

# THE CITY OF DAWSON



## COMMITTEE OF THE WHOLE MEETING #CW20-18

**DATE:** WEDNESDAY December 2, 2020

**TIME:** 7:00 PM

**LOCATION:** City of Dawson Council Chambers – Safe Spacing rules apply

### 1. CALL TO ORDER

### 2. ACCEPTANCE OF ADDENDUM & ADOPTION OF AGENDA

- a) Committee of Whole Agenda CW20-18

### 3. DELEGATIONS & GUESTS

- a) Property Assessment and Taxation Presentation

### 4. MINUTES

- a) Committee of Whole Meeting Minutes #CW20-17 of November 4, 2020

### 5. BUSINESS ARISING FROM MINUTES

- a) Committee of Whole Meeting Minutes #CW20-17 of November 4, 2020

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

- a) RFD-2021 Council Meeting Dates
- b) RFD- Deputy Mayor Appointments
- c) RFD- Covid Relief Funding
- d) RFD - Dome Road Lot 33-2 Driveway- License of Occupation
- e) RFD – Recreation Centre Engagement Plan

### 7. CORRESPONDENCE

- a) Paul McConnell, Deputy Minister of Highways and Public Works, Update on Yukon Motor Vehicles Act Rewrite

### 8. PUBLIC QUESTIONS

### 9. IN CAMERA

- a) Land related matters

### 10. ADJOURNMENT

**MINUTES OF COMMITTEE OF WHOLE MEETING CW20-17** of the Council of the City of Dawson  
called for 7:00 PM on Wednesday, November 4, 2020, City of Dawson Council Chambers

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<b>PRESENT:</b>	Mayor	Wayne Potoroka
	Councillor	Stephen Johnson
	Councillor	Bill Kendrick
	Councillor	Natasha Ayoub
	Councillor	Molly Shore

**REGRETS:**

<b>ALSO PRESENT:</b>	CAO	Cory Bellmore
	EA	Elizabeth Grenon
	PW A/Manager	Marc Richard
	CDO	Stephanie Pawluk

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**Agenda Item:** Call to Order

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

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**Agenda Item:** Agenda

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**CW20-17-01** Moved by Mayor Potoroka, seconded by Councillor Ayoub that the agenda for Committee of the Whole meeting #CW20-17 be accepted as presented.  
Carried 5-0

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**Agenda Item:** Delegations & Guests

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a) Tr'ondëk-Klondike World Heritage Nomination Bid Update

Allie Winton, Mark Wickham, Barb Hogan and Lana Welchman gave an update regarding the Tr'ondëk-Klondike World Heritage Nomination Bid.

- 2<sup>nd</sup> version of nomination has significant Tr'ondëk Hwëch'in perspective
- Explores impact of colonialism on the Goldrush and TH population
- Bid needs to be submitted to Paris by end of January 2021
- Some substantial changes from 1<sup>st</sup> version of nomination bid to 2<sup>nd</sup> version, i.e. not including active mining areas, etc.
- 6 component sites to make up nomination, Fort Reliance, Ch'ëdähdëk (Forty Mile), Tr'ochëk NHS, Dawson City, Jëjik Ddhà Dënezhu Kek'i (Moosehide Village), Tthe zray kek'it (Black City)
- It was noted that there might be some overlap between some active mining areas in the Tr'ochëk site: maps are being re-done
- Looking for a letter of endorsement to be included in the dossier package

b) Wendy and Elanor- Waste Collection

What is the City's intention, going forward, on waste collection?

- Public Works have built bins for the locations where bins have been removed
- New garbage truck has arrived
- City will remove garbage until something is figured out

Edgar has done an exemplary job over the years, so what's the issue?

- City was in negotiations and thought they came up with decent terms, i.e. financial terms, control of frequency of pickup, reporting requirements, standard exit clause (above standard) and requirement of insurance and WCB

- A 3-year contract was offered to Mr. Blattler which included his 20% increase in wage

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**Agenda Item: Minutes**

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a) Committee of Whole Meeting Minutes CW20-16 of October 7, 2020

**CW20-17-02** Moved by Mayor Potoroka, seconded by Councillor Ayoub that the minutes of Committee of the Whole meeting #CW20-16 of October 7, 2020 be accepted as amended.  
Carried 5-0

Pg1 KDO- Proposed Solar Power Project: Replace the word “funding” with “support”

Pg2&3 Business arising from Minutes & CW20-16-06: Replace Wayne with Mayor Potoroka

Pg3 Pg12 (second paragraph on the page): Replace “is” with “may be”

Pg3 Add Councillor Kenrick’s comment regarding a corresponding table to reflect other services.

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

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a) KVA & AYC Appointments

**CW20-17-03** Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee of the Whole review Council appointments for KVA & AYC and forwards the following recommendation to Council:  
That council hereby

- Appoint / reappoint Councillor Kendrick as Council’s representative for the Klondike Visitors Association (KVA) Board for a one-year term.
- Appoint / reappoint Councillor Shore as Council’s representative for the Association of Yukon Communities (AYC) Board for a one-year term.

Carried 5-0

b) New Water Reservoirs

**CW20-17-04** Moved by Councillor Shore, seconded by Mayor Potoroka that Committee of the Whole forward to Council to approve the recommendation from Associated Engineering on the location of the new reservoirs.  
Carried 3-2

There were concerns from Councillor Johnson that the recommendation was premature because other potential locations possibly didn’t get looked into which may save the City and taxpayers a lot of money.

Other pipeline routes were suggested, route up Dome Road would cause major disruptions.

Would be safer to have the reservoir on Crocus because of the fire pump.

A decision needs to be made as it is time sensitive. Tanks must be ordered ahead of time in order to have them ready for installation in 2022.

Administration to consider additional information from Councillor Johnson and request confirmation of recommendation from Associated Engineering

c) Dome Road Master Planning Project Deliverables

- CW20-17-05** Moved by Councillor Shore, seconded by Mayor Potoroka that Committee of the Whole:
1. Receive the project schedule as information, and
  2. Review, provide feedback on, and forward the following to Council for decision:
    - Dome Road Master Planning Draft Engagement Plan
    - Covid-19 Response Plan
- Carried 5-0

Council asked how many times the plan would be coming back to Council before YESAB submission- will come back to Council 6 times.

Council suggested a joint meeting between themselves and Tr'ondëk Hwëch'in (TH) Council might help to get everyone on the same page and foster a good relationship. TH Council might have some points that weren't considered.

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**Agenda Item:** Bylaws & Policies

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a) Official Community Plan Amendment No. 2 Bylaw (2019-14)

- CW20-17-06** Moved by Councillor Kendrick, seconded by Councillor Shore that Committee of the Whole provide feedback and forward OCP Amendment Bylaw 2019-14 and ZBL Bylaw 2019-15 to council for Third and final Reading.  
Carried 5-0

Pg2 Table of Contents has an error

Pg3 Section 4.02: Why have this section?

Section 4.05: Add "outside of any normal repairs and maintenance" after STRUCTURAL ALTERATION means any change....

Pg4 Section 4.07: Downtown Core is not defined anywhere in the Zoning Bylaw. Should it say Historic Townsite instead? HAC should be asked what the intention of this Section was.

Section 4.13: Why use the word "district"? Should it be replaced with the word "zone"?

Section 4.17: Remove [clause removed]

Pg5 Section 4.20: Where is the rest of the section?

Section 4.21.2: Section 1.2 is referred to which doesn't make sense. Was this the intended section to be referenced?

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**Agenda Item:** Correspondence

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- CW20-17-07** Moved by Councillor Shore, seconded by Mayor Potoroka That Committee of the Whole acknowledges receipt of correspondence from:
- a) Jackie Olson, KDO President- Solar Panel Project
  - b) Justin Ferbey, Deputy Minister of Economic Development- Invitation for Municipalities to Participate in the Immigration Strategy Engagement

provided for informational purposes.  
Carried 5-0

- a) It was discussed that the City could help support this project by waiving the taxes on the property or having a minimal fee for the lease.
- b) Council was interested in participating and wants to reach out to Justin Ferbey.

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**Agenda Item: In Camera**

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- CW20-17-08** Moved by Mayor Potoroka, seconded by Councillor Shore that Committee of the Whole move into a closed session for the purposes of discussing a land related matter as authorized by section 213 (3) of the *Municipal Act*.  
Carried 5-0
- CW20-17-09** Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee of the Whole reverts to an open session of Committee of the Whole and proceeds with the agenda.  
Carried 5-0
- CW20-17-10** Moved by Mayor Potoroka, seconded by Councillor Shore that Committee of the Whole extend meeting #CW20-17 no longer than 1 hour.  
Carried 5-0
- CW20-17-11** Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee forward to Council to authorize administration to enter into a 5-year lease agreement with Dawson City Farmer's Market Society with the term ending December 31, 2025.  
Carried 5-0
- CW20-17-12** Moved by Mayor Potoroka, seconded by Councillor Kendrick that Committee forward to Council to authorize administration to enter into a 5-year Operating Lease Agreement with Dawson City Minor Soccer for the care and control of Crocus Bluff field with the term ending December 31, 2025.  
Carried 5-0
- CW20-17-13** Moved by Councillor Kenrick, seconded by Councillor Johnson that Committee forward to Council to authorize administration to enter into a 5-year lease agreement with Humane Society Dawson with the term ending May 31, 2025.  
Carried 5-0
- CW20-17-14** Moved by Councillor Johnson, seconded by Councillor Kenrick that Committee forward to Council to authorize administration to enter into a 5-year operating lease agreement with Humane Society Dawson to operate the Leash-Free Dog Park with the term ending December 31, 2025.  
Carried 5-0

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**Agenda Item: Adjournment**

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- CW20-17-15** Moved by Mayor Potoroka, seconded by Councillor Johnson that Committee of the Whole meeting CW20-17 be adjourned at 10:59 p.m. with the next regular meeting of Committee of the Whole being December 2, 2020.  
Carried 5-0

**THE MINUTES OF COMMITTEE OF WHOLE MEETING CW20-17 WERE APPROVED BY  
COMMITTEE OF WHOLE RESOLUTION #CW20-18-\_\_ AT COMMITTEE OF WHOLE MEETING  
CW20-18 OF DECEMBER 2, 2020.**

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Wayne Potoroka, Chair

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Cory Bellmore, CAO

# Report to Council



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

☐ In Camera

<b>AGENDA ITEM:</b>	Establish 2021 Regular Meeting Dates of Council and Committee of the Whole		
<b>PREPARED BY:</b>	C Bellmore	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>• Draft 2021 Calendar</li><li>• Previous Meeting Dates Summary</li></ul>	
<b>DATE:</b>	November 27, 2020		
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> Section 206- Yukon Municipal Act			

## RECOMMENDATION

That Committee of the Whole recommends Council establish regular meeting dates for Council and Committee of the Whole for 2021 as presented.

## ISSUE / PURPOSE

To establish regular meeting dates for Council and COW meetings for 2021.

## BACKGROUND SUMMARY

As per Section 206 of the *Municipal Act*, "...Council shall have regularly scheduled public meetings as it may determine."

Following are the number of Council and Committee of the Whole Meetings for the past 3 years and proposed for 2021

Proposed: 2021 Council 13 COW 14 as well as 11 optional days if required. Total (38)

Note: 2021 is an election year, the Month of October loses 2 weeks for meetings.

2020 COW 18 Council 21 (Jan – Nov) Expected total for 2020 (41)


2019 COW 30 Council 25 Total (55) – This was an aggressive schedule that was reduced in 2020

2018 COW 31 Council 35 Total (66) – 2018 had numerous lunch our special Council and COW meetings

## ANALYSIS / DISCUSSION

There were many special meetings in 2018, in order to reduce this and make meetings of council more regular the 2019 calendar was produced. This calendar proved to be quite aggressive and difficult for administration to ensure information was prepared timely. In 2020 the calendar was produced with set Council and COW days with optional Wednesdays if required for special-budget or presentation meetings. This calendar was much more attainable and produced a much more attainable schedule for both Council and administration (less the COVID discussions). The proposed 2021 calendar is similar to 2020.

## APPROVAL

<b>NAME:</b>	Cory Bellmore	<b>SIGNATURE:</b> 
<b>DATE:</b>	November 27, 2020	

# 2021 REGULAR COUNCIL & COW MEETINGS

\*\*Yellow = Weeks with no regular meeting scheduled \*\*Purple= days could be used to schedule Joint HAC, Rec, Chief & Council, Special Council, budget & priority mtgs

JANUARY						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

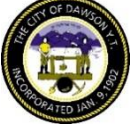
AUGUST						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3					

Council Meeting	<b>**October 17-23 is election week.</b> 	Deputy Mayor Appointments				
Committee of Whole Meeting		Councillor Ayoub	January to March			
Budget, Priority, Joint, Council, or Committee Meeting		Councillor Kendrick	April to June			
		Councillor Johnson	July to September			
		Councillor Shore	October to December			

# COUNCIL AND COMMITTEE OF WHOLE MEETING SUMMARY

			2020			2019			2018			2017			2016	2015	2014	2013	2012	2011
# OF MEETINGS	Regular	Special	Total	Regular	Special	Total	Regular	Special	Total	Regular	Special	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	
Council	18	4	22	21	4	25	16	19	35	18	13	31	42	29	42	34	30	34		
COW	15	1	16	18	12	30	17	14	31	15	7	22	20	20	17	22	4	0		
TOTALS	33	5	38	39	16	55	33	33	66	33	20	53	62	49	59	56	34	34		

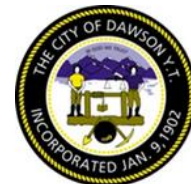
2018: 7 out of the 14 Special CoW meetings were evening

MEETING TIME	Regular	Special	2020 Total	Regular	Special	2019 Total	Regular	Special	2018 Total	Regular	Special	2017 Total
Council	38:32	4:24	42:24	38:49	2:08	39:13	25:43	13:26	39:09	29:14	8:45	37:59
COW	36:47	2:58	39:45	53:31	23:45	75:05	43:41	19:43	63:24	37:13	10:17	47:30
TOTALS	75:19	7:22	82:09	92:20	25:53	114:18	69:24	33:09	102:33	18:27	19:02	85:29

(#hrs:#min)

All totals do not include Dec. 2 COW and Dec. 9 Council meetings

# Report to Council



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

☐ In Camera

<b>AGENDA ITEM:</b>	2021 Deputy Mayor Appointments	
<b>PREPARED BY:</b>	C Bellmore	<b>ATTACHMENTS:</b>
<b>DATE:</b>	November 27, 2020	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>	Section 182- Yukon Municipal Act	

## RECOMMENDATION

That Committee of Whole recommends Council make the following appointments for the 2021 calendar year with respect to the position of Deputy Mayor:

Councillor \_\_\_\_ for months January, February and March,  
Councillor \_\_\_\_ for the months April, May and June,  
Councillor \_\_\_\_ for the months July, August and September,  
Councillor \_\_\_\_ for the month of October.

## ISSUE / PURPOSE

To appoint Councillors as Deputy Mayor for 2021.


## BACKGROUND SUMMARY

As per Section 182 of the *Municipal Act*, "The council may appoint from among its members a deputy mayor who shall

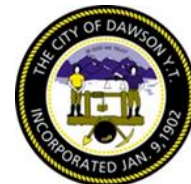
- (a) in the absence or incapacity of the mayor, have all the powers and duties of the mayor; and
- (b) when the mayor is not absent or incapacitated, and subject to the mayor taking precedence, have those powers and duties the council may direct."

## ANALYSIS / DISCUSSION

These appointments will extend to the month of October 2021, following the General Election, new appointments will be made.

<b>APPROVAL</b>		
<b>NAME:</b>	Cory Bellmore	<b>SIGNATURE:</b> 
<b>DATE:</b>	November 27, 2020	

# Report to Council



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

☐ In Camera

AGENDA ITEM:	2020 Covid Relief Funding	
PREPARED BY:	Kim McMynn, CFO	ATTACHMENTS:  Sample application form
DATE:	November 27, 2020	
RELEVANT BYLAWS / POLICY / LEGISLATION: Bylaw #20-06 <i>2020 Annual Operating Budget and the Capital Expenditure Program Bylaw.</i>		

**RECOMMENDATION:** Forward to council to approve for Administration to receive Applications from City of Dawson businesses for Covid Relief Funding and process as outlined in the Analysis/Discussion section.

## **ISSUE / PURPOSE:**

The 2020 Annual Operating Budget provides for Covid funding of \$150,000 for residents and businesses of Dawson City that experience hardship during 2020 due to the pandemic. Management would like to proceed with a plan to provide businesses with relief using this funding.

## **BACKGROUND SUMMARY**

During the year, individual residents appeared to be covered by relief programs such as CERB, CRB, CRCB and CERS (rent relief). At this time, it is difficult to determine which individuals were not eligible for some type of support, so no consideration of grants or relief are considered at this time.

During the year, the CFO has had discussions with business owners about the affect of Covid on their businesses. From these conversations we have determined the following:

Businesses appear to fall into one of the following categories:

- 1) Shut down and did not reopen and/or remained closed for the entire year
- 2) Opened for a shorter time period (due to Phased openings and protocols)
- 3) Opened with fewer services (due to Phased opening and protocols)
- 4) Opened, but with fewer customers (lack of activity or tourists)

There were a number of relief programs established on April 1, 2020 for businesses including the Yukon Business Relief Program, CanNor's Northern Business Relief Fund, Cancelled Events Funding and Wage subsidy programs. However, no relief for the period from January 1 to March 31<sup>st</sup> 2020 for businesses was provided by any level of government.

Many of the City of Dawson businesses annually plan to use profits earned in the summer months to assist with payment of property taxes and utilities. For the most part, the City recognizes this and annual utilities are not due for businesses until August 31<sup>st</sup>. While the City extended the payment dates for property taxes and utilities in 2020, this does not eliminate the pressures businesses faced attempting to make payments with reduced revenue earned over the 2020 summer months.

## ANALYSIS / DISCUSSION

Management discussed how to assist businesses with Covid relief funding. This included how to come up with a fair method of determining the relief amount and who should qualify. Discussion entailed how to separate businesses that may not have suffered in the same way, as protocols differ for different supplies and services. For example, the grocery stores were not limited on the number of customers, while restaurants had to switch to take-out on the reopening, or limit the number of customers due to the seating protocols. Some businesses could not open (personal service businesses) until later in the year. Some businesses in the accommodation industry could not rent rooms due to the inability to establish protocols in their common areas. Some businesses had the space to re-open quickly with social distancing and plexi-glass easily installed, while others could not properly maintain protocols in smaller spaces. However, whether a business was open early or later, almost every business suffered from lack of customers, whether they were tourists, government officials and staff, or regular customers prevented from entering the Yukon due to border restrictions or restricted community travel recommendations.

It became apparent that determining relief on a case by case basis would involve much work and significant judgement. The solution was therefore determined try to minimize any perception of conflict of interest or bias. The following analysis was done:

- 1) A "Smartlist" in GP was run on all accounts charged annual utilities
- 2) All government accounts were removed, vacant land and residential accounts were removed
- 3) The total of the remaining accounts were charged \$456,642 for the 2020 year
- 4) 3 months was calculated on the businesses remaining in the list with a minimum rebate of \$125
- 5) Businesses without annual utilities were added for a \$125 rebate (cost of the business license)
- 6) The amount of relief, if all commercial entities apply and three months is chosen (or minimum rebate of \$125), would be approximately \$136,860

Discussions also included how to provide the relief. Best practices indicate the following:

- 1) First, applied to any outstanding property tax accounts, to provide business relief from the legislated interest accruing on outstanding accounts
- 2) Second, applied to any outstanding Utility accounts
- 3) Third, applied to any outstanding Receivable account balances
- 4) Finally, if all accounts up to date, by a rebate to account of choice.

In order to apply for the relief an application form would need to be completed. It would require an active business license number. These forms would be mailed to all businesses, but also available at the Front counter and from the City of Dawson website. A sample form is attached. Deadline of January 31, 2021.

The Finance Department would ensure we advertise our efforts to support business via website and newspaper advertisements.

## APPROVAL

<b>NAME:</b>	Cory Bellmore, CAO	<b>SIGNATURE:</b> 
<b>DATE:</b>	November 27, 2020	

# Address Label



## Application for 2020 Covid Business Relief Funding

Please complete the information table below, sign and return to the City of Dawson on or before January 31, 2021. If unsure of Business License and/or Annual account numbers, please call the City Office at 867-993-7400. Forms may be mailed to PO Box 308, Dawson City, YT Y0B 1G0, dropped off at the City offices during office hours or emailed to [UtilityClerk@CityofDawson.ca](mailto:UtilityClerk@CityofDawson.ca)

Name of Company or Business	
Operating name (if different from above)	
Mailing Address	
Contact phone number	
Annual Utility Account # (if applicable)	A
If more than one annual utility Account indicate additional #'s or attach a list	
Business License #	
Email (if preferred method of contact)	

By signing below, our business acknowledges that we are applying for the City of Dawson 2020 Covid Relief program. We certify that we hold a valid 2020 business license for the City of Dawson or a Yukon Intermunicipal Business License.

We acknowledge that the relief will be a minimum of \$125 up to a maximum of one-quarter of the **Annual** utility billing(s) for 2020 for the above listed account(s), and applied in the following manner:

- 1) Firstly, to any outstanding property taxes owing;
- 2) Secondly, to any outstanding utility account balances;
- 3) Thirdly, to any outstanding Receivable account balances;
- 4) Lastly, credit to the following City of Dawson account. Account # \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Report to Council



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

☐ In Camera

SUBJECT:	Dome Road Lot 33-2 Driveway: Licence of Occupation	
PREPARED BY:	Stephanie Pawluk, CDO and Charlotte Luscombe, Planning Assistant	ATTACHMENTS:  1. Approved subdivision permit & approval letter
DATE:	November 27, 2020	
RELEVANT BYLAWS / POLICY / LEGISLATION: Official Community Plan Zoning Bylaw Encroachment Policy		

## RECOMMENDATION

It is respectfully recommended that Committee of the Whole forward the decision to Council to direct administration to enter into a License of Occupation with the Owners of Lot 33-2, Dome Road Subdivision for the purpose of formalizing the property's access plan, as per subdivision #19-048.

## ISSUE

To enter into a License of Occupation with Melanie Fellers to allow her to construct a driveway through the City of Dawson owned B-5 buffer.

## BACKGROUND SUMMARY

Council approved the subdivision and driveway access via resolution C19-14-08 on July 15, 2019.

C19-14-08: "Moved by Councillor Kendrick, seconded by Mayor Potoroka that Council grant subdivision authority to subdivide for Subdivision Application #19-048, "Plan A", subject to the conditions as presented in the Request for Decision RE: Subdivision Application #19-048: Lot 33, Dome Road Subdivision."

Now the subdivision is complete and registered with the LTO, the applicant is in the final stages of completing the driveway and ensuring there is adequate access to the newly created Lot 33-2. They are requesting final approval for their driveway, including entering into a License of Occupation with the City of Dawson.

## ANALYSIS / DISCUSSION

In the original application, several options for access were considered by Council and the subdivision was eventually approved with access 'Plan A' (see Figure 1).

Before the License of Occupation proceeds, Public Works will need to review to ensure that Yukon Government service standards are met regarding issues such as sightlines on a curve and driveways on an arterial road. This is also a requirement of Zoning Bylaw 2018-19:

*S5.1.2 All access points and boardwalk cuttings shall be located to the satisfaction of the City.*

*S5.2.2 No person shall construct a driveway from a site to a public roadway if such driveway, in the opinion of the City, would create an unnecessary traffic hazard, unless there is no other practical method of vehicular access to the site.*

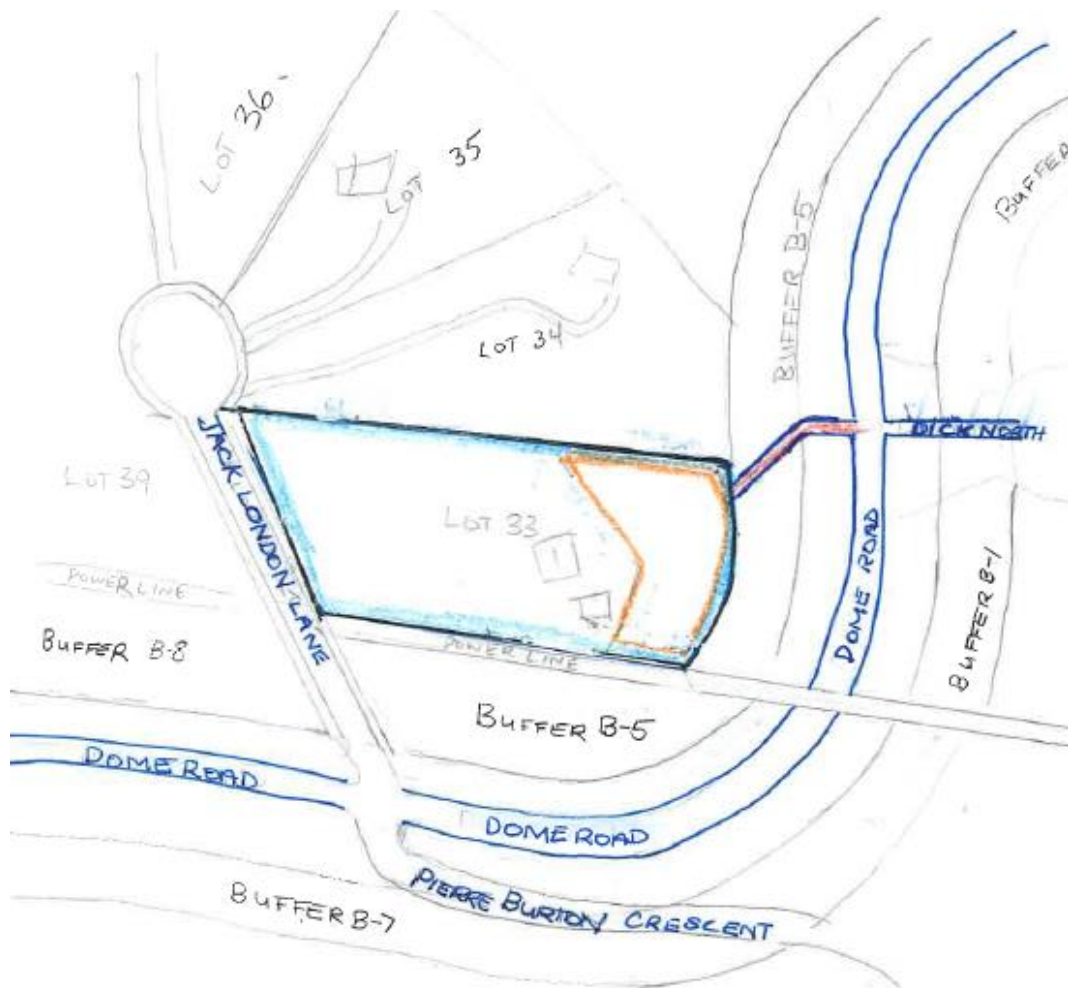
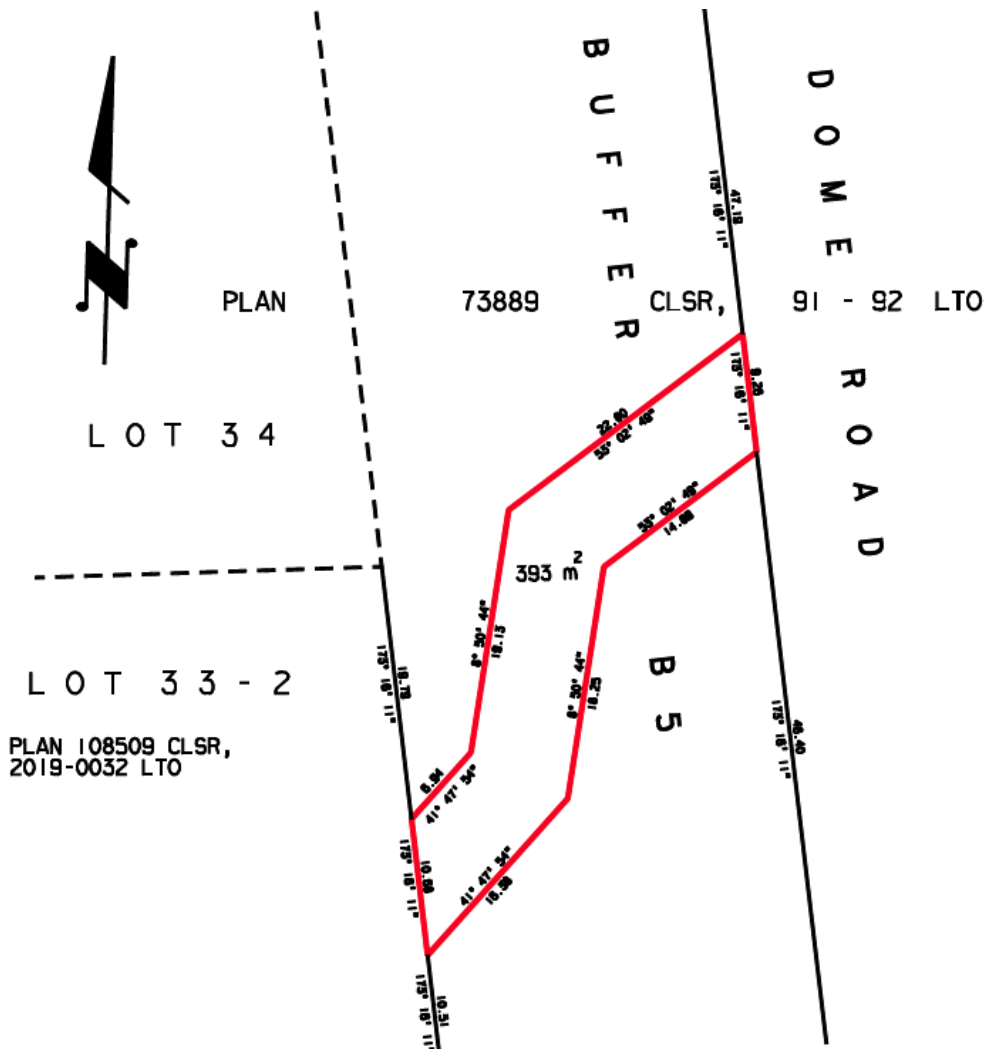


Figure 1 Original Plan A access



## Options

## IMPLICATIONS

## APPROVAL



# THE CITY OF DAWSON

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



July 18th, 2019

Melanie Fellers  
Box 234  
Dawson City, YT  
Y0B 1G0

## Re: NOTICE OF APPROVED SUBDIVISION APPLICATION

Dear Melanie Fellers,

You are receiving this letter as the individual listed at the applicant on Subdivision Application #19-048. I am pleased to inform you that your Subdivision Application #19-048 was approved on July 15<sup>th</sup>, 2019, subject to the following conditions:

1. The application successfully passes through a public hearing.
2. The applicant submit a Stormwater Management Plan to the satisfaction of the CDO and Public Works Superintendent.
3. The applicant submit an access plan that demonstrates commitment to either driveway configuration A or A1 to the satisfaction of the CDO and Public Works Superintendent.
4. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
5. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

Please note that as per the Municipal Act Chapter 154 S. 322(3), "*the period of time for which the plan of subdivision approval is effective and within which the plan of subdivision must be submitted to the land titles office must not exceed 12 months from the date of approval of the application unless the applicant and the approving authority agree to a further 12 month period*".

Therefore, you are required to provide documentation to the City of Dawson by no later than July 15, 2020 that your plan of subdivision, including all appropriate caveats or easements as per the conditions listed above, has been fully registered with the Land Titles Office. Failure to comply with this provision renders your approval void.

If you have any further questions, please feel free to contact me using the information listed below.

Sincerely,

**Clarissa Huffman**  
Community Development Officer  
Box 308, Dawson City YT Y0B1G0  
[cdo@cityofdawson.ca](mailto:cdo@cityofdawson.ca)  
867-993-7400 ext. 414



# THE CITY OF DAWSON

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

32393

OFFICE USE ONLY	
APPLICATION FEE:	210.00 + GST
DATE PAID:	May 27 <sup>th</sup> /19
PERMIT #:	19-048

## SUBDIVISION/CONSOLIDATION APPLICATION

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

### PROPOSED DEVELOPMENT

CIVIC ADDRESS: 1 JACKLONDON LANE, DOME ROAD SUBDIVISION VALUE OF DEVELOPMENT: \_\_\_\_\_

EXISTING USE OF LAND / BUILDINGS: COUNTRY RESIDENTIAL - SINGLE FAMILY DWELLING

PROPOSED DEVELOPMENT: Please provide a brief description of the proposed development, including the legal description (lot, block, estate, plan) of each part to be subdivided/consolidated.

LEGAL DESCRIPTION OF EXISTING LOT - LOT 33, DOME ROAD SUBDIVISION, DAWSON CITY  
LTO PLAN 91-92 CLSR 73889  
NEW VACANT LOT WILL ALSO BE COUNTRY RESIDENTIAL - SINGLE FAMILY DWELLING

### APPLICANT INFORMATION

APPLICANT NAME(S): MELANIE FELLERS

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

MAILING ADDRESS: BOX 234 DAWSON CITY, YT POSTAL CODE: Y0B 1G0

EMAIL: WMFELLERS@NORTHWESTEL.NET FAX #: \_\_\_\_\_

PHONE #: 867-993-3444 ALTERNATE PHONE #: 993-6579

### OWNER INFORMATION

OWNER NAME(S): SAME AS ABOVE

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

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

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

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

### FURTHER INFORMATION

ACCESS: Does the proposed development require additional access to any public road or highway? If yes, please name the road and describe the location of the proposed access.

PREFERRED - PLAN "A" - YES - SEE ATTACHED LETTER - DOME ROAD  
PLAN "B" - NO

wmfellers@n

**WATER:** Is the land situated within 0.5 miles of a river, stream, watercourse, lake or other permanent body of water, or a canal or drainage ditch? If yes, please name the body of water and describe the feature.

N/A

**TOPOGRAPHY:** Describe the nature of the topography of the land (flat, rolling, steep, mixed), the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., & sloughs, creeks, etc.), and the kind of soil on the land (sandy, loam, clay, etc.).

LAND - SLOPED WITH BRUSH + SPRUCE TREES  
SOIL - CLAY AND BEDROCK

**EXISTING BUILDINGS:** Describe any buildings, historical or otherwise, and any structures on the land and whether they are to be demolished or moved:

EXISTING 3500 SQ FT HOME AND 1600 SQ FT SHOP ON ONE  
2.7 ACRE PARCEL AND 1.1 ACRE PARCEL<sup>OF</sup> VACANT LAND  
FOR SINGLE FAMILY DWELLING DEVELOPMENT.

#### DECLARATION

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

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

MAY 25, 2019

DATE SIGNED

M. Fillers

SIGNATURE OF APPLICANT(S)

MAY 25, 2019

DATE SIGNED

M. Fillers

SIGNATURE OF OWNER(S)



## THE CITY OF DAWSON

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

PERMIT #:

TO BE COMPLETED BY DEVELOPMENT OFFICER

### OFFICE USE ONLY

LEGAL DESCRIPTION: LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_ ESTATE \_\_\_\_\_ PLAN# \_\_\_\_\_

ZONING: \_\_\_\_\_ DATE APPLICATION RECEIVED: \_\_\_\_\_

TYPE OF APPLICATION: \_\_\_\_\_ PERMITTED USE: \_\_\_\_\_

APPLICANT NAME(S): \_\_\_\_\_

OWNER NAME(S): \_\_\_\_\_

☐ APPLICATION REJECTED

### COMMENTS / REASONS

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

☒ APPLICATION APPROVED / PERMIT ISSUED

### PERMIT CONDITIONS

see attached letter

DATE: 19-07-19 SIGNATURE: 

## Clarissa Huffman

---

**From:** Clarissa Huffman  
**Sent:** July 17, 2019 2:08 PM  
**To:** 'Melanie Fellers'  
**Cc:** Libby Macphail; Public Works Manager  
**Subject:** RE: Two plan "a's"?

Hi Melanie,

Thanks for your inquiry. Sorry that I haven't had time to connect with you again about an update to your application: it has been a very hectic summer.

I've attached the drawing we presented to Council about the different access options. I spoke with Mark about the potential of the access going through the Dome Road buffer. From the municipality's perspective, this option is generally more supportable than an easement, as easements can get messy and complicated over time.

However, Mark wanted to make sure that the driveway you proposed meets the YG service standards regarding sightlines on a curve, driveways on an arterial road, et cetera. Therefore, the secondary option proposed by Mark was a driveway that crosses the buffer onto Jack London Lane (thus avoiding the potential arterial road and sightlines issues).

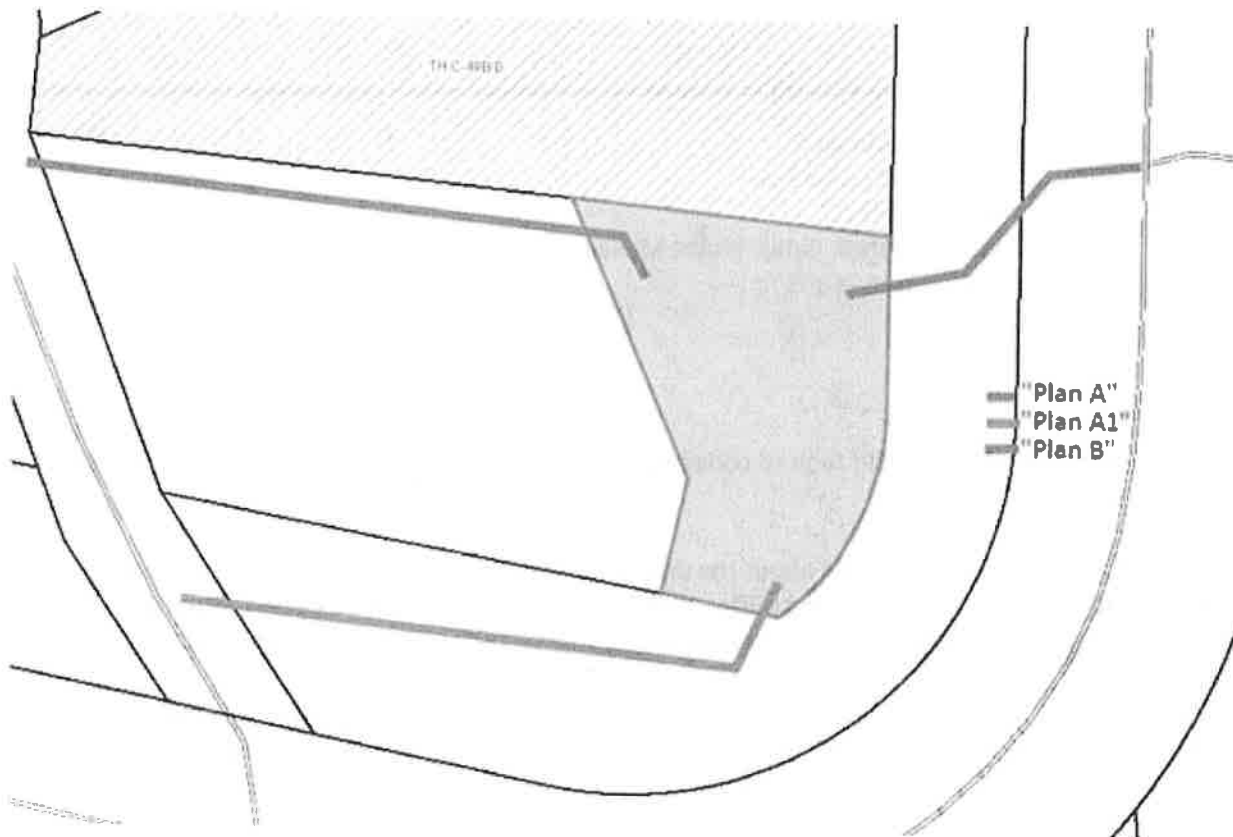
Two issues were raised in general about the buffer access option that we need to be cognizant of when deciding what option is best:

1. The trail network. Council expressed concerns about disruption to trails, and as such we need to show that the driveway through the buffer is not disrupting the trail network.
2. Having the driveway cut in front of a different privately titled property. It will warrant further conversations about whether A is supportable in itself, despite crossing in from of TH C-49B/D, or if a further variant of A that is a straight line to Dome Road would be ideal.

So, what was supported by Council was that 'Option A' was given subdivision authority broadly, in the sense that they approved the subdivision with an access through the buffer. What we need to do now is figure out which access option, is mutually agreeable between yourself, City of Dawson Public Works, and YG HPW. This might be driveway A, A1, or another slight variant.

If, for some reason, we cannot come to an agreement about access through the buffer, we will need to go back to Council again to obtain subdivision authority for Option B.

I hope this all makes sense to you, please feel free to contact me if you want to talk about this further. I'm passing this file back to Libby for processing of the conditional approval, however I am still available for questions as needed. I've also cc'd Mark into this email chain, as the three of us will need to work together collaboratively to come up with the best access option.



Thanks and have a great day,

Clare

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

-----Original Message-----

From: Melanie Fellers <wmfellers@northwestel.net>  
Sent: July 16, 2019 10:02 AM  
To: Clarissa Huffman <cdo@cityofdawson.ca>  
Subject: Two plan "a's"?

Hi Clarissa,

Thanks for all your help and time on this.

I'm curious about the 2nd plan A you were speaking of at the meeting last night.

Do I need to forward you my application for road access permit to YG that I originally sent before I applied for subdivision ?

Thanks,

Melanie

Sent from my iPhone



# THE CITY OF DAWSON

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



## SUBDIVISION/CONSOLIDATION APPLICATION CHECKLIST

Permit #: 19-048

Applicant Name: Melanie Fellers

Legal Description: Lot 33 Dome Road  
Subdivision

Mailing Address: Box 234 Y0B 1G0

Step	Signature	Date
Completed Application and Supporting Documentation Submitted	<i>ZM</i>	May 27, 2019
Permit Paid, Stamped, and Listed in Permit Database	<i>ZM</i>	May 27
Public Notice <ul style="list-style-type: none"><li>• Copy of Public Notice emailed to Heather and added to RFD folder</li><li>• Mailed to affected property owners [ ], posted at COD office [ ], posted at Post Office [ ], COD website [ ], E-news [ ], Klondike Sun [ ]</li><li>• Circulation to Other Depts (Public Works, Fire, By-Law, Recreation)</li><li>• Posted at site</li></ul>	<i>ZM</i>	
Public Hearing Date: <u>July 15</u>	CH	July 9
CDO Report	CH	July 10
Permit Decision <ul style="list-style-type: none"><li>• Council makes decision based on Public Hearing and CDO Report</li><li>• Letter detailing decision drafted</li></ul>		
Permit Filing <ul style="list-style-type: none"><li>• Original Permit, letter, &amp; supporting documentation in open subdivisions file</li><li>• Scanned in to CDO Z: drive &amp; Saved in appropriate location</li><li>• Copy of permit only put in binder</li><li>• Copy of letter &amp; permit mailed to applicant</li><li>• Conditions tracked in subdivision/consolidation tracking database</li></ul>		
Finalization <ul style="list-style-type: none"><li>• Legal survey received from applicant and filed in land file with original permit, letter, and supporting documentation</li><li>• Copy of survey sent to Protective Services for Civic Addressing</li></ul>		

### Subdivision/Consolidation Notice Process

Decision Required By: August 27 2019

Action	Date
1. Notice of a Public Hearing released to public (refer to S.1 below)	
2. Committee of the Whole	July 8, 2019
3. Public Hearing (refer to S.2 below)	July 15, 2019
4. Council	

#### Section 1. Notice of a public hearing.

The notice must be circulated, in the method approved by Council, once a week for two successive weeks. The notice shall:

- describe the area affected by the proposed Subdivision;
- state the date, time, and place for the public hearing respecting the proposed Subdivision;
- include a statement of the reasons for the amendment and an explanation of it.

'Method approved by Council' includes the City of Dawson website, the Klondike Sun, the City and Post Office Bulletin Boards, and written notification as detailed below.

Written notification letters produced by the City of Dawson describing the area affected by the proposed amendment, stating the date, time and place for the public hearing and the reasons for the subdivision and an explanation of it shall be mailed to all properties prior to the public hearing within the following radii of the subject property:

- within the Historic Townsite, 100m (328 ft.);
- all other areas, 1km (3,281 ft.).

A notification sign shall be placed on the subject property following First Reading until such time as Council has ruled on the application. The sign shall state the details of the subdivision and the date, time and place of the public hearing as well as contact information of the City of Dawson.

The applicant shall allow a sign manufacturer contracted by the City to install the sign on the subject property in a conspicuous location. The applicant shall pay the required fee for the sign as specified in the Fees Bylaw in addition to the application fee.

#### Section 2. Public Hearing

Before making a decision, Council shall hold a public hearing to hear and consider all submissions respecting the proposed subdivision. The public hearing shall be held not earlier than 7 days after the last date of publication of the notice.

#### Section 3. Notice Requirements

- ☒ Klondike Sun
- ☒ Bulletin Board/Post Office
- ☒ Website/E-News
- ☒ Sign on Property
- ☒ Letters
- ☒ Public Works



# THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON Y0B 1G0

PH: (867) 993-7400, FAX: (867) 993-7434

## Zoning Assessment

File Number: 19-048

Date: July 2, 2019

Zone: R3

Assessment Completed By: Libby M.

### 1. Application Type

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> OCP Amendment          | <input type="checkbox"/> Variance    |
| <input type="checkbox"/> Zoning Amendment       | <input type="checkbox"/> Development |
| <input checked="" type="checkbox"/> Subdivision | <input type="checkbox"/> Other       |

2. Official Community Plan Designation: Dome Subdivision  
Does the proposed development meet OCP requirements? yes no unknown

3. Zoning By-Law Designation: R3- Country Res.  
Does the proposed development meet ZBL requirements? yes no unknown

4. Heritage Management Plan Designation: Bowl Character Area  
Does the proposed development require HAC review? yes no unknown

### 5. Zone Specific Regulations:

Provision	Permitted	Proposed	Compliant	Variance Required
Permitted Use	Single detached		Y / N	
Minimum Parcel Size	1 acre	"old lot" = 2.64 acres "new lot" = 1.16 acres	Y / N	
Maximum Parcel Size	4 acres	✓	Y / N	
Minimum Parcel Width	—		Y / N	
Minimum Setback (Front)	4.57 m	? ✓	Y / N	
Minimum Setback (Side) <sup>int.</sup>	4.57 m	23 m	Y / N	
Minimum Setback (Side) <sup>ext.</sup>	4.57 m	20 m	Y / N	
Minimum Setback (Rear)	4.57 m	27.5 m, 12.6 m	Y / N	
Minimum Floor Area	900 sq. ft.	3500 sq. ft.	Y / N	

DAWSON CITY — HEART OF THE KLONDIKE



# THE CITY OF DAWSON

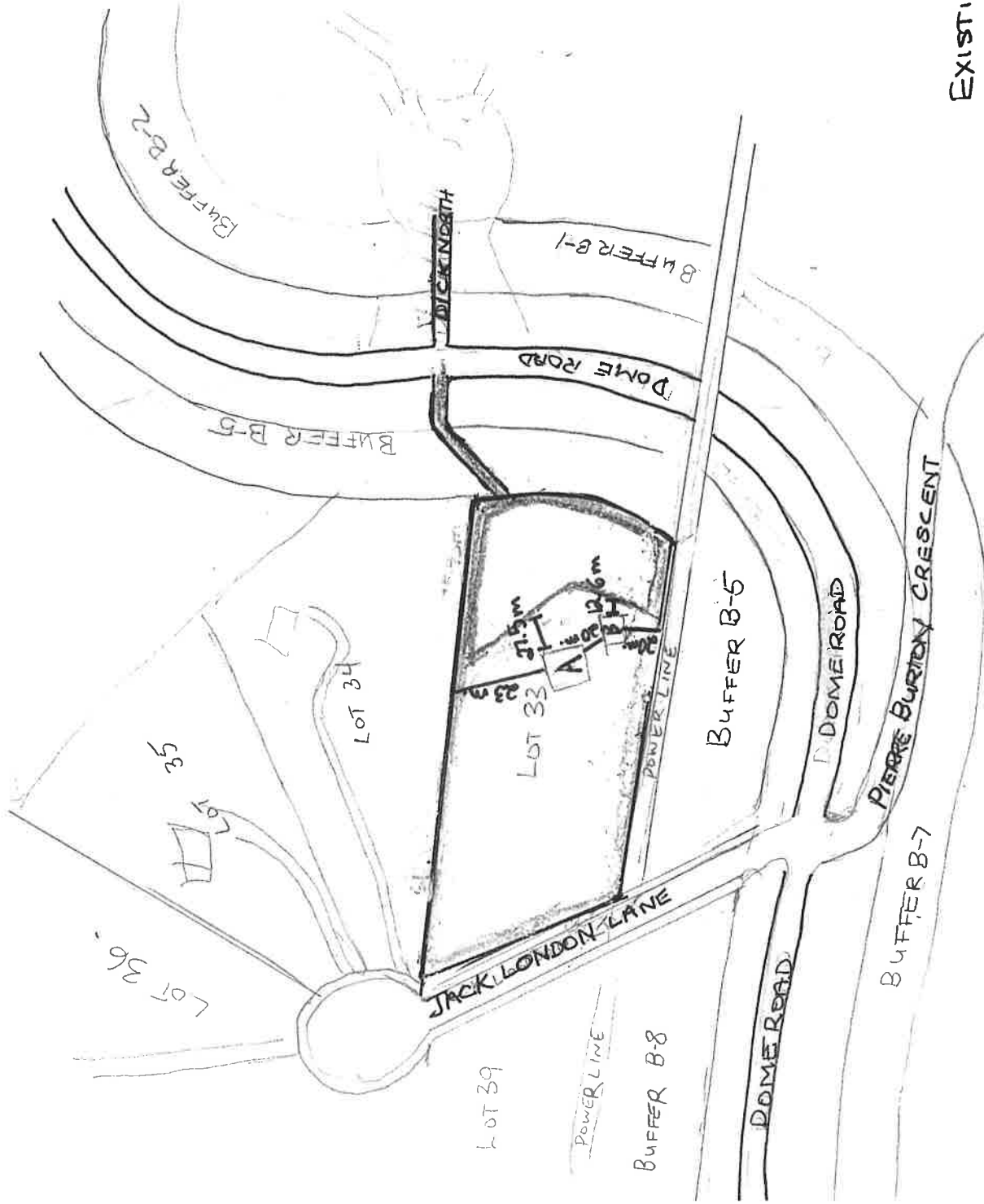
P.O BOX 308, DAWSON CITY, YUKON Y0B 1G0

PH: (867) 993-7400, FAX: (867) 993-7434

Maximum Height (Principal)	10.67m/35ft.	27 ft.	Y/N	
Maximum Height (Accessory)	6.10m/20ft.	20 ft.	Y/N	
Maximum Parcel Coverage	—	—	Y/N	
Maximum Floor Area Ratio (FAR)	—	—	Y/N	
Minimum Off-Street Parking Spaces	—	—	Y/N	
Minimum Setback (Between Principal and Accessory)	4.57m	20m	Y/N	
Zone Specific: _____			Y/N	
Zone Specific: _____			Y/N	

6. Notes:

# PLAN "A"



Dimensions of Structures  
 A: L=28', W=41', H=46'  
 B: L=40', W=40', H=46'

## PLAN "A"

PROPOSED ACCESS - [Symbol]  
 EXISTING PROPERTY LIMITS - [Symbol]

PROPOSED ACCESS IS 3.2 km  
 UP THE DOME ROAD FROM  
 ITS INTERSECTION OFF THE  
 NORTH KLONDIKE HWY.

PROPOSED PROPERTY LIMITS [Symbol]

A hand-drawn site plan for Lot 33, which is a rectangular lot outlined in blue. Inside Lot 33, an orange line indicates a proposed building footprint. The lot is bordered by several roads and buffer zones:

- Top:** DOME ROAD, BUFFER B-1, and BUFFER B-2.
- Right:** BUFFER B-5, DOME ROAD, and PIERRE BURTON CRESCENT.
- Bottom:** JACK LONDON LANE, BUFFER B-8, and DOME ROAD.
- Left:** Lot 34, Lot 35, and Lot 36.

Additional features include:

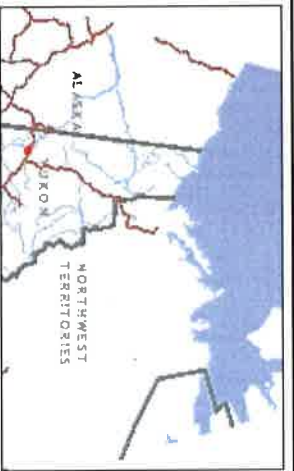
- A "POWER LINE" running along the right side of Lot 33.
- A "DICKINSON" road crossing DOME ROAD at the top.
- A "HUBBARD" road crossing DOME ROAD on the left.
- A "POWER LINE" running along the bottom of Lot 33.
- A "DOME ROAD" running along the bottom of Lot 33.
- A "PIERRE BURTON CRESCENT" road running along the right side of Lot 33.
- A "JACK LONDON LANE" road running along the bottom of Lot 33.
- A "BUFFER B-7" area at the bottom right.
- A "BUFFER B-8" area at the bottom left.
- A "POWER LINE" running along the left side of Lot 33.
- A "DOME ROAD" running along the left side of Lot 33.
- A "PIERRE BURTON CRESCENT" road running along the left side of Lot 33.
- A "JACK LONDON LANE" road running along the left side of Lot 33.
- A "BUFFER B-7" area at the top right.
- A "BUFFER B-8" area at the top left.
- A "POWER LINE" running along the top of Lot 33.
- A "DOME ROAD" running along the top of Lot 33.
- A "PIERRE BURTON CRESCENT" road running along the top of Lot 33.
- A "JACK LONDON LANE" road running along the top of Lot 33.

PROPOSED ACCESS - 

EXISTING PROPERTY LIMITS - 

PROPOSED ACCESS IS 3.2 km  
UP THE DOME ROAD FROM  
ITS INTERSECTION OFF THE  
NORTH KLONDIKE HWY.

### PROPOSED PROPERTY LIMITS USING ACCESS -



- Legend**
- Lot Numbers
  - Surveyed Land Parcels (<80%)
  - Surveyed Easements (<80%)
  - Lot Numbers
  - Surveyed Land Parcels (<80%)
  - Surveyed Easements (<80%)

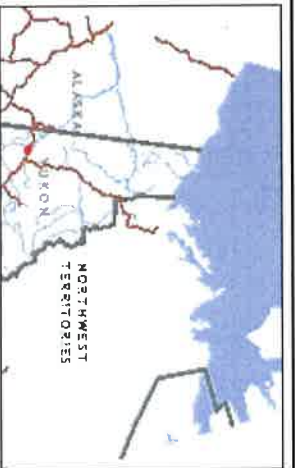
PLAN "A"  
Preferred  
Option



**Notes**

0.1  
0  
0.03  
0.1 Kilometers  
Yukon Albers  
Produced from: EMR Internal Viewer  
1 : 1,280

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.  
Date Printed: 23-May-2019



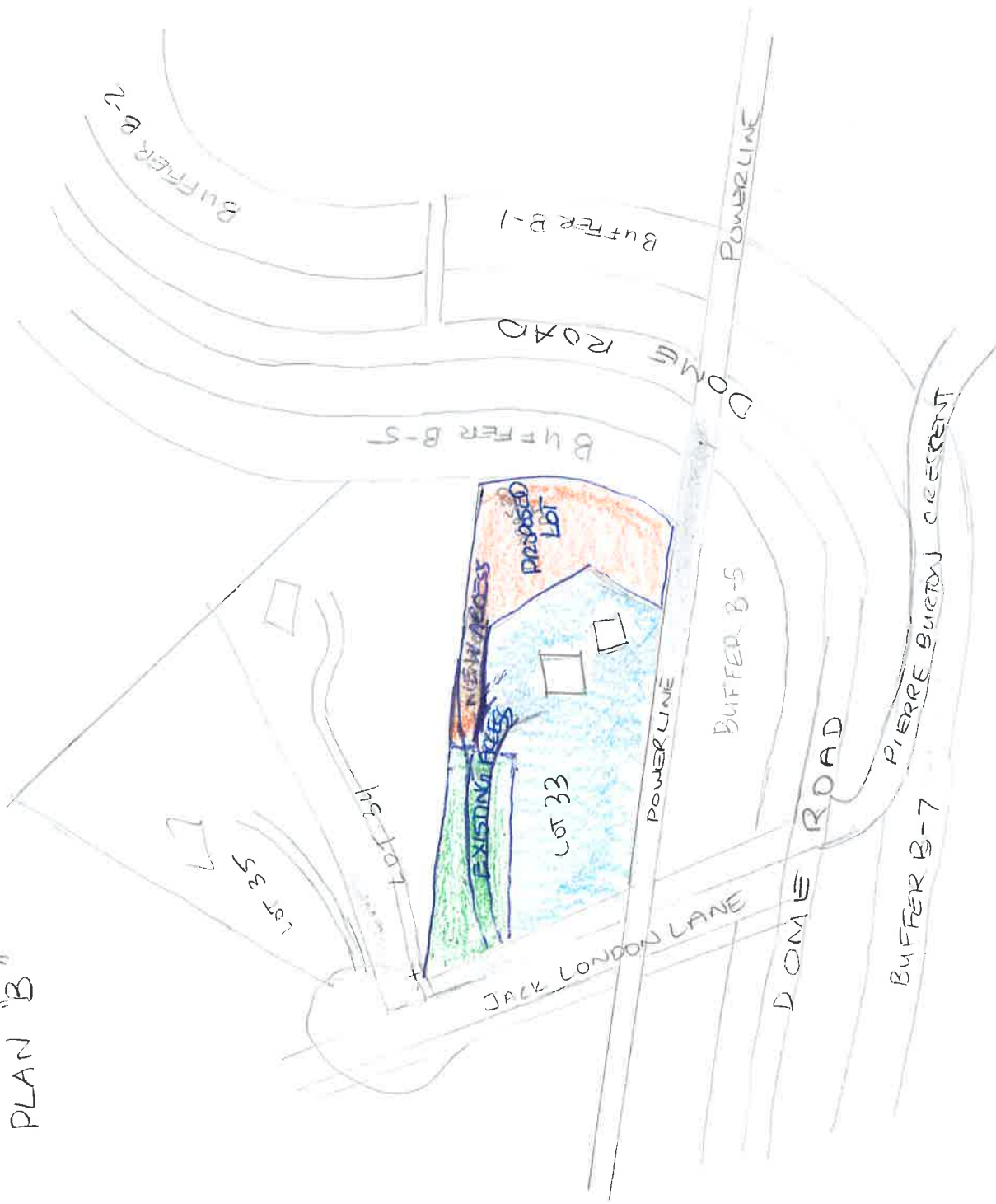
- ## Legend
- Lot Numbers
  - Surveyed Land Parcels (<80k)
  - Surveyed Easements (<80k)
  - Lot Numbers
  - Surveyed Land Parcels (<80k)
  - Surveyed Easements (<80k)

## Notes

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

Date Printed: 23-May-2019

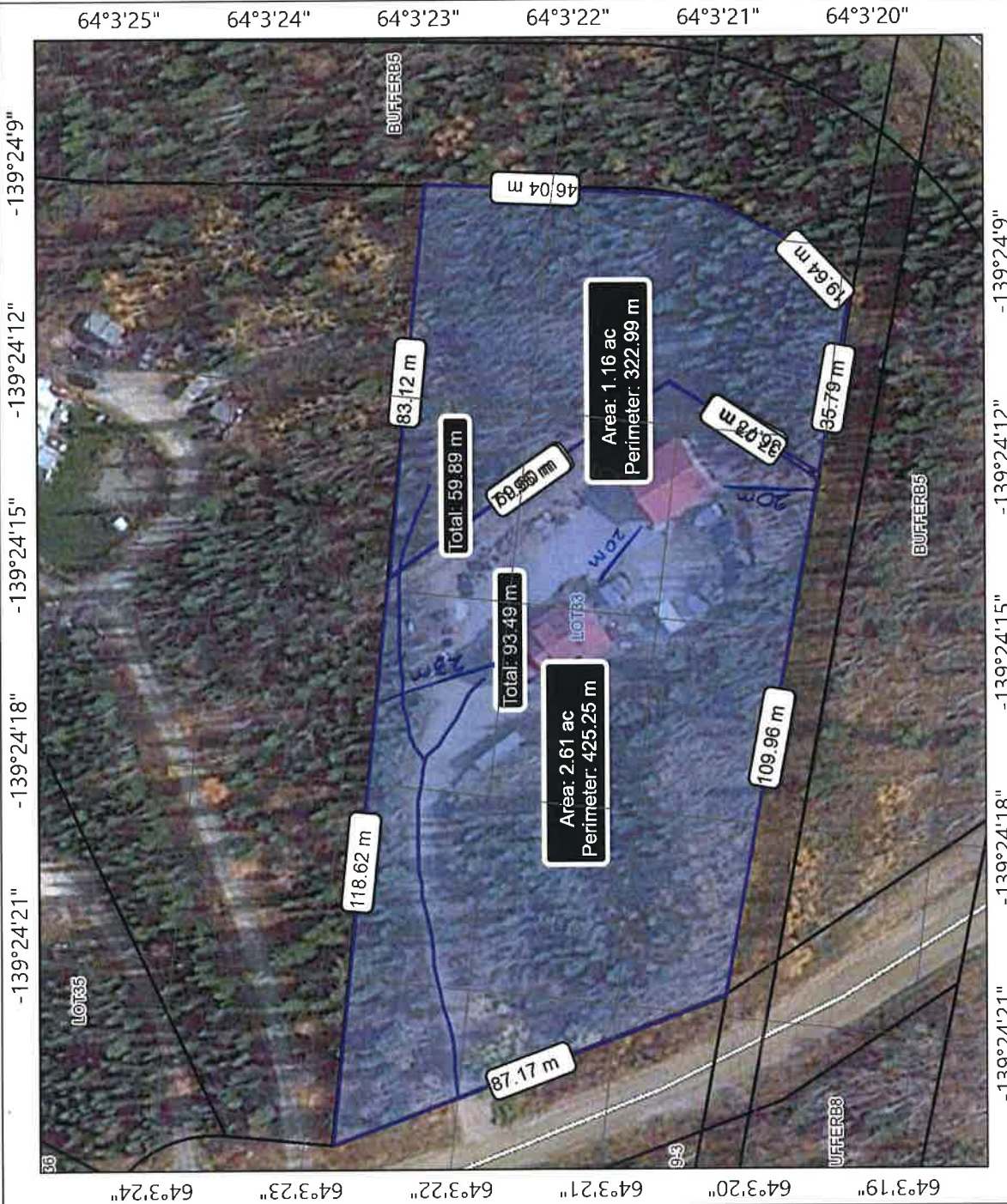
PLAN "B"



PLAN "B"



## Subdivision



### Legend

- Lot Numbers
- Surveyed Land Parcels (<80%)
- Surveyed Easements (<80%)
- Lot Numbers
- Surveyed Land Parcels (<80%)
- Surveyed Easements (<80%)

PLAN "B"

### Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

Date Printed: 21-May-2019

0.1 Kilometers

0.03

0

0.1

1: 1,280

Yukon Albers  
Produced from: EMR Internal Viewer

ACCESS:

PLAN "A" - (PREFERRED OPTION) - SEE MAP.

IDEALLY, EVERY LOT WOULD HAVE ITS OWN PRIVATE ACCESS. TO BEST ACCOMPLISH THIS I AM ASKING THE CITY OF DAWSON TO CONSIDER PERMITTING ACCESS TO THE PROPOSED LOT VIA AN EASEMENT THROUGH BUFFER B-5, COMING OFF THE DOME ROAD DIRECTLY ACROSS FROM DICK NORTH ROAD TO THE TOP END OF THE LOT.

THIS WOULD NEGATE THE NEED FOR A SHARED ACCESS OR CONGESTED DRIVEWAYS OFF OF JACK LONDON LANE, AS WELL AS PROVIDING COMPLETE PRIVACY.

PLAN "B" - ALTERNATIVELY, THIS PLAN ALLOWS SHARED ACCESS USING THE EXISTING DRIVEWAY. THE "SHARED" ACCESS WOULD BEST BE "SURVEYED OUT" AS IN THE ONE COMING OFF OF DICK NORTH ROAD BETWEEN LOTS 48-2, 48-1, + 49.

THANK YOU FOR YOUR CONSIDERATION,

Melanie Fellers  
May 24, 2019

PS. I HAVE SPOKEN WITH KATE FRASER AT YESAB AND SHE BELIEVES THIS PLAN "A" WOULD NOT REQUIRE A PERMIT FROM THEM AS IT DOES NOT INVOLVE VACANT CROWN LAND. I SUBMITTED AN APPLICATION <sup>FOR ACCESS PERMIT</sup> TO THE TRANSPORTATION AND ENGINEERING BRANCH AT H&PW AND WAS TOLD BY JOHN MACDOUGALL THAT "DOME ROAD IS UNDER MUNICIPAL JURISDICTION DEBATE

WHAT IT SAYS IN THE HIGHWAY REG'S REDMOND #701 - SEE ATTACHED EMAILS.

**From:** Katie.Fraser <Katie.Fraser@yesab.ca>  
**Sent:** Thursday, May 23, 2019 1:25 PM  
**To:** Melanie.Fellers <Melanie.Fellers@gov.yk.ca>  
**Subject:** RE: Application for road access permit - Dome Rd

Hi Mel,

To reiterate our conversation yesterday:

My understanding of the project is that you would like to construct an access road from the Dome Road that crosses the Dome Buffer (91 92 LTO YT) in order to access the top part of your property (attached image). As the road in question crosses two surveyed land parcels: the Dome Road ROW, and the Dome Road Buffer B5 (which is titled to the City of Dawson as indicated below and from the land's office), my understanding is that no activities are proposed on crown land or settlement land for this project. I understand that no land use permit is required, although a HPW permit to work within the ROW is, as well as some authorization from the City for work within the buffer. I am uncertain as to what activity would be considered the trigger for an assessment under YESAA.

I would clarify with HPW (John McDougall) what trigger this project would fall under for requiring an assessment under YESAA.

Let me know if you have any questions,

Katie

**From:** Melanie.Fellers  
**Sent:** Wednesday, May 22, 2019 4:47 PM  
**To:** Katie.Fraser  
**Subject:** FW: Application for road access permit - Dome Rd

**From:** Wendy.Holway <[Wendy.Holway@gov.yk.ca](mailto:Wendy.Holway@gov.yk.ca)>  
**Sent:** Tuesday, May 14, 2019 2:50 PM  
**To:** Melanie.Fellers <[Melanie.Fellers@gov.yk.ca](mailto:Melanie.Fellers@gov.yk.ca)>  
**Subject:** FW: Application for road access permit - Dome Rd

Hi Melanie  
Please see the following email from John at TEB regarding your access permit application.  
Thanks,



**Wendy Holway**

Junior Maintenance Technician

Highways & Public Works | Transportation Maintenance Branch, Maintenance &  
Planning W-12

T 867-667-8250 | [wendy.holway@gov.yk.ca](mailto:wendy.holway@gov.yk.ca) | F 867-667-3648 | Yukon.ca

**From:** John.MacDougall <[John.MacDougall@gov.yk.ca](mailto:John.MacDougall@gov.yk.ca)>  
**Sent:** Tuesday, May 14, 2019 2:46 PM  
**To:** Wendy.Holway <[Wendy.Holway@gov.yk.ca](mailto:Wendy.Holway@gov.yk.ca)>  
**Cc:** Jim.Regimbal <[Jim.Regimbal@gov.yk.ca](mailto:Jim.Regimbal@gov.yk.ca)>  
**Subject:** RE: Application for road access permit - Dome Rd

I see a lot of problems here:

- Dome Road is within the Town of Dawson municipal limits so the road is under municipal jurisdiction (despite what it says in the Highway Regulations for Dome Road # 701)
- They want cross buffer B-5, titled to Dawson
- Dawson is the subdivision authority
- No access permit until the subdivision is approved and the survey is registered at Land Titles Office
- Will need to go to YESAA for road construction on the buffer B-5



**John MacDougall**

Senior Highways Land Management Advisor  
Highways and Public Works | Transportation Engineering Branch  
T 867-633-7962 | C 867-633-7962 | F 867-393-6447 | [Yukon.ca](http://Yukon.ca)

**From:** Wendy.Holway <[Wendy.Holway@gov.yk.ca](mailto:Wendy.Holway@gov.yk.ca)>  
**Sent:** May 14, 2019 1:59 PM  
**To:** John.MacDougall <[John.MacDougall@gov.yk.ca](mailto:John.MacDougall@gov.yk.ca)>  
**Cc:** Jim.Regimbal <[Jim.Regimbal@gov.yk.ca](mailto:Jim.Regimbal@gov.yk.ca)>  
**Subject:** FW: Application for road access permit - Dome Rd

Hi John

This is Access Permit application #12092 to Lot 33 Dome Road. Does this have an existing access, maybe off Jack London Lane? She plans to subdivide and sell the large part with the house.

Does she have to wait until subdivision is approved to apply for this permit?

Thanks,  
Wendy

**From:** Melanie.Fellers <[Melanie.Fellers@gov.yk.ca](mailto:Melanie.Fellers@gov.yk.ca)>  
**Sent:** Monday, May 13, 2019 3:30 PM  
**To:** highway.permits <[highway.permits@gov.yk.ca](mailto:highway.permits@gov.yk.ca)>  
**Cc:** Wendy.Holway <[Wendy.Holway@gov.yk.ca](mailto:Wendy.Holway@gov.yk.ca)>; 'Melanie Fellers' <[wmfellers@northwestel.net](mailto:wmfellers@northwestel.net)>  
**Subject:** Application for road access permit

Good afternoon,

Please find enclosed my application for a road access permit and the required documents. Please call my cell for payment by visa.

# Report to Council



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

☐ In Camera

<b>SUBJECT:</b>	Subdivision Application #19-048: Lot 33 Dome Road	
<b>PREPARED BY:</b>	Libby Macphail and Clarissa Huffman, Planning and Development Department	<b>ATTACHMENTS:</b> 1. Subdivision Application #19-048 2. Map of Proposed Subdivision
<b>DATE:</b>	July 2, 2019	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b> Municipal Act Official Community Plan Zoning Bylaw Subdivision Bylaw		

## RECOMMENDATION

1. That Council approve authority to subdivide for Subdivision Application #19-048, "Plan A" subject to the following conditions:
  - 1.1. The application successfully passes through a public hearing.
  - 1.2. The applicant submit a Stormwater Management Plan to the satisfaction of the CDO and Public Works Superintendent.
  - 1.3. The applicant submit an access plan that demonstrates commitment to either driveway configuration A or A1 to the satisfaction of the CDO and Public Works Superintendent.
  - 1.4. The applicant submits a plan of subdivision completed by a certified lands surveyor drawn in conformity with the approval.
  - 1.5. The applicant shall, on approval of the subdivision plan by the City of Dawson, take all necessary steps to enable the registrar under the Land Titles Act to register the plan of subdivision.

## ISSUE

Subdivision Application #19-048 was received on May 27, 2019. The applicant is requesting to subdivide their residential lot into two lots to facilitate the sale of the second lot.

## **ANALYSIS / DISCUSSION / ALIGNMENT TO OCP & STRATEGIC PRIORITIES**

### **Comments**

Department heads were asked to comment on this application for purposes of assessing operational requirements such as access, lot grading, and slope stability, and no negative comments or concerns were raised. It was noted by Protective Services that from a civic addressing perspective, Plan A would be preferred, as it is complex to assign addresses in a shared driveway scenario. Public Works expressed concerns about the proposed driveway accessing the Dome Road, to be discussed further in the following sections.

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

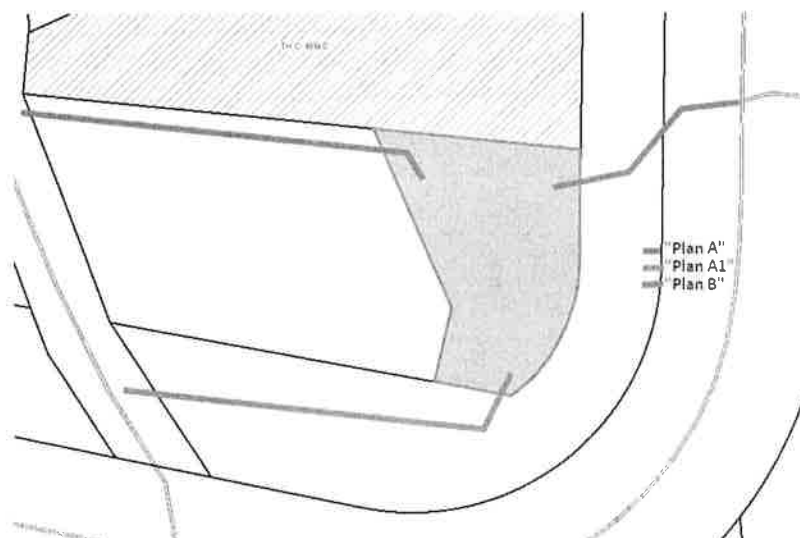
### **Subdivision By-Law**

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

### **Municipal Act**

The Municipal Act S. 314 details the requirements for any proposed plan of subdivision to have direct access to the highway to the satisfaction of the approving authority. In this case, "Plan A", the applicant's preferred option, creates direct access to Dome Road. However, this option requires further assessment. PW indicated that prior to approving an access, YG Highways and Public Works should weigh in to confirm the classification of the Dome Road and the standards for sightlines on a curve. Answers to both of these questions will impact the viability of a driveway access on Dome Road. PW suggested an alternate driveway configuration, shown as "Plan A1", where the driveway passes through the buffer to Jack London Lane, which would meet access requirements in the event that the original proposal is not viable.

If Council were to recommend "Plan B", there is no new access, and therefore this section doesn't apply. However, an easement is proposed in order to access the new lot. Therefore, if Plan B is the option chosen by Council, condition 1.3 would need to be updated to require the easement to be registered on title.



**Figure 1. Proposed Driveway Configurations**

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

#### **Official Community Plan**

The property is currently designated as R3 – Country Residential. Uses associated with this designation include primarily low density single detached dwellings. Therefore, the two proposed lots would retain the same designation. Any new use or development on the proposed lots would be required to conform to the OCP designation, or else apply for an OCP Amendment.

#### **Zoning By-Law**

The property is currently zoned R3 – Country Residential. The Zoning By-Law is intended to implement the goals of the OCP. Therefore, the purpose of the R3 zone as per the Zoning By-Law is to permit low density, privately serviced residential dwellings. A full range of permitted uses and associated provisions are contained in the Zoning By-Law, and any future development of the proposed lots must also conform with the Zoning By-Law. Both lots would also be required to meet the minimum lot size of 1 acre; the two lots are proposed to be approximately 2.64 acres and 1.16 acres respectively.

A preliminary zoning assessment was conducted and no discrepancies were identified, therefore administration is comfortable recommending approval of "Plan A" of this subdivision.

APPROVAL		
NAME:	Cory Bellmore, CAO	SIGNATURE: <i>C. Bellmore</i>

# Report to Council



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

☐ In Camera

<b>SUBJECT:</b>	Recreation Board & Community Grants Committee Appointments	
<b>PREPARED BY:</b>	Cory Bellmore, CAO	<b>ATTACHMENTS:</b> <ul style="list-style-type: none"><li>Final Draft Recreation Centre Community Engagement Strategy</li></ul>
<b>DATE:</b>	November 27, 2020	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>		

## RECOMMENDATIONS

THAT Council

- Receives the Dawson City Recreation Center Engagement Strategy draft and provides comments to the final Draft.


## ISSUE / PURPOSE

Administration is seeking final feedback from council draft Engagement Strategy to provide to the project team to continue to move forward on the New Recreation Center project planning.

## BACKGROUND SUMMARY

Administration with the assistance of Colliers Project Leaders has been working with Republic Architecture and Yukon Government Infrastructure Development on the New Recreation Centre planning. The upcoming phase of Public Engagement requires an approved Engagement Plan. Administration provided the draft of the Engagement plan previously to council and is now looking for any final feedback

## APPROVAL

<b>NAME:</b>	Cory Bellmore, CAO	<b>SIGNATURE:</b> 
<b>DATE:</b>	May 21, 2020	



# Government of Yukon Dawson City Recreation Centre Community Engagement Plan

November 10, 2020

**REPUBLIC  
ARCHITECTURE  
INC**

385 St. Mary Ave,  
Winnipeg, MB, R3C 0N1  
T (204) 989 0102 F (204) 989 0094  
[www.republicarchitecture.ca](http://www.republicarchitecture.ca)

# Dawson City Recreation Centre Community Engagement Strategy

The community engagement portion of the project will begin upon client approval of the schematic design options for presentation to the community. In light of current events surrounding the COVID-19 pandemic, it is recommended that the community have the opportunity to engage in the design process in two ways: 1. Attend an in-person presentation and/or 2. Review presentation materials electronically in the location of their choice. A venue for the in-person presentation would need to be a large enough space to allow all interested individuals to participate safely, have the necessary audio/visual equipment to allow each participant to hear and see the presentation, and be able to record the session for those unable to attend. Invitations to a town hall session will need to be sent out at least two weeks prior to the scheduled event. There are several ways that invitations can be distributed:

1. **Flyers in the mail to each household in the catchment area.**
2. **Emails distributed via the City of Dawson mailing list.**
3. **Emails distributed to community recreation coaches and leaders that could then be distributed to the individuals and families involved in their organization.**
4. **Emails to businesses that could be shared with their customers/clients.**
5. **Notices sent home with students from school.**
6. **Advertisement posters placed throughout the community.**
7. **Instagram, Twitter or blog posts via City of Dawson social media.**
8. **Local radio advertisement.**

The method of distribution will be based on the preferences of City Council. Content for printed or electronic materials describing the community engagement event will be provided by the consultant team highlighting the date, time and location of the event identified by the City of Dawson. Securing a location, and distribution of invitations is the responsibility of the City of Dawson.

A formal presentation will be developed to capture key highlights of each of the selected site and plan options such as site orientation, capital costs, energy conservation strategies, as well as describing the amenities offered in each option. The presentation will include visuals that will be projected on a large screen and will also include large scale printed posters of each option for display at the community event. A representative from the consultant team will be present on the day of the event to set up the visual displays and will lead the presentation to the community. The proposed agenda for the event is as follows:

1. **Introduction of the project and the consultant team.**
2. **Overview of the site options.**
3. **Review of schematic design options.**
4. **Explanation of surveys (may be submitted during or after the engagement session).**
5. **Informal question and answer session.**

Two surveys have been developed for this engagement session. The first is designed for responses from individuals or households with specific questions related to what they identify as being important when it comes to recreation and fitness within a new facility. The survey allows for a lot of valuable feedback in a multiple-choice format on a variety of topics. The second survey is for coaches or leaders of community groups, specifically those who will have direct involvement in future events within the facility. The purpose of the surveys is to:

1. **Allow community members to voice their preferences.**
2. **Gain insight into what community groups/members intend use the recreation centre and how they will use it.**

Following the event, a copy of the presentation and/or video of the town hall event will be made available to be posted to the City of Dawson website along with electronic links to the surveys. The printed materials can be displayed at a convenient location in the community where interested residents can review the plans in more detail. Hardcopies of the survey will be made available for anyone who is not comfortable using the electronic version.

All feedback received from the community engagement session will be documented and compiled by the consultant team. A summary of the feedback will be submitted to the client stakeholder group for review. Any modifications that the stakeholders would like to make to the schematic options based on the feedback from the community will then be incorporated into the floor plan layouts and included in the final report document.

# Dawson City Recreation Centre Community Survey

Please identify preferences or provide a written response to the following questions. Answers may be based on individual preferences or to represent a household.

EXAMPLE:

Fill in the box to make your selection(s). ☐ Item A ☒ Item B ☐ Item C OR Rank items by number. Use each number only once.

Item A	Item B	Item C
3	1	2

1

Trondek

In which neighborhood do you reside (select one):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Dredge Pond                    | <input type="checkbox"/> Historic Townsite | <input checked="" type="checkbox"/> <del>Rock Creek</del> |
| <input type="checkbox"/> C-4 <b>Trondek</b> Subdivision | <input type="checkbox"/> West Dawson       | <input type="checkbox"/> Bear Creek                       |
| <input type="checkbox"/> Callison Subdivision           | <input type="checkbox"/> Henderson         | <input type="checkbox"/> Other (please specify below):    |
| <input type="checkbox"/> Dome Subdivision               | <input type="checkbox"/> Rock Creek        |   |

2

Based on my personal interests in the amenities currently shown in the options, I expect to use the facility (select one for each option. This applies to both locations):

Option 1	Option 2	Option 3
<input type="checkbox"/> less than once a month	<input type="checkbox"/> less than once a month	<input type="checkbox"/> less than once a month
<input type="checkbox"/> 1 - 2 times per month	<input type="checkbox"/> 1 - 2 times per month	<input type="checkbox"/> 1 - 2 times per month
<input type="checkbox"/> 3 - 5 times per month	<input type="checkbox"/> 3 - 5 times per month	<input type="checkbox"/> 3 - 5 times per month
<input type="checkbox"/> 6 - 10 times per month	<input type="checkbox"/> 6 - 10 times per month	<input type="checkbox"/> 6 - 10 times per month
<input type="checkbox"/> 11 - 20 times per month	<input type="checkbox"/> 11 - 20 times per month	<input type="checkbox"/> 11 - 20 times per month
<input type="checkbox"/> more than 20 times per month	<input type="checkbox"/> more than 20 times per month	<input type="checkbox"/> more than 20 times per month

3

What kind of event would you use a multipurpose room for? (select all that apply):

- ☐ Large meeting (ie. Business meeting, volunteer organization, etc.)
- ☐ Party/Celebration (ie. Kids birthday, family reunion, etc.)
- ☐ Group fitness (ie. Yoga, Pilates, karate, etc.)
- ☐ Business venture (ie. Massage therapy or physiotherapy clinic, client meetings, etc.)
- ☐ Club activity (ie. Chess club, book club, quilting/sewing club, etc.)
- ☐ Other
- ☐ Not interested in using this space



# Dawson City Recreation Centre User Groups & Programmers Survey

Complete this survey if you are responsible for running programming related to recreation in Dawson.

Please identify preferences or provide a written response to the following questions.

EXAMPLE:

Fill in the box  
to make your  
selection(s).

- ☐ Item A  
☒ Item B  
☐ Item C

OR

Rank items by  
number. Use  
each number  
only once.

Item A

3

Item B

1

Item C

2

1

Which organization(s) do you represent?

1. ....  
2. ....  
3. ....

2

Do you anticipate your program(s) would make use of the amenities offered in the options?

- ☐ Yes  
☐ No

If yes, what amenities are you most interested in integrating into your program? Please provide a brief description of how the amenity areas will benefit the program:

1. ....  
.....  
2. ....  
.....  
3. ....  
.....  
4. ....  
.....  
5. ....  
.....

Is there an amenity space that you feel is missing from the schematic design options?  
If yes, please describe:

.....  
.....

3

Please rank the schematic design options (indicate 1 through 6 where 1 is the preferred option, 6 is the less preferred option. Use each number only once):

Gold Rush Campground Site			Dome Road Site		
Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I ranked the option above as #1 because:

.....

.....

4

Please describe any team-building activities that the participants of your program typically engage in. For example, if you anticipate that the participants in your program area will all use the steam room immediately following the organized portion of the program, or if the participants always gather for refreshments immediately following the organized portion of the program, identify the activity here:

.....

.....

.....

.....

.....

.....

5

Please describe any recommendations for improvements that could be made to the way that spaces are laid out based on how your program area will use the facility. For example, if there are challenges with accommodating mixed gender team changing requirements, or if the group you lead is extraordinarily large and would not be able to function in the defined area, identify the challenge here:

.....

.....

.....

.....

.....



November 23, 2020

Mayor Wayne Potoroka  
City of Dawson  
Box 308  
Dawson City, YT Y0B 1G0

**Re: Update on the Yukon Motor Vehicles Act Rewrite**

Dear Mayor Potoroka:

As our work on the Motor Vehicles Act rewrite continues, we are writing to provide you with an update on the status of this project.

We had initially planned to share our proposed legislative changes with Yukon and transboundary First Nations governments, municipalities, local advisory councils, and other stakeholder groups in summer 2020. We anticipated tabling the Bill in spring 2021 and developing the regulations thereafter.

However, we are now planning to develop the Bill alongside the regulations. This is important because of the size and complexity of the regulations, and we want to have a smooth implementation. We plan to share the proposed legislative changes in the summer of 2021. Our new timeline for tabling the Bill and regulations together is 2023. This shift means that the Government of Yukon will still be able to meet the original timeline for the Act and regulations coming into force, while providing the additional time needed to ensure the evidence-based regulations work as seamlessly as possible with the new Act.

We are pleased to continue this important work to improve road safety in all Yukon communities.

If you have any questions, please contact one of the project team members below:

**Tharian Botting, Senior Policy Analyst**

Phone: (867) 332-2970

Email: [tharian.botting@gov.yk.ca](mailto:tharian.botting@gov.yk.ca)

**Ardeth Evans, Policy Analyst**

Phone: (587) 890-2201

Email: [ardeth.evans@gov.yk.ca](mailto:ardeth.evans@gov.yk.ca)

Sincerely,

Paul McConnell

Deputy Minister of Highways and Public Works

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