencies) is completely depleted

Recreation Complex Reserve


Year	Beginning Balance	Annual Contribution (tax levy estimate)	Additional Contribution	Expenditures (planning costs)	Interest	Ending Balance
2021	\$1,393,252	\$221,084	\$128,916	(\$60,000)	\$5,573	\$1,648,825
2022	\$1,648,825	\$225,376	\$124,624	(\$100,000)	\$6,595	\$1,905,420
2023	\$1,905,420	\$225,376	\$124,624	(note 4)	\$7,622	\$2,263,042

Administration Reserve

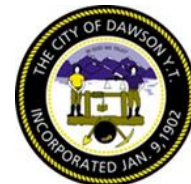
Year	Beginning Balance	Additional Contribution	Interest	Ending Balance
2021	\$546,250	\$77,909	\$2,185	\$626,344
2022	\$626,344	\$80,000	\$2,505	\$708,849
2023	\$708,849	\$100,000	\$2,835	\$811,684

Currently the City has an additional \$2.7 million in unrestricted funds at the end of 2020. Based on a contingency recommended of 50% of the operating budget expenditures (in order to sustain operations until tax revenues are collected each year), it is not recommended that any contribution is made to the project from this fund.

In summary, the City would have approximately \$3 million to contribute towards the project in 2023. The City could also continue to budget \$350,000 annually thereafter to be generated from tax levy and additional contribution.

APPROVAL		
NAME:	Cory Bellmore, CAO	SIGNATURE: 
DATE:	Sept 11, 2021	

Report to Council



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

☐ In Camera

AGENDA ITEM:	Official Community Plan and Zoning Bylaw 2021 Annual Review	
PREPARED BY:	Stephanie Pawluk, CDO	ATTACHMENTS: none
DATE:	September 8, 2021	
RELEVANT BYLAWS / POLICY / LEGISLATION:	Municipal Act Official Community Plan Zoning Bylaw Development Incentives Policy	

RECOMMENDATION

It is respectfully recommended that Committee of the Whole provide feedback and direct Administration to pursue research and draft amendment bylaws for review.

ISSUE / PURPOSE

The Official Community Plan is required to be reviewed on an ongoing basis, specifically in October each year. The Zoning Bylaw is reviewed annually in tandem. This review is being initiated in September on account of the upcoming election.

BACKGROUND SUMMARY

OCP s. 16.2 states that "Council shall schedule a review of the OCP at the first regular meeting in the month of October in each year and proceed to amend it as deemed advisable at that time". The Zoning Bylaw is also reviewed in tandem.

ANALYSIS / DISCUSSION

Administration has compiled a list of items in the Zoning Bylaw to be reviewed and researched and is requesting comments prior to forwarding amendment bylaws to Council. Based on feedback and research, Administration will further refine the proposed amendments.

1. Edit the 'EXHIBITION AND CONVENTION FACILITIES' definition (p. 8) as follows: means a development that ~~is owned and managed by a public authority or non-profit agency and that~~ provides permanent facilities for meetings, seminars and conventions, product and trade fairs, circuses, and other exhibitions.
2. Add a definition for 'REGULAR MAINTENANCE AND REPAIR'
 - a. Ensure alignment with s. 4.2.1 'Development Permit Not Required'
 - b. The purpose is to improve clarity on what constitutes repair and maintenance, and therefore when a development permit is not required.
3. S. 4.1.1.3 indicates that a security deposit is to be posted for demolition applications to ensure that the intended redevelopment occurs. This section does not indicate precisely *when* the security

deposit is to be released. This section could indicate that the security deposit is to be returned upon either:

- a. **Receipt of the occupancy permit**, where applicable (it is not always applicable in cases where the redevelopment is a park for example).
 - i. If the goal is to ensure that the redevelopment is a usable, occupancy-level structure, then this would meet this goal. This is the recommended option.
 - b. **CDO confirmation of the completion of the development permit** that was approved as the redevelopment plan.
 - i. A site visit only ensures that the permitted development occurred where it was permitted to occur (adequate setbacks) and that the design is consistent with what was approved. It does not ensure internal completion of the structure. If the intent of the security deposit and re-development requirement is to have a structure that will meet the taxation threshold, then this meets the goal; however, if the goal is to have a usable, occupancy-level structure, then this does not meet the goal.
 - c. **Clad to weather building stage**. This would require the addition of a definition for clad to weather.
 - i. Clad to weather is defined by YG in a land lotteries document: “the building is clad to the weather when it is sealed to the elements (wind, rain or snow). Siding can be Tyvek, plywood with corners sealed, etc. All soffits and fascia must be installed.”
 - ii. This is one step below CDO confirmation, as described above, because it would not be possible to assess the design at this stage.
 - iii. If the intent of the security deposit and re-development requirement is to have a structure that will meet the taxation threshold, then this meets the goal; however, if the goal is to have a usable, occupancy-level structure, then this does not meet the goal.
4. Remove “under section 4.4.1” from s. 4.4.2: Development Permit Appeals because this is not how appeals have been implemented in practice. Referencing 4.4.1 means that applicants can only appeal the CDO’s decision if the appeal is in regard to a development agreement, refusal on the basis of inadequate services such as water/sewer or outstanding taxes, permit conditions, or if a development permit is suspended or revoked. The City has been consistently offering applicants the opportunity to appeal permit decisions on any basis any time a permit is denied. The ZBL should be updated to accurately reflect this practice.
- Additionally, Administration proposes adding additional steps to s. 4.4.2 to clarify the process of appeals. This would be done in accordance with other appeals outlined in the *Municipal Act* including subdivision and Board of Variance appeals.
5. Amend the public notification and hearing processes under s. 5.1 ‘Subdivision’ to align with Municipal Act requirements and draft Subdivision Bylaw. The Municipal Act and the current Subdivision Bylaw #95-08 do not require the public notification processes outlined in this section of the ZBL including public hearing and the posting of a physical sign. Administration recommends that these requirements be repealed as they account for a significant amount of Administrative resources from the Planning Department and yield extremely few public enquiries or participation in public hearings.
6. Amend s. 6.2 for clarity: “When a structure is being moved off of a lot within the historic townsite, the application must be accompanied by an approved redevelopment plan **for the original lot**, to the satisfaction of the development officer.”
7. Add a clause to s. 7.1 to clarify the required setback distance between accessory buildings. Currently, s. 7.1 .2 outlines the required distance between principal and accessory buildings, but

there is no indication of the required setback between accessory structures. See directly below for research to be conducted on building-building setback requirements.

8. It has been observed that the 10 foot setback requirements between principal and accessory buildings is perhaps no longer legislatively relevant nor best practice; therefore, research is to be conducted to amend s. 7.1.2. The City of Whitehorse's Zoning Bylaw #2012-20 requires accessory buildings to "not be located less than 1 m (3.3 ft) from the principal building" (s. 5.1.2.e).
9. Add to section 7.5 'Heritage' to create a process whereby Council or the Heritage Advisory Committee makes decisions on compliance concerns that arise through the development permitting process on registered historic structures. In the past, these kinds of situations were addressed by variance applications to the Board of Variance; however, this is technically inconsistent with the intention of variances, as outlined in the *Municipal Act*. As such, there is currently no process in place to approve major development permits (structural alterations) for registered historic structures that may have a noncompliant setback or may not meet the minimum square footage or height requirements. This results in owners of non-compliant registered historic structures not being able to (legally) upkeep and maintain the building, resulting in structural disrepair over time. This issue is in direct conflict with the City's mandate to protect registered historic structures. It is important that not all exceptions from the requirements are granted for registered historic sites, as there are varying degrees and impacts of noncompliance and as such, there cannot be a one size fits all rule. This is why it is recommended that a board decision process be implemented as each situation is unique. It is not recommended that these decisions are made Administratively, as a public process ensures equitability and transparency.

Proposed: s. 7.5.1: "If, through the development permitting process for a structural alteration, it is found that a registered historic structure is legally non-conforming and does not meet the zone's minimum parcel requirements, the application is to be forwarded to the Heritage Advisory Committee.

- I. At the sole discretion of the Heritage Advisory Committee, the legal non-conforming, noncompliant minimum parcel requirement(s) of the registered historic structure may be waived so long as the proposed development does not increase the legal non-conforming nature of the use or structure.
10. Amend the definitions of 'Secondary Suite' and 'Garden Suite' to differentiate between the two types of secondary dwelling units. These terms must be distinguished as they are differentiated in s. 8.8.

GARDEN SUITE means a ~~type of secondary suite~~ **self contained secondary dwelling unit** that is within in an accessory building, located on a lot where the principal use is either a single detached dwelling unit or a duplex and where both dwelling units are registered under the same land title, as shown in figure 2-3. A garden suite can be up to 100% of the floor area of the accessory building.

Amend s. 8.8.3: "~~no more than~~ **only** one secondary suite **or garden suite** is permitted per principal single detached dwelling". "Only one secondary suite or garden suite is permitted per principal single detached dwelling".

The Development Incentives Policy defines 'secondary suites' as "a secondary suite as defined by the City of Dawson Zoning Bylaw"; however, it is understood that garden suites are also to be incentivized. In order to encompass garden suites in the secondary suite incentive, the following amendment to the secondary suite definition is advised:

SECONDARY SUITE means a self-contained dwelling unit that is located within a primary dwelling unit and is less than 40% of the total floor area of the building. A secondary suite

has its own cooking, sleeping, and sanitary facilities. Both dwelling units are registered under the same land title. A secondary suite is not a duplex. ~~See also “garden suite.”~~ For the purpose of the Development Incentives Policy #2019-02 only, the term ‘secondary suite’ includes both secondary suites and garden suites.

11. Amend s. 9.2.5: “Except where cash in lieu is provided in accordance with City bylaws, the required offstreet parking and loading spaces shall be located on the same parcel as the building they serve or on a separate lot within 152.4 m (500 ft.) of the building **registered as an easement**”.
12. Add ‘Child Care Centres’ to Table 9-1 ‘REQUIRED OFF-STREET PARKING SPACES.’ The City of Whitehorse’s Zoning Bylaw #2012-20 requires 1 parking stall per 8 children for Child Care Centres. The same is recommended.
13. Research parking stall, loading space, and bus stall dimensions to ensure the requirements under s.9.4 ‘Dimensions and Access to Parking and Loading Spaces’ are reasonable. A number of applicants have experienced difficulty in meeting the 20 ft parking stall length requirement. For comparison, the City of Whitehorse’s Zoning Bylaw #2012-20 parking stall length is 16 ft.
14. A review of s. 10 ‘SIGNS’ including sign types and dimensions. This may include the addition of ‘Commercial building’ to Table 10-1 ‘SIGN REGULATIONS’.
15. Administrative edit of table numbering in the R2 zone on p. 54.
16. Research 15 foot setback requirements between accessory and principal buildings in the Country Residential zone to assess reasonableness, as per Table 11-3 ‘R3 ZONE MINIMUM PARCEL REQUIREMENTS’.
17. Amend s. 13.1.3.2.III as follows: residential security units must: “be constructed and operational after the construction of the principal building, **unless the established use of the property does not require a principal building**”.
18. Administrative edit: move Table 14-1 below s. 14.1.2.1
19. S. 14.2.3.1 currently renders all P2 zoned parcels in the Historic Townsite as C1. Administration believes this clause should read “The regulations contained in **Table 12-1** of this bylaw shall apply to all P2 parcels that are located within the historic townsite...”.
20. Repeal s. 17.5.5. Administration recommends that the mailer requirement be repealed as it is not a requirement of the *Municipal Act*, accounts for a significant amount of Administrative resources from the Planning Department and yields extremely few public enquiries. It is instead proposed to use ENews and a dedicated page on the City website for planning notifications.
21. Repeal s. 17.5.6. Administrative practice has not included the posting of physical signs to properties being considered for a zoning amendment. The posting of a physical sign is not a requirement of the *Municipal Act* and Administrative resources could be better allocated.
22. Administrative numbering edit of s. A.1.4
23. OCP and ZBL map amendments to correct what is believed to have been a mistake when the 2018 Zoning Bylaw map was created, which zoned titled Lot 1213 QUAD 116B/03 Future Planning (FP) instead of Commercial Mixed Use (C2), which it was previously zoned.

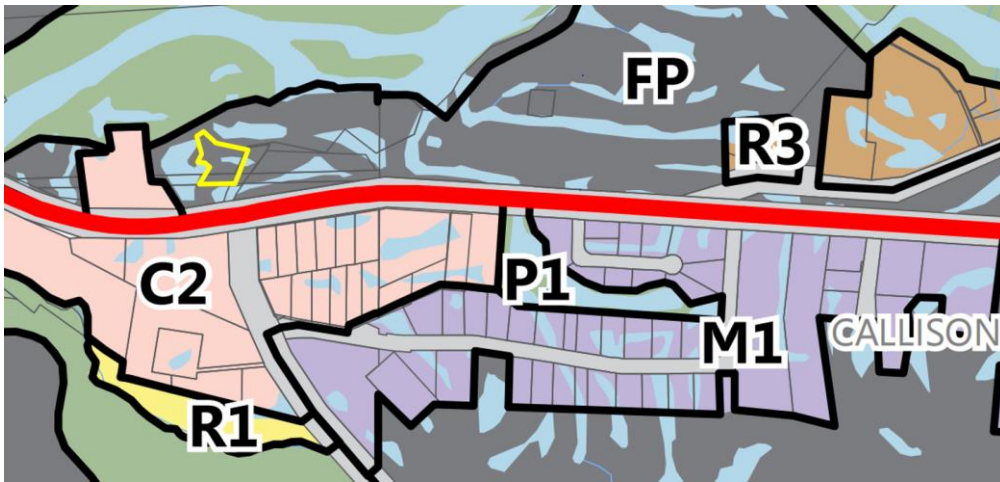


Figure 1: Zoning map



Figure 2: OCP map

24. Add 'Aircraft sales/service' to C2 and M1 permitted uses and to definitions. The City of Whitehorse defines and permits 'aircraft sales/service' in their Mixed Use Commercial/Industrial zone. 'Aircraft sales/service' means development used for the sale, charter, or rental of aircraft together with maintenance services, and the sale of parts and accessories.

Additional Research

It is recommended that the Future Planning zone be reviewed outside of this amendment to consider community land use needs and realities, as this direction is needed to progress future development work and address ongoing land use challenges. This work would likely be contracted out.

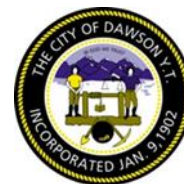
Fees and Charges Bylaw

Suggested changes to the Fees and Charges Bylaw to ensure compatibility with the Zoning Bylaw includes:

- The fees for development permit applications for developments that have been partially or substantially completed are increased by 35% and 50% respectively, as per ZBL s. 4.1.3 and 4.1.4. Add this to the Fees and Charges Bylaw to ensure implementation occurs.
- Change the cost of extension from a standardized fee (\$105) to the same cost as the original permit.

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

Report to Council



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

☐ In Camera

SUBJECT:	Zoning Bylaw Amendment No. 13 (Application #21-091)	
PREPARED BY:	Stephanie Pawluk, CDO	ATTACHMENTS: 1. Zoning Amendment Bylaw No. 13 2. Notice of Public Hearing
DATE:	September 7, 2021	
RELEVANT BYLAWS / POLICY / LEGISLATION: Municipal Act Official Community Plan Zoning Bylaw		

RECOMMENDATION

It is respectfully recommended that Council accept this report as information for the Public Hearing and forward the recommendation to Council to pass subsequent of Zoning Bylaw Amendment No. 13 to amend Infill Area 3 from Future Planning to Industrial.

ISSUE

The Yukon Government Land Development Branch (LDB) submitted an application to rezone Infill Area 3 that is currently zoned Future Planning to Industrial, to facilitate industrial lot development.

BACKGROUND SUMMARY

The applicant submitted zoning amendment application #21-091 on August 9th, 2021 following Council direction to pursue industrial lot development by releasing the parcel to the private sector. This Council direction was received at meeting C21-11 on April 28th, 2021 by resolution C21-11-11:

C21-11-11 Moved by Councillor Shore, seconded by Mayor Potoroka that Council direct administration to pursue the potential option of releasing a raw land parcel (Infill #3) to the private sector for development.

Motion Carried 5-0

Work done by the LDB on Infill Area 3 includes environmental, geotechnical and heritage feasibility work. This work yielded results that influenced the parcel shape that has been applied for in this application. Infill Area 3 initially included the area as depicted in Figure 1, prior to these studies being conducted. The parcel shape that is included in this rezoning application and that will go out to tender for private development is depicted in Figure 2.



Figure 1: Infill Area 3 from 2019 Map

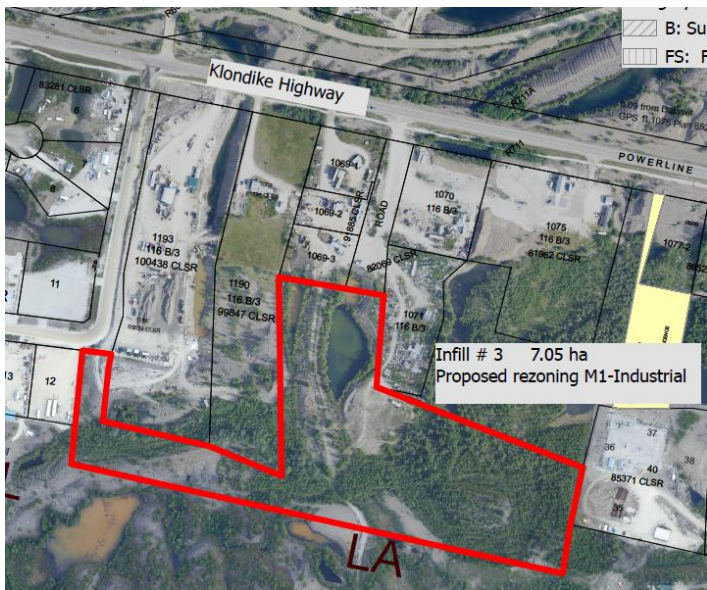


Figure 2: Infill Area 3 to be Rezoned and Developed

Council passed First Reading of Zoning Amendment Bylaw No. 13 on August 31, 2021 via Resolution #C21-19-24.

ANALYSIS / DISCUSSION

Comments

Department heads have been asked to comment on this application for the purposes of assessing operational requirements and impacts, and at the time of writing this report, no concerns have been raised.

Municipal Act

S. 289(2) of the *Municipal Act* states:

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

Therefore, this report will consider whether the proposed amendment is consistent with the OCP. Further, sections 294-296 (along with S. 17(5) of the ZBL) outline the process required for public consultation for a zoning bylaw amendment. A public hearing is scheduled to be held on September 14th, 2021, and if substantial concerns are raised, the application will be forwarded to Committee of the Whole for discussion.

Official Community Plan

The property is currently designated as MU – Mixed Use. S.6.2 of the OCP explains the intent of this land use designation:

“an integrated mix of commercial and industrial uses complemented by residences and small-scale

open spaces. These areas may include single uses per parcel or multiple land uses per parcel—a true reflection of Dawson’s unique nature wherein residents’ living and working spaces are often intertwined.”

This OCP land use designation supports this lot being zoned for Industrial use. New lots would retain the same designation, any development on the proposed lot would be required to conform to this designation.

Zoning Bylaw

The Zoning Bylaw is intended to implement the goals of the OCP. The property is currently zoned FP - Future Planning. This application intends to change the FP zoning to M1 -Industrial. The purpose of the FP zone is to:

“preserve land as open space until such time as the land is required for development, and to identify potential future growth areas in the community. These areas may be suitable for one or more different land use designations. To determine the suitability of the areas for future development, additional planning must be completed.”

The need for Industrial lots has been identified and LDB has conducted feasibility studies to assess the suitability of lot development, in line with the intent of the Future Planning zone. This project is now at the point where a zoning change is required to proceed from the planning stage to the development stage.

The purpose of the M1 zone as per the Zoning Bylaw is to:

“permit industrial activities that provide industrial services, light manufacturing, warehousing, and storage. Permitted residential uses in this district are secondary to the principal industrial use.”

Zoning Bylaw Amendment No. 6 (Bylaw #2019-17)

This zoning map amendment overlaps with Placer Claims P35904 and P35905 and recently passed Zoning Bylaw Amendment No. 6, which allows for time limited zoning of the parcel. The overlap is small; however, it is important to note that this zoning amendment would permanently zone that overlap as Industrial.



Figure 3: Overlap with time limited industrial zoning amendment (Zoning Bylaw Amendment No. 6)

Parcel Shape

LDB provided an overview of the environmental, geotechnical and heritage feasibility work that led to the removal of the north-east section of the original parcel. It was primarily geotechnical and environmental findings, with some influence from heritage findings that led to this decision.

Environmental

There are off-site areas with environmental concerns (hydrocarbon containers and fuel storage containers) “directly on the East edge of the junkyard above the eastern body of water”. LDB discussed with YG Department of Environment, from which it was decided that it was most appropriate to avoid this area for

development due to the potential of the eastern pond being contaminated. Of note, YG is completing some work this fall to remove the AST (above ground storage tank) indicated on Figure 4, conduct spot sampling, and excavate any contaminated soil resulting from sampling.



Figure 4: Environmental Feasibility Findings

Geotechnical

The geotechnical work found that the north-east section of the original parcel is not suitable for development, as displayed in the map from the geotechnical report in Figure 5. This area was found to have poor ground conditions related to the presence of seasonal drainage courses, poorly draining soils, presence of organic deposits, and potential presence of permafrost. All these factors contributed to the report deeming this specific section as unsuitable for lot development. Developing this specific area would likely be very cost-prohibitive to a developer to bring it to a development standard.

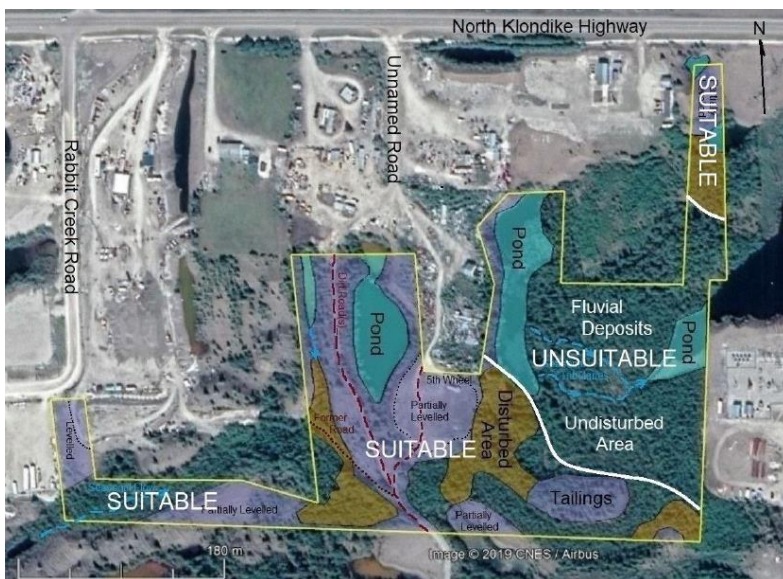


Figure 5: Geotechnical Feasibility Findings

Heritage

The following is an excerpt from the heritage feasibility findings:

“This review identified one area of elevated archaeological potential for surface/subsurface archaeological resource sites. This area of elevated potential for undocumented surface/subsurface archaeological resource sites is associated with an undisturbed raised landform. The majority of previously recorded Precontact and Historic sites in the greater Dawson area are in proximity to the main waterways, waterbodies, previous mining claims, and the Klondike Highway. Other common types of sites include areas of traditional use activities represented by the remains of cabins, trapping, hunting, temporary habitation and use sites, trails, CMTs, and isolated finds. Additionally,

there is moderate potential for surficial historical, archaeological, and paleontological materials associated with previous mining activities and/or disturbed by these activities.”

The findings yielded the potential for heritage value in the area shaded pink in the Figure 6 map below.



Figure 6: Heritage Feasibility Findings

LDB selected Rabbit Creek Road as the access point instead of the existing right of way to the north of the parcel (Figure 7) on account of encroachments, the need to fill in the large pond that exists between this right of way and the parcel and the associated need to conduct a fish habitat assesment, the need to upgrade the right of way in order to meet HPW standards, and potential environmental issues from adjacent properties.




Figure 7: Existing Road Right of Way to the North of the Parcel.

OPTIONS

1. Forward the recommendation to Council to pass Second Reading of Zoning Bylaw Amendment No. 13 to amend Infill Area 3 from Future Planning to Industrial; OR
2. Do not forward the recommendation to Council to pass Second Reading of Zoning Bylaw Amendment No. 13 to amend Infill Area 3 from Future Planning to Industrial.

APPROVAL

NAME:	Cory Bellmore, CAO	SIGNATURE:	
DATE:	Sept 9, 2021		



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 13 Bylaw

Bylaw No. 2021-12

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

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

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

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

PART I - INTERPRETATION

1.00 Short Title

1.01 This bylaw may be cited as the ***Zoning Bylaw Amendment No. 13 Bylaw***.

2.00 Purpose

2.01 The purpose of this bylaw is to provide for

(a) An amendment to the Zoning Bylaw from FP: Future Planning to M1: Industrial.



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 13 Bylaw

Bylaw No. 2021-12

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THE CITY OF DAWSON

Zoning Bylaw Amendment No. 13 Bylaw

Bylaw No. 2021-12

3.00 Definitions

3.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretations Act*, RSY 2002, c. 125, shall apply;
- (b) “city” means the City of Dawson;
- (c) “council” means the Council of the City of Dawson;

PART II – APPLICATION

4.00 Amendment

- 4.01 This bylaw amends a section of Crown Land from FP: Future Planning to M1: Industrial in the Zoning Bylaw Schedule B: Valley, Confluence, and Bowl, as shown in Appendix A of this bylaw.

PART III – FORCE AND EFFECT

5.00 Severability

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

6.00 Enactment

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



THE CITY OF DAWSON

Zoning Bylaw Amendment No. 13 Bylaw

Bylaw No. 2021-12

7.00 Bylaw Readings

Readings	Date of Reading
FIRST	
PUBLIC HEARING	
SECOND	
THIRD and FINAL	

Wayne Potoroka, Mayor

Presiding Officer

Cory Bellmore, CAO

Chief Administrative Officer



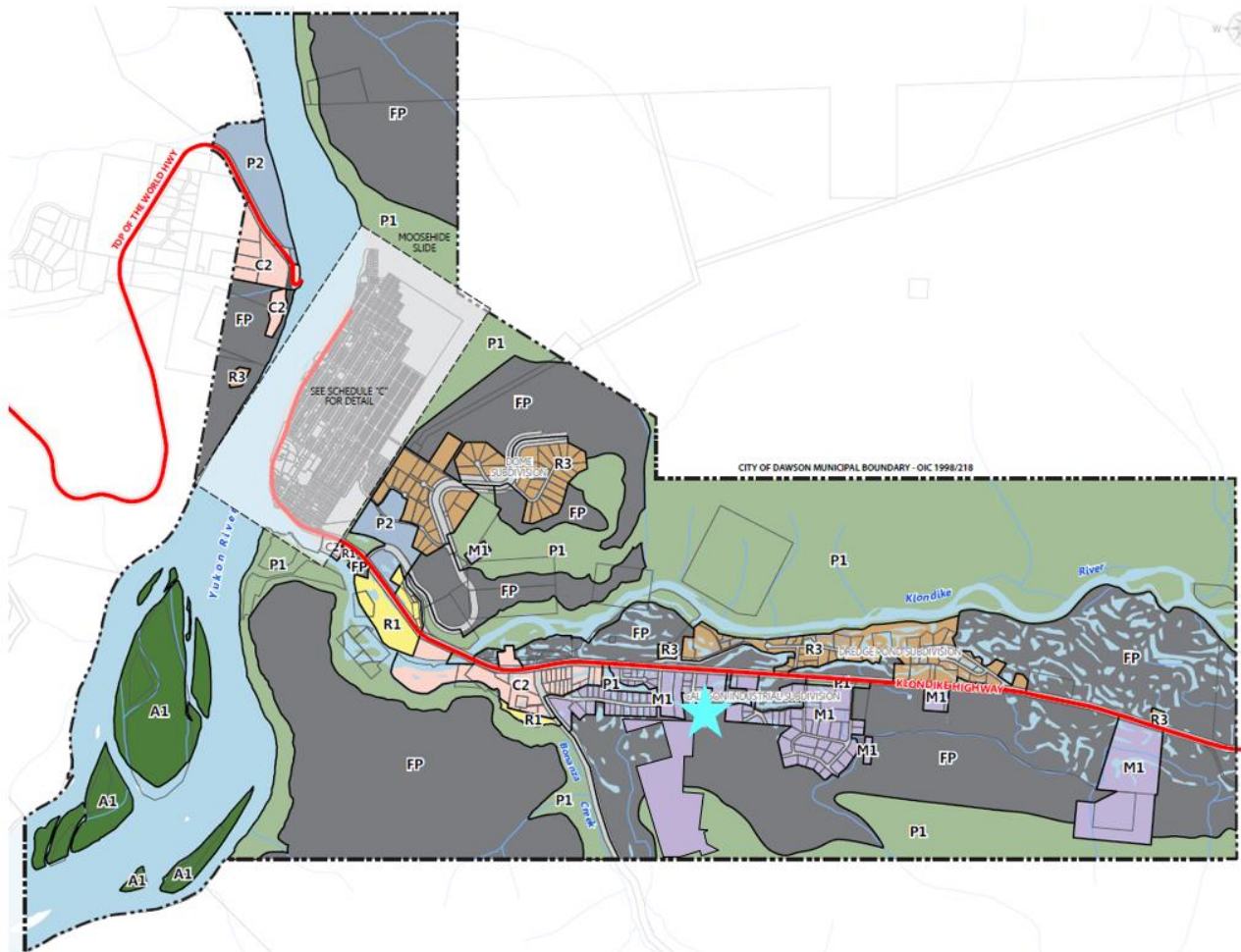
THE CITY OF DAWSON

Zoning Bylaw Amendment No. 13 Bylaw

Bylaw No. 2021-12

PART IV – APPENDIX A

Figure 1. Location Map



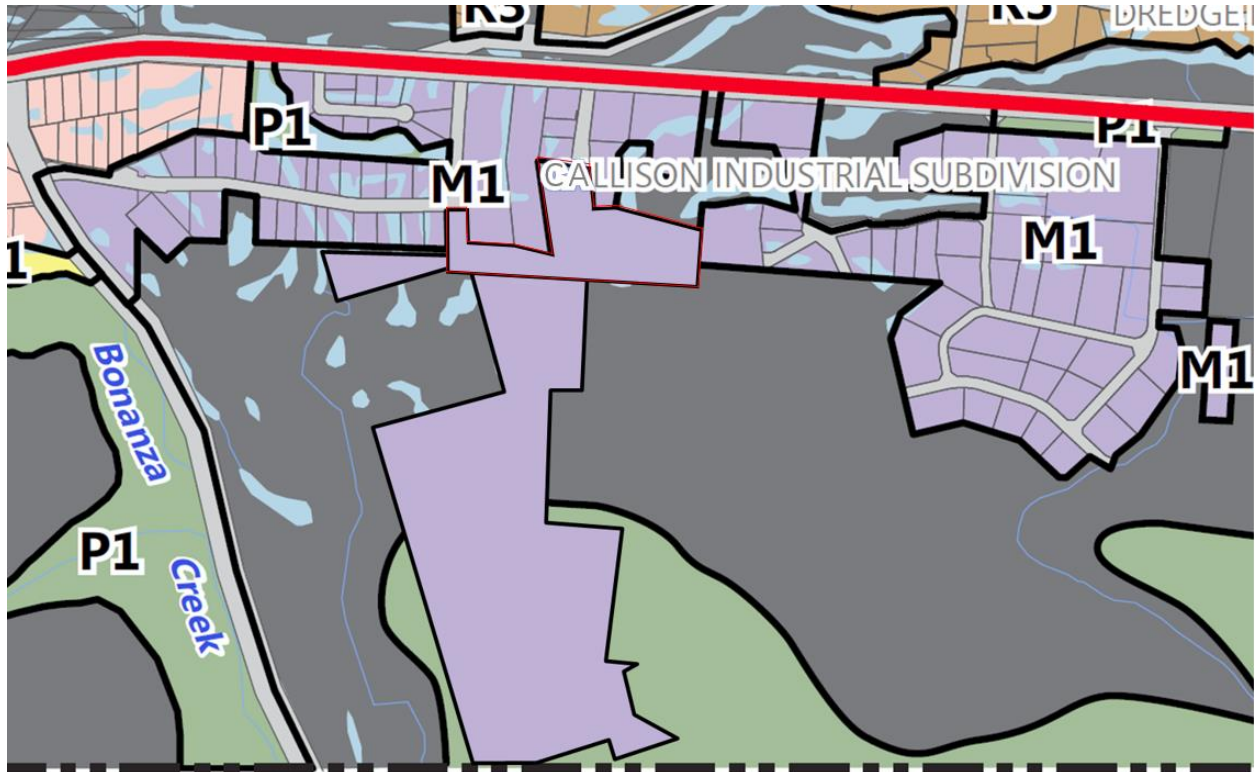


THE CITY OF DAWSON

Zoning Bylaw Amendment No. 13 Bylaw

Bylaw No. 2021-12

Figure 2. Amended area



THE CITY OF DAWSON

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



NOTICE OF PUBLIC HEARING: ZONING BYLAW AMENDMENT

Zoning Bylaw Amendment Application #21-091

Subject Property: Infill #3, Callison Industrial Subdivision

Date: September 14th, 2021

Time: 7:00pm

Location: Council Chambers, City Hall

Listen to Public Hearing: Radio CFYT 106.9 FM or cable channel #11

As per the Municipal Act, S. 319.4, upon receiving an application for a Zoning Bylaw Amendment, Council must give public notice of the application. Therefore, the City of Dawson is now requesting input from the public regarding the release of this vacant infill site under the M1 (Industrial) zoning designation.

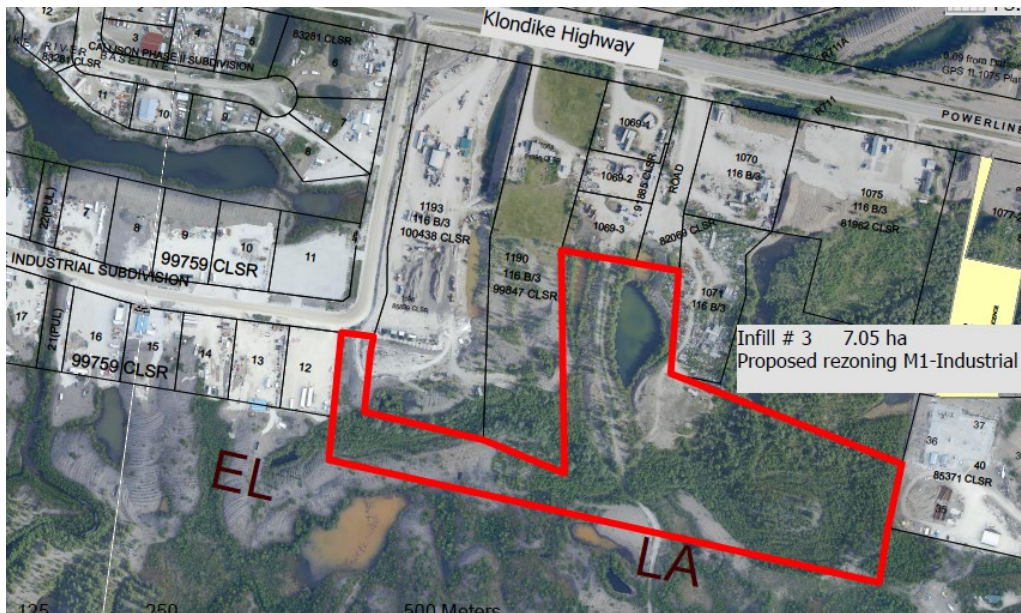


Figure 1. Location context map

For more information or to provide your input prior to the public meeting, please contact the Community Development and Planning Officer or Planning Assistant using the following contact information:

Stephanie Pawluk

Community Development & Planning Officer
Box 308, Dawson City YT Y0B 1G0
cdo@cityofdawson.ca
867-993-7400 ext. 414

Stephani McPhee

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

Committee Minutes (No Quorum)

THURSDAY 15th JULY 2021
19:00

Meeting Type: Regular**Meeting: # HAC 21-12****Facilitators:** Stephani McPhee, PDA**Attendees:** Angharad Wenz (chair), Jim Williams, Rebecca Jansen**Regrets:** Patrik Pikálek, Eve Dewald, Megan Gamble

Meeting Called to order at 7:05 PM.

Minutes

Agenda Item: Agenda Adoption**Resolution:** N/A

THAT quorum was not met but will hear delegates to inform next meeting decisions.

Discussion: None.

Votes For: 0

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Conflict of Interest**Resolution:** N/A**Discussion:** None.

Agenda Item: Committee of the Whole**Resolution:** N/A

THAT the Heritage Advisory Committee move into the Committee of the Whole.

Discussion: None

Votes For: 0

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Delegations**Resolution:** N/A

Brodie Klemm, CoD – DP 20-074 & solar panel project

Discussion:

- Brodie presented concepts for exterior building restoration and energy efficiency, and storm windows that would replicate those of the original building, as well as plans to improve the efficiency of the roof.
- Brodie focussed the presentation on drainage management due to concerns about the positioning of the building at and below grade, causing poor drainage at and adjacent to the building.
- Brodie explained exterior wall detail (insulation plan specifically around the ground of the building) to maintain heritage character. Brodie asked for advice from HAC on the foundation details and ground level insulation, to use the basement as part of the usable space in the floor plan.
- Brodie presented best options for skirting (consultant recommendations). The proposed material is sheet metal with zinc plating and stamping, which HAC supported.
- Leakage is occurring in basement and its been established that its sourced from the vents and/or gutters.

- Brodie addressed accessibility concerns and a need for a wheelchair lift. HAC supported the use of exterior casing on the North of the building that might be easy to replicate which could hide a staircase or lift. This casing was historically used on the building for the stairs.
- Brodie informed that the City is still in the process of finding an appropriate use for the building. Numerous potential uses for the building were discussed. The use of the building impacts the development permit.

Agenda Item: Delegations

Resolution: N/A

John Dagostin – DP 21-072

Discussion:

- John brought a new sign design concept to HAC. HAC raised their concern that the lettering on the sign is not historic but suggested it could be written in script (eg. Newspaper script) and could be handwritten if it mimics an approved font more closely.
- HAC mentioned that since the delegates season is so short, an elaborate sign should not be necessary. They mentioned that painting simple block lettering would suffice.
- John concluded by saying he would paint in a more historic font to get the style as close to old time Dawson as possible and will send a photo to the Planning Department when complete.

Agenda Item: Delegations

Resolution: N/A

Chris Mayes – DP 21-077

Discussion:

- Chris came to discuss his intention to replace the windows on his house. The windows would be the same size, trim, dimensions, and design, but instead with triple pane.
- HAC supported the design and stated that they want to encourage energy efficiency, which could be better achieved with triple-pane windows. Therefore, HAC presented no issues.

Agenda Item: Delegations

Resolution: N/A

Peter Marangu – DP 21-068

Discussion:

- Peter came to discuss the design of the new Men's Shelter (Jeje Zho).
- HAC mentioned that the elevation drawings appear institutional on account of the small windows and solid walls.
- The materials are half tin and half wood, with metal hatched shingles. Peter indicated that this is to ensure that cladding is non-combustible.
- These renderings are at 50%; Peter informed that rendering updates will be provided.
- HAC raised concerns about parking to accommodate 10 units – support centre, 3 plex, 6 plex. They are concerned about the safety impact of parking on the street. Peter contended that parking is not anticipated as a strong need for the demographic this building will be serving. Peter mentioned that a request to Council has been made to have the parking requirement waived. No decision by Council has been made at this time.
- HAC expressed concern about their ability to balance HAC's mandate of legislated heritage regulation with design that is different to this mandate. It is difficult to evaluate design on account of HAC's Bylaw and Council-set mandate. HAC is supportive of cultural expression being implemented into design and looks

forward to direction from Council on how to process this unique development as well as future developments in the spirit of reconciliation.

- Peter informed that TH hopes to set the precedent of displaying their culture and heritage through architectural design, rather than conforming to mandated Gold Rush Era designs. They are hopeful that HAC can help facilitate this conversation with Council. HAC discussed interest in providing a statement of support to Council; however, first wants to better understand what the intention is behind this design to be able to articulate its' significance and to use it as a tool to evolve as a city moving forward.
- HAC hopes to strike a balance between their mandated interests with those of TH, and to maintain the aesthetic experience of the city long-term.
- HAC expressed interest in participating in this cultural movement of expression in some form and hopes that First Nation and City reality can be portrayed in harmony.

Agenda Item: Revert to Heritage Advisory Committee

Resolution: N/A

THAT the Committee of the Whole revert to the Heritage Advisory Committee.

Discussion: None.

Votes For: 0

Votes Against: 0

Abstained: 0 CARRIED

Agenda Item: Business Arising from Delegations

Resolution: N/A

Peter Marangu – DP 21-068

Discussion:

- HAC looks forward to better understanding the story behind the design of the Men's Shelter. From there they would be better equipped to support the proposed design. Currently, the background and intent of the design is missing and HAC is unsure about what values or display of culture is intended in the built form.
- HAC cannot back a shift from the Bylaws and Policies without direction from Council. They can, however, give advice to Council regarding design and are willing to do so once they receive more background context from TH.
- HAC theoretically supports any expression of history and culture and is interested in investigating what monetary incentives/ resources might be available from the City to facilitate implementation.
- HAC supported the use of wood siding.

Agenda Item: Adoption of the Minutes

Resolution: N/A

THAT the Minutes for HAC meeting 21-11 could not be accepted, granted quorum was not met

Discussion: None

Votes For: 0

Votes Against: 0

Abstained: 0 CARRIED

Agenda Item: Business Arising from the Minutes

Resolution: N/A

Discussion: None

Agenda Item: New Business
Resolution: #21-12-18

Presenter: Angharad Wenz
Second: Jim Williams

None.

Agenda Item: Unfinished Business
Resolution: #21-12-19

Presenter: Angharad Wenz
Second: Jim Williams

None.

Agenda Item: Adjournment
Resolution: #21-11-20

Presenter: Angharad Wenz
Second: Jim Williams

That Heritage Advisory Committee meeting HAC 21-12 be adjourned at 8:32pm on July 15th, 2021.

Discussion: None.

Minutes accepted on: N/A (unofficial minutes)

Committee Minutes

THURSDAY 29th JULY 2021
19:00

Meeting Type: Regular**Meeting: # HAC 21-13****Facilitators:** Stephani McPhee, PDA & Stephanie Pawluk, CDO**Attendees:** Angharad Wenz (chair), Patrik Pikálek, Megan Gamble, Jim Williams**Regrets:** Eve Dewald, Rebecca Jansen

Meeting Called to order at 7:09 PM.

Minutes

Agenda Item: Agenda Adoption**Presenter:** Angharad Wenz**Resolution:** 21-13-01**Second:** Patrik Pikálek

THAT the Agenda for Heritage Advisory Committee Meeting 21-13 has been adopted as presented.

Discussion: None.

Votes For: 4

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Conflict of Interest**Presenter:** Angharad Wenz**Resolution:** 21-13-02**Second:** Patrik Pikálek**Discussion:** None.

Agenda Item: Committee of the Whole**Presenter:** Angharad Wenz**Resolution:** 21-13-03**Second:** Patrik Pikálek

THAT the Heritage Advisory Committee move into the Committee of the Whole.

Discussion: None

Votes For: 4

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Delegations**Presenter:** Angharad Wenz**Resolution:** 21-13-4**Second:** Patrik Pikálek

Peter Marangu – Development Permit Application 21-068

Discussion:

- Peter brought cladding example renderings to present the intent behind the design.
- HAC questioned the large size of the building but ultimately concluded that the size and massing of the building appears to be compatible with the neighboring structures. Notably, the building height is comparable. Peter expressed that many community members experience an urgent need for shelter services. The large size of the building was designed to accommodate this urgent need by providing sufficient unit space.
- Peter presented 5 cladding designs. The last 4 options are being considered, and option 1 has been removed from consideration. The inspiration for these cladding options is to display Tr'ondëk Hwëch'in living culture. For example, the coral coloring in Option 2 is reflective of hanging salmon on drying racks, and birch bark is the inspiration for the design of Option 3.
- Peter explained that the fencing included in each option is representative of fish racks.

- The cladding will be non-combustible for safety reasons.
-
- Peter requested HAC's support for the design.

Agenda Item: Delegations

Resolution: 21-13-5

Presenter: Angharad Wenz

Second: Jim Williams

Tracy Abbott – DP 21-080

Discussion:

- Tracy came to discuss the anticipated mural design on the Robert Service building of the Westmark and to request direction from HAC to ensure that they are representing Dawson accurately.
- Tracy clarified that it would be the same artist that painted the Skagway mural. It was clarified that it would be the same style but with Dawson content.
- Tracy confirmed that it would have trim around the border.
- HAC raised concern about the font choice, saying that it is not representative of Dawson and suggested that Administration forward the font document to Tracy for the artist to mimic. Tracy confirmed that the artist would do a rendering that they will bring to HAC.
- HAC asked what inspired the streetscape location. Tracy said that they chose it because they wanted it to be in a very public area with foot traffic. It will go on the bottom left of the building.
- HAC wanted to clarify that it is a mural painted straight on wood wall. Tracy confirmed.

Agenda Item: Revert to Heritage Advisory Committee

Resolution: 21-13-6

Presenter: Angharad Wenz

Second: Jim Williams

THAT the Committee of the Whole revert to the Heritage Advisory Committee.

Discussion: None.

Votes For: 4

Votes Against: 0

Abstained: 0 CARRIED

Agenda Item: Adoption of the Minutes

Resolution: 21-13-7

Presenter: Angharad Wenz

Second: Jim Williams

THAT the Minutes for HAC meeting 21-11 are accepted as presented.

Discussion: None

Votes For: 4

Votes Against: 0

Abstained: 0 CARRIED

Agenda Item: Business Arising from the Minutes

Resolution: 21-13-8

Presenter: Angharad Wenz

Discussion: None

Agenda Item: Applications

Resolution: #21-13-9

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to DISCUSS development permit 20-074.

Discussion:

- HAC discussed the CBC building in Brodie's absence, summarizing that sheet metal that was originally there as skirting would be reused at the base of the building. HAC hopes to see a non-shiny metal material being used.

- HAC summarized that technical work is in progress for the basement, and that insulation work was initially considered but discarded to ensure that the exterior of the building is not damaged. HAC summarized that they had previously discussed roof insulation and concerns about window function.
- HAC summarized that the North end staircase was discussed briefly as a way of concealing stairs or a lift, etc. They also mentioned that the staircase on the river side of the building was added later and is not truly historic in that location.
- HAC concluded by saying that discussion at the last HAC meeting was productive and in early stages.

Votes For: 0

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-13-10

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to FORWARD development permit 21-068 to Council with feedback.

Discussion:

- Administration provided the context that Council is currently considering seven requests from TH regarding the Men's Shelter, one of which is the exemption of the Men's Shelter building from the City's design guidelines, including exemption from Heritage Advisory Committee review of the plans. These requests were initially discussed at the July 20th Committee of the Whole meeting. At this meeting, Committee of the Whole directed Administration to process the application as any other application, including HAC review until Council makes a decision. This is why the application is on this agenda.
- Administration requested that HAC provide an analysis of the proposals' conformity to the heritage guidelines and outline what does and does not adhere to the design requirements for new infill.

Facade

- HAC raised concern about a lack of street facing façade. The guidelines suggest that the connection to the streetscape is important. HAC recognized, however that beyond the aesthetic design, the function of the proposed design is to protect the privacy of Shelter users.
- The lack of symmetry of the front façade is an issue and the rhythm on the streetscape does not comply to the guidelines, as it is non-symmetrical.
- HAC feels that the lack of a stately and symmetrical entrance is noncompliant as the entrance is not substantial or obvious as is expected of commercial buildings.
- HAC feels that the building's proportions work and that the blocking and asymmetry of the windows on the sides and rear is permissible in the commercial zone.
 - A precedent of a window spanning multiple floors was discussed. The front façade windows should however be symmetrical.
 - There is precedent in a commercial asymmetrical roofline in the Westminster building.

Materials

- All materials proposed (including cement board) are compliant materials. Cement board siding can apply when it is made to look historic.
- HAC stated that the glass second-floor balcony does not comply due to the material and modern style.

Other

- The fencing is nonconventional; however, HAC understands the architectural expression displayed in the design, as well as the functional purpose of providing privacy.
- The lack of finish around the windows (no trim) is non-compliant.
- The lack of roof overhang on the building is non-compliant. In addition to historic compliance, it is also critical to protect buildings from rot and water damage. A roof overhang is also important and tends to give balance to a façade. Without it, it creates a modern design look.

Future Considerations

- HAC supports TH's expressed desire to establish a new architectural style. HAC expressed the desire to participate and provide general advice on design and function if TH requests it in developing a different set

of guidelines, not necessarily Gold Rush Style recommendations, but rather the City's values re. streetscape, materials, walkability, human scale, etc.

- HAC also noted that consideration should be given to what will happen in the future if a property owner wants to build in TH's style.
- HAC feels that a larger Dawson style can be created that is somewhat streamlined and has predictable parameters, but merges both values and expressions of culture.

Conclusion

- HAC concluded the design analysis with the following statement: If the windows on the street were symmetrical, if the front entrance were more pronounced, if window trim was added, if a roof overhang was added, if the balcony style and material were altered, and if the fence was vertical, the design could be considered to conform to the guidelines.
- HAC feels that their role is to provide analysis of the proposed designs against the guidelines and provide suggestions about how to make it comply with existing guidelines. The nature of the application leads HAC to forward the application to Council.

Votes For: 4

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-13-11

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 21-070.

Discussion: None.

Votes For: 4

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-13-12

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 21-072.

Discussion:

- Administration provided an update that the Development Permit was approved with the condition that the applicant sends an image of historically compliant signage.
- Since the season is so short, HAC stated that a very simple hand drawn sign should be accepted.

Votes For: 4

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-13-13

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 21-077.

Discussion: None

Votes For: 4

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-13-14

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to TABLE decision development permit 21-080 until receipt of mural rendering.

Discussion:

- HAC requested to see the mural before it's approved with compliant font and Dawson mural content.

Votes For: 4

Votes Against: 0

Abstained: 0 CARRIED

Agenda Item: Business Arising from Delegations

Resolution: N/A

Discussion: None.

Agenda Item: New Business

Resolution: #21-12-18

Presenter: Angharad Wenz

Second: Jim Williams

THAT the Heritage Advisory Committee move to DISCUSS the non-compliance of the Placer mining sign in fluorescent yellow colour

Discussion:

- HAC clarified that the signage does not comply and were initially meant to be a temporary sign for a campaign, but most have not been taken down.
 - HAC recommended that a letter be sent to the Mining Commission to inform that the signage does not conform to heritage guidelines, in hopes of collaborating with them to make a compliant sign.
-

Agenda Item: Unfinished Business

Resolution: #21-12-19

Presenter: Angharad Wenz

Second: Jim Williams

None.

Agenda Item: Adjournment

Resolution: #21-11-20

Presenter: Angharad Wenz

Second: Jim Williams

That Heritage Advisory Committee meeting HAC 21-13 be adjourned at 8:51pm on July 29th, 2021.

Discussion: None.

Minutes accepted on: September 2, 2021 at HAC Meeting #21-15

Committee Minutes

THURSDAY 19th AUGUST 2021
19:00

Meeting Type: Regular Heritage Advisory Committee

Meeting: # HAC 21-14

Facilitator: Stephani McPhee, PDA

Attendees: Angharad Wenz (chair), Patrik Pikálek, Jim Williams

Regrets: Eve Dewald, Rebecca Jansen, Megan Gamble

Meeting Called to order at 7:04 PM.

Minutes

Agenda Item: Agenda Adoption

Presenter: Angharad Wenz

Resolution: 21-14-01

Second: Patrik Pikálek

THAT the Agenda for Heritage Advisory Committee Meeting 21-14 has been adopted as amended.

Discussion:

- Request to add new Recreation Department bike racks to new business

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Conflict of Interest

Presenter: Angharad Wenz

Resolution: 21-14-02

Second: Patrik Pikálek

DP 21-086 – Church rectory windows

Discussion:

- Patrik used to sit on financial Council for the parish, however the Council does not meet anymore.

Agenda Item: Committee of the Whole

Presenter: Angharad Wenz

Resolution: 21-14-03

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move into the Committee of the Whole.

Discussion: None

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Delegations

Presenter: Angharad Wenz

Resolution: 21-14-4

Second: Patrik Pikálek

Brodie Klemm – DP 20-074

Discussion:

- Brodie brought recommendations from the architect of the CBC building, re. the insulation of the building.
- Brodie requested advice from HAC about potential modifications to the existing scuppers where rainwater comes in to divert water away from the building. Brodie confirmed that pipes would be galvanized.
- HAC discussed the scuppers on the building and noted that they are one of the more charming heritage elements on the building and would like to see them remain. Brodie confirmed that they would be preserved but would also feature a pipe underneath to divert rainwater and mitigate flooding.

- Brodie mentioned Council's request for an entirely accessible building. They plan to accommodate Council's request by providing a heated external annex with a staircase and lift. Brodie requested direction from HAC, re. the intention to repurpose the cover on the outside of the building. HAC likes the idea of the external annex, as it provides additional usable space to the building. HAC suggested extending the external casing down to grade to add even more space.
- Brodie confirmed that they do not want to disturb the building more than necessary, so there are no plans in place to make the elevator penetrate the wall in hopes of maintaining the structural integrity of the building.
- HAC raised concern about the impact that the lift and staircase might have on the streetscape and pointed out that the west side staircase was a later addition from the 60s. HAC recommended that the elevator be hidden from view from the street.
- Brodie requested a decision on the rainwater leader and foundation flushing element.

Agenda Item: Delegations

Resolution: 21-14-5

Presenter: Angharad Wenz

Second: Jim Williams

John & Kathryn McDonald – DP 21-095

Discussion:

- John brought plans to HAC to renovate his porch with a woodshed storage addition underneath it. The deck would extend 6ft vertically and wouldn't be covered.
- HAC notified the applicant that if the deck were to be elevated off grade by more than two feet, it would require a railing.
- The applicant stated that they have the historically accurate materials that would be reused in construction.

Agenda Item: Delegations

Resolution: 21-14-6

Presenter: Angharad Wenz

Second: Jim Williams

Amanda Price – DP 21-096

Discussion:

- Amanda brought context for HAC re. signage that had be constructed beside the river at the ferry landing. She explained that the ITS program has been in place since the 90s and has recently gained traction to give real-time information about road conditions, weather, etc.
- The intent behind the signage is to ensure that people can make educated choices based on their comfort level, especially where cell service lacks. When there is a closure on the cell network, information is pushed to signs automatically.
- The applicant expressed hopes of working with the City to improve the compliance of the sign and is willing to change the font, along with other small changes to the sign.
- HAC recognized the difficulty in displaying real time information without digital signage and appreciate the applicant's willingness to collaborate and use heritage guidelines where possible.

Agenda Item: Delegations

Resolution: 21-14-7

Presenter: Angharad Wenz

Second: Jim Williams

Michel Lefebvre – DP 21-086

Discussion:

- Michel brought plans to HAC to board up numerous sets of windows on the St. Mary's Catholic Church rectory building for both aesthetic purposes and energy efficiency.
- The applicant explained plans to combine two sets of windows on East facing side facing the church to improve symmetry. On the Western side, they plan to close in two windows, also for symmetry. On the rear

addition of the building, they plan to remove two windows. The applicant confirmed that the plan is to fully close in the windows and that they hope to make it look seamless

Agenda Item: Delegations
Resolution: 21-14-8

Presenter: Angharad Wenz
Seconded: Jim Williams

Greg Hakonson – re. DP 19-110 heritage compliance

Discussion:

- Greg came to voice concerns about the heritage compliance of the Youth Centre building, specifically about the façade, window trim, and setback height.
- HAC offered clarification on the adoption of the Youth Centre’s plans and how they came to be approved. HAC clarified that early plans for the building detailed a non-compliant log structure with a pitched roof, and no façade. To find a common ground with the applicant, HAC offered recommendations for changes that were largely pushed back on. Following lengthy discussions, HAC and the applicant made efforts to collaborate, and the recommendations made were largely adopted in the approved plans. Non-compliant elements that were approved were done so after negotiation with the applicant to ensure that the Youth Centre building came to completion. Council considered the use to be much needed for the City, so making sure that common ground was found between the applicant and the City was critical for the project.
- Greg suggested that the images at the museum be used more frequently to supplement the heritage design guidelines, since they provide the most accurate documentation of historic Dawson with more examples available to be reflected on.
- Greg emphasized that tourism and placer mining are the two primary contributors to Dawson’s economy and that HAC should be fighting to maintain the City’s architectural heritage. HAC agreed, stating that Council is the source of all direction for the Committee and suggesting that the delegate request further direction for HAC from Council.
- Greg expressed that facilitated access to information for builders and designers is lacking. Everyone discussed that it would be beneficial to commission an informative document that explains to builders in the historic townsite how to build according to the heritage design guidelines.

Agenda Item: Revert to Heritage Advisory Committee
Resolution: 21-14-9

Presenter: Angharad Wenz
Seconded: Jim Williams

THAT the Committee of the Whole revert to the Heritage Advisory Committee.

Discussion: None.

Votes For: 3 Votes Against: 0 Abstained: 0 CARRIED

Agenda Item: Adoption of the Minutes
Resolution: 21-14-10

Presenter: Angharad Wenz
Seconded: Jim Williams

THAT adoption of the Minutes for HAC meeting 21-13 be POSTPONED.

Discussion: None

Votes For: 3 Votes Against: 0 Abstained: 0 CARRIED

Agenda Item: Business Arising from the Minutes
Resolution: 21-14-11

Presenter: Angharad Wenz
Seconded: Jim Williams

Discussion: None.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

Agenda Item: Applications

Resolution: #21-14-12

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 20-074, with the condition that the downspout is historically sensitive and does not obscure the scupper.

Discussion:

- HAC approves plans for the rainwater leader with a condition on the permit that the downspout is as historically sensitive as possible, ie does not obscure the scupper.
- HAC approves foundation flushing plans around the basement

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-14-13

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 21-095, with the condition that railings are historically appropriate as shown in a photo.

Discussion:

- Spindles must be suspended between upper and lower rail. Spindles materials and sizes can vary, however they must be suspended between two rails.
- Condition should be put on the permit that the applicant sends a photo of the historically appropriate railings to be used, or a photo of the historic deck that is being replicated.

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-14-14

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 21-093.

Discussion: None.

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-14-15

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 21-086.

Discussion: None

Votes For: 3

Votes Against: 0

Abstained: 0

CARRIED

Agenda Item: Applications

Resolution: #21-14-16

Presenter: Angharad Wenz

Second: Patrik Pikálek

THAT the Heritage Advisory Committee move to APPROVE development permit 21-096, with condition that the fonts become historically appropriate

Discussion:

- HAC wants to suggest the implementation of framing on the outside with timber extending all the way around the sign.

Votes For: 3

Votes Against: 0

Abstained: 0 CARRIED

Agenda Item: Business Arising from Delegations**Resolution: #21-14-17**

Greg Hakonson – re. DP 19-110 heritage compliance

Discussion:

- HAC agreed with sentiments expressed about the need to maintain the heritage character of the City but expressed concern about the City's limited capacity and budget available to reconstruct their heritage documents.
- HAC hopes to go through all elements of the Youth Centre building to see what complies to the approved plans and what doesn't.

Agenda Item: New Business**Resolution: #21-14-18****Presenter:** Angharad Wenz**Second:** Jim Williams

Rec Dept Bike racks

Discussion:

- The issue established by HAC is that project was allegedly undertaken without going through HAC (update: Resolution #21-07-17 confirms that the bike racks were already discussed with HAC).
- Metal racks with curly q's have been accepted in the past, but no precedent examples of these have been established. HAC argued that the Rec Dept bike racks are practical because they will last longer than wooden ones would, however had recommended black iron pipe be used as the material.

Agenda Item: Unfinished Business**Resolution: #21-14-19****Presenter:** Angharad Wenz**Second:** Jim Williams

THAT the Heritage Advisory Committee move to DISCUSS the non-compliance of the Placer mining sign in fluorescent yellow colour

Discussion:

- HAC is in the process of writing a letter addressing this.

Agenda Item: Adjournment**Resolution: #21-14-20****Presenter:** Angharad Wenz**Second:** Jim Williams

That Heritage Advisory Committee meeting HAC 21-13 be adjourned at 8:47pm on August 19th, 2021.

Minutes accepted on: September 2, 2021 at HAC Meeting #21-15