

# THE CITY OF DAWSON



COMMITTEE OF THE WHOLE MEETING #CW24-01

DATE: Tuesday February 6, 2024

TIME: 7:15 PM

LOCATION: City of Dawson Council Chambers

## Join Zoom Meeting

<https://us02web.zoom.us/j/89422479123?pwd=Q0ppeGpUajEwWlFadW0rQmxycmJudz09>

Meeting ID: 894 2247 9123

Passcode: 604487

## 1. CALL TO ORDER

## 2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA

1. Committee of the Whole Meeting CW24-01

## 3. DELEGATIONS AND GUESTS

1. Dawson City Ambulance (Mike Ellis & Lee Manning) RE: Update
2. Marie Demers RE: New Development
3. THDC- Biomass Presentation (RFD for discussion 7.4)

### BUSINESS ARISING FROM DELEGATIONS & GUESTS

## 4. PUBLIC HEARINGS

1. Zoning Bylaw Amendment RE: Rezones of end lots on Block B, Smith Addition from R1: Single Detached and Duplex Residential to R2: Multi-Unit Residential

## 5. MINUTES

1. Committee of the Whole Meeting Minutes CW23-17 of December 5, 2023

### BUSINESS ARISING FROM MINUTES

## 6. BUDGET & FINANCIAL REPORTS

1. Accounts Payables: Cheque #59877 to #60270 & EFTs & Visa

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

1. Rec Centre Local Advisory Group
2. Heritage Management Plan RFP
3. Official Community Plan RFP
4. Biomass Heating

## 8. CORRESPONDENCE

1. Dawson Chamber of Commerce -
2. Kim Biernaskie -
3. Rick Riemer -

### Topic(s)

- Waste Management  
Various  
Various

### Admin Recommendation

*refer to waste mgt discussion.  
various / receive  
various / receive.*

### BUSINESS ARISING FROM CORRESPONDENCE

## 9. PUBLIC QUESTIONS

## 10. IN CAMERA-LAND RELATED MATTER

## 11. ADJOURNMENT

# **Prospector Cabin**

***Housing project***

***Dawson City***



***By Marie Demers  
December 31, 2023***

## Brief presentation of the proponent

The proponent is a successful real estate investor who has made her successions by keeping on properties and house flipping. The link attached is one the house flipping executed by the proponent.

<https://vimeo.com/urbanmeasure/download/827050857/5e7ff3faa1>

## Project description

The project is a prospector cabin community, which will allow multiple small units on its parcel, with the same concept as the new age tiny house community, but with the theme of the gold rush. The multi-unit residential cabins will be approximately 300 to 600 sqft, some only containing one level while others will also have a sleeping loft. With the total of 50 cabins occupying the lot the rest of the area will be left with trees.

## The number of parcels required

All 5 parcel will be required

## Description of the exterior design

The exterior will be in the inspired theme of the Gold Rush. Each unit will look like the olden day prospector cabins, filled with either wooden logs or wooden planks.

## Approximate project's start and completion dates

The project will start on May 2024 and will be fully completed in November 2026.

## Prospective tenants or purchasers

The prospector cabins will all be rented out to the local staff, students, or Dawson residents. The varied sizes of cabins will be able to welcome single individuals as well as families.





# THCDC: An Energy Service Company Heating Dawson Renewably



A Presentation to the Dawson City Committee of the Whole  
February 06, 2024



# Mandate

**We are a not-for-profit corporation working on behalf of TH to:**

- Help citizens to find good-paying and meaningful work.
- Assist the Nation to negotiate strong and fair agreements.
- Bring business and infrastructure development to the community.
- Create and oversee a diverse, sustainable, and impactful portfolio of opportunities.

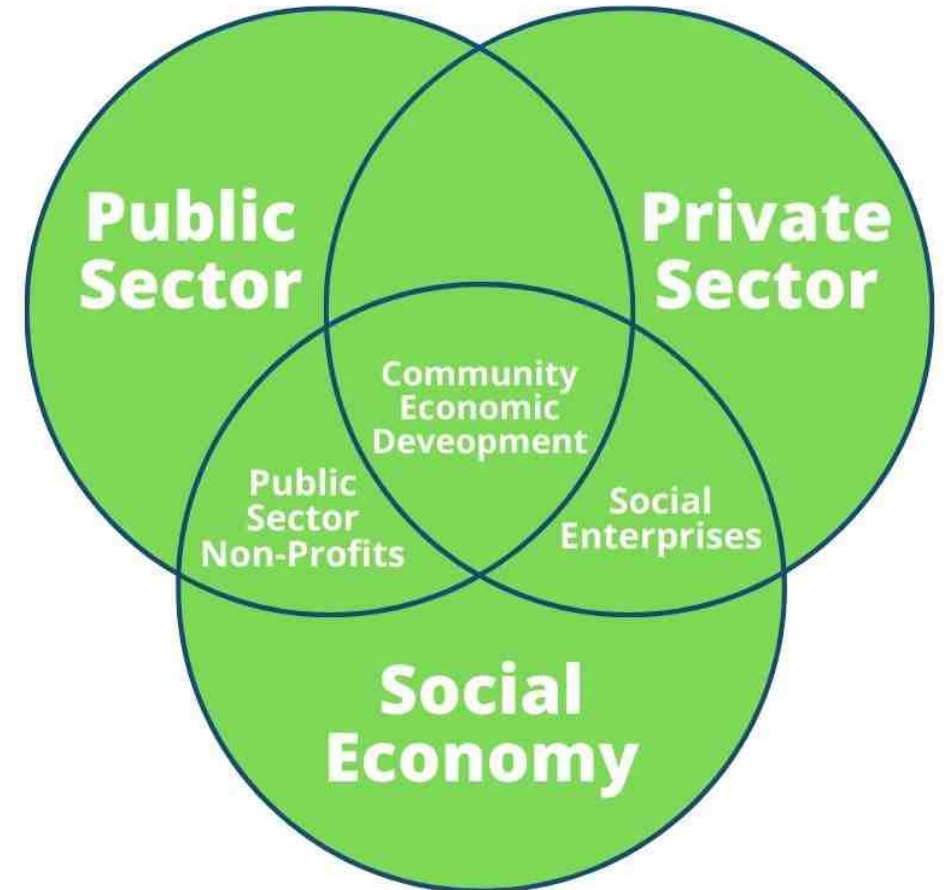




# Social Enterprise

**As a not-for-profit working in multiple sectors, we have established ourselves as a social enterprise.**

- We establish for for-profit companies as a general contractor to enable TH business access to larger market opportunities.
- We directly employ TH citizens where possible.
- We only retain sufficient profit to continue our operations.
- Excess funds are invested in developing new opportunities, provide training, and innovation.





# THCDC as an Energy Service Company

THCDC envisions providing heat as a service company. We will negotiate a competitive price for heat based on:

- Material costs (i.e. cost of wood)
- Operational costs (machinery and fuel)
- Labour costs

An optimal price point for heat (kWh) will be managed by controlling the supply chain for biomass.





# District System Components

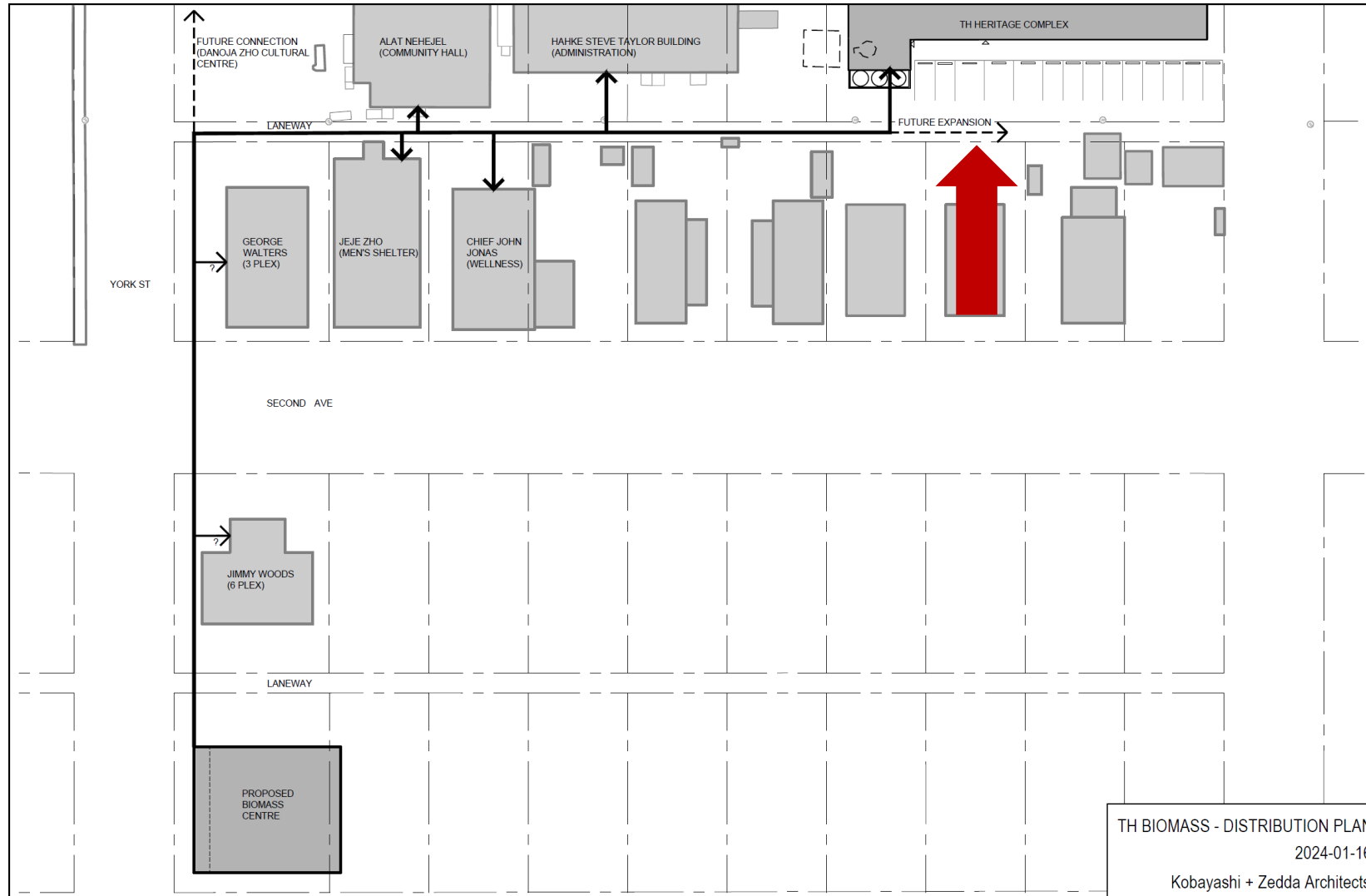
**Heat will be provided via a district heating system made up of:**

- A heat centre located on 20, Ladue Block G” .
- A district heating system extending from the heat centre, running parallel to York on TH owned properties and crossing 2nd Avenue, and through a pre-existing alley.
- District heating system is comprised of insulated lines running 4’ underground.
- A processing yard located on settlement land in the Callison Subdivision.





# Current Project Plan



**Potential  
distribution line  
extension  
capable of  
providing  
biomass heat to  
municipal  
buildings**



# Benefits of Approach

**As an energy service company THCDC can provide benefits to the municipality by:**

- Assistance with realizing municipal biomass resolution.
- Creating improved economies of scale that facilitate cost savings.
- Reducing capacity requirements (specialized labour)
- Externalized management costs
- Externalized risk and liability
- Improved costs savings (established fuel charge rather than variable OPEX costs).
- Facilitate GHG emission reductions





# Community Benefits

**An energy service company can provide broader benefits to the community:**

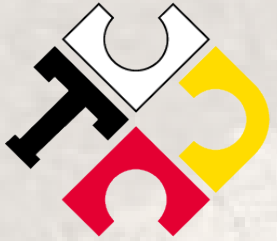
- Creating new employment opportunities for citizens and the greater community.
- Creating demand for new products.
- Providing new training opportunities and program development.
- Revenues create knock in effects in the form of new business opportunities through additional business lines for THCDC.
- Possibility of increased emergency resilience, energy security, food security (greenhouse construction), etc.





# Timeline

- Predesign (35%) June 2024
- Detailed Design (90%) Fall 2024
- Mobilization Winter 2024/25
- Secure Heat Purchase Agreements Winter 2024/25
- Construction Summer 2025
- Commissioning Fall 2025
- Implementation of HPA Winter 2025



## Next Steps

- Council resolution for staff to work with THCDC.
- Negotiate memorandum of understanding to support funding agreements.
- Negotiation of heat purchase agreement once funding is secured.



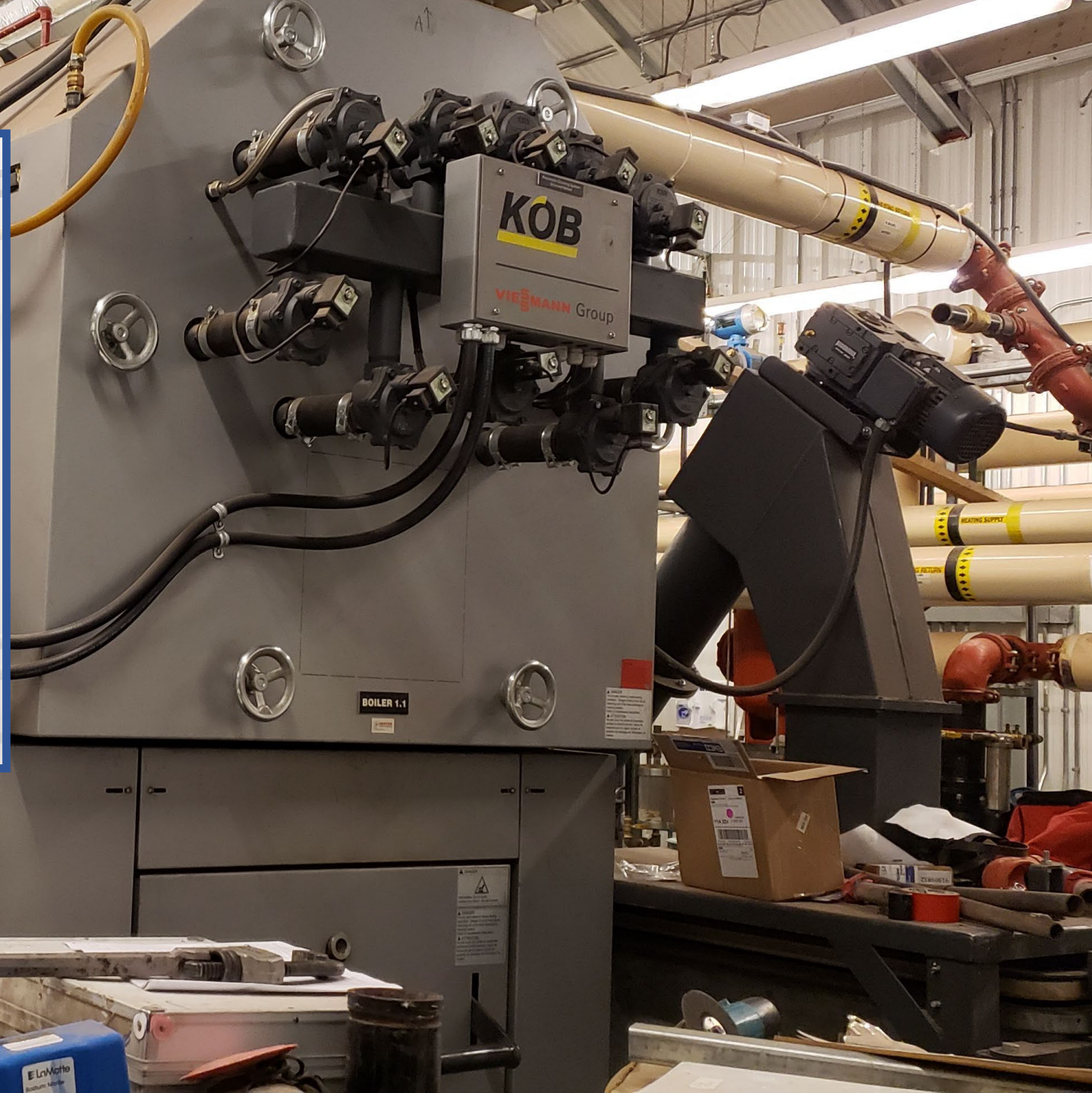
**Thank you!**

**Ryan Hennessey**

**THCDC General Manager**

**867-334-8078**

**GM@trondekcdc.ca**





## NOTICE OF PUBLIC HEARING

### Zoning Bylaw Amendment

(Bylaw #2023-15 / Zoning Bylaw Amendment No. 26 Bylaw)

<b>Subject Property</b>	<b>Block B, Smith Addition - End Lots</b>
<b>Date and Time</b>	<b>February 6, 2024, 7:00pm</b>
<b>Location</b>	<b>Council Chambers, City Hall</b>
<b>Listen to Public Hearing</b>	<b>Radio CFYT 106.9 FM or cable channel #11</b>

As per the Municipal Act, S. 294.1, the council shall give notice of its intention to pass a zoning bylaw or amendment. Therefore, the City of Dawson is now requesting input from the public regarding Zoning Bylaw Amendment No. 26 that **rezones end lots on Block B, Smith Addition from R1: Single Detached and Duplex Residential to R2: Multi-Unit Residential.**



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

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



**MINUTES OF COMMITTEE OF THE WHOLE MEETING CW23-17** of the Council of the City of Dawson held on Tuesday, December 5, 2023 at 7:00 p.m. via City of Dawson Council Chambers

**PRESENT:**

Mayor Kendrick  
 Councillor Somerville  
 Councillor Lister  
 Councillor Spriggs  
 Councillor Patrik Pikálek

**REGRETS:**

**ALSO PRESENT:**

CAO: David Henderson  
 MC: Elizabeth Grenon  
 PDM: Farzad Zarringhalam  
 PJM: Owen Kemp-Griffin  
 PWM: Jonathan Howe  
 RECM: Paul Robitaille

	<b>1</b>	<b>Call To Order</b>  The Chair, Councillor Somerville called Committee of the Whole meeting CW23-17 to order at 7:00 p.m.
<b>CW23-17-01</b>	<b>2</b>	<b>Acceptance of Addendum &amp; Adoption of Agenda</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Spriggs  That the agenda for Committee of the Whole meeting CW23-17 of December 5, 2023 be adopted as amended.  CARRIED 5-0
	<b>3</b>	<b>Delegations &amp; Guests</b>
	<b>3.1</b>	<b>Jacob Hanlon, Food Cycle Science Corporation RE: Food Waste Diversion</b>  Jacob presented the Food Cycler Program.
	<b>4</b>	<b>Business Arising from Delegations &amp; Guests</b>
	<b>5</b>	<b>Minutes</b>
<b>CW23-17-02</b>	<b>5.1</b>	<b>Committee of the Whole Meeting Minutes CW23-14 of November 7, 2023</b> <b>Moved By:</b> Councillor Somerville <b>Seconded By:</b> Councillor Lister

That the minutes of Committee of the Whole Meeting CW23-14 of November 7, 2023 be approved as presented.

CARRIED 5-0

**CW23-17-03**      **5.2**      **Committee of the Whole Meeting Minutes CW23-15 of November 14, 2023**  
**Moved By:** Councillor Somerville  
**Seconded By:** Mayor Kendrick

That the minutes of Committee of the Whole Meeting CW23-15 of November 14, 2023 be approved as presented.

CARRIED 5-0

**CW23-17-04**      **5.3**      **Committee of the Whole Meeting Minutes CW23-16 of November 28, 2023**  
**Moved By:** Councillor Somerville  
**Seconded By:** Councillor Pikálek

That the minutes of Committee of the Whole Meeting CW23-16 of November 28, 2023 be approved as amended.

CARRIED 5-0

**6      Business Arising From Minutes**

**7      Special Meeting, Committee, and Departmental Reports**

**CW23-17-05**      **7.1**      **Rec Centre Project Update**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Councillor Spriggs

That Committee of the Whole accept Dawson City Recreation Centre – Project Update for informational purposes.

CARRIED 5-0

**CW23-17-06**      **7.2**      **CBC Building Project Update**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Spriggs

That Committee of the Whole receive this report as an informational update on the status of the CBC Building project and that Committee of the Whole consider this report when reviewing the proposed 2024 Capital budget which identifies \$1,120,000 sourced from CCBF (Gas Tax) funds for phase 2 of the project.

CARRIED 5-0

**CW23-17-07**      **7.3**      **North End Project Multi-Unit Proposals Summary**  
**Moved By:** Councillor Somerville  
**Seconded By:** Councillor Spriggs

That Committee of the Whole direct the Administration to modify Zoning Bylaw Amendment No. 26 to rezone only corner parcels to R2.

Recorded Vote:

Name	Yes	No
William Kendrick		✓
Brennan Lister	✓	
Patrik Pikálek	✓	
Alexander Somerville		✓
Julia Spriggs	✓	

CARRIED 3-2

**CW23-17-08**

**7.4**

**Recess**

**Moved By:** Councillor Somerville  
**Seconded By:** Councillor Spriggs

That Committee of the Whole take a three-minute recess.

CARRIED 5-0

**CW23-17-09**

**7.5**

**Zoning Bylaw Amendment No.28 (Bylaw #2023-18)**

**Moved By:** Councillor Spriggs  
**Seconded By:** Mayor Kendrick

That Committee of the Whole accept this report and the attachment as information and forward Zoning Bylaw Amendment No.28 (Bylaw #2023-18) to the next Council meeting for first reading.

CARRIED 5-0

**CW23-17-10**

**7.6**

**Extend Meeting**

**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Spriggs

That Committee of the Whole Meeting CW23-17 be extended not to exceed one hour.

CARRIED 5-0

**CW23-17-11**

**7.7**

**Solid Waste Management**

**Moved By:** Councillor Spriggs  
**Seconded By:** Councillor Pikálek

That Committee of the Whole forward to Council the following Solid waste collection recommendations:

1. That the Municipality sign a regional waste agreement with YG whereby;
  - a. YG will install a weigh scale and attendant hut at the landfill site.
  - b. YG will fund Dawson for Regional users at approx. \$50/yr
  - c. City of Dawson will institute Universal Residential Tipping Fees at the Landfill site.
  - d. City of Dawson will institute Commercial tipping fees at the Landfill site
2. That the Municipality discontinue Commercial, Institutional, and Multi

Residential solid waste and recycling collection services.

3. That the Municipality discontinue Commercial, Institutional, and Multi-residential waste charges and incorporate the fee into tipping fees.

4. That the Municipality extend residential collection to include the Dredge Pond, C4, and the Dome subdivisions.

5. That the Municipality move to a bi-weekly Residential solid waste and recycling pickup service.

6. That the municipality adopt a 1 bag of solid waste per household per week limit with the option to buy additional bag tags.

CARRIED 5-0

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**CW23-17-12**      **7.7.1**      **Food Cycle Program**  
**Moved By:** Mayor Kendrick  
**Seconded By:** Councillor Pikálek

That Committee of the Whole forward to Council the recommendation to direct administration to implement an 80-participant composting pilot project with Food Cycle Science Corp. by March 31, 2024.

CARRIED 5-0

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**8**      **Public Questions**

Diana Andrew had questions regarding waste management and the Rec Centre.

Kim Biernaskie had questions regarding waste pick-up, and the expansion of City limits.

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**9**      **In Camera-Land Related Matter**

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**CW23-17-13**      **9.1**      **Recess**  
**Moved By:** Councillor Pikálek  
**Seconded By:** Councillor Spriggs

That Committee of the Whole take a three minute recess.

CARRIED 5-0

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**CW23-17-14**      **9.2**      **Move to In Camera**  
**Moved By:** Councillor Somerville  
**Seconded By:** Councillor Spriggs

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 land related matter.

CARRIED 5-0

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**10**      **Adjournment**

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

**THE MINUTES OF COMMITTEE OF THE WHOLE MEETING CW23-17 WERE APPROVED BY COMMITTEE OF THE WHOLE RESOLUTION #CW24-01-XX AT COMMITTEE OF THE WHOLE MEETING CW24-01 OF FEBRUARY 6, 2024.**

\_\_\_\_\_  
Alexander Somerville, Chair

\_\_\_\_\_  
David Henderson, CAO

The City of Dawson  
 Cheque Run 23-20  
 10/6/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59877	44478 Yukon Inc.	\$2,817.15		ADM	ContSvs-IT
59878	AFD Petroleum Ltd.	\$10,815.52	\$428.33	REC	BldgFuelPool
			\$247.26	REC	BldgFuelPool
			\$2,649.54	ALL	VehFuel
			\$7,319.22	PW	BldgFuelWTP
			\$171.17	ADM	BldgFuelFCRes
			<hr/>		
		\$10,815.52			
59879	Air North Partnership	\$219.38	\$129.22	PW	Freight
			\$90.16	PS	Freight
			<hr/>		
		\$219.38			
59880	All-West Glass	\$3,309.88		REC	BldgR&M-Arena
59881	Annabelle's Noodle House	\$30.24		REC	RuggedApprenticeProg
59882	Arctic Inland Resources Ltd.	\$12,224.02	\$1,443.76	REC	OpSuppGdn
			\$378.21	PW	BldgR&M-Arena
			\$41.50	REC	VehR&M
			\$10,360.55	REC	P&GMaint
			<hr/>		
		\$12,224.02			
59883	Arctech Circle Welding Services	\$882.00		PW	ContSvs-Welder
59884	Associated Engineering (B.C.) Ltd	\$2,546.22		PW	ContSvs-Eng
59885	BHB Mini Storage	\$131.25		ADM	ArchiveStorage
59886	Bonanza Market	\$772.64	\$736.68	REC	RuggedApprenticesProg
			\$35.96	REC	ProgSupp
			<hr/>		
		\$772.64			
59887	Bureau Veritas	\$3,225.03		PW	ContSvs
59888	Dawson City General Store	\$386.56	\$35.69	REC	OpSuppGdn
			\$136.87	REC	ProgSupp
			\$214.00	ADM	OffSupp
			<hr/>		
		\$386.56			
59889	Dawson Hardware Ltd.	\$2,069.07	\$428.71	PW	JaniSupp
			\$138.76	PW	BldgR&M
			\$17.75	PW	OpSuppWS
			\$10.28	REC	SafetyGear
			\$171.32	PW	OpSupp
			\$210.41	REC	OpSuppGdn
			\$30.23	REC	OpSupp
			\$65.23	REC	BldgR&M-Arena
			\$66.80	REC	RuggedAppProg
			\$47.23	PW	SafetyGear
			\$116.18	REC	BldgR&M
			\$16.53	REC	ProgSupp
			\$19.83	REC	OpSuppArena
			\$566.95	ADM	OffSupp
			\$162.86	REC	P&GMaint
			<hr/>		
		\$2,069.07			
59890	Display Systems International Inc.	\$315.00		CABLE	OpSupp
59891	Dunn, Dennis	\$155.90		ADM	RefundDep

The City of Dawson  
 Cheque Run 23-20  
 10/6/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59892	Finning (Canada) C3176	\$11,995.00		PW	HvyEqR&M
59893	Goldbottom Mine Tours	\$315.00		REC	ContSvs
59894	Grenon Enterprises Ltd.	\$708.75	\$367.50	PW	Steam 4AveManhole
			\$147.00	PW	SteamAlb&Duke
			\$194.25	PW	WhiteChannelRock
			<hr/>		
			\$708.75		
59895	Henderson, David	\$618.20		ADM	TC#23-18 AYC Travel
59896	Humane Society Dawson	\$463.90		ADM	DepRefund
59897	Inland Kenworth Partnership	\$229.45		PW	VehR&M
59898	Klondike Active Transport & Trails Soc	\$743.55		ADM	DepRefund
59899	Kendrick, William	\$1,133.65	\$733.65	M&C	TC#23-19 AYC Carmacks
			\$400.00	M&C	AYC PerDiems
			<hr/>		
			\$1,133.65		
59900	Khramova, Dr. Vera	\$206.00		PS	ProFees
59901	Kisoun, Dawn	\$44.31		CABLE	DCTV Refund
59902	Klondike Office Systems	\$774.38		ALL	CopyCounts
59903	Literary Society of the Klondike	\$1,748.25		ADM	Advertising
59904	Klondike Printing	\$262.50	\$105.00	REC	ContSvs-CustomPrint
			\$157.50	REC	ProgSupp-SpcEvt
			<hr/>		
			\$262.50		
59905	Klondike Experience	\$2,551.50	\$283.50	REC	ContSvsAirportShuttle
			\$2,268.00	REC	ContSvsBikeShuttle
			<hr/>		
			\$2,551.50		
59906	Manitoulin Transport	\$47.25		ADM	Freight
59907	N.A. Jacobsen	\$8,050.88		ADM	ContSvs-CBCResto
59908	Neptune Technology Group	\$28,996.19		PW	ProgressPay #11-Wtr
59909	Northern Superior Mechanical	\$731.02	\$572.54	REC	OpSupp
			\$116.48	PW	HvyEqR&M
			\$42.00	PW	OpSupp
			<hr/>		
			\$731.02		
59910	Norton Rose Fulbright	\$11,738.48	\$10,671.15	ADM	ProFees-Legal
			\$1,067.33	PL&D	ProFees-Legal
			<hr/>		
			\$11,738.48		
59911	Paterson, Julia	\$150.00		REC	Instructor-Pool
59912	Raven's Nook	\$677.25		PW	SafetyGear
59913	RDH Building Science	\$3,588.38	\$3,588.38		ADM ContSCBC
59914	Red Mammoth Bistro	\$239.40	\$239.40		RecyclRef
59915	Riverwest Bistro	\$937.68	\$937.68		REC RugApp
59916	Forget Me Not Botanicals	\$6,250.00	\$6,250.00		REC ContSvs
59917	Somerville, Alex	\$1,897.55	\$597.55		Travel
			\$1,300.00		Per diem
			<hr/>		
			\$1,897.55		
59918	Spectrum Security - Sound Ltd.	\$264.60	\$264.60	PW	ContSvsAnnual
59919	St. Paul's Anglican Church	\$3,833.30	\$3,833.30		RecyRefu
59920	Pasloski, Erin	\$480.00	\$480.00		REC Reimb
59921	Derek McNiece Promotions	\$1,601.30	\$1,601.30		PromoSpcEvt

The City of Dawson  
 Cheque Run 23-20  
 10/6/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59922	TK Elevator (Canada) Ltd.	\$182.03	\$182.03		BldgR&M
59923	Total North Communications Ltd	\$567.00	\$567.00		ContSvsPhone
59924	Unbeatable Printing	\$362.25	\$362.25		PS PromoSpcEvt
59925	Vimar Equipment	\$277.20	\$277.20		PW Freight
59926	Wildstone Construction	\$75,850.48	\$75,850.48		ADM ContSvsCBC
59927	Yukon University	\$750.00		PW	Training
59928	Yukon Energy Corporation	\$15,402.01	\$3,417.44	PW	Stmt Lights Sep12
			\$11,984.57	ALL	Stmt Main Sept18
			\$15,402.01		
59929	Yukon Government-Finance	\$18,994.92		PW	MosquitoCont 2023
59930	Yukon Circus Society	\$6,708.95		REC	ContSvs
59931	Zarowny, Capri	\$4,000.00		ADM	DivCtre Floats
Electronic Fund Transfers					
Aug 1	Canada Life	\$17,648.87		various	Aug employee benefits
Aug 2	Roynat Leases	\$186.90		various	Photocopier leases
Aug 4	Payroll	\$145,203.47		ALL	PP#16
Aug 17	Visa	\$8,869.76		various	see attached
Aug 18	Wells Fargo Lease	\$261.45		ADM	Photocopier lease
Aug 18	Payroll	\$135,297.10		ALL	PP#17
Aug 21	CCSA	\$11,802.87		CABLE	monthly cable charge
Aug 28	Wells Fargo Lease	\$393.75		ADM	Photocopier lease
Aug 31	Bank charges	\$637.74		ADM	Bank chgs



The City of Dawson  
 Cheque Run 23-21  
 10/20/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
	#59932-#59944	\$13,260.46			RRSP 18-20
59945	void				
59946	Public Service Alliance	\$4,640.29			Union Dues 18-20
	#59947-#59953	\$8,868.28			RRSP 18-20
59954	1322023 BC Ltd.	\$262.50		HR	ProFees-HRConsultant
59955	Advanced Media Technologies	\$4,704.00		CABLE	OpSupp
59956	AFD Petroleum Ltd.	\$11,214.56	\$1,452.43	ALL	VehFuel
			\$697.39	REC	BldgFuel-Pool
			\$622.36	ADM	BldgFuel-CAORes
			\$4,349.74	REC	BldgFuel-Arena
			\$524.14	ADM	BldgFuel-CHall
			\$224.63	PS	BldgFuel-Fhall
			\$143.60	PW	BldgFuel-WdShop
			\$171.71	PW	BldgFuel-Garae
			\$185.49	REC	BldgFuel-Wtrfrt 1
			\$133.57	REC	BldgFuel-Wtrfrt 2
			\$2,709.50	ALL	VehFuel
59957	Air North Partnership	\$320.04		PW	Freight
59958	VOID				
59959	Bonanza Klondike Inc.	\$29.99		PW	Fuel-Propane
59960	Bonanza Market	\$39.94		REC	ProgSupp
59961	Bureau Veritas	\$276.21		PW	ContSvs
59962	Chief Isaac Incorporated	\$181.65		PW	SafetyLine
59963	Core Geoscience Services Inc.	\$12,354.05		ADM	CBC Resto
59964	Dawson City General Store	\$199.08	\$56.60	REC	ProgSupp
			\$115.75	ADM	OffSupp
			\$26.73	REC	OpSupp
			\$199.08		
59965	Dawson Hardware Ltd.	\$373.86	\$158.69	PW	OpSupp
			\$26.45	PW	BldgR&M
			\$25.50	PW	JaniSupp
			\$9.44	PW	BldgR&M
			\$141.51	REC	OpSupp
			\$12.27	REC	SafetySupp
			\$373.86		
59966	Donald Cooper Touring	\$600.00		REC	ContSvs
59967	Franks, Terry	\$427.00		PW	TC#23-21 Travel
59968	Grenon Enterprises Ltd.	\$291.38		REC	BldgR&M
59969	Humane Society Dawson	\$3,650.00		PS	ContSvs-4Qtr
59970	Kendrick Equipment (2003) Ltd.	\$1,803.98		REC	EqR&M-Arena
59971	Khramova, Dr. Vera	\$206.00		REC	ProFees
59972	Stephanie Kuester	\$166.50		ADM	DepRefund
59973	Lamerton Land Surveys	\$2,751.00		PL&D	ProFees

The City of Dawson  
 Cheque Run 23-21  
 10/20/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
59974	Manitoulin Transport	\$464.95		PW	Freight
59975	Mayes Enterprises	\$1,192.69	\$406.19	PS	BldgR&M
			\$535.15	PW	NeptuneAddition
			\$251.35	ADM	BldgR&M-FCRes
			\$1,192.69		
59976	Municipal Information Network	\$315.00		ADM	HRSupport
59977	Nordique Fire Protection	\$6,437.04		ALL	Annual Inspections
59978	Northern Superior Mechanical	\$599.80	\$43.58	PW	OpSupp
			\$124.23	PW	OpSupp-WS
			\$431.99	PW	HvyEqR&M
			\$599.80		
59979	Northwestel Inc.	\$6,597.29		ALL	Phone
59980	Northlands Water/ Sewer Supplies	\$50,422.50		PW	OpSupp-WTR
59981	Norton Rose Fulbright	\$5,792.43		ADM	ProFees
59982	Pacific Northwest Moving	\$3,019.23	\$2,119.28	PW	Freight
			\$899.95	REC	Freight
			\$3,019.23		
59983	RDH Building Science	\$1,858.51		ADM	CBCResto
59984	D. Regimbal Construction	\$6,310.00		REC	ContSvs
59985	Spectrum Security - Sound Ltd.	\$220.47		PW	AlarmMonitor
59986	Tsunami Solutions Ltd.	\$170.10		PW	SafetyLine
59987	Uline Canada Corporation	\$2,089.99		PW	OpSupp
59988	Western Lock & Key	\$1,187.49		PW	OpSupp
59989	Wildstone Construction	\$411,845.29	\$228,252.48	ADM	CBC Resto-Prog# 4
			\$183,592.81	ADM	CBC Resto-Prog#5
			\$411,845.29		
59990	Yukon Energy Corporation	\$34,396.75	\$31,255.46	ALL	MainPwr
			\$3,141.29	PW	Street Lights
			\$34,396.75		
59991	Yukon Honda	\$548.61		PW	EqR&M
Electronic Fund Transfers					
Sept 1	Canada Life	\$14,649.07		various	Sept employee benefits
Sept 1	Roynat Leases	\$186.90		various	Photocopier leases
Sept 1	Payroll	\$143,235.13		ALL	PP#18
Sept 15	Payroll	\$134,001.39		ALL	PP#19
Sept 18	Wells Fargo Lease	\$261.45		ADM	Photocopier lease
Sept 18	Visa	\$6,748.12		various	not yet allocated
Sept 20	CCSA	\$9,315.53		CABLE	monthly cable charge
Sept 26	Wells Fargo Lease	\$393.75		ADM	Photocopier lease
Sept 29	Payroll	\$133,370.01		ALL	PP#20
Sept 30	Bank charges	\$244.67		ADM	Bank chgs

The City of Dawson  
 Cheque Run 23-22  
 11/1/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
	#59992-#59998	\$7,267.32			RRSP 21-22
59999	Public Service Alliance	\$2,954.70		ADM	UnionDues21-22
	#600000-#60009	\$8,764.40			RRSP 21-22
60010	Grainger Canada	\$6,682.88		PW	SafetyGear
60011	Advance North Mechanical	\$4,512.53	\$78.75	PW	Tires
			\$2,901.69	PW	HvyEqR&M
			\$811.17	PW	VehR&M
			\$367.34	PW	VehR&M Pmphse
			\$230.58	ADM	VehR&M
			\$123.00	PS	VehR&M
			\$4,512.53		
60012	AFD Petroleum Ltd.	\$9,633.36	\$1,234.35	ADM	BldgFuel-Chall
			\$529.02	PS	BldgFuel-Fhall
			\$2,555.94	PW	BldgFuel-WTP
			\$5,314.05	REC	BldgFuel-Arena
			\$9,633.36		
60013	AirChekLab Inc.	\$310.80		PS	ContSvs
60014	Air North Partnership	\$1,064.11	\$380.32	PW	Freight
			\$96.72	PS	Freight
			\$537.60	PW	Travel-FranksTC
			\$49.47	ADM	Freight
			\$1,064.11		
60015	Arctic Inland Resources Ltd.	\$1,570.84	\$259.86	PW	BldgR&M
			\$379.61	REC	NonCapEq
			\$931.37	REC	OpSuppGhse
			\$1,570.84		
60016	Arctic Star Printing Inc.	\$592.20		ADM	ContSvs-Printing
60017	Associated Engineering (B.C.) Ltd	\$161.60		PW	WS EqR&M
60018	Bishop Plumbing, Heating	\$525.00		PW	ContSvs-NeptuneR&M
60019	Bonanza Market	\$183.20		ADM	PromoSpEvt
60020	Brennan, Riley	\$250.00		REC	ContSvsGdn
60021	Buckbrush Contracting	\$1,507.65		REC	EqR&M-Arena
60022	Building Systems Consulting	\$9,087.75		ADM	CBCResto
60023	Alyssa Bunce	\$750.00		REC	Instructor
60024	Centrix Control Solutions	\$1,184.40		PW	OpSuppWS
60025	Chief Isaac Mechanical	\$1,591.98		PW	HvyEqR&M
60026	Computec Embroidery Inc.	\$136.50		REC	ContSvs
60027	Cotter Enterprises	\$9,534.00	\$4,709.25	CABLE	ContSvs
			\$4,824.75	CABLE	ContSvs
			\$9,534.00		

The City of Dawson  
 Cheque Run 23-22  
 11/1/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60028	Dawson City General Store	\$162.40	\$122.23	ADM	PromoSpcEvt
			\$40.17	ADM	OffSupp
			\$162.40		
60029	Dawson Hardware Ltd.	\$1,482.01	\$182.63	PW	BldgR&M
			\$62.36	ADM	OffSupp
			\$447.22	ADM	BldgR&M
			\$35.60	REC	EqR&M-Arena
			\$14.16	PW	SafetySup
			\$213.97	PW	OpSupp-WS
			\$37.21	PW	OpSupp
			\$168.15	REC	OpSupp
			\$81.68	PW	OpSupp
			\$9.91	REC	Tools
			\$112.01	REC	OpSupp-Arena
			\$23.61	PW	JaniSupp
			\$93.50	REC	BldgR&M-Arena
			\$1,482.01		
60030	5 Star Services & Products Inc.	\$1,362.18		PS	SpecClothing
60031	The Drunken Goat	\$175.40		ADM	Dep Refund
60032	European Cutters Limited	\$523.95		REC	Blade Sharpening
60033	Exalt HR Consulting	\$3,150.00		ADM	ContSvs
60034	Finning (Canada) C3176	\$14.08		PW	Parts
60035	Gammie Trucking Ltd.	\$49,628.25		PW	ContSvsWM-Quigley
60036	Gold Rush Inn	\$354.90		ADM	Accommodations
60037	Gower, Chris	\$7,177.71		ADM	Architect CBC Resto
60038	Graf Enviro Services Inc.	\$7,959.00		PW	ContSvs-Bins
60039	Greenwood Engineering	\$17,289.89	\$630.00	PW	ContSvs-WtrMtr
			\$16,659.89	PW	ContSvs-NEDev
			\$17,289.89		
60040	Grenon Enterprises Ltd.	\$47,344.00	\$7,943.25	PW	ContSvsAug8-13
			\$4,467.75	PW	ContSvsAug27-Sept2
			\$3,102.75	PW	ContSvs-Sept3-9
			\$393.75	PW	ContSvsDiCClea
			\$945.00	PW	ContSvs-Sept10-16
			\$1,753.50	PW	ContSvs-Steamer
			\$75.08	PW	WtrDel-DivCtre
			\$9,459.45	PW	ResWtrDel
			\$1,575.00	PW	ContSvs-Sept24-30
			\$315.00	PW	DomePumpOut
			\$6,741.00	PW	ContSvsOct1-7

The City of Dawson  
 Cheque Run 23-22  
 11/1/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
cont	Grenon Enterprises Ltd		\$435.75	PW	Loads-Quigley
			\$7,418.26	PW	ContSvsOct8-14
			\$1,477.88	PW	ContSvsYk&Duke
			\$1,165.50	PW	WtrDel-DivCtre
			\$75.08	PW	WtrDel-DivCtre
			<hr/>		
			\$47,344.00		
60041	Infosat Communications	\$89.96		PS	SatPhone
60042	Inland Kenworth Partnership	\$200.56		PW	HvyEqR&M
60043	Juliette's Manor	\$4,900.00		ADM	StaffAccomm 2 mos
60044	Kendrick,William	\$1,613.88	\$1,013.88	ADM	TC#23-22 Travel
			\$600.00	ADM	CR#23-370 PerDiems
			<hr/>		
			\$1,613.88		
60045	KIAC	\$327.60		REC	ContSvs-FacRent
60046	Lifesaving Society	\$398.00		REC	Training
60047	Manitoulin Transport	\$1,180.61		PW	Freight
60048	Mediquest Technologies Inc.	\$88.20		REC	SafetySupp
60049	Northern Superior Mechanical	\$46.21		PW	VehR&M
60050	Pacific Northwest Moving	\$444.47		REC	Freight
60051	Pitney Works	\$5,000.00		ADM	CR#23-367 Postage
60052	Raven's Nook	\$1,664.25		PW	SafetyGear
60053	Raven Inn	\$904.05		PW	Accommodations
60054	Spectrum Security - Sound Ltd.	\$1,273.35		PW	ContSvs-Inspections
60055	Staples #251 Whitehorse	\$323.10		ADM	OffSupp
60056	Suncorp Valuations Ltd	\$1,917.03		ADM	ContSvs
60057	Superior Propane Inc	\$490.13		REC	Fuel-Arena Kitchen
60058	Taylor, David	\$537.50		PS	CR#23-369 ContSvs
60059	VOID				
60060	Tintina Heavy Repair	\$1,260.00		PW	HvyEqR&M
60061	Twin Peaks	\$3,206.70		REC	ContSvs-Eavestroughing
60062	Uline Canada Corporation	\$1,611.33		PW	OpSupp
60063	Urban Recycling Solutions Ltd.	\$32,550.00		PW	ContSvs

The City of Dawson  
 Cheque Run 23-23  
 11/17/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60064	44478 Yukon Inc.	\$7,587.30		ADM	ContSvs-IT
60065	Grainger Canada	\$2,755.40		PW	HvyEqR&M
60066	Advance North Mechanical	\$11,457.11	\$9,927.68	PW	Tires
			\$1,529.43	REC	Tires
			\$11,457.11		
60067	AFD Petroleum Ltd.	\$35,467.59	\$15,444.65	PW	BldgFuel-WTP
			\$14,140.18	REC	BldgFuel-Arena
			\$2,042.92	PW	BldgFuel-Garage
			\$359.37	PW	BldgFuel-WdShp
			\$124.40	REC	BldgFuelWtrfr1
			\$528.02	REC	BldgFuelWtrfr2
			\$485.27	PW	HvyEqR&M-SynTransOil
			\$1,172.14	ADM	BldgFuel
			\$502.36	PS	BldgFuel
			\$357.18	ADM	BldgFuel-CAORes
			\$311.10	ADM	BldgFuel-FCRes
			\$35,467.59		
60068	Air North Partnership	\$627.14	\$526.22	PW	Freight
			\$100.92	REC	Freight
			\$627.14		
60069	Arctic Inland Resources Ltd.	\$835.15	\$262.43	PW	SafetySupp
			\$209.71	PW	OpSupp
			\$285.60	PW	Tools
			\$77.41	PW	BldgR&M
			\$835.15		
60070	BHB Mini Storage	\$131.25		ADM	ArchiveStorage
60071	Bishop Plumbing, Heating	\$906.15		PW	ContSvs-NeptunelInstalls
60072	Bonanza Market	\$425.32	\$256.63	ADM	HR Fund
			\$168.69	REC	ProgSupp
			\$425.32		
60073	Borealis Fuel & Logistics	\$252,307.13		ADM	ADM HVAC Upgrades
60074	Bourdoiseau, Yann	\$151.10		ADM	DepositablesRefund
60075	Brenntag Canada Inc.	\$1,005.88		PW	Chemicals
60076	Buckbrush Contracting	\$3,898.13		REC	ContSvs-Elec
60077	Bureau Veritas	\$242.68		PW	ContSvs
60078	Chief Isaac Incorporated	\$181.65		PW	SafetyLine
60079	Dawson City General Store	\$306.29	\$152.51	REC	ProgSupp
			\$51.96	ADM	OffSupp
			\$101.82	ADM	HR Fund
			\$306.29		
60080	Dawson City Minor Soccer	\$1,342.74		REC	ContSvs-PitchR&M

The City of Dawson  
 Cheque Run 23-23  
 11/17/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60081	Dawson Hardware Ltd.	\$1,309.51	\$410.92	PW	BldgR&M
			\$48.98	REC	BldgR&M
			\$107.90	PW	OpSupp
			\$36.35	REC	BldgR&M
			\$310.63	REC	BldgR&M-Arena
			\$78.34	PW	JaniSupp
			\$173.78	ADM	HRFund-PromoSpcEvt
			\$69.90	PW	SafetySupp
			\$25.49	ADM	OffSupp
			\$32.11	REC	ProgSupp
			\$15.11	PW	HvyEqR&M
			\$1,309.51		
60082	Dawson City Slo-pitch Assoc	\$1,800.00		REC	RG#23-005 REC Grant
60083	CentralSquare Canada	\$32,587.63		ADM	IT-Annual
60084	Display Systems International Inc.	\$315.00		CABLE	OpSupp
60085	Gammie Trucking Ltd.	\$222.08		REC	OpSupp-Gdn
60086	Gower, Chris	\$12,374.25		ADM	ProFees-Architect CBC Resto
60087	Grenon Enterprises Ltd.	\$40,579.89	\$1,401.75	PW	ContSvs-Oct22-28
			\$10,135.13	PW	ResWtrDel
			\$2,218.13	PW	ContSvs-Oct22-Nov4
			\$3,982.13	PW	ContSvs-Oct15-21
			\$19,215.00	PW	WinterSupp-SandWtrMix
			\$3,627.75	PW	ContSvs-Nov5-11
			\$40,579.89		
60088	Hetherington, Jeremy	\$3,000.00		REC	ContSvs
60089	HiMark Mechanical	\$1,050.00		PW	HvyEqR&M
60090	Infosat Communications	\$89.96		PS	SatPhone
60091	KBL Environmental Ltd.	\$10,498.71		PW	ContSvs-Quigley
60092	Klondike Office Systems	\$141.42		ADM	PcopierCount
60093	Lamarche, Lang & Barrett	\$1,837.50		ADM	ProFees-Legal
60094	Manitoulin Transport	\$654.80		PW	Freight
60095	Maximillian's	\$31.25		ADM	PromoSpcEvt
60096	N.A. Jacobsen	\$8,039.17		ADM	ContSvs-CBC Resto
60097	Northern Superior Mech	\$647.80	\$266.26	PW	VehR&M
			\$381.54	PW	HvyEqR&M
			\$647.80		
60098	Pacific Northwest Moving	\$630.83		REC	Freight
60099	RDH Building Science	\$8,477.43		ADM	ContSvs-CBC Resto
60100	Royal Canadian Legion	\$75.00		ADM	Remembrance Wreath
60101	Shred-Tech	\$32,675.74		ADM	DwnPynt-Equipment
60102	Santos, Ramon J.	\$2,250.00		REC	ContSvs-Signage
60103	Gagne, Kayla	\$305.60		REC	CR#23-372 Reimb-OpSupp

The City of Dawson  
 Cheque Run 23-23  
 11/17/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60104	Derek McNiece Promotions	\$719.25		PS	Promo
60105	Tetra Tech Canada Inc.	\$594.56		PW	ContSvs
60106	Total North Communications	\$567.00		ADM	ContSvs-ITPhone
60107	Tsunami Solutions Ltd.	\$170.10		PW	SafetyLine
60108	Urban Recycling Solutions Ltd.	\$19,162.50		PW	ContSvs-Quigley
60109	Wildstone Construction	\$245,990.96	\$147,716.05	ADM	ContSvs-CBC PrgPay6
			\$98,274.91	ADM	ContSvs-CBC Holdback
			\$245,990.96		
60110	Williams, Stephanie	\$250.00		PW	Reimb-FATraining
60111	Zarowny, Capri	\$6,500.00		ADM	CashforDivCtre
Electronic Fund Transfers					
Oct 3	Canada Life	\$13,637.69		various	Oct employee benefits
Oct 3	Roynat Leases	\$186.90		various	Photocopier leases
Oct 13	Payroll	\$134,801.97		ALL	PP#21
Oct 13	CIBC	\$730.80			RRSP 20-21
Oct 18	Wells Fargo Lease	\$261.45		ADM	Photocopier lease
Oct 18	Visa	\$5,263.52		various	not yet allocated
Oct 20	CCSA	\$9,199.37		CABLE	monthly cable charge
Oct 26	Payroll	\$132,231.13		ALL	PP#22
Oct 26	Wells Fargo Lease	\$393.75		ADM	Photocopier lease
Oct 31	Bank charges	\$238.06		ADM	Bank chgs



The City of Dawson  
 Cheque Run 23-24  
 12/1/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60112	ORO Enterprises Ltd	\$55,000.00		PW	ContSvs Diversion Centre
60113	Replacement payroll cheque #60114-#60119	\$1,470.91 \$5,077.04		HR	Payroll RRSP 23-24
60120	Public Service Alliance #60121-#60130	\$2,835.60 \$8,764.40		ADM	Union 23-24 RRSP 23-24
60131	44478 Yukon Inc.	\$945.00		ADM	ContSvs-IT
60132	ACC Cleaning Services Inc.	\$2,646.00		PW	ContSvs-Janitorial
60133	Advance North Mechanical	\$6,417.18	\$4,953.03	PW	HvyEqR&M
			\$1,464.15	PW	Veh`R&M
			\$6,417.18		
60134	AFD Petroleum Ltd.	\$47,521.81	\$3,114.73	ALL	VehFuel
			\$2,429.67	ALL	VehFuel
			\$104.70	PW	SafetySupp
			\$411.24	PW	BldgFuelWdShp
			\$1,393.29	ALL	VehFuel
			\$2,369.21	ALL	VehFuel
			\$12,026.97	REC	BldgFuelArena
			\$17,112.93	PW	BldgFuelWTP
			\$2,181.07	ADM	BldgFuelCHall
			\$934.75	PS	BldgFuelCHall
			\$1,386.33	PW	BldgFuelGarage
			\$303.74	ALL	VehFuel
			\$1,393.29	ALL	VehFuel
			\$2,359.89	ALL	VehFuel
			\$47,521.81		
60135	Air North Partnership	\$1,356.06	\$38.10	ADM	Freight
			\$748.44	PW	Freight
			\$469.35	PL&D	Airfare
			\$100.17	REC	Freight
			\$1,356.06		
60136	Annabelle's Noodle House	\$2,835.00		ADM	Meeting
60137	Arctic Inland Resources Ltd.	\$329.46	\$51.93	PW	BldgR&M
			\$65.49	REC	BldgR&MWfirt
			\$151.64	REC	OpSupp-Arena
			\$60.40	PW	OpSupp
			\$329.46		
60138	Arctech Circle Welding	\$1,995.00	\$1,113.00	REC	ContSvs
			\$882.00	PW	ContSvs
			\$1,995.00		
60139	Associated Engineering	\$107.73		PW	ContSvs
60140	BHB Mini Storage	\$131.25		ADM	ArchiveStorage
60141	Bonanza Market	\$216.35	\$173.09	REC	ProgSupp
			\$43.26	ADM	PromoSpcEvt
			\$216.35		
60142	Bower, Sheila Lynn	\$150.00		ADM	CR#23-397 HOG
60143	Bureau Veritas	\$276.21		PW	ContSvs
60144	Chief Isaac Mechanical	\$4,948.01		PW	HvyEqR&M

The City of Dawson  
 Cheque Run 23-24  
 12/1/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60145	Clarke, McKenzie	\$688.50		REC	CR#23-398 Instructor
60146	Cotter Enterprises	\$6,236.74		CABLE	ContSvs
60147	Dawson City General Store	\$1,152.75	\$551.95	ADM	OffSupp
			\$192.76	REC	ProgSupp
			\$292.97	REC	CeleLites
			\$104.58	PW	JaniSupp
			\$10.49	ADM	PromoSpcEvt
			<hr/>		
			\$1,152.75		
60148	Dawson City Minor Hockey	\$3,000.00		REC	Recreation Grant
60149	Dawson Firefighters Assoc	\$32,101.25	\$14,815.00	PS	ContSvs 2Q
			\$17,286.25	PS	ContSvs 3Q
			<hr/>		
			\$32,101.25		
60150	Dawson Hardware Ltd.	\$1,980.48	\$461.85	PW	BldgR&M
			\$70.85	REC	BldgR&MArena
			\$322.31	PW	OpSupp
			\$60.97	REC	OpSuppArena
			\$270.16	PW	OpSuppWS
			\$171.06	REC	OpSupp
			\$92.09	REC	CeleLites
			\$81.25	PW	SafetyGear
			\$94.98	REC	BldgR&MWftr
			\$115.23	PW	JaniSupp
			\$13.21	REC	ProgSupp
			\$56.69	REC	Tools
			\$34.94	PW	VehR&M
			\$13.21	PS	VehR&M
			\$25.44	PW	SafetySupp
			\$28.22	ADM	OffSupp
			\$68.02	PW	NonCapEq
			<hr/>		
			\$1,980.48		
60151	Display Systems International	\$315.00		CABLE	OpSupp
60152	Eldorado Hotel	\$250.00		ADM	PromoSpcEvt
60153	First Assist	\$14,650.00		REC	ContSvs-Hockey
60154	Frank's Plumbing	\$959.49		REC	ContSvs
60155	Gallant, Stephen	\$280.00		REC	ChoirClub
60156	Gammie Trucking Ltd.	\$252.00		ADM	CBCResto
60157	Greenwood Engineering	\$19,779.81		PW	ContSvs-NEndPrj
60158	Grenon Enterprises Ltd.	\$30,349.22	\$315.00	PW	ContSvsDivC
			\$12,534.38	PW	ContSvsNv12-18
			\$4,417.88	PW	ContSvsNv19-25
			\$10,885.88	PW	ResWtrDel
			\$1,937.25	PW	ContSvsNv26-D2
			\$75.08	PW	WtrDel-DivCtre
			\$183.75	REC	ContSvs-Minto
			<hr/>		
			\$30,349.22		
60159	Hach Sales & Service Canada	\$197.40		PW	Chemicals
60160	Henderson, David	\$2,326.56	\$1,013.88	ADM	TC#23-25 AYCBrdMtg

The City of Dawson  
 Cheque Run 23-24  
 12/1/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
			\$1,312.68	ADM	TC#23-23 Cf&MysConf
			\$2,326.56		
60161	Inkspirationz	\$3,600.98		REC	Signage
60162	Intertek Testing Services NA Ltd.	\$13,217.40		PW	ContSvsDivC
60163	John Howland Photography	\$500.00		REC	ContSvsPhoto
60164	Juliette's Manor	\$2,450.00		ADM	StaffAccomm
60165	Klondike Active Transport Trails	\$500.00		REC	ContSvs-TrailMaint
60166	Kendrick,William	\$3,602.38	\$600.00	M&C	CR#23-404 PerDiems
			\$1,019.38	M&C	TC#23-24 Cf&MyMt
			\$1,383.00	M&C	TC#23-26 AYCBrdM
			\$600.00	M&C	CR#23-403 PerDiems
			\$3,602.38		
60167	Klondike Office Systems	\$281.91		ADM	ContSvs-CopyCt
60168	The Literary Society of the Klondike	\$2,331.00		ADM	Advertising
60169	Klondike Printing	\$407.40		REC	ContSvs
60170	Lifesaving Society	\$80.00		REC	ParticFee
60171	Loreen, Evelyn	\$150.00		ADM	CR#23-406 HOG
60172	Manitoulin Transport	\$435.24	\$69.58	ADM	Freight
			\$365.66	PW	Freight
			\$435.24		
60173	Maximillian's Gold Rush Emporium	\$167.74	\$104.95	PW	OpSupp
			\$62.79	REC	ProgSupp
			\$167.74		
60174	Neptune Technology Group	\$43,649.44		PW	ProgPay12
60175	Nordique Fire Protection	\$619.50		PW	ContSvsWTP
60176	Northern Superior Mechanical	\$1,475.29	\$369.26	REC	EqR&M
			\$659.07	PW	VehR&M
			\$369.26	REC	VehR&M
			\$77.70	PW	OpSupp
			\$1,475.29		
60177	Northwestel Inc.	\$6,597.29		ALL	PhoneNov
60178	Northlands Water Sewer Supply	\$12,755.10	\$2,109.76	REC	BldgR&Marena
			\$10,645.34	PW	OpSuppWS
			\$12,755.10		
60179	Pacific Northwest Moving	\$3,497.72	\$3,268.39	PW	Freight
			\$229.33	ADM	Freight
			\$3,497.72		
60180	Pan of Gold	\$264.60		REC	Pizza
60181	Patrik Pikalek	\$25.00		PL&D	ProFeesNotary
60182	Poolkasem, Pahdee	\$1,051.90		PL&D	CR#23-407 Reimb-Educ
60183	Queer Yukon Society	\$1,000.00		ADM	CG#23-012 CommGrant
60184	Raven's Nook	\$1,417.50		PW	SafetyGear

The City of Dawson  
 Cheque Run 23-24  
 12/1/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60185	A Ray of Sunshine	\$41.97	\$10.91	PW	VehR&M
			\$31.06	REC	CeleLites
			\$41.97		
60186	Sego Canada Inc.	\$2,018.63		PW	VehR&M
60187	Skyblaster Fireworks	\$3,900.00		REC	Fireworks
60188	Soloway, Amy	\$280.00		REC	CR#23-408 ChoirClub
60189	Summit Truck Equipment	\$5,398.99		PW	HvyEqR&M
60190	Superior Propane Inc	\$166.95		REC	TankRent
60191	Taylor, Bonnie	\$150.00		ADM	CR#23-409 HOG
60192	Tenaquip Ltd.	\$3,022.78		PW	JaniSupp
60193	Territorial Treasurer	\$157.50		REC	LandLease`
60194	Tetra Tech Canada Inc.	\$4,185.84		PW	ContSvs
60195	Tintina Heavy Repair	\$472.50		PW	HvyEqR&M
60196	Total North	\$567.00		ALL	ContSvs-IT-Phone
60197	Tsunami Solutions Ltd.	\$170.10		PW	ContSvs
60198	Terri Turai	\$552.50		REC	CR#23-410 Instructor
60199	Univerus Software Canada	\$323.28		ADM	ContSvs
60200	Vassallo, Jason	\$20.00		PW	Reimburse
60201	Williams, Stephanie	\$388.47		PW	ReimbSafetyGear
60202	Yukon Energy Corporation	\$87,578.69		ALL	YKN NRGY Nov29 MAIN
60203	Yukon Service Supply Co.	\$2,527.17		PW	JaniSupp
60204	Zarringhalam, Farzad	\$1,033.66	\$519.86	PL&D	CR23-413 Reimburse-Educ
			\$513.80	PL&D	TC#23-27 TravelWH
			\$1,033.66		

The City of Dawson  
 Cheque Run 23-25  
 12/29/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
	#60205-#60210	\$6,005.08			RRSP 25-26
60211	Public Service Alliance	\$2,861.30		ADM	Union Dues 25-26
	#60211-#60220	\$8,018.80			RRSP 25-26
60221	Advance North Mechanical	\$1,400.88		PW	VehR&M
60222	AFD Petroleum Ltd.	\$40,240.54	\$372.72	ADM	BldgFuel-FCRes
			\$18,651.05	PW	BldgFuel-WTP
			\$1,554.73	ADM	BldgFuel-CHall
			\$666.45	PS	BldgFuel-CHall
			\$10,303.55	REC	BldgFuel-Arena
			\$2,058.30	PW	BldgFuel-Garage
			\$633.28	ADM	BldgFuel-CAORes
			\$140.25	REC	BldgFuel-Wtrft2
			\$847.63	REC	BldgFuel-Wtrft1
			\$2,658.05	ALL	VehFuel
			\$2,354.53	ALL	VehFuel
			\$40,240.54		
60223	Air North Partnership	\$2,863.00	\$1,509.51	PW	Freight
			\$1,353.49	PS	Travel-Henry
			\$2,863.00		
60224	All Yukon Refrigeration	\$1,341.80		REC	BldgR&M-Arena
60225	Arctic Inland Resources Ltd.	\$168.69	\$133.77	PW	BldgR&M
			\$34.92	REC	BldgR&M-Arena
			\$168.69		
60226	Bonanza Market	\$250.36		REC	ProgSupp
60227	Buckbrush Contracting	\$8,906.92		PW	BldgR&MShop
60228	Bureau Veritas	\$934.92		PW	ContSvsWtrSvs
60229	Cdn Assoc. of Fire Chiefs	\$320.25		PS	Membership
60230	Cara, Glynnie	\$300.00		REC	CR#23-430 PrizeXmas
60231	Dawson Chamber of Commerce	\$21.00		REC	CR#23-431 ContSvs
60232	Dawson City General Store	\$1,466.67	\$350.87	PW	JaniSupp
			\$475.16	REC	ProgSupp
			\$281.92	ADM	OffSupp
			\$341.31	REC	CelebrateLites
			\$17.41	ADM	SpcEvtPromo
			\$1,466.67		

The City of Dawson  
 Cheque Run 23-25  
 12/29/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60233	Dawson Hardware Ltd.	\$1,467.91	\$39.66	CABLE	OpSupp
			\$58.55	REC	OpSupp
			\$337.93	PW	JaniSupp
			\$150.15	PW	SafetySupp
			\$90.12	REC	BldgR&M
			\$212.22	REC	SpcEvt-CelebLites
			\$183.37	PW	BldgR&M
			\$237.88	PW	OpSupp
			\$62.35	REC	OpSupp-Arena
			\$31.17	REC	Tools
			\$64.51	ADM	PromoSpcEvt
			\$1,467.91		
60234	CentralSquare Canada	\$1,503.59		ADM	ContSvs-IT
60235	English, Katie	\$596.00	\$496.00	ADM	Refundables
			\$100.00	ADM	CR#23-433 CeleLitesPrize
			\$596.00		
60236	Fed Ex	\$14.07		PS	Freight
60237	Fine Tuned Heavy Equipment	\$4,077.14		PW	HvyEqR&M
60238	Finning (Canada) C3176	\$1,616.15		PW	HvyR&M-Quigley
60239	Garrison, David	\$140.00		PS	CR#23-435 Reimb
60240	Hobbs, Justine	\$728.44		ADM	ContSvs
60241	Infosat Communications	\$89.96		PS	SatPhone
60242	The Literary Society	\$1,748.25		ADM	Advertising
60243	Lamerton Land Surveys	\$7,686.00		PL&D	ContSvs
60244	Lawson Lundell LLP	\$19,726.98		ADM	ProFees-Legal
60245	Manitoulin Transport	\$6,377.58	\$6,330.33	PW	Freight
			\$47.25	ADM	Freight
			\$6,377.58		
60246	Manning, Lee	\$200.00		REC	CR#23-436CeleLitesPrize
60247	Maximillian's	\$17.84		PW	OpSupp
60248	Mwanza, Dr. Jonathon	\$206.00		PS	ProFees-Med
60249	Northern Superior	\$99.89	\$44.48	PW	VehR&M
			\$55.41	PW	BldgR&M
			\$99.89		
60250	Northwestel Inc.	\$6,815.85		ALL	Phone
60251	Norton Rose Fulbright	\$11,819.39		PL&D	ProFee-Legal
60252	Poenn, Dr., Dieter	\$346.00		PS	ProFees-Med
60253	Provident	\$4,928.00		PS	ProFees-Insurance

The City of Dawson  
 Cheque Run 23-25  
 12/29/2023

Cheque Number	Vendor Name	Cheque Amount	Detail	Dept	Description
60254	Raven's Nook	\$1,470.00	\$1,359.75	PW	SafetyGear
			\$110.25	REC	SafetyGear
			\$1,470.00		
60255	Raven Rescue Ltd.	\$10,722.92		PS	Training
60256	RDH Building Science	\$748.13		ADM	CBCResto
60257	D. Regimbal Contracting	\$3,800.00		REC	ContSvs-Gdn
60258	Robert Service School	\$2,767.65		ADM	CR#23-437 Depositables
60259	Staples #251 Whitehorse	\$2,788.60	\$468.28	PW	JaniSupp
			\$2,320.32	ADM	OffSupp
			\$2,788.60		
60260	Suncorp Valuations Ltd	\$1,360.80		ADM	ProFees
60261	Superior Propane Inc	\$893.92		REC	Fuel
60262	Famularo, Joel	\$2,000.00		REC	CommGrant
60263	Tensio Structure Inc.	\$2,268.00		REC	BldgR&MArena
60264	Tetra Tech Canada Inc.	\$8,542.35	\$3,606.65	ADM	CBCResto
			\$4,935.70	PW	ContSvs
			\$8,542.35		
60265	Todesco, Rebecca	\$300.00		REC	Instructor
60266	Total Fire Protection Services	\$2,249.63		REC	ContSvs
60267	WFR Wholesale Fire & Rescue	\$181.85		PS	OpSupp
60268	WSP Canada Inc	\$3,993.15		REC	BldgR&M-Arena
60269	Yukon Energy Corporation	\$37,098.84	\$3,238.03	PW	LITES Dec11
			\$33,860.81	ALL	MAIN Dec15
			\$37,098.84		
60270	Yukon Government-Finance	\$221,534.20	\$110,767.10	PW	O&M Agrmt-Ap1-Se30
			\$110,767.10	PW	O&M Agrmt-Oc1-Ma31-24
			\$221,534.20		
Electronic Fund Transfers					
Nov 1	Canada Life	\$16,989.31		various	Nov employee benefits
Nov 1	Roynat Leases	\$186.90		various	Photocopier leases
Nov 6	CIBC	\$730.80		ALL	RRSP 22-23
Nov 7	Ceridian	\$392.62		ADM	payroll charges Nov
Nov 10	Payroll	\$136,050.21		ALL	PP#23
Nov 20	Wells Fargo Lease	\$261.45		ADM	Photocopier lease
Nov 17	Visa	\$7,972.30		various	see attached
Nov 20	CCSA	\$6,325.25		CABLE	monthly cable charge
Nov 24	Payroll	\$131,992.19		ALL	PP#24
Nov 27	Wells Fargo Lease	\$393.75		ADM	Photocopier lease
Nov 27	Ceridian	\$392.62		ADM	payroll charges Dec
Nov 30	Bank charges	\$243.98		ADM	Bank chgs
Nov 30	Dawson Creek Refunds	\$447.17			three refunds

Aventura Visa Statement Date:

March 28 to April 27 , 2023

\$569.08 \$11,950.61

TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/28/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39
4/9/2023	Wufoo	registration program	\$54.10	\$2.71	\$56.81
4/11/2023	LastPass	computer network	\$51.00	\$2.55	\$53.55
4/11/2023	Coaching Assoc	training	\$14.29	\$0.71	\$15.00
4/13/2023	CCOHS	training	\$28.57	\$1.43	\$30.00
4/14/2023	MaintainX	monthly subscription	\$358.52	\$17.93	\$376.45
4/14/2023	MaintainX	monthly subscription	\$358.51	\$17.93	\$376.44
4/14/2023	WhenIWork	monthly subscription	\$29.55	\$1.48	\$31.03
4/17/2023	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
4/20/2023	YG Territorial Agent	insurance	\$102.86	\$5.14	\$108.00
4/22/2023	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
4/24/2023	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
4/26/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39
5/10/2023	Yukon University	training	-\$152.38	-\$7.62	-\$160.00

\$48.30 \$1,014.24

TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/4/2023	CPABC	recruiting	\$200.00	\$10.00	\$210.00
4/4/2023	CivicInfo	recruiting	\$250.00	\$12.50	\$262.50
4/17/2023	Planning Institute	recruiting	\$699.00	\$34.95	\$733.95
4/18/2023	CivicInfo	recruiting	\$250.00	\$12.50	\$262.50

\$69.95 \$1,468.95

TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/24/2023	Bell Mobility	Cell Phones	\$1,230.00	\$61.50	\$1,291.50

61.50 \$1,291.50

TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/30/2023	Canada Post	postage	\$126.19	\$6.31	\$132.50
4/4/2023	PayPal		\$92.38	\$4.62	\$97.00
4/10/2023	Acklands Grainger		\$4,485.61	\$224.28	\$4,709.89
4/14/2023	Emoters Direct		\$236.36	\$11.82	\$248.18

\$247.03 \$5,187.57

TX Date	Vendor	Detail	Purchase \$	Gst	Total
3/28/2023	Intercontinental	travel - Council	\$390.61	\$19.53	\$410.14
3/28/2023	Intercontinental	travel - Council	\$390.61	\$19.53	\$410.14
3/31/2023	CdnAssoc of Fire Chiefs	Dues - PS	\$300.00	\$15.00	\$315.00
4/2/2023	Canva	subscription	\$18.09	\$0.90	\$18.99
4/4/2023	Grand&Toy	office supplies	\$274.23	\$13.71	\$287.94
4/4/2023	Grand&Toy	office supplies	\$253.73	\$12.69	\$266.42
4/8/2023	Staples Store	office supplies	\$60.78	\$3.04	\$63.82
4/8/2023	Staples Store	office supplies	\$267.85	\$13.39	\$281.24
4/11/2023	Grand&Toy	office supplies	\$191.24	\$9.56	\$200.80
4/21/2023	Maximillians	staff event	\$40.94	\$2.05	\$42.99
4/22/2023	Apple	subscription	\$3.99	\$0.20	\$4.19
4/24/2023	Grand & Toy	office supplies	\$653.98	\$32.70	\$686.68

\$142.30 \$2,988.35



Aventura Visa Statement Date: **April 28 to May 27 , 2023**

**\$547.11 \$11,489.33**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/29/2023	Marks	safety supplies	\$556.93	\$27.85	\$584.78
5/3/2023	Yukon Disc	instructors	\$2,157.14	\$107.86	\$2,265.00
5/5/2023	Ready Bisque	Supplies - programming	\$228.44	\$11.42	\$239.86
5/5/2023	Disc Republic	Supplies - programming	\$638.24	\$31.91	\$670.15
5/9/2023	Yukon University	training	\$238.10	\$11.90	\$250.00
5/9/2023	Yukon University	training	\$304.76	\$15.24	\$320.00
5/9/2023	Wufoo	registration program	\$53.57	\$2.68	\$56.25
5/9/2023	Royal Lifesaving	Supplies - programming	\$397.00	\$19.85	\$416.85
5/10/2023	Yukon University	training	\$152.38	\$7.62	\$160.00
5/10/2023	Van-Kel	maintenance - parks	\$81.90	\$4.10	\$86.00
5/10/2023	Vevor	equipment	\$205.70	\$10.29	\$215.99
5/11/2023	Yukon University	training	\$238.10	\$11.90	\$250.00
5/11/2023	Staples	office supplies	\$127.32	\$6.37	\$133.69
5/11/2023	Bonton	Supplies - programming	\$114.29	\$5.71	\$120.00
5/14/2023	MaintainX	monthly subscription	\$361.56	\$18.08	\$379.64
5/14/2023	MaintainX	monthly subscription	\$361.56	\$18.08	\$379.64
5/14/2023	WhenIWork	monthly subscription	\$29.80	\$1.49	\$31.29
5/17/2023	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
5/22/2023	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
5/24/2023	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
5/25/2023	YG Health	safety supplies	\$23.81	\$1.19	\$25.00

**\$316.78 \$6,652.32**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/10/2023	Andreas Hotel	travel - CAO	\$600.00	\$30.00	\$630.00
5/19/2023	CivicInfo	recruiting	\$199.00	\$9.95	\$208.95
5/19/2023	CivicInfo	recruiting	\$199.00	\$9.95	\$208.95

**\$49.90 \$1,047.90**

Card Number:	Bell Mobility				
TX Date	Vendor	Detail	Purchase \$	Gst	Total

5/24/2023	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00
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**60.00 \$1,260.00**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
4/28/2023	YG Building Safety	permit	\$57.14	\$2.86	\$60.00

**\$2.86 \$60.00**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/2/2023	Canva	subscription	\$18.09	\$0.90	\$18.99
5/2/2023	In Run Digital	computer equipment	\$1,429.46	\$71.47	\$1,500.93
5/13/2023	Andreas Hotel	travel - Council	\$900.00	\$45.00	\$945.00
5/22/2023	Apple	subscription	\$3.99	\$0.20	\$4.19

**\$117.58 \$2,469.11**

Aventura Visa Statement Date: **May 28 to June 27, 2023**

**\$746.27 \$16,141.67**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
27-Jun	CIBC Visa	annual fee	\$470.00	\$0.00	\$470.00

**\$0.00 \$470.00**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/26/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39
	June Facebook	advertising	\$120.00	\$6.00	\$126.00
5/31/2023	Amazon	non-capital equipment	\$93.13	\$4.66	\$97.79
5/31/2023	PayPal	training	\$14.29	\$0.71	\$15.00
6/1/2023	Canada Post	postage	\$15.77	\$0.79	\$16.56
6/6/2023	Coaching Association	training	\$80.95	\$4.05	\$85.00
6/6/2023	Calgary Stamp	office supplies amfrc	\$623.37	\$31.17	\$654.54
6/7/2023	Expedia	Travel - Accommod	\$179.10	\$8.95	\$188.05
6/7/2023	Premier Pacific Seeds	Greenspace Maintenance	\$4,819.85	\$240.99	\$5,060.84
6/7/2023	Lister Mortor Sports	Non-Capital Equipment	\$749.95	\$37.50	\$787.45
6/9/2023	Wufoo	registration program	\$53.53	\$2.68	\$56.21
6/12/2023	Disc Republic	Supplies - programming	\$1,460.61	\$73.03	\$1,533.64
6/14/2023	MaintainX	monthly subscription	\$356.61	\$17.83	\$374.44
6/14/2023	MaintainX	monthly subscription	\$356.60	\$17.83	\$374.43
6/14/2023	Uline	office supplies	\$101.03	\$5.05	\$106.08
6/14/2023	WhenIWork	monthly subscription	\$29.39	\$1.47	\$30.86
6/16/2023	Vistaprint	Pool -Operational Supplies	\$70.98	\$3.55	\$74.53
6/17/2023	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
6/20/2023	Harlan Fairbanks	Program Supplies	\$93.08	\$4.65	\$97.73
6/22/2023	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
6/24/2023	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
6/26/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39
		credited for charge (appears next			
6/29/2023	Vevor	month)	-\$202.85	-\$10.14	-\$212.99

**\$456.82 \$9,593.12**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/29/2023	Yukon Cab	travel - CAO	\$24.00	\$1.20	\$25.20
5/30/2023	Royal York Hotel	accommodations - M&C	\$6.87	\$0.34	\$7.21
5/30/2023	Royal York Hotel	accommodations - CAO	\$1,098.58	\$54.93	\$1,153.51
6/2/2023	Dawson City Chamber	membership	\$75.00	\$3.75	\$78.75
6/8/2023	Local Govt Mgt Assoc	subscription	\$425.00	\$21.25	\$446.25
6/19/2023	Cdn Municipal Jobs	recruiting	\$499.00	\$24.95	\$523.95
6/20/2023	Municipal World	recruiting	\$299.00	\$14.95	\$313.95
6/20/2023	Civic Info	recruiting	\$250.00	\$12.50	\$262.50
6/26/2023	CIP-ICU		\$412.50	\$20.63	\$433.13

**\$154.50 \$3,244.45**

Card Number:	Bell Mobility				
TX Date	Vendor	Detail	Purchase \$	Gst	Total

6/21/2023	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00
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**60.00 \$1,260.00**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
5/26/2023	Adobe	monthly subscription	\$19.49	\$0.97	\$20.46
6/26/2023	Adobe	monthly subscription	\$19.49	\$0.97	\$20.46

**\$1.95 \$40.92**

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/2/2023	Canva	subscription	\$18.09	\$0.90	\$18.99
6/7/2023	Child Safety Solutions	safety equip PS	\$252.19	\$12.61	\$264.80
6/9/2023	Eldorado	staff event	\$47.38	\$2.37	\$49.75
6/16/2023	Grand&Toy	office supplies	\$724.09	\$36.20	\$760.29
6/16/2023	Grand&Toy	office supplies	\$99.99	\$5.00	\$104.99
6/20/2023	Grand&Toy	office supplies	\$120.07	\$6.00	\$126.07
6/20/2023	Grand&Toy	office supplies	\$194.38	\$9.72	\$204.10
6/23/2023	Apple	communications	\$3.99	\$0.20	\$4.19

**\$73.01 \$1,533.18**

Aventura Visa Statement Date:

June 28 to July 27, 2023

\$422.37 \$8,869.76

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/28/2023	Vevor	credit note in previous month	\$202.85	\$10.14	\$212.99
6/28/2023	Temu	Community Garden	\$239.42	\$11.97	\$251.39
6/29/2023	Industrial Test	Chemicals - Pool	\$384.86	\$19.24	\$404.10
6/29/2023	Expedia	Travel - Accom & Transport	\$927.22	\$46.36	\$973.58
7/9/2023	wufoo	registration program	\$53.52	\$2.68	\$56.20
7/10/2023	FiverEU	Design work - Contracted service	\$45.38	\$2.27	\$47.65
7/11/2023	LS Freestyle	program sup. - skateboard	\$328.00	\$16.40	\$344.40
7/14/2023	MaintainX	monthly subscription	\$351.73	\$17.59	\$369.32
7/14/2023	MaintainX	monthly subscription	\$351.72	\$17.59	\$369.31
7/14/2023	WhenIWork	monthly subscription	\$28.99	\$1.45	\$30.44
7/14/2023	Lee Valley Tools	Community Garden	\$774.00	\$38.70	\$812.70
7/14/2023	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
7/19/2023	Trailforks	monthly subscription	\$34.28	\$1.71	\$35.99
7/20/2023	Expedia	Travel - Accom & Transport	-\$236.55	-\$11.83	-\$248.38
7/20/2023	Expedia	Travel - Accom & Transport	-\$236.55	-\$11.83	-\$248.38
7/22/2023	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
7/24/2023	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
7/26/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39

\$167.09 \$3,508.88

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/27/2023	Planning Institue	recruiting	\$699.00	\$34.95	\$733.95
7/5/2023	AMCTO	recruiting	\$414.33	\$20.72	\$435.05

\$55.67 \$1,169.00

Card Number:	Bell Mobility				
TX Date	Vendor	Detail	Purchase \$	Gst	Total

7/21/2023	Bell Mobility	Cell Phones	\$1,200.61	\$60.03	\$1,260.64
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60.03 \$1,260.64

TX Date	Vendor	Detail	Purchase \$	Gst	Total
7/12/2023	Worksite Safety	training	\$24.95	\$1.25	\$26.20
7/12/2023	Worksite Safety	training	\$24.95	\$1.25	\$26.20
7/26/2023	Adobe	monthly subscription	\$19.49	\$0.97	\$20.46

\$3.47 \$72.86

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/27/2023	Pitney Bowes	postage meter rent	\$497.61	\$24.88	\$522.49
6/29/2023	Grand&Toy	computer equipment	\$105.85	\$5.29	\$111.14
7/2/2023	Canva	subscription	\$18.09	\$0.90	\$18.99
7/19/2023	Owl Labs	Equipment	\$1,453.00	\$72.65	\$1,525.65
7/21/2023	Canada Post	postage	\$18.80	\$0.94	\$19.74
7/21/2023	Pacific Customs Brokers	freight	\$131.99	\$6.60	\$138.59
7/22/2023	Apple	communications	\$3.99	\$0.20	\$4.19
7/22/2023	Grand&Toy	office supplies	\$442.95	\$22.15	\$465.10
7/25/2023	Apple	communications	\$49.99	\$2.50	\$52.49

\$136.11 \$2,858.38

Aventura Visa Statement Date:

July 28 to Aug 27, 2023

\$321.34 \$6,748.12

TX Date	Vendor	Detail	Purchase \$	Gst	Total
7/29/2023	Cdan Tire	program supplies	\$169.76	\$8.49	\$178.25
8/1/2023	Riversesst Bistro	staff meeting	\$68.17	\$3.41	\$71.58
8/9/2023	wufoo	registration program	\$53.98	\$2.70	\$56.68
8/11/2023	SP Owl Labs	meeting camera	\$34.00	\$1.70	\$35.70
8/14/2023	MaintainX	monthly subscription	\$358.95	\$17.95	\$376.90
8/14/2023	MaintainX	monthly subscription	\$358.95	\$17.95	\$376.90
8/14/2023	WhenIWork	monthly subscription	\$29.59	\$1.48	\$31.07
8/17/2023	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
8/22/2023	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
8/23/2023	SP Disc Republic	program supplies	\$115.25	\$5.76	\$121.01
8/24/2023	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
				\$62.68	\$1,316.27

TX Date	Vendor	Detail	Purchase \$	Gst	Total
7/31/2023	Facebook	communications	\$91.00	\$4.55	\$95.55
8/2/2023	CivicInfo	recruiting	\$250.00	\$12.50	\$262.50
8/2/2023	CivicInfo	recruiting	\$155.00	\$7.75	\$162.75
8/4/2023	CivicInfo	recruiting	\$155.00	\$7.75	\$162.75
				\$32.55	\$683.55

TX Date	Vendor	Detail	Purchase \$	Gst	Total
8/22/2023	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00
				60.00	\$1,260.00

TX Date	Vendor	Detail	Purchase \$	Gst	Total
7/31/2023	Staples	equipment	\$399.99	\$20.00	\$419.99
8/1/2023	Worksite safety	training	\$24.95	\$1.25	\$26.20
8/1/2023	Yukon University	training	\$390.00	\$19.50	\$409.50
8/3/2023	BC Water	Membership	\$109.00	\$5.45	\$114.45
8/3/2023	BC Water	Workshop	\$479.00	\$23.95	\$502.95
8/15/2023	IPMA Canada	Membership	\$125.00	\$6.25	\$131.25
8/15/2023	Canada Safety training	Training	\$1,129.65	\$56.48	\$1,186.13
8/17/2023	Staples	Equipment	\$399.98	\$20.00	\$419.98
				\$152.88	\$3,210.45

TX Date	Vendor	Detail	Purchase \$	Gst	Total
7/31/2023	Grand&Toy	office supplies	\$242.54	\$12.13	\$254.67
8/2/2023	Canva	communications	\$18.09	\$0.90	\$18.99
8/22/2023	Apple	subscription	\$3.99	\$0.20	\$4.19
				\$13.23	\$277.85

Aventura Visa Statement Date:

Aug 28 to Sept 27 , 2023

\$250.64 \$5,263.52

TX Date	Vendor	Detail	Purchase \$	Gst	Total	
8/26/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39	
8/29/2023	Carmacks Hotel	staff travel	\$876.00	\$43.80	\$919.80	
8/31/2023	Carmacks Hotel	staff travel	\$438.00	\$21.90	\$459.90	
9/14/2023	MaintainX	monthly subscription	\$362.17	\$18.11	\$380.28	
9/14/2023	MaintainX	monthly subscription	\$362.17	\$18.11	\$380.28	
9/14/2023	WhenIWork	monthly subscription	\$29.85	\$1.49	\$31.34	
9/17/2023	RoadPost	In-Reach safety	\$29.75	\$1.49	\$31.24	
9/18/2023	Icycle Sports	program supplies	\$238.10	\$11.90	\$250.00	
9/18/2023	Icycle Sports	program supplies	\$62.87	\$3.14	\$66.01	
9/22/2023	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64	
9/24/2023	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29	
9/26/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39	
					\$124.69	\$2,618.56

TX Date	Vendor	Detail	Purchase \$	Gst	Total	
8/29/2023	Planning Institue	recruiting	\$699.00	\$34.95	\$733.95	
9/8/2023	Carmacks hotel	accomodation	\$219.00	\$10.95	\$229.95	
9/14/2023	Canada Post	postage	\$19.00	\$0.95	\$19.95	
9/19/2023	AMCTO	recruiting	-\$306.71	-\$15.34	-\$322.05	
					\$31.51	\$661.80

Card Number: Bell Mobility

TX Date	Vendor	Detail	Purchase \$	Gst	Total	
9/22/2023	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00	
					60.00	\$1,260.00

TX Date	Vendor	Detail	Purchase \$	Gst	Total	
8/26/2023	Adobe	monthly subscription	\$19.49	\$0.97	\$20.46	
8/31/2023	McMaster Carr	supplies	\$35.51	\$1.78	\$37.29	
9/13/2023	Klondike Experience	special event	\$504.76	\$25.24	\$530.00	
9/14/2023	Klondike Experience	special event	\$20.24	\$1.01	\$21.25	
9/26/2023	Adobe	monthly subscription	\$19.49	\$0.97	\$20.46	
					\$29.97	\$629.46

TX Date	Vendor	Detail	Purchase \$	Gst	Total	
9/2/2023	Canva	communications	\$18.09	\$0.90	\$18.99	
9/20/2023	Canada Post	postage	\$46.23	\$2.31	\$48.54	
9/22/2023	Apple	subscription	\$3.99	\$0.20	\$4.19	
9/26/2023	Canada Post	postage	\$20.93	\$1.05	\$21.98	
					\$4.46	\$93.70

\$379.63 \$7,972.30

TX Date	Vendor	Detail	Purchase \$	Gst	Total
10/4/2023	Marks	staff gear	\$269.99	\$13.50	\$283.49
10/5/2023	Carhartt	staff gear	\$211.23	\$10.56	\$221.79
10/10/2023	Air North	freight	\$229.98	\$11.50	\$241.48
10/11/2023	Canadian Tire	program supplies	\$35.47	\$1.77	\$37.24
10/14/2023	Acklands Grainger	post hole digger	\$299.23	\$14.96	\$314.19
10/14/2023	MaintainX	monthly subscription	\$365.18	\$18.26	\$383.44
10/14/2023	MaintainX	monthly subscription	\$365.18	\$18.26	\$383.44
10/14/2023	WheniWork	monthly subscription	\$30.10	\$1.50	\$31.60
10/16/2023	Canva	communications	\$142.85	\$7.14	\$149.99
10/16/2023	Canada Post	postage	\$13.97	\$0.70	\$14.67
10/17/2023	RoadPost	In-Reach safety	\$25.95	\$1.30	\$27.25
10/19/2023	Blacks Photo	Rink Décor	\$88.53	\$4.43	\$92.96
10/22/2023	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
10/24/2023	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
10/26/2023	Adobe	monthly subscription	\$27.99	\$1.40	\$29.39

\$107.23 \$2,251.86

TX Date	Vendor	Detail	Purchase \$	Gst	Total
6/27/2023	Territorial Agent	vehicle registration	\$854.76	\$42.74	\$897.50
7/5/2023	Territorial Agent	vehicle registration	\$11.43	\$0.57	\$12.00
5/19/2023	Territorial Agent	vehicle registration	\$57.14	\$2.86	\$60.00
4/18/2023	Jaguar Media	IT subscription	\$325.00	\$16.25	\$341.25
11/13/2022	CPABC	recruiting	\$200.00	\$10.00	\$210.00
11/16/2022	Source Office furniture	office furniture	\$1,426.00	\$71.30	\$1,497.30
11/17/2022	CivicInfo	recruiting	\$250.00	\$12.50	\$262.50
11/18/2022	Canada Post	postage	\$101.20	\$5.06	\$106.26

\$161.28 \$3,386.81

Card Number: Bell Mobility

TX Date	Vendor	Detail	Purchase \$	Gst	Total
10/23/2023	Bell Mobility	Cell Phones	\$1,200.00	\$60.00	\$1,260.00

60.00 \$1,260.00

TX Date	Vendor	Detail	Purchase \$	Gst	Total
10/10/2023	Alibaba	charge cord	\$58.24	\$2.91	\$61.15
10/11/2023	Canada Safety training	Training	\$39.90	\$2.00	\$41.90
10/13/2023	Fountain Tire	Vehicle r&m	\$345.29	\$17.26	\$362.55
10/19/2023	Canada Safety training	Training	\$14.95	\$0.75	\$15.70
10/19/2023	Canada Safety training	Training	\$24.95	\$1.25	\$26.20
10/26/2023	Adobe	monthly subscription	\$19.49	\$0.97	\$20.46

\$25.14 \$527.96

TX Date	Vendor	Detail	Purchase \$	Gst	Total
10/2/2023	Canva	communications	\$18.09	\$0.90	\$18.99
10/4/2023	Pitney Bowes	postage meter rent	\$497.61	\$24.88	\$522.49
10/22/2023	Apple	communications	\$3.99	\$0.20	\$4.19

\$25.98 \$545.67



# City of Dawson

## Report to Council

Agenda Item	Dawson City Recreation Centre - Local Advisory Group
Prepared By	Paul Robitaille, Parks and Recreation Manager
Meeting Date	January 30, 2024
References (Bylaws, Policy, Leg.)	Recreation Board Bylaw #01-02
Attachments	Recreation Board Bylaw #01-02; Role of the Recreation Board

	Council Decision
x	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That Council:

- A. Direct the Recreation Board to act as the Local Advisory Group to the Project Management Team in the design and construction of a New Recreation Centre in Dawson City. And that Council direct the Recreation Board chairperson to participate in the Project Management Team.
- B. Appoint Brent Macdonald and Janice Cliff\* to terms on the Recreation Board, commencing immediately and terminating on October 31, 2025.

### Executive Summary

At Council Meeting C24-01, Council requested more information on the potential formation and utilization of a local advisory group in the design and construction of the New Recreation Centre.

Administration reviewed the role of local advisory group played at other successful (on budget and timeline) recreation centres builds. From our research, the benefits of utilizing advisory groups in major capital projects included:

- Creation of collaboration within community, which leads to an understanding and trust in government process and facility design, as well as overall pride in the final product.
- Increase of urgency to proceed in project and complete it on time and on budget.
- Decrease in functional modifications to facilities following construction, as more attention is given to details that pertain to the functionality and operation of the facility by users and organizers themselves.

At this time, we recommend utilizing the City of Dawson Recreation Board, as it is already established according to the Municipal Act, has functional structure, reputable members, and is already delegated responsibility as an advisor to Parks and Recreation through Bylaw #01-02 (attached) to act in an advisory role on all matters related to Parks and Recreation. Additionally, we recommend that Council direct the chairperson of the Recreation Board to participate in the Project Management Team.

Currently the Recreation Board has 3 vacancies. As such, we further recommend that Brent Macdonald and Janice Cliff\* be appointed by Council to terms commencing immediately, and terminating October 31, 2025, as per bylaw #01-02.

\*Unconfirmed at the time of writing.

### Background

In 2017, City of Dawson Council decided to begin planning for a new recreation facility (C17-29-13) to replace the *Art and Margaret Fry Recreation* and the amenities within it (skating rink, two sheets of curling ice, and support spaces for these amenities).

Administration commenced with Yukon Government's Infrastructure Branch and Tr'ondëk Hwëch'in, creating the **Project Management Team**, to act as project lead. Work to-date has resulted in a decision on the location of this facility (C-19-13-08) at the intersection of Dome Road and the Klondike Highway (Lot 1059, Quad 116 B/3).

Through a Feasibility Study in 2019, community engagement and options were presented to Council. Based on this study, schematic design proceeded and was discussed and received Council direction at meeting C21-19-12 & C23-08. However, as schematic design evolved, cost estimates were also gathered for the capital and operation & maintenance of the proposed building. At Council Meeting CW23-17 on December 5, 2023, Council was presented with an update that estimated costs of capital expenses around \$103 million and operating costs at \$1.5 million annually. These capital costs were substantially higher than previous iterative cost estimates and substantially higher than committed capital funding.

The Yukon Government has committed \$65 million in capital funding to the project, through an ICIP Federal Infrastructure funding program that requires the completed application in September of 2024. There is concern that the funding program may change after this intake and funding for Recreation Infrastructure is uncertain.

As a result of these estimates, Administration and Council discussed this matter at meeting C23-19 on December 19, 2023, where Council directed administration to develop a strategy to work within the \$65 million budget.

At Council Meeting C24-01, Administration recommended that a progressive design-build procurement model be undertaken on this project, which Council approved of. Administration further suggested that a Local Advisory Group be utilized in the planning process, for which Council requested additional information and discussion.

### Discussion / Analysis

- **Role of Recreation Board:** The Recreation Board aims to “enhance, in cooperation with City staff, the delivery of recreation services to the citizens of Dawson by determining the needs of the citizens and, to the extent possible, developing and delivering recreational programs and facilities to meet those needs” (*Role of the Recreation Board* -attached). Operationally, the board provides recommendations, that administration can enact or not, based on their judgement. From a governance perspective, the Board makes recommendations to Administration, who includes that recommendation and considers it as part of the report it provides to Council, upon which Council retains the authority to approve, modify or repeal.

In the Development and Direction section of the *Role of the Recreation Board*, it states that “*The Board shall be asked by Council to appoint one or more members to a recreation steering committee or recreation project management team*” As such, Council has the authority, by resolution, to direct the Recreation Board to act as a local advisory group to Administration for the New Recreation Centre and to appoint a member to the Project Management Team.

- **Suggested Roles within this project:**
  - Project Management Team: Is involved on all matters related to this project. On key deciding factors (see *Council & Key Decisions* section below) the Project Mgt Team would collaborate to make recommendations to Council for final decision.
  - Recreation Board: Advise Project Management Team on all aspects of the project from design to occupancy. We would expect to utilize the same guidelines for the Recreation Board as governed by Bylaw #02-01. More importantly, they are utilized to provide quick responses on matters of detailed design and in the functionality and operation of the facility reflective of the desires of the users and user groups. There could be concerns about the increased responsibility and participation this will result in for the Committee and its members. However, given the value this facility will play in shaping the future of recreation in our community, it could be argued that it is justifiable.
  - Council & Key Decisions: Remains authority to provide high-level decisions and direction on this project. Is involved at key decision points to review and approve the recommendations made by the Project Management Team. At this stage we anticipate the following items to be discussed and decided by Council:
    - 1. Prioritization of Amenities
    - 2. Review General Concept and Configuration
    - 3. Approval of Design



- **Recreation Board Members**

- The board comprises 6 regular members as well as one seat for a Tr’ondëk Hwëch’in-appointed member. All members are appointed by Council for two-year terms. Currently there are 4 members (Peter Menzies – Chairperson, Monna Sprokkreef, Dawn Kisoun, and Megan Macdougall). At this time, we have three vacancies on this board. At this time, we recommend that Council appoint Brent Macdonald and Janice Cliff\* to the Board. Furthermore, we have reached out to Tr’ondëk Hwëch’in for an appointee and are awaiting confirmation.

\*Unconfirmed at time of writing

<b>Fiscal Impact</b>
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The expected costs associated to utilizing an advisory group would be negligible.

<b>Alternatives Considered</b>
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- **Establish a New Advisory Group:** This option was initially considered the primary option and is an alternative that could be implemented. Would require recruiting and establishing a new committee with new terms and reference, for a temporary timeline. The fact that this group, and the terms and reference would be unproven, presents challenges and creates work, that may not be necessary, given that we have an established committee within the framework of our municipal governance.
- **Proceed without an advisory group:** The project could proceed and function without the inclusion of an advisory group, however this alternative could present challenges in getting community buy-in on the project, and receiving user feedback in an expedited manner, which may create more risk for the functionality of the project.

<b>Next Steps</b>
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- If approved, Administration will host an orientation meeting with the Advisory Group to commence involvement in project.
- Project Management Team, with advice from Advisory Group, will make recommendations to Council on the Priorities of Amenities to be included in the facility.
- Yukon Government will draft a tender to hire a design-build contractor to begin the collaborative Progressive Design Build process.
- The contractor develops and determines an initial design (*General Concept & Configuration*), that includes as many of the amenities as it can, based on the direction (*Prioritization of Amenities*) and budget provided.
- Once approved, this initial design is refined with the client to create a final design, which includes a fixed cost. Assuming Final design is approved, and relationship with contractor is functioning well, the project moves onto construction with the same contractor. (*Approval of Design*).

Approved by	Signature	Position	Date
	<i>David Henderson</i>	CAO	February 2, 2024

## THE TOWN OF THE CITY OF DAWSON

### BYLAW #01-02

#### **A Bylaw to establish a Recreation Board.**

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WHEREAS the Municipal Act, Chapter 19, Part 4, Division 2, Section 179, Acts of the Yukon Territory and amendments thereto provides that the Council of a Municipality may by bylaw delegate any of its powers, duties or functions to a board; and

WHEREAS the Council has previously delegated certain of its powers, duties and functions related to recreation services to a board; and

WHEREAS the Council is desirous of updating the bylaw by which those powers, duties and functions were previously delegated;

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

#### **1.00 SHORT TITLE**

1.01 This Bylaw may be cited as the "**Recreation Board Bylaw**".

#### **2.00 STRUCTURE AND MEMBERSHIP**

2.01 The Board shall have six regular members appointed by resolution of Council and may have such other members as provided for under this bylaw. Regular and other members may serve consecutive or succeeding terms.

2.02 Unless otherwise stipulated in this bylaw, appointments to the Board shall be for a period of two years; with three members' terms expiring on October 31 of even numbered years and three members' terms expiring on October 31 of odd numbered years.

2.03 Where a vacancy occurs on the Board in mid-term, Council may appoint a replacement member whose term shall expire at the time the term of the person being replaced would have expired.

2.04 At the first regular meeting of the Board following October 31 in any year, the Board shall, by resolution, appoint one of its members as Chairperson and one of its members as Vice Chairperson.

2.05 Regular members shall have the right to participate in all Board activities and to vote at Board meetings.

2.06 Where a regular member of the Board has failed to attend two consecutive regular Board meetings without the consent of the Board, Council may revoke the appointment of that member.

**3.00 HONORARY MEMBERS**

3.01 Council may appoint one or more honorary members to the Recreation board for terms ranging from one year to life at the discretion of Council.

3.02 Honorary members appointed under this part shall have all the rights and privileges of a regular member.

**4.00 TR'ONDĚK HWĚCH'IN MEMBERSHIP**

4.01 Upon the request of the Recreation Board, the Tr'onděk Hwěch'in may appoint a member to the Board.

4.02 A member appointed under this part shall be appointed for two years, with the appointment terminating on the October 31st nearest to the end of the two year period. Members may serve consecutive or succeeding terms.

4.03 A member appointed under this part shall have all the rights and privileges of a regular member.

**5.00 ADVISORY MEMBERS**

5.01 The Recreation Board may appoint such advisory members to the Board as deemed appropriate by the Board.

5.02 Such advisory members shall be appointed to a term of one year but may serve consecutive or succeeding terms.

5.03 Advisory members shall not have voting privileges but shall enjoy the other rights and privileges of regular members.

**6.00 MEETINGS OF THE BOARD**

6.01 The Recreation Board shall schedule regular meetings to be held at least once every month on a regularly scheduled day and hour.

6.02 The Recreation Board Chairperson or any two members of the Recreation Board may call special meetings as deemed necessary, provided that forty eight (48) hours notice is given to all Board members.

6.03 Three (3) members of the Recreation Board, exclusive of Advisory members, shall constitute a quorum of the Board.

6.04 Minutes of Recreation Board meetings shall be recorded and are the property of the City of Dawson. A copy of the approved minutes of each meeting shall be provided to Council.

**7.00 ROLE OF THE RECREATION BOARD**

7.01 Council, by resolution, may establish the Role of the Recreation Board and may from time to time, by resolution, amend that role.

**8.00 FINANCES**

8.01 With the exception of the Dawson Recreation Board Discretionary Grant Fund, any finances, the direction of which is delegated to the Board by the City, are the property of the City and shall be administered in accordance with the Public Lottery Regulations and shall conform with criteria established by the Recreation Board and Council.

**9.00 REPEAL**

9.01 Bylaw #88-19 is hereby repealed.

**3.00 ENACTMENT**

3.01 This bylaw shall come into full force and effect on the final passing thereof.

**READ A FIRST TIME THIS 7<sup>th</sup> DAY OF FEBRUARY, 2001.**

**READ A SECOND TIME THIS 10<sup>th</sup> DAY OF APRIL, 2001.**

**READ A THIRD TIME AND FINALLY PASSED THIS 10<sup>TH</sup> DAY OF APRIL, 2001.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

# **CITY OF DAWSON**

## **ROLE OF THE RECREATION BOARD**

### **Introduction**

In accordance with Bylaw # 01-02, Council is able to approve and amend the Role of the Recreation Board by resolution of Council.

In carrying out the role assigned to it, the Board will be provided administrative, financial and operational assistance through the Recreation Department and other City resources.

### **General Role of the Board**

The general role of the Board is to enhance, in cooperation with City staff, the delivery of recreation services to the citizens of Dawson by determining the needs of the citizens and, to the extent possible, developing and delivering recreational programs and facilities to meet those needs. In doing so, it has five main functions:

1. Administrative
2. Development and Direction
3. Advising
4. Coordination
5. Promotion

The degree to which the Board will be involved in each of these functions is set out in greater detail below.

### **Administrative Role**

1. The Board will administer the Dawson Recreation Board Discretionary Grant Fund.
2. Subject to annual approval of Council, the Board will have responsibility to direct the disbursement of all or part of the Lotteries Yukon Funding Grant as determined by Council through the budgeting process. Administration of the grant shall be in accordance with the Public Lottery Regulations and shall conform with criteria to be established by the Recreation Board and Council.

### **Development and Direction Role**

1. The Board shall be responsible, in cooperation with City Recreation Staff, for developing recreational programs for approval by Council. Once programs have been approved by Council, the Board will be responsible for reviewing and monitoring the implementation of those programs and reporting results to Council on an annual basis prior to the calendar year end.
2. The Board shall be responsible for developing proposals for parks and playgrounds for those projects assigned by Council, and for developing other proposals for projects or programs for Council consideration and, if approved, for assisting to monitor the construction and completion of those projects in accordance with City administrative, financial and operational policies and procedures for the budget year.
3. The Board shall be asked by Council to appoint one or more members to a recreational steering committee or recreational project management team.
4. The Board may establish internal policies and procedures necessary for its operations to the extent that they are consistent with City policies and procedures governing administration, finance, and operations.
5. The board shall develop long range recreational plans, including programs, facilities, and funding for consideration by Council.

### **Advising Role**

1. The Board shall be responsible to provide advice to Council and staff on:
  - a) recreation policies.
  - b) recreation annual budgets, excluding personnel
  - c) recreation facilities and programs, equipment, and leadership development opportunities.
  - d) the organizational structure, operational procedures, and staffing of the Recreation Department.
  - e) appointment of new board members.
  - f) land sales and purchases related to recreation projects.
  - g) recreational administrative and operational processes.
  - h) maintaining continuity of recreation services where appropriate.

### **Coordination Role**

1. The Board shall be responsible to assist in the coordination of recreation services by:
  - a) encouraging cooperation among local groups and agencies in providing recreations services.
  - b) coordinating with, encouraging and assisting local groups and agencies as appropriate in cooperative planning for the use of recreational facilities and areas.
  - c) encouraging and assisting local groups and agencies to provide a variety of recreational services and programs.

### **Promotion Role**

1. The Board shall be responsible to:
  - a) provide status, sponsorship and prestige to recreation programs.
  - b) promote continuity of recreation programming.
  - c) promote coordination and cooperation in recreational programming.
  - d) promote a high quality of recreational services.

and the Board shall be responsible to encourage all local individuals, groups and agencies to:

- e) support and participate in recreational activities.
- f) communicate and cooperate in the provision of recreational services.
- g) work towards the development of a single communication center for all recreational matters.
- h) provide new programs to meet identified needs.
- i) explore alternatives and evaluate services continually.
- j) maintain high standards of recreation leadership and high quality of programs and service.
- k) learn about the meaning of recreation and the possibilities of the use of leisure.

\* \* \* \*

Approved by Council: APRIL 10<sup>TH</sup>, 2001

# CITY OF DAWSON

## ROLE OF THE RECREATION BOARD

### Introduction

In accordance with Bylaw # 01-02, Council is able to approve and amend the Role of the Recreation Board by resolution of Council.

In carrying out the role assigned to it, the Board will be provided administrative, financial and operational assistance through the Recreation Department and other City resources.

### General Role of the Board

The general role of the Board is to enhance, in cooperation with City staff, the delivery of recreation services to the citizens of Dawson by determining the needs of the citizens and, to the extent possible, developing and delivering recreational programs and facilities to meet those needs. In doing so, it has five main functions:

1. Administrative
2. Development and Direction
3. Advising
4. Coordination
5. Promotion

The degree to which the Board will be involved in each of these functions is set out in greater detail below.

### Administrative Role

1. The Board will administer the Dawson Recreation Board Discretionary Grant Fund.
2. Subject to annual approval of Council, the Board will have responsibility to direct the disbursement of all or part of the Lotteries Yukon Funding Grant as determined by Council through the budgeting process. Administration of the grant shall be in accordance with the Public Lottery Regulations and shall conform with criteria to be established by the Recreation Board and Council.



### **Development and Direction Role**

1. The Board shall be responsible, in cooperation with City Recreation Staff, for developing recreational programs for approval by Council. Once programs have been approved by Council, the Board will be responsible for reviewing and monitoring the implementation of those programs and reporting results to Council on an annual basis prior to the calendar year end.
2. The Board shall be responsible for developing proposals for parks and playgrounds for those projects assigned by Council, and for developing other proposals for projects or programs for Council consideration and, if approved, for assisting to monitor the construction and completion of those projects in accordance with City administrative, financial and operational policies and procedures for the budget year.
3. The Board shall be asked by Council to appoint one or more members to a recreational steering committee or recreational project management team.
4. The Board may establish internal policies and procedures necessary for its operations to the extent that they are consistent with City policies and procedures governing administration, finance, and operations.
5. The board shall develop long range recreational plans, including programs, facilities, and funding for consideration by Council.

### **Advising Role**

1. The Board shall be responsible to provide advice to Council and staff on:
  - a) recreation policies.
  - b) recreation annual budgets, excluding personnel
  - c) recreation facilities and programs, equipment, and leadership development opportunities.
  - d) the organizational structure, operational procedures, and staffing of the Recreation Department.
  - e) appointment of new board members.
  - f) land sales and purchases related to recreation projects.
  - g) recreational administrative and operational processes.
  - h) maintaining continuity of recreation services where appropriate.

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1. The Board shall be responsible to assist in the coordination of recreation services by:
  - a) encouraging cooperation among local groups and agencies in providing recreations services.
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- f) communicate and cooperate in the provision of recreational services.
- g) work towards the development of a single communication center for all recreational matters.
- h) provide new programs to meet identified needs.
- i) explore alternatives and evaluate services continually.
- j) maintain high standards of recreation leadership and high quality of programs and service.
- k) learn about the meaning of recreation and the possibilities of the use of leisure.

\* \* \* \*

Approved by Council: APRIL 10<sup>TH</sup>, 2001



# City of Dawson

## Report to Council

Agenda Item	RFP – Heritage Management Plan and Heritage Bylaw
Prepared By	Planning and Development
Meeting Date	February 6, 2024
References (Bylaws, Policy, Leg.)	
Attachments	Request for Proposals

	Council Decision
x	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That Council direct Administration to release the attached RFP for comprehensive Review of the Heritage Management Plan and Heritage Bylaw.

### Executive Summary

There has been a consistent demand for the review of the Heritage Management Plan from various community groups, residents, and the TH Government over the past few years. It has been argued that the City of Dawson heritage documents fail to accurately represent the Tr’ondëk Hwëch’in culture and do not provide adequate guidance for the Heritage Advisory Committee to advise on projects. Furthermore, it came to our attention that Council had previously shown support for a review of these documents. After carefully considering the different factors, including the management of heritage resources in Dawson, the importance of improving the Development Permit process to tackle housing challenges, and consulting with various stakeholders such as the Heritage Advisory Committee, TH staff, Government of Yukon Historic Sites, and Parks Canada, staff has prepared the attached RFP for a comprehensive review of the Heritage Management Plan and Heritage Bylaw.

### Background

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

### Discussion / Analysis

The attached RFP includes Schedule A, which provides details on the scope of work, deliverables, and milestones for the comprehensive review of the Heritage Management Plan and Heritage Bylaw. Staff is currently engaging in discussions with various stakeholders to ensure that this RFP meets their specific requirements. As a result, the Scope of Work may be slightly modified to accommodate their input. By involving multiple government bodies such as TH, YG, and Parks Canada, staff is hopeful that the City will receive financial support for the project.

The main focus of the project will be:

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

Staff will ensure that the current Council has the opportunity to contribute their input to the updated Heritage Management Plan and Heritage Bylaw.

### Fiscal Impact

The budget for this project will be sourced from external funding received by the City.

### Alternatives Considered

That Council postpone the RFP release.

<b>Next Steps</b>
-------------------

Staff will discuss the terms of the RFP with TH, YG, and Parks Canada before proceeding with its release.

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



# **CITY OF DAWSON PUBLIC TENDER**

## **Request for Proposals**

### **Comprehensive Review of Heritage Management Plan and Heritage Bylaw**

**ISSUE DATE: February 12, 2024**  
**CLOSING DATE: March 8, 2024**

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# City of Dawson

## Comprehensive review of Heritage Management Plan and Heritage Bylaw Instructions to Bidders

### 1.0 Invitation

#### 1.1. Intent

The intent of this Request for Proposals (RFP) is for the Owner to obtain offers (Proposals including “Bids”) from interested and qualified parties (“Bidders”) for the Comprehensive Review of Heritage Management Plan and Heritage Bylaw for the City of Dawson as per and in accordance with attached Terms of Reference and RFP Documents including Appendices.

#### 1.2. Bid Call

- .1 Bids signed under seal, executed, dated and submitted by post or email will be received by the City of Dawson labelled as:

**Comprehensive review of Heritage Management Plan and Heritage Bylaw for the  
City of Dawson**

**Attn: Planning & Development Manager**

**1336 Front Street**

**PO Box 308**

**Dawson City, YT**

**Y0B 1G0**

**[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)**

It is the responsibility of the Contractor to ensure bids submitted via email and all corresponding documentation is received by the City of Dawson. An email should be followed up by a phone call to ensure it arrived with the person it was intended for, c/o Planning & Development Manager, 867-993-7400 Ext 414.

- .2 Documents must be delivered before the time of bid closing of **2:00PM local time** as designated by the clock at the Reception Desk of the office at 1336 Front Street, Dawson City, YT on **March 8, 2024** (“Bid Closing Date”).
- .3 Bids submitted after the above time for bid closing will not be considered and will be returned to the Bidder unopened if a return address has been provided.
- .4 Bids will not be opened in public. Bids shall be opened after the above time for bid closing.
- .5 Amendments to a submitted Bid will be permitted only if received on the bidder’s letterhead prior to the above time for bid closing and if signed by the same party or parties who signed and sealed the Bid. A Bid amendment shall state the amount to be

added to or deducted from the Bid Price. Amendments to a submitted bid may be submitted by email to:

Planning & Development Manager  
[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)  
867-993-7400 ext. 414

An email must be followed up by a phone call to ensure the bid arrived with the person it was intended for.

- .6 All erasures, revisions or corrections to the Bidder's entries on the Bid Form shall be initialled by the Bidder.
- .7 Bids and amendments to submitted Bids submitted by telephone will not be considered by the City of Dawson.
- .8 Bidders agree to prepare and submit Bids at their own cost. The City of Dawson is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Bidder or any third parties in the Bid Process. All such costs shall be the Bidder's sole responsibility.

## 2.0 Contract and Bid Documents

### 2.1. Definitions

- .1 *Contract Documents*: As defined in Contract B.
- .2 *Bid Documents*: Instructions to Bidders, Bid Forms, any Bid Form Supplements, other information issued for the benefit of Bidders to prepare and submit a Bid.
- .3 *Bid Price*: The monetary sum identified by the Bidder in the Bid Form.

### 2.2. Availability

- .1 Bid Documents will be distributed on and after February 15, 2024 by the City of Dawson.
- .2 Upon receipt of Bid Documents, Bidders shall verify that the documents are complete. Bidders shall immediately notify the City of Dawson if the Bid Documents are incomplete or upon finding discrepancies or omissions in the Bid Documents.

### 2.3. Enquiries & Addenda

- .1 All enquiries from Bidders regarding the Bid Documents must be via email and submitted no later than five business days before the Bid Closing Date to:

Planning & Development Manager  
[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)

- .2 Addenda may be issued by the City of Dawson during the bidding period. All addenda become part of the Contract Documents. Include all costs of all addenda in Bid Price.



.3 Verbal responses are only binding when confirmed by written addenda.

### 3.0 Site Assessment

#### 3.1. Site Examination

.1 Bidders are strongly advised to carefully examine the place of the Work, and fully inform themselves of all existing conditions, limitations and difficulties that may arise during the future execution of the Work including but not limited to any or all site-specific health and safety, environmental and operational protocols.

.2 A site meeting may be arranged with:

Planning & Development Manager  
[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)  
867-993-7400 ext. 414

.3 The City of Dawson will not consider claims for additional payments during the administration of the execution of the Work, or at all, for extra Work, costs, damages or difficulties encountered resulting from conditions which were either visible or could be reasonably inferred from an examination of the place of the Work prior to the submission of Bids.

### 4.0 Bid Enclosures and Requirements

#### 4.1. Taxes

.1 Bidders shall not include GST or any applicable taxes.

#### 4.2. Scheduled Completion

.1 Bidders shall state in the Bid Form the time duration and items of work required to complete each task to attain Substantial Performance of the Work and Total Performance of the Work. Substantial Performance is to be achieved by April 30, 2025.

.2 Consideration will be given to the time durations and list of items of work when reviewing submitted Bids.

.3 Milestones specified by the City of Dawson are as follows:

Tender Opens	February 12, 2024
Tender Closes	March 8, 2024
Pre-award meeting	March 14, 2024
Tender Award	March 26, 2024
Project Start	April, 2024
Project Completion	June, 2025

.4 The Bidder must have sufficient staff to complete the work within the scheduled milestones and demonstrate this as per their Proposal and submitted Schedule.

- .5 A pre-award meeting will be scheduled with the appointed contractor prior to work commencing.

**5.0 Offer Acceptance or Rejection**

**5.1. Delivery of Bid**

- .1 Each Bid submitted must clearly identify the Bidder’s name and Project name. The Bid Forms must be fully completed, signed, dated and submitted in a clear and legible manner. All applicable blank spaces in the Bid Documents must be filled in. All Bid Form Supplements are to be completed and included with the Bid.
- .2 Submit the following Bid Form Supplements with the Bid:
  - .1 Detailed Proposal
  - .2 Information required to meet the evaluation criteria.
  - .3 Agreement to provide proof of Comprehensive and Professional Liability Insurance.
- .3 Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the City of Dawson’s sole discretion, be declared non-compliant.
- .4 Bids with Bid Forms and Bid Form Supplements which are improperly prepared may, at the City of Dawson’s sole discretion, be declared non-compliant.
- .5 Bids based upon an unreasonable time duration for the completion of the Work may, at The City of Dawson’s sole discretion, be declared non-compliant.
- .6 All submitted Bids and supporting documentation become the property of the City of Dawson and will not be returned. Bids and supporting documentation received after the time of the Bid Closing Date will be returned to the Bidder unopened.

**5.2. Evaluation of Bid**

- 1. The following criteria identify the key components on which Proposals to this RFP will be evaluated.

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Point Value</b>	<b>x Rating</b>	<b>Total Score</b>
Understanding of Project	Proposals will be evaluated based on the Proponent’s understanding of the scope of project and the City of Dawson context.	20		
Methodology and Deliverables	Proposals will be evaluated based on the proposed methodology, work plan and schedule, and deliverables.	20		
Qualifications and Experience	Proposals will be evaluated based on the Proponent’s experience and references, with	15		

	emphasis on similar relevant projects completed approximately in the last five years.			
Project Price	Proposals will be evaluated based on the value that they provide within the proposed budget.	15		
Resources and Project Team	Proposals will be evaluated based on Proponent's ability and capacity to successfully carry the project through to completion, with a focus on key personnel who will undertake the Work, including any sub-consultants.	10		
Proposal Clarity and Presentation	Proposals will be evaluated based on their clarity, design, and structure.	10		
Communication Engagement Strategy	Proposals will be evaluated based on the public engagement and consultation plan.	10		
<b>Total</b>		<b>100</b>		

Rating	Description
5	Exceeds Expectations, Proponent clearly understands the requirement, Excellent Probability of success
4	Somewhat Exceeds Expectations
3	Meets Expectations, Proponent demonstrates a good understanding of the requirement. Good probability of success
2	Somewhat meets Expectations, Minor weakness and/or deficiencies. Fair probability of success
1	Does not meet expectations, does not demonstrate a good understanding of the requirements, low probability of success
0	Response indicates a complete misunderstanding of the requirements, very low probability of success

**5.3. Duration of Offer**

- .1 Bids shall be irrevocable and remain open to acceptance for a period of sixty (60) days from the Bid Closing Date.

**5.4. Acceptance of Offer**

- .1 The lowest or any Bid will not necessarily be accepted.
- .2 Notwithstanding anything else contained in the Bid Documents, the City of Dawson reserves the right to exercise complete and unfettered discretion in all aspects of the conduct of the Bid process, the assessment and evaluation of Bids, including the determination of criteria, the ranking of Bidders and the selection of a successful Bidder without incurring any liability whatsoever to any Bidder, including any liability for costs, losses or damages and without giving any reasons therefore.
- .3 Without limiting the generality of the foregoing, the City of Dawson, in its sole and absolute discretion:
  - .1 Reserves the right to accept or reject any or all of the Bids;

- .2 Reserves the right to evaluate, accept or reject any Bid, whether or not completed properly and whether or not it contains all required information or is otherwise non-compliant, and City of Dawson is not bound to evaluate, accept or reject any Bid;
- .3 Reserves the right, after the selection of the successful Bidder, to negotiate and finalize any changes, amendments, or modifications to the Bid of the successful Bidder as submitted or to the Contract, without offering other Bidders the opportunity to amend their Bids.
- .4 Reserves the right to not be bound to explain any decision to the Bidder(s). The City of Dawson may, at its own discretion, release the name of the successful Bidder.
- .4 Bidders expressly waive any right to make any claim against The City of Dawson for any matter arising from The City of Dawson exercising its rights as stated above.
- .5 After acceptance by The City of Dawson, the successful Bidder will be notified in writing via email.

**End of Instructions to Bidders**



# City of Dawson

## Comprehensive review of Heritage Management Plan and Heritage Bylaw Bid Forms

**Project/Contract:** Comprehensive review of Heritage Management Plan and Heritage Bylaw  
For the City of Dawson

**Company Name**

---

**Address**

---

WE, the undersigned, having examined the Bid Documents for the above-named Project/Contract, including addendum number(s) \_\_\_\_\_, and having carefully examined the place of the Work and fully informed ourselves of existing conditions, limitations and difficulties that may arise during the execution of the Work, hereby offer to perform the Work in a sound, careful and workmanlike manner, complete in all respects to the entire satisfaction of the Yukon Workers Health and Compensation Safety Board and Occupational Health and Safety Act., and in accordance with all the terms and conditions of the Bid Documents for the total price of:

(\$ \_\_\_\_\_) + GST.  
(Amount in figures)

\$ \_\_\_\_\_ + GST.  
(Amount in letters)

# FORM OF TENDER - Form A

## Contract Documents

**Project Title:** Comprehensive review of Heritage Management Plan and Heritage Bylaw  
For the City of Dawson  
**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

Declaration of Contract Documents received and reviewed

I/We have received, reviewed and fully understand all contract documents listed under the Appendix Instruction to Bidders-Table of Contents

Sign and date either option below. Please be advised that while a site visit is not mandatory it is strongly recommended.

I/We have visited the site and are fully familiar with the existing site conditions.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company Representative

I/We have **NOT** visited the site but I/We assure being fully familiar with the existing site conditions.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company Representative

# FORM OF TENDER - Form B

## Team

**Project Title:** Comprehensive review of Heritage Management Plan and Heritage Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

Team Members

Team Members	Roles and Responsibilities – detailed description to be included in Proposal including work experience in the Yukon

Add additional pages to the List if necessary.

# FORM OF TENDER - Form C

## List of Sub-Contractors

**Project Title:** Comprehensive review of Heritage Management Plan and Heritage Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

List of Sub-Contractors if applicable

<b>Item of Work</b>	<b>Sub-Contractors Name, Roles and Responsibilities</b> – detailed description to be included in Proposal including work experience in the Yukon

Add additional pages to the List if necessary.



# FORM OF TENDER - Form D

## List of Addenda

**Project Title:** Comprehensive review of Heritage Management Plan and Heritage Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

Declaration of Addenda received and reviewed

I/We have received Addendum # \_\_\_ to # \_\_\_ and understand that they form part of the contract documents.

\_\_\_\_\_  
Signature of Company Representative Date

\_\_\_\_\_  
Name of Company Representative

# FORM OF TENDER - Form E

## Work Experience and References

**Project Title:** Comprehensive review of Heritage Management Plan and Heritage Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

List of Projects and Client Contacts for reference check

Project Name, Description and Location	Client Contact/Reference

Add additional pages to the List if necessary or refer to applicable Pages in Proposal.

# SIGNATURES

Signed and Submitted by:

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Name and title of authorized signing officer

\_\_\_\_\_  
Signature of authorized signing officer

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name and title of authorized signing officer

\_\_\_\_\_  
Signature of authorized signing officer

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
Signature of Witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Note: Affix corporate seal as required by Bid Document



# City of Dawson

## Comprehensive review of Heritage Management Plan and Heritage Bylaw

### Contract B

**TITLE:** Comprehensive review of Heritage Management Plan and Heritage Bylaw

This **AGREEMENT** made effective as of this \_\_\_\_ day of \_\_\_\_\_ 2024.

BETWEEN:

**City of Dawson**  
(Hereinafter called the “City”)

ON THE FIRST PART  
AND:

---

(Hereinafter called the “Contractor”)

ON THE SECOND PART

WHEREAS:

- a. The **City** is desirous of contracting the **Contractor** to perform the duties and functions described in the duties attached hereto as “Schedule A” [Term of Reference];
- b. The **Contractor** has the knowledge and skills and expertise to perform the Duties;
- c. The **Contractor** has a valid Business Licence with the **City**;
- d. The **Contractor** and **City** have agreed to enter into a contract upon the terms and conditions hereinafter set forth:

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, and for the good and valuable consideration, the parties hereto covenant and agree as follows:

#### Section 1 Terms

- 1. The **City** shall contract the **Contractor** for a term commencing on:  
The \_\_\_\_ day of \_\_\_\_\_, 2024.
- 2. And terminating on:  
The \_\_\_\_ day of \_\_\_\_\_, 2025.

#### Section 2 Duties of Contract

- a. The **Contractor’s** duties shall be as described in the Project Description attached hereto as “Schedule A”.

- b. All Services contemplated by this Agreement shall be performed in the manner set out in this Agreement and in compliance with such requirements as shall be reasonably made by the **City** officials designated to administer this Agreement, and in compliance with all statutes and regulations relating to the operations, inclusive of City Bylaws.
- c. The **Contractor** shall comply with all reasonable requirements established by the **City** for the performance of the Services.
- d. The **Contractor** shall follow all Federal, Territorial, and Municipal standards, procedures and regulations that apply to health and safety with respect to the provisions of the Services.
- e. The **Contractor** shall provide the Services and will carry out the work in a good and workmanlike manner, exercising good public relations at all times.
- f. The work site shall be kept in a clean and neat manner, free from all foreign material to the work at all times at the discretion of the **City**.
- g. Protection of Property
  - i. Any damages resulting from or attributed to the **Contractor's** action are to be made good by the **Contractor** at no extra cost to the **City**.
  - ii. Damages will be repaired prior to termination of the contract.
  - iii. Damages will be repaired to specifications and standards provided by the Planning and Development Manager and Public Works Manager.
  - iv. The **Contractor** shall be liable to the **City** for any loss or damage to any property of the **City** arising out of the performance of the Work whether or not such loss arises from causes beyond the **Contractor's** control.
- h. The work is to be carried out by competent workers, fully capable of delivering the highest standard of results under the work of this contract.
- i. Neither the whole or any part of the work may be subcontracted by the **Contractor** without the Consent of the **City**, and every approved subcontractor shall incorporate all the terms and conditions of the contract which can reasonably be applied thereto. Nothing contained in the contract documents shall create any contractual relationship between any subcontractor and the **City**.
- j. The **City** reserves the right to inspect any or all jobs and any time.
- k. Failure by the **Contractor** to provide the described services in compliance with the terms and conditions of the contract, may result in the owner subcontracting the work to a third party, all additional costs to be borne by the **Contractor**.

### Section 3 Remuneration

Upon completion of this contract, the **City** agrees to pay the **Contractor**:

\_\_\_\_\_ *plus GST.*

- a. The **City** shall provide payment for approved services rendered as invoiced upon completion of the duties as outlined in “Schedule A”.
- b. The **Contractor** agrees and understands that there will be no advances of payment under any circumstances or conditions.
- c. Subject to applicable legislation, a holdback of ten percent (10%) of the work performed and the materials supplied under the terms of the Contract will be enforced. Within 30 days after Total Performance of the Work as certified by the **City**, the **City** shall pay the **Contractor** the unpaid balance of the holdback monies.
- d. The **Contractor** will add GST to all rates listed above.

#### **Section 4 Confidentiality**

The **Contractor** shall not disclose the private affairs of the **City** other than as authorized by the **City** and shall not (either during the continuance of this contract by the City or at any time thereafter unless specifically authorized in writing by the **City** in that regard) use for his own purpose or for any purpose other than those of the **City** any information he acquires in relation to the **City**.

#### **Section 5 Performance Bond**

For Work valued at \$100,000.00 or greater, the **Contractor** shall provide the **City** with a final security from a duly licensed surety company in the form of a performance bond and a labour and materials payment bond in respect of the Work or written undertaking from the Bidder.

#### **Section 6 Insurance and Indemnity**

- a. The **Contractor** shall indemnify and save harmless the **City** from all claims, judgments, liabilities, damages, causes of action, demands, losses and costs that may arise as against the **City** by virtue of the operations of the **Contractor** under this Agreement.
- b. The **Contractor** shall, at his own expense, maintain insurance in the name of the **Contractor**, including the **City** as additional insured against liabilities or damages in respect of injuries to persons (including injuries resulting in death) and in respect to damage to property (including the facilities and property of the **City**) arising out of the performance of this Agreement until completion of this Agreement, including, without limiting the generality of the foregoing, public liability and property damage insurance.
- c. The insurance policies maintained under sub-Section 6.b) above shall:
  - i. include the following “Cross Liability” clause: “the insurance as is provided by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. The inclusion herein of more than one Insured shall not operate to increase the limit of the Insurer’s Liability”.

- ii. cover the cost of defense or adjustment of claims over and above the money limitations of the policies;
  - iii. be in an amount of not less than \$2,000,000.00 (Two Million Dollars) for any one accident for general public liability to third parties, property damage and automobile, and other vehicular coverage for public liability and property damage if the **Contractor** is utilizing his equipment;
  - iv. require the insurers to give thirty (30) days' notice, to the **City**, prior to cancellation or expiry of the insurance or of any proposed material changes in such policies.
  - v. provide proof to the **City** by way of "Certificate of Insurance" issued by the Insurance Company.
- d. The insurance policies maintained under sub-section 6.b) above may be issued with a deductible amount of not more than \$2,500.00 (two thousand five hundred dollars). The amount of any loss up to the deductible limit shall be borne by the **Contractor**.
- e. Upon signing of this agreement, the **Contractor** shall deposit with the City a Certificate of Insurance verifying the insurance requirements of this contract.

## Section 7 Termination

- a. The **City** may terminate this Agreement by giving two (2) weeks' notice in writing to the **Contractor** which is sent by Registered Mail to the address in Section 8. b); or by giving notice in writing to the **Contractor** which is sent by Registered Mail to the address in Section 8. b) if the **Contractor**
- i. at any time for cause, including, without limitation, a breach of any covenant of this Agreement;
  - ii. fails to complete the Services of any portion thereof within the time limit as specified herein;
  - iii. becomes insolvent;
  - iv. commits an act of bankruptcy;
  - v. abandons the Services to be provided herein;
  - vi. assigns this Agreement without the required written consent;
  - vii. fails to observe or perform any of the provisions of this Agreement; or
  - viii. has any conflict of interest which may, in the opinion of the **City** have an adverse effect on the provision of the Services.
- b. The **Contractor**, upon termination of this Agreement for any of the reasons set out in Section 6. a), shall be liable to, and upon demand, shall pay to the **City** an amount equal to all loss or damage suffered, both directly and indirectly by the **City** as a result of the non-completion of the Services of the **Contractor**. If the **Contractor** fails to pay the **City** for any such loss or damage on demand, the **City** shall be entitled to deduct the same from any payments due and payable to the **Contractor** as well as exercise any other remedies available to the **City**. Any dispute as to what constitutes loss or damage suffered may be decided by arbitration.
- c. The **Contractor** agrees that termination of this Agreement or a change to the Services to be provided under this Agreement in accordance with "Schedule A" does not operate so as to relieve

or discharge the **Contractor** from any obligation under the Agreement, or imposed upon it by law, in respect of the Services, or any portion of the Services, that it has completed.

- d. Subject to Section 7. b), the **City** shall, in the event of termination of this Agreement, pay to the **Contractor** all amounts for completed work due to the **Contractor** in accordance with this Agreement to the date of termination. The **City** shall have no further liability of any nature whatsoever to the **Contractor** for any loss of profit or any other losses suffered either directly or indirectly by the **Contractor** as a result of the termination of this Agreement.
- e. The **Contractor** shall, upon termination, forthwith deliver to the **City** a reproducible copy of all materials used by the **Contractor** or prepared by the **Contractor** in relation the provision of Services.

**Section 8 Miscellaneous**

- a. The **Contractor** shall remit to the Receiver General of Canada such deductions as may be required under any of the *Income Tax Act (Canada)*, the *Unemployment Insurance Act (Canada)* and the *Canada Pension Plan Act* and Yukon Workers Compensation Board in respect to remuneration paid by the **City** to the **Contractor**.
- b. All notices, requests, demands or other communications required by this Agreement or desired to be given or made by the parties hereto shall be given or made by personal delivery or by mailing the same in a sealed envelope, postage prepaid, registered mail, return receipt requested, addressed to:

The **City**:  
City of Dawson  
Box 308  
1336 Front Street  
Dawson City, Yukon  
Y0B 1G0

The **Contractor**:

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or such other address as may be from time to time be designated by notice given in the manner provided by this paragraph.

- c. Unless otherwise expressly provided in this Agreement, or unless otherwise expressly agreed in writing, time shall be of the essence of this Agreement and every part thereof.



- d. The **City** and the **Contractor** hereto hereby agree that this Agreement expresses the entire and final agreement between them and has not been induced by, nor do either of them rely upon or regard as material, any conditions, warranties, representations or promises not expressly set forth in this agreement. No alteration, amendment or qualifications to this Agreement shall be valid unless in writing and executed by both parties hereto.
- e. This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of the Yukon Territory.
- f. The provisions of this Agreement shall be deemed to be savable and the invalidity or non-enforceability of any provision shall not affect the validity and enforceability of the other provisions hereof. If any provision of this Agreement is held to be too broad in scope or otherwise unenforceable, such provision shall be interpreted in such way as to affect the intents and purposed hereof most effectively.
- g. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, or other legal personal representatives of the **Contractor** and the successors and assigns of the **City**, respectively. Notwithstanding the foregoing, this Agreement is personal to the **Contractor** and may not be assigned by the **Contractor** without prior written approval of the **City**.

IN WITNESS WHEREOF the parties have executed this Agreement under seal in the

**City of Dawson Representatives:**

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

**Contractor:**

\_\_\_\_\_  
(Printed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)



# City of Dawson

## Comprehensive review of Heritage Management Plan and Heritage Bylaw

### Schedule A: Terms of Reference

#### 1.0 Objectives

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

#### 2.0 Background

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

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

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

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

### 3.0 Scope of Work

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

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

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

### 3.1 Deliverables

The successful proponent will be responsible for:

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

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

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

### 3.2. Milestones

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

		Meeting with Council	Report to Working Group	
		Meeting with Working Group	Minutes	
3	Draft HMP and HB	Drafting HMP and HB, and Recommendations	Presenting draft HMP and HB to Advisory Committee	September 2024 – January 2025
			Presenting draft HMP and HB and the feedback from Advisory Committee to Working Group, Heritage Advisory Committee, and Council	
4	Approval	Finalizing the HMP and HB	Presenting final drafts of HMP and HB to Working Group for their review	February 2025 – April 2025
			Presenting final drafts of HMP and HB to Council for adoption	
5	Municipal Inventory of Historic Sites	Creating Municipal Inventory of Historic Sites by utilizing the current Historic Sites Inventory	Maps, pictures, and updated information of historic sites	Project commencement – June 2025

### 3.3. Meetings and site inspection

The proponent is required to:

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

### 4.0 Management of the Process and Reporting

The Project Manager will be the City of Dawson Planning and Development Manager and shall be the primary point of contact with the proponent. The Project Manager will establish a Working Group. The Working Group will involve representatives from the City of Dawson, Tr’ondëk Hwëch’in Government, Government of Yukon, and Parks Canada. The role of Working Group is to:

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

- provide a supportive role in organizing meetings

## 5.0 Resources

The total estimated budget for this project is \$\$\$ CAD. The prices shall be firm and fixed and will not be exceeded unless prior written approval is obtained. All proposals must be in Canadian dollars. All applicable taxes must be listed separately.

Proponents shall include a section that contains:

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

The following documents are available with this bid:

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

**End of Terms of Reference**



# City of Dawson

## Report to Council

Agenda Item	RFP - Official Community Plan and Zoning Bylaw
Prepared By	Planning and Development
Meeting Date	February 6, 2024
References (Bylaws, Policy, Leg.)	Municipal Act
Attachments	Request for Proposals

	Council Decision
x	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That Council direct Administration to release the attached RFP for comprehensive Review of Official Community Plan and Zoning Bylaw.

### Executive Summary

The current Official Community Plan stipulates that it must be scheduled for a comprehensive review at the first Council meeting of October 2023. This Request for Proposals is the first step in undertaking this review. The Municipal Act S. 283(1) states that "Council shall not enact any provision or carry out any development contrary to or at variance with an official community plan". Therefore, it makes logical sense that the OCP revision and ZBL revision occur simultaneously and by the same consultant to ensure that the Zoning Bylaw is consistent with the language in the OCP.

### Background

On November 7, 2023, Council directed administration to bring to Council a plan to establish a methodology for conducting the Official Community Plan comprehensive review and schedule it for 2024.

### Discussion / Analysis

Schedule A of the attached RFP outlines the scope of work, deliverables, and milestones for the comprehensive review of OCP and ZBL. Staff met with the TH Land and Resources Department prior to drafting the current RFP to gather their insights. Upon Council direction to proceed with the RFP, staff will collaborate with TH to ensure that their interests and requirements are addressed in the Terms of Reference. Therefore, the Scope of Work may be slightly adjusted based on TH's feedback. The City is hopeful that TH will be able to provide financial support for the project, as it is being pursued as a joint project. This requires further discussion with TH. The final budget for this project will be decided by considering the TH's potential contribution and the distribution of funding the City receives from external sources.

The new OCP will serve as a guidance tool for the next ten years. The primary focus of the project will be:

1. Promoting community engagement
2. Including interests and desires of Tr'ondëk Hwëch'in Government and citizens
3. Promoting a vibrant, sustainable city
4. Facilitating the provision of missing middle housing
5. Promoting economic growth of Dawson City
6. Exploring potential future land use needs for growth strategies

Even though the project cannot be completed by the end of the year, staff has made sure that the current Council will have the opportunity to provide their input on the project by incorporating it into the project's milestones.

### Fiscal Impact

The budget for this project will be sourced from external funding received by the City.

### Alternatives Considered

That Council postpone the RFP release.

### Next Steps

Staff will discuss the terms of the RFP with TH staff before proceeding with its release.

Approved by	Name	Position	Date
	David Henderson	CAO	02-Feb-2024



# **CITY OF DAWSON PUBLIC TENDER**

## **Request for Proposals**

### **Comprehensive Review of Official Community Plan and Zoning Bylaw**

**ISSUE DATE: February 12, 2024**  
**CLOSING DATE: March 8, 2024**



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# City of Dawson

## Comprehensive review of Official Community Plan and Zoning Bylaw

### Instructions to Bidders

#### 1.0 Invitation

#### 1.1. Intent

The intent of this Request for Proposals (RFP) is for the Owner to obtain offers (Proposals including “Bids”) from interested and qualified parties (“Bidders”) for the Comprehensive Review of Official Community Plan and Zoning Bylaw for the City of Dawson as per and in accordance with attached Terms of Reference and RFP Documents including Appendices.

#### 1.2. Bid Call

- .1 Bids signed under seal, executed, dated and submitted by post or email will be received by the City of Dawson labelled as:

**Comprehensive review of Official Community Plan and Zoning Bylaw for the City of Dawson**

**Attn: Planning & Development Manager**

**1336 Front Street**

**PO Box 308**

**Dawson City, YT**

**Y0B 1G0**

**[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)**

It is the responsibility of the Contractor to ensure bids submitted via email and all corresponding documentation is received by the City of Dawson. An email should be followed up by a phone call to ensure it arrived with the person it was intended for, c/o Planning & Development Manager, 867-993-7400 Ext 414.

- .2 Documents must be delivered before the time of bid closing of **2:00PM local time** as designated by the clock at the Reception Desk of the office at 1336 Front Street, Dawson City, YT on **March 8, 2024** (“Bid Closing Date”).
- .3 Bids submitted after the above time for bid closing will not be considered and will be returned to the Bidder unopened if a return address has been provided.
- .4 Bids will not be opened in public. Bids shall be opened after the above time for bid closing.
- .5 Amendments to a submitted Bid will be permitted only if received on the bidder’s letterhead prior to the above time for bid closing and if signed by the same party or parties who signed and sealed the Bid. A Bid amendment shall state the amount to be

added to or deducted from the Bid Price. Amendments to a submitted bid may be submitted by email to:

Planning & Development Manager  
[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)  
867-993-7400 ext. 414

An email must be followed up by a phone call to ensure the bid arrived with the person it was intended for.

- .6 All erasures, revisions or corrections to the Bidder's entries on the Bid Form shall be initialled by the Bidder.
- .7 Bids and amendments to submitted Bids submitted by telephone will not be considered by the City of Dawson.
- .8 Bidders agree to prepare and submit Bids at their own cost. The City of Dawson is not obligated in any way to pay costs of any kind or nature whatsoever that may be incurred by a Bidder or any third parties in the Bid Process. All such costs shall be the Bidder's sole responsibility.

## 2.0 Contract and Bid Documents

### 2.1. Definitions

- .1 *Contract Documents*: As defined in Contract B.
- .2 *Bid Documents*: Instructions to Bidders, Bid Forms, any Bid Form Supplements, other information issued for the benefit of Bidders to prepare and submit a Bid.
- .3 *Bid Price*: The monetary sum identified by the Bidder in the Bid Form.

### 2.2. Availability

- .1 Bid Documents will be distributed on and after February 15, 2024, by the City of Dawson.
- .2 Upon receipt of Bid Documents, Bidders shall verify that the documents are complete. Bidders shall immediately notify the City of Dawson if the Bid Documents are incomplete or upon finding discrepancies or omissions in the Bid Documents.

### 2.3. Enquiries & Addenda

- .1 All enquiries from Bidders regarding the Bid Documents must be via email and submitted no later than five business days before the Bid Closing Date to:

Planning & Development Manager  
[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)

- .2 Addenda may be issued by the City of Dawson during the bidding period. All addenda become part of the Contract Documents. Include all costs of all addenda in Bid Price.

.3 Verbal responses are only binding when confirmed by written addenda.

**3.0 Site Assessment**

**3.1. Site Examination**

.1 Bidders are strongly advised to carefully examine the place of the Work, and fully inform themselves of all existing conditions, limitations and difficulties that may arise during the future execution of the Work including but not limited to any or all site-specific health and safety, environmental and operational protocols.

.2 A site meeting may be arranged with:

Planning & Development Manager  
[PlanningManager@cityofdawson.ca](mailto:PlanningManager@cityofdawson.ca)  
867-993-7400 ext. 414

.3 The City of Dawson will not consider claims for additional payments during the administration of the execution of the Work, or at all, for extra Work, costs, damages or difficulties encountered resulting from conditions which were either visible or could be reasonably inferred from an examination of the place of the Work prior to the submission of Bids.

**4.0 Bid Enclosures and Requirements**

**4.1. Taxes**

.1 Bidders shall not include GST or any applicable taxes.

**4.2. Scheduled Completion**

.1 Bidders shall state in the Bid Form the time duration and items of work required to complete each task to attain Substantial Performance of the Work and Total Performance of the Work. Substantial Performance is to be achieved by March 31, 2025.

.2 Consideration will be given to the time durations and list of items of work when reviewing submitted Bids.

.3 Milestones specified by the City of Dawson are as follows:

Tender Opens	February 12, 2024
Tender Closes	March 8, 2024
Pre-award meeting	March 14, 2024
Tender Award	March 26, 2024
Project Start	April 2024
Project completion	June 2025

.4 The Bidder must have sufficient staff to complete the work within the scheduled milestones and demonstrate this as per their Proposal and submitted Schedule.

- .5 A pre-award meeting will be scheduled with the appointed contractor prior to work commencing.

**5.0 Offer Acceptance or Rejection**

**5.1. Delivery of Bid**

- .1 Each Bid submitted must clearly identify the Bidder’s name and Project name. The Bid Forms must be fully completed, signed, dated and submitted in a clear and legible manner. All applicable blank spaces in the Bid Documents must be filled in. All Bid Form Supplements are to be completed and included with the Bid.
- .2 Submit the following Bid Form Supplements with the Bid:
  - .1 Detailed Proposal
  - .2 Information required to meet the evaluation criteria.
  - .3 Agreement to provide proof of Comprehensive and Professional Liability Insurance.
- .3 Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the City of Dawson’s sole discretion, be declared non-compliant.
- .4 Bids with Bid Forms and Bid Form Supplements which are improperly prepared may, at the City of Dawson’s sole discretion, be declared non-compliant.
- .5 Bids based upon an unreasonable time duration for the completion of the Work may, at The City of Dawson’s sole discretion, be declared non-compliant.
- .6 All submitted Bids and supporting documentation become the property of the City of Dawson and will not be returned. Bids and supporting documentation received after the time of the Bid Closing Date will be returned to the Bidder unopened.

**5.2. Evaluation of Bid**

- 1. The following criteria identify the key components on which Proposals to this RFP will be evaluated.

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Point Value</b>	<b>x Rating</b>	<b>Total Score</b>
Understanding of Project	Proposals will be evaluated based on the Proponent’s understanding of the scope of project and the City of Dawson context.	20		
Methodology and Deliverables	Proposals will be evaluated based on the proposed methodology, work plan and schedule, and deliverables.	20		
Qualifications and Experience	Proposals will be evaluated based on the Proponent’s experience and references, with	15		

	emphasis on similar relevant projects completed approximately in the last five years.			
Project Price	Proposals will be evaluated based on the value that they provide within the proposed budget.	15		
Resources and Project Team	Proposals will be evaluated based on Proponent's ability and capacity to successfully carry the project through to completion, with a focus on key personnel who will undertake the Work, including any sub-consultants.	10		
Proposal Clarity and Presentation	Proposals will be evaluated based on their clarity, design, and structure.	10		
Communication Engagement Strategy	Proposals will be evaluated based on the public engagement and consultation plan.	10		
<b>Total</b>		<b>100</b>		

Rating	Description
5	Exceeds Expectations, Proponent clearly understands the requirement, Excellent Probability of success
4	Somewhat Exceeds Expectations
3	Meets Expectations, Proponent demonstrates a good understanding of the requirement. Good probability of success
2	Somewhat meets Expectations, Minor weakness and/or deficiencies. Fair probability of success
1	Does not meet expectations, does not demonstrate a good understanding of the requirements, low probability of success
0	Response indicates a complete misunderstanding of the requirements, very low probability of success

**5.3. Duration of Offer**

- .1 Bids shall be irrevocable and remain open to acceptance for a period of sixty (60) days from the Bid Closing Date.

**5.4. Acceptance of Offer**

- .1 The lowest or any Bid will not necessarily be accepted.
- .2 Notwithstanding anything else contained in the Bid Documents, the City of Dawson reserves the right to exercise complete and unfettered discretion in all aspects of the conduct of the Bid process, the assessment and evaluation of Bids, including the determination of criteria, the ranking of Bidders and the selection of a successful Bidder without incurring any liability whatsoever to any Bidder, including any liability for costs, losses or damages and without giving any reasons therefore.
- .3 Without limiting the generality of the foregoing, the City of Dawson, in its sole and absolute discretion:
  - .1 Reserves the right to accept or reject any or all of the Bids;

- .2 Reserves the right to evaluate, accept or reject any Bid, whether or not completed properly and whether or not it contains all required information or is otherwise non-compliant, and City of Dawson is not bound to evaluate, accept or reject any Bid;
- .3 Reserves the right, after the selection of the successful Bidder, to negotiate and finalize any changes, amendments, or modifications to the Bid of the successful Bidder as submitted or to the Contract, without offering other Bidders the opportunity to amend their Bids.
- .4 Reserves the right to not be bound to explain any decision to the Bidder(s). The City of Dawson may, at its own discretion, release the name of the successful Bidder.
- .4 Bidders expressly waive any right to make any claim against The City of Dawson for any matter arising from The City of Dawson exercising its rights as stated above.
- .5 After acceptance by The City of Dawson, the successful Bidder will be notified in writing via email.

**End of Instructions to Bidders**



# City of Dawson

## Comprehensive review of Official Community Plan and Zoning Bylaw Bid Forms

**Project/Contract:** Comprehensive review of Official Community Plan and Zoning Bylaw  
For the City of Dawson

**Company Name**

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**Address**

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WE, the undersigned, having examined the Bid Documents for the above-named Project/Contract, including addendum number(s) \_\_\_\_\_, and having carefully examined the place of the Work and fully informed ourselves of existing conditions, limitations and difficulties that may arise during the execution of the Work, hereby offer to perform the Work in a sound, careful and workmanlike manner, complete in all respects to the entire satisfaction of the Yukon Workers Health and Compensation Safety Board and Occupational Health and Safety Act., and in accordance with all the terms and conditions of the Bid Documents for the total price of:

(\$ \_\_\_\_\_) + GST.  
(Amount in figures)

\$ \_\_\_\_\_ + GST.  
(Amount in letters)



# FORM OF TENDER - Form A

## Contract Documents

**Project Title:** Comprehensive review of Official Community Plan and Zoning Bylaw For the City of Dawson  
**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

Declaration of Contract Documents received and reviewed

I/We have received, reviewed and fully understand all contract documents listed under the Appendix Instruction to Bidders-Table of Contents

Sign and date either option below. Please be advised that while a site visit is not mandatory it is strongly recommended.

I/We have visited the site and are fully familiar with the existing site conditions.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company Representative

I/We have **NOT** visited the site but I/We assure being fully familiar with the existing site conditions.

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company Representative

# FORM OF TENDER - Form B

## Team

**Project Title:** Comprehensive review of Official Community Plan and Zoning Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

Team Members

Team Members	Roles and Responsibilities – detailed description to be included in Proposal including work experience in the Yukon

Add additional pages to the List if necessary.

# FORM OF TENDER - Form C

## List of Sub-Contractors

**Project Title:** Comprehensive review of Official Community Plan and Zoning Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

List of Sub-Contractors if applicable

<b>Item of Work</b>	<b>Sub-Contractors Name, Roles and Responsibilities</b> – detailed description to be included in Proposal including work experience in the Yukon

Add additional pages to the List if necessary.

# FORM OF TENDER - Form D

## List of Addenda

**Project Title:** Comprehensive review of Official Community Plan and Zoning Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

Declaration of Addenda received and reviewed

I/We have received Addendum # \_\_\_ to # \_\_\_ and understand that they form part of the contract documents.

\_\_\_\_\_  
Signature of Company Representative Date

\_\_\_\_\_  
Name of Company Representative

# FORM OF TENDER - Form E

## Work Experience and References

**Project Title:** Comprehensive review of Official Community Plan and Zoning Bylaw For the City of Dawson

**Project Location:** Dawson City, Yukon Territory

**Submitted by:** \_\_\_\_\_  
Company

List of Projects and Client Contacts for reference check

Project Name, Description and Location	Client Contact/Reference

Add additional pages to the List if necessary or refer to applicable Pages in Proposal.

# SIGNATURES

Signed and Submitted by:

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Name and title of authorized signing officer

\_\_\_\_\_  
Signature of authorized signing officer

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name and title of authorized signing officer

\_\_\_\_\_  
Signature of authorized signing officer

\_\_\_\_\_  
Name of witness

\_\_\_\_\_  
Signature of Witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Note: Affix corporate seal as required by Bid Document



# City of Dawson

## Comprehensive review of Official Community Plan and Zoning Bylaw

### Contract B

**TITLE:** Comprehensive review of Official Community Plan and Zoning Bylaw

This **AGREEMENT** made effective as of this \_\_\_\_ day of \_\_\_\_\_ 2024.

BETWEEN:

**City of Dawson**  
(Hereinafter called the “City”)

ON THE FIRST PART  
AND:

\_\_\_\_\_  
(Hereinafter called the “Contractor”)

ON THE SECOND PART

WHEREAS:

- a. The **City** is desirous of contracting the **Contractor** to perform the duties and functions described in the duties attached hereto as “Schedule A” [Term of Reference];
- b. The **Contractor** has the knowledge and skills and expertise to perform the Duties;
- c. The **Contractor** has a valid Business Licence with the **City**;
- d. The **Contractor** and **City** have agreed to enter into a contract upon the terms and conditions hereinafter set forth:

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, and for the good and valuable consideration, the parties hereto covenant and agree as follows:

#### Section 1 Terms

- 1. The **City** shall contract the **Contractor** for a term commencing on:  
The \_\_\_\_ day of \_\_\_\_\_, 2024.
- 2. And terminating on:  
The \_\_\_\_ day of \_\_\_\_\_, 2025.

#### Section 2 Duties of Contract

- a. The **Contractor’s** duties shall be as described in the Project Description attached hereto as “Schedule A”.

- b. All Services contemplated by this Agreement shall be performed in the manner set out in this Agreement and in compliance with such requirements as shall be reasonably made by the **City** officials designated to administer this Agreement, and in compliance with all statutes and regulations relating to the operations, inclusive of City Bylaws.
- c. The **Contractor** shall comply with all reasonable requirements established by the **City** for the performance of the Services.
- d. The **Contractor** shall follow all Federal, Territorial, and Municipal standards, procedures and regulations that apply to health and safety with respect to the provisions of the Services.
- e. The **Contractor** shall provide the Services and will carry out the work in a good and workmanlike manner, exercising good public relations at all times.
- f. The work site shall be kept in a clean and neat manner, free from all foreign material to the work at all times at the discretion of the **City**.
- g. Protection of Property
  - i. Any damages resulting from or attributed to the **Contractor's** action are to be made good by the **Contractor** at no extra cost to the **City**.
  - ii. Damages will be repaired prior to termination of the contract.
  - iii. Damages will be repaired to specifications and standards provided by the Planning and Development Manager and Public Works Manager.
  - iv. The **Contractor** shall be liable to the **City** for any loss or damage to any property of the **City** arising out of the performance of the Work whether or not such loss arises from causes beyond the **Contractor's** control.
- h. The work is to be carried out by competent workers, fully capable of delivering the highest standard of results under the work of this contract.
- i. Neither the whole or any part of the work may be subcontracted by the **Contractor** without the Consent of the **City**, and every approved subcontractor shall incorporate all the terms and conditions of the contract which can reasonably be applied thereto. Nothing contained in the contract documents shall create any contractual relationship between any subcontractor and the **City**.
- j. The **City** reserves the right to inspect any or all jobs and any time.
- k. Failure by the **Contractor** to provide the described services in compliance with the terms and conditions of the contract, may result in the owner subcontracting the work to a third party, all additional costs to be borne by the **Contractor**.

### Section 3 Remuneration

Upon completion of this contract, the **City** agrees to pay the **Contractor**:

\_\_\_\_\_ *plus GST.*



- a. The **City** shall provide payment for approved services rendered as invoiced upon completion of the duties as outlined in “Schedule A”.
- b. The **Contractor** agrees and understands that there will be no advances of payment under any circumstances or conditions.
- c. Subject to applicable legislation, a holdback of ten percent (10%) of the work performed and the materials supplied under the terms of the Contract will be enforced. Within 30 days after Total Performance of the Work as certified by the **City**, the **City** shall pay the **Contractor** the unpaid balance of the holdback monies.
- d. The **Contractor** will add GST to all rates listed above.

#### **Section 4 Confidentiality**

The **Contractor** shall not disclose the private affairs of the **City** other than as authorized by the **City** and shall not (either during the continuance of this contract by the City or at any time thereafter unless specifically authorized in writing by the **City** in that regard) use for his own purpose or for any purpose other than those of the **City** any information he acquires in relation to the **City**.

#### **Section 5 Performance Bond**

For Work valued at \$100,000.00 or greater, the **Contractor** shall provide the **City** with a final security from a duly licensed surety company in the form of a performance bond and a labour and materials payment bond in respect of the Work or written undertaking from the Bidder.

#### **Section 6 Insurance and Indemnity**

- a. The **Contractor** shall indemnify and save harmless the **City** from all claims, judgments, liabilities, damages, causes of action, demands, losses and costs that may arise as against the **City** by virtue of the operations of the **Contractor** under this Agreement.
- b. The **Contractor** shall, at his own expense, maintain insurance in the name of the **Contractor**, including the **City** as additional insured against liabilities or damages in respect of injuries to persons (including injuries resulting in death) and in respect to damage to property (including the facilities and property of the **City**) arising out of the performance of this Agreement until completion of this Agreement, including, without limiting the generality of the foregoing, public liability and property damage insurance.
- c. The insurance policies maintained under sub-Section 6.b) above shall:
  - i. include the following “Cross Liability” clause: “the insurance as is provided by this policy shall apply in respect to any claim or action brought against any one Insured by any other Insured. The coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each Insured. The inclusion herein of more than one Insured shall not operate to increase the limit of the Insurer’s Liability”.

- ii. cover the cost of defense or adjustment of claims over and above the money limitations of the policies;
  - iii. be in an amount of not less than \$2,000,000.00 (Two Million Dollars) for any one accident for general public liability to third parties, property damage and automobile, and other vehicular coverage for public liability and property damage if the **Contractor** is utilizing his equipment;
  - iv. require the insurers to give thirty (30) days' notice, to the **City**, prior to cancellation or expiry of the insurance or of any proposed material changes in such policies.
  - v. provide proof to the **City** by way of "Certificate of Insurance" issued by the Insurance Company.
- d. The insurance policies maintained under sub-section 6.b) above may be issued with a deductible amount of not more than \$2,500.00 (two thousand five hundred dollars). The amount of any loss up to the deductible limit shall be borne by the **Contractor**.
- e. Upon signing of this agreement, the **Contractor** shall deposit with the City a Certificate of Insurance verifying the insurance requirements of this contract.

## Section 7 Termination

- a. The **City** may terminate this Agreement by giving two (2) weeks' notice in writing to the **Contractor** which is sent by Registered Mail to the address in Section 8. b); or by giving notice in writing to the **Contractor** which is sent by Registered Mail to the address in Section 8. b) if the **Contractor**
- i. at any time for cause, including, without limitation, a breach of any covenant of this Agreement;
  - ii. fails to complete the Services of any portion thereof within the time limit as specified herein;
  - iii. becomes insolvent;
  - iv. commits an act of bankruptcy;
  - v. abandons the Services to be provided herein;
  - vi. assigns this Agreement without the required written consent;
  - vii. fails to observe or perform any of the provisions of this Agreement; or
  - viii. has any conflict of interest which may, in the opinion of the **City** have an adverse effect on the provision of the Services.
- b. The **Contractor**, upon termination of this Agreement for any of the reasons set out in Section 6. a), shall be liable to, and upon demand, shall pay to the **City** an amount equal to all loss or damage suffered, both directly and indirectly by the **City** as a result of the non-completion of the Services of the **Contractor**. If the **Contractor** fails to pay the **City** for any such loss or damage on demand, the **City** shall be entitled to deduct the same from any payments due and payable to the **Contractor** as well as exercise any other remedies available to the **City**. Any dispute as to what constitutes loss or damage suffered may be decided by arbitration.
- c. The **Contractor** agrees that termination of this Agreement or a change to the Services to be provided under this Agreement in accordance with "Schedule A" does not operate so as to relieve

or discharge the **Contractor** from any obligation under the Agreement, or imposed upon it by law, in respect of the Services, or any portion of the Services, that it has completed.

- d. Subject to Section 7. b), the **City** shall, in the event of termination of this Agreement, pay to the **Contractor** all amounts for completed work due to the **Contractor** in accordance with this Agreement to the date of termination. The **City** shall have no further liability of any nature whatsoever to the **Contractor** for any loss of profit or any other losses suffered either directly or indirectly by the **Contractor** as a result of the termination of this Agreement.
- e. The **Contractor** shall, upon termination, forthwith deliver to the **City** a reproducible copy of all materials used by the **Contractor** or prepared by the **Contractor** in relation the provision of Services.

**Section 8 Miscellaneous**

- a. The **Contractor** shall remit to the Receiver General of Canada such deductions as may be required under any of the *Income Tax Act (Canada)*, the *Unemployment Insurance Act (Canada)* and the *Canada Pension Plan Act* and Yukon Workers Compensation Board in respect to remuneration paid by the **City** to the **Contractor**.
- b. All notices, requests, demands or other communications required by this Agreement or desired to be given or made by the parties hereto shall be given or made by personal delivery or by mailing the same in a sealed envelope, postage prepaid, registered mail, return receipt requested, addressed to:

The **City**:  
City of Dawson  
Box 308  
1336 Front Street  
Dawson City, Yukon  
Y0B 1G0

The **Contractor**:

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or such other address as may be from time to time be designated by notice given in the manner provided by this paragraph.

- c. Unless otherwise expressly provided in this Agreement, or unless otherwise expressly agreed in writing, time shall be of the essence of this Agreement and every part thereof.

- d. The **City** and the **Contractor** hereto hereby agree that this Agreement expresses the entire and final agreement between them and has not been induced by, nor do either of them rely upon or regard as material, any conditions, warranties, representations or promises not expressly set forth in this agreement. No alteration, amendment or qualifications to this Agreement shall be valid unless in writing and executed by both parties hereto.
- e. This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of the Yukon Territory.
- f. The provisions of this Agreement shall be deemed to be savable and the invalidity or non-enforceability of any provision shall not affect the validity and enforceability of the other provisions hereof. If any provision of this Agreement is held to be too broad in scope or otherwise unenforceable, such provision shall be interpreted in such way as to affect the intents and purposed hereof most effectively.
- g. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, or other legal personal representatives of the **Contractor** and the successors and assigns of the **City**, respectively. Notwithstanding the foregoing, this Agreement is personal to the **Contractor** and may not be assigned by the **Contractor** without prior written approval of the **City**.

IN WITNESS WHEREOF the parties have executed this Agreement under seal in the

**City of Dawson Representatives:**

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

**Contractor:**

\_\_\_\_\_  
(Printed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)



# City of Dawson

## Comprehensive review of Official Community Plan and Zoning Bylaw

### Schedule A: Terms of Reference

#### 1.0 Objectives

The City of Dawson is seeking proposals from experienced planning consultants to undertake the task of revising the Official Community Plan (OCP) and Zoning Bylaw (ZBL). The updated OCP should focus on establishing objectives and guidelines to inform decision making regarding planning and land use management over the next decade.

#### 2.0 Background

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

Over the past few years, Dawson City has faced the impacts of various factors such as climate change, global economics, interest rate fluctuations, unconventional business models, shifting demographics, and population migration. These factors have resulted in tangible local consequences, including natural disasters, wildfires, floods, industry closures, limited housing options, housing affordability challenges, business investment choices, and impacts on tourism.

The OCP is a valuable tool for local governments to involve their community in shaping a forward-thinking and adaptable vision for the future. In order to make informed decisions, the City of Dawson must take into account the various aspects of a thriving community, including its economic, environmental, and social sustainability.

Therefore, the City of Dawson is seeking proposals from consultants who have a strong background in various areas such as master planning, urban design, transportation planning, community and stakeholder consultation, and land use regulation. The goal is to provide an Official Community Plan that is driven by a clear vision and will serve as a guide for the City of Dawson and its Council in making future decisions. To implement the new OCP, the City of Dawson is aiming to complete a ZBL update concurrently using an integrated approach.

The City of Dawson OCP and ZBL were last updated in 2018. The OCP stipulates that it must be scheduled for a comprehensive review at the first Council meeting of October 2023. This Request for Proposals is the first step in undertaking this review.

### 3.0 Scope of Work

The City of Dawson is seeking the services of a qualified planning consultant to undertake a review of the City's Official Community Plan and Zoning Bylaw that align with the Yukon *Municipal Act* to guide land use and development for the next ten years. The review of the Official Community Plan and Zoning Bylaw will involve the following:

1. Create a fair, inclusive, and forward-thinking community engagement plan for future projects;
2. Create a strategy to actively involve Tr'ondëk Hwëch'in citizens and integrate indigenous perspectives and principles of reconciliation;
3. Explore potential future land use needs and consider different scenarios for growth strategies;
4. Explore and consider strategies and regulations for developing a vibrant city;
5. Review population and employment data and prepare projections to assist in providing appropriate metrics/context for the OCP and ZBL;
6. Enhance the efficiency and effectiveness of the Development Permit review process in the City of Dawson;
7. Develop strategies and regulations to support new residential construction, focusing on missing middle housing;
8. Create a new vision and update the goals and objectives of the OCP to address the current challenges faced by Dawson City and to drive economic growth;
9. Provide innovative approaches for successful implementation of goals and objectives;
10. Update the ZBL to effectively tackle the difficulties encountered by staff in the Development Permit process over the past few years;
11. Provide realistic and achievable goals and strategies to tackle housing challenges/requirements;
12. Enhance the clarity, intent, and ease of comprehending the OCP and ZBL by incorporating explanatory or illustrative diagrams.

#### 3.1. Deliverables

The successful proponent will be responsible for:

1. Reviewing pertinent background information and delivering an assessment report. The background information includes but not limited to:
  - Municipal Act
  - City of Dawson Official Community Plan and Zoning Bylaw
  - Subdivision Bylaw
  - Dawson City Heritage Management Plan
  - TH Final Agreement and TH Self Government Agreement
  - City of Dawson Downtown Revitalization Plan
  - Klondike HWY Subdivision Parcel D/F Master Plan
  - Dredge Pond II Master Plan
2. With the assistance of the City of Dawson, forming an Advisory Committee consisting of key stakeholders and conducting meetings with the Committee to gain insights into the needs, interests, and preferences of stakeholders, as well as to gather feedback on the proposed modifications.

3. Presenting reports on the discussions held by the Advisory Committee to the Working Group.
4. Providing an updated Official Community Plan including but not limited to:
  - Public engagement plan
  - Updated vision and guiding principles
  - Updated implementation approaches
  - Updated land use designation (this may involve creating new designations)
  - The development of provisions which are supportive of missing middle housing
  - Revised land use maps
  - Recommendation for utilizing areas currently designated as Future Planning
  - The creation of provisions which are supportive of sustainable development
  - Diagrams, graphics, and images that illustrate key regulations and strategies
5. Providing an updated Zoning Bylaw including but not limited to:
  - Updated definitions (this may involve adding new definitions)
  - Updated general regulations and procedures
  - Updated zones (this may involve creating new zones)
  - Updated regulations and uses specific for each zone
  - Rationale for new/revised zones and regulations
  - The development of provisions which are supportive of affordable housing and innovative housing approaches, including secondary suites, reduced parking, setbacks and similar techniques
  - Ensure consistency of defined terms within all zone categories and exceptions
  - Mapping review and zoning map
  - Diagrams, graphics, and images that illustrate regulations
6. GIS data to support analysis and mapping for both OCP and ZBL

The revised OCP and ZBL should be presented in a clear and succinct written manner, avoid cross references, incorporate the use of tables in zone descriptions to simplify and clarify requirements, and be backed by pertinent statistics and information, and complemented by maps, photographs, and other visual materials. The City of Dawson shall acquire ownership of all original graphics and visuals.

**3.2. Milestones**

Phase		Description	Deliverable	Preferred timeline
1	Research & Analysis	Reviewing background information	Report to Working Group	Project commencement – June 2024
2	Consultation	Forming and Meeting with Advisory Committee	Report to Working Group	Project commencement – August 2024
		Community Consultation and Engagement	Report to Working Group	
		Meeting with Council	Report to Working Group	
		Meeting with Working Group	Minutes	

3	Draft OCP and ZBL	Drafting OCP and ZBL and Recommendations	Presenting the drafts to Advisory Committee and gathering feedback	September 2024 – January 2025
			Presenting drafts to Working Group and Council	
4	Approval	Finalizing the OCP and ZBL	Presenting final drafts to Working Group for their review	February 2025 – March 2025
			Presenting final drafts to Council for adoption	March 2025 – June 2025

### 3.3. Meetings and site inspection

The proponent is required to:

- host at least 3 Advisory Committee meetings electronically (at least one meeting after drafting the OCP and ZBL);
- conduct one public open house, one public meeting, and two Council meetings (one before and one after drafting the OCP and ZBL), all of which are to be in person;
- travel to Dawson to complete site inspections.

The Project Manager will collaborate with the Consultant to establish the level of consultation. However, the successful Consultant will be responsible for providing a recommended consultation plan for the project in their proposal submission

The Consultant may be requested to attend additional one-on-one sessions with key stakeholders for further consultation. The additional meetings requested will be priced based on the consultant's hourly rates.

The successful proponent is responsible for preparation of draft notices, invitations, press releases, and minutes.

### 4.0 Management of the Process and Reporting

The Project Manager will be the City of Dawson Planning and Development Manager and shall be the primary point of contact with the proponent. The Project Manager will establish a Working Group. The Working Group will involve representatives from the City of Dawson, and Tr'ondëk Hwëch'in Government. The role of Working Group is to:

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



## 5.0 Resources

The total estimated budget for this project is \$\$\$ CAD. The prices shall be firm and fixed and will not be exceeded unless prior written approval is obtained. All proposals must be in Canadian dollars. All applicable taxes must be listed separately.

Proponents shall include a section that contains:

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

The following documents are available with this bid:

- Official Community Plan
- Zoning Bylaw

**End of Terms of Reference**



# City of Dawson

## Report to Council

Agenda Item	Administration and Public Works biomass heat
Prepared By	Asset & Project Manager
Meeting Date	February 6 <sup>th</sup> , 2024
References (Bylaws, Policy, Leg.)	
Attachments	

	Council Decision
x	Council Direction
x	Council Information
	Closed Meeting

### Recommendations

That the Committee of the whole direct administration with regards to pursuing work with the Tr'ondëk Hwëch'in Government and the Tr'ondëk Hwëch'in Community Development Corporation to include City of Dawson buildings in their plans for a biomass district heating plant.

### Executive Summary

A district biomass heat plant is currently in the planning stages to service buildings on Block D. The City of Dawson has an opportunity to tie into the planned district biomass heating plant to the following buildings: City Hall, the Public Works shop, and the Public Works wood shop.

### Background

C22-21-04: " That Council direct Administration to pursue a propane/heat pump system and continue to investigate the feasibility of a biomass system for the administration and public works buildings."

### Analysis

A district biomass heating system becomes more efficient as it scales up in size. This opportunity allows for the City of Dawson to use a renewable energy source as a primary heat source without having to hire specialized labour and at a reduced cost.

Installation of infrastructure will be required in the form of buried pipe and building upgrades. The Yukon Government Good Energy Program will be renewing their program after it closes on March 31<sup>st</sup>, 2024; biomass infrastructure will be included in the next funding stream.

Adding biomass heating will increase energy security in the form of having two sources of heat for our emergency services, both Fire Protection and Public Works.

CoD has moved forward with recent propane boiler upgrades with an understanding that a Biomass district heating system is under review and development and may offer an alternative heat source for City buildings.

Initial Operational Heat costs suggest that a financial impact analysis should be developed prior to CoD committing to the project.

### Fiscal Impact

It is anticipated that heat costs will increase between 20% and 40% for each building if biomass heat is utilized. Resulting in an increase between \$10,000 and \$25,000 per year of heating costs.

### Alternatives Considered

Owner operated biomass boilers and storage facilities are fiscally non-viable.

### Next Steps

Fiscal analysis of district biomass heat supply to City of Dawson buildings including capital costs and funding commitments.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	February 2 <sup>nd</sup> , 2024

Dawson City Chamber of Commerce  
1102 Front Street  
Dawson City, YT  
Y0B 1G0

The Town of the City of Dawson  
1336 Front Street  
Dawson City, YT  
Canada

15 January 2024

Dear Mayor and Council,

On behalf of the Dawson City Chamber of Commerce (DCCC), we are writing to express our concerns regarding the recent Waste Management proposal put forth by the town. We have been approached by a large number of business owners and community members who feel that our Mayor and Council are not taking their objections seriously without the weight of a united voice to represent the business sector. Therefore, we have taken the time to connect with local business operators and have outlined their concerns below:

1. The business community is already struggling with capacity, and we foresee this initiative being problematic for businesses that lack significant human or other resources. Implementing this proposal would require businesses to allocate additional resources to manage their waste, including hiring someone to handle waste disposal and maintaining a vehicle for transportation. This would place an unnecessary burden on businesses that are already facing numerous challenges.
2. Further to the above point, we urge the City to assess the impact this will have on our small businesses. Many small businesses do not produce a significant amount of waste, and it would be more appropriate to develop a program based on quantity, rather than affecting all commercial properties. Like other jurisdictions, the City should consider a 'Producer Pay Policy' or, better yet, create exemptions for businesses with net profits under a certain amount (i.e., \$100,000).
3. Unlike larger cities such as Whitehorse, our commercial district in Dawson City is centralized. Therefore, the pick-up process for waste disposal is not significantly more taxing on the City in terms of time and distance. We acknowledge that the frequency of pickups is taxing on your staff and equipment, but we urge you to evaluate removing waste pick-up entirely. Our commercial sector is not only important for our residents but also serves as a major driver for our tourism sector, contributing significantly to the economic impact and growth of our town. It is crucial to consider the effect that this proposal will have on our local businesses' ability to operate regularly and consistently.

4. Eliminating waste pick-up for commercial businesses will likely impact their ability to maintain high standards of health and safety due to capacity limitations. Forcing businesses to manage waste disposal entirely on their own could lead to potential health hazards and sanitation issues. Additionally, this initiative may discourage businesses from operating regularly, consistently, or even at all, which would have a negative impact on our local economy.
5. Small business operators who work from home, as well as residents in the Dome Subdivision, have expressed concerns about bi-weekly garbage pick-up. They are worried that the presence of garbage for an extended period may attract wildlife to their homes and businesses. Alternatively, they may face difficulties in storing garbage bags in their homes until the day before garbage collection.
6. While other jurisdictions may have successfully implemented similar waste management plans, it is important to note that Dawson City's business sector differs significantly from that of Whitehorse and Watson Lake. Currently, there are no independent contractors available to provide waste pick-up services in Dawson City. This means that businesses will have no other option but to transport their own waste. Moreover, businesses that choose to haul their waste will be subject to tipping fees, adding an additional financial burden to the non-residential community that is already taxed at a higher rate.

The DCCC acknowledges the City's objective of creating long-term, fiscally responsible decisions. However, we strongly believe that there is a better solution that will address the concerns raised by the business community. We respectfully urge the City to enhance its transparency regarding this plan. We kindly request that the community be provided with a specific number of properties and a comprehensive list of businesses that will be impacted by this proposed change of public service. This information will foster a clearer understanding among residents and promote an informed and engaged community. At the very least, we request more direct consultation with business operators before proceeding with the proposed Waste Management plan.

As you are aware, the DCCC was heavily affected by the Covid-19 pandemic and is currently undergoing some operational restructuring. Our apparent silence on this matter up until this point speaks to the current capacity of our business sector as it tries to rebuild after the challenges of the last several years.

Thank you for your attention to this matter. We look forward to engaging in further discussions and finding a mutually beneficial solution.

Sincerely,

April Gaudet  
President, Dawson City Chamber of Commerce

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**From:** kim biernaskie <kimbiernaskie@gmail.com>

**Sent:** Sunday, January 28, 2024 4:44 PM

**Subject:** Concerns Regarding Budget, Taxes, Council Proceedings, Emergency Response and Community Engagement

Dear Mayor Bill Kendrick and City Council Members,

I hope this message finds you in good health. I am reaching out to express concerns shared by members of our community regarding various issues that require your attention.

Firstly, there is growing worry about the continuous increase in costs reflected in each budget, potentially leading to higher taxes for residents. With the recent property assessments raised by the Yukon Government, the additional increase in property taxes planned by the City of Dawson feels like a double burden on the people living here. If implemented, it would result in Dawson City residents facing the highest mill rate in the territory, particularly concerning when considering ongoing projects such as the construction of a new recreation center, which could further escalate taxes annually. Will council commit to a public meeting prior to the second reading of the budget and tax increase to hear the concerns of citizens and allow ample time to consider changes and follow through with the required readings before implementing the new bylaw?

During city council meetings, there is a noticeable lack of thoughtful consideration and discussion on well-researched presentations by delegates. Public questions are only allowed after the mayor and council have voted on agenda items, limiting citizens' ability to influence decisions. In a recent meeting, I experienced restriction to only two questions during public question time, and attempting a third question was met with rudeness from the chairperson.

What about those citizens who don't voice their concerns at council meetings? I realize that council only hears a few citizens' voices during these meetings, but behind the scenes, we hear from many who do not have the patience or fortitude to withstand this cumbersome regulated process of communicating with our elected officials (or acclaimed officials). These silent citizens are our cheering section.

Another pressing issue is the significant growth in the city's staff, currently at 44 people, with 23 in public works. Out of a \$9 million budget, \$4 million is allocated to city worker wages. To address this, I recommend implementing a hiring freeze to evaluate the current staffing situation.

The proposal for waste and recycling curbside pickup in certain areas, where services have not been offered before, has raised concerns. Polling 36 households in Dredgepond Subdivision and the Dome Subdivision revealed only one person in favor of this new service. While the Chief Administrative Officer (CAO) has mentioned having sufficient staff, handling waste management and recycling internally is proving to be more expensive than when contracted out. Residents face difficulties using bins due to the lack of nearby dumpsters, leading to overflow issues. There are also challenges with the recycling depot being outside the city center, providing different services compared to CKS.

Despite numerous requests for a public meeting and increased transparency, it seems these calls for public input have been disregarded. Will Mayor and Council commit to meeting with their constituents in a public forum to explain the 9 million in spending? I'd like to refer to the

City of Dawson Code of Conduct for Mayor and Councilors <https://www.cityofdawson.ca/Home/DownloadDocument?docId=a9c53527-24b3-4389-a6e8-c4366977a32d>, specifically Page 4 " ROLE OF COUNCILORS 1. A Councillor's primary role is to represent the community as a whole through the effective translation of the community's needs and aspirations into a future direction for the municipality. This is the focus of the Councillor's public life. 2. A Council is a body corporate and is the custodian of the assets of the municipality. A Councilor, being a member of the Council, is part of the leadership team in which the community has placed its trust to make decisions on its behalf. The community is therefore entitled to expect high standards of conduct from its elected representatives."

Communication issues during the recent flood events on May 8th and May 24th were a significant concern. Despite living within the municipal boundary, I was forgotten, twice, with no one checking on me or offering assistance during the flooding. This lack of communication created a dangerous situation for myself and others in the municipality. Even the Dawson City Fire Chief stated, "I had no idea this property existed." Are there no maps outlining the city boundaries? I've repeatedly inquired with Mayor and Council about scheduling a public meeting, but it seems the city is waiting for the Yukon Government to take up this task.

I expect our local government to be the first line of defense in a flood situation, not just in terms of protection but also in effective communication. Unfortunately, this didn't happen during the flood or in its aftermath. I have received official warnings from Sergeant John Mitchell and unofficial warnings from others about severe ice jams between the Yukon River and my residence. What plans does the city have in place to ensure my safety and the safety of others during the upcoming spring? Swift and transparent communication is essential, especially in the face of potential hazards like severe ice jams.

In conclusion, I urge Mayor and Council to prioritize the best interests of constituents by actively seeking public input, addressing staffing concerns, and ensuring transparent communication on matters impacting the community's safety. I trust that you will give due attention to these concerns.

Sincerely,

Kim Biernaskie



TO: MAYOR AND COUNCIL

I am writing to Mayor & council due to concerns I have regarding the 2024 budget as this is the second year of raised taxes. I have questions and comments.

- 1) When the provisional budget was being worked through did Mayor & council meet with the different department managers to work through the expenses, revenues and a direction moving forward when considering there is not enough money to operate with in the existing funds without raising taxes?
- 2) When Mayor and council realized they were short on funds for 2024 budget ,what cost cutting measures were looked at rather than raising taxes?
- 3) Is Mayor and council giving Tax relief to developments occurring with in the city? Is there past tax relief programs that are still in effect?
- 4) Will Mayor & Council hold a public meeting in regard to the budget and also one on the direction forward with all the projects that are scheduled to take place as citizens are concerned about cost going up which has driven Taxes up.
- 5) Will Mayor & Council consider a hiring freeze? With possible lay offs ?
- 6) Will Mayor & Council make the legal opinion that they requested available to the public?

Mayor & council I have bin to a few meetings and find them not a venue to get answers from questions I have and questions the average folks have. This city council has had a few people come and present well researched options for Council to consider. As I sat there listening to The speaker rave about the presentation it seemed to me the speaker was there to hear himself talk and present himself for the TV camera.

I really hope mayor & council can absorb these presentations that are brought to them and make use of them in some way. I have heard several citizens asking for a public meeting regarding the budget before it gets pushed through. I hope discussion can happen before the next meeting on Feb 16th.

It also has bin mentioned at the council table , "Oh you are the first to bring up cuts and no one wants cuts in services". Well, people are tired taxes of all kinds too. This statement shows me that this council has a disconnect with a-lot of the citizens of Dawson.

Mayor and council seriously have to look at cutting or taking some operations public. Maybe a public meeting or a mail out explaining why we need 40 + people to operate a town this size would clear up the town chatter. Maybe meeting with managers and staff to see if we can do more with less before drastic changes are needed.

Myself and alot of others have concerns & questions regarding recycling and curb-side pick up. Another reason to meet with the affected citizens. You may be relying on that questionnaire that was floating around last year regarding this topic. Well, it didn't ask the correct questions for the different subdivisions we have in Dawson. It's my opinion if you are going to govern based on surveys you will get it wrong every time.

One more item that personally bothers me is the councils take over of the chair position. Now I believe from what I hear and can find in the minutes there was legal opinion sought maybe more than one. This should be public info, this is not an in camera issue. Council used tax payers money to get an opinion for them. The public should have access to the opinion on removing the mayor from the chair and not just the CAO's interpretation of the lawyers legal opinion. With holding this from the citizens of Dawson make every one nervous and ask what are they hiding. Some of us have lived through this type of behaviour before and it all started with the little things.

I hope Mayor and council will seek more public input into the 2024 budget by actually connecting with the people of Dawson. I also hope my questions can also be answered in a timely manner. Thanks Rick Riemer