

# THE CITY OF DAWSON

## COMMITTEE OF THE WHOLE MEETING CW25-05

DATE: Tuesday, May 06, 2025

TIME: 07:00 PM

LOCATION: Council Chambers, City of Dawson Office



Join Zoom Meeting

<https://us02web.zoom.us/j/81958762760?pwd=hj3TTWxtn3kLksiA2isVFBtCpKevRu.1>

Meeting ID: 819 5876 2760

Passcode: 253998

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### 1. Call to Order

### 2. Adoption of Agenda

### 3. Delegations, Guest Presentations, Public Questions & Comments

*Delegation by pre-notice, Guest Presentation by Invitation, Public Q & Comment 2 min ea. with max limit at discretion of Chair (testing...)*

1. Heritage Management Plan and Heritage Bylaw Drafts Page 3

### 4. Correspondence Page 101

1. Susan Lancaster (on behalf of) Adam Terpstra, President of Bridging with Support Foundation Page 104

### 5. Minutes

1. Committee of the Whole Meeting Minutes CW25-04 of April 1, 2025 Page 107

### 6. Budget, Financials, and Accounts Payables Reports

1. Jan-Mar 2025 Variance Report Page 109

2. Accounts Payable Lists #25-01 - #25-05, Cheque #61617 to #61799 & EFTs Page 131

3. Visa Statements Jan - Mar 2025 Page 143

4. Cash Flow Forecast Mar 31 2025 Page 147

### 7. Special Meeting, Committee, and Departmental Reports

1. Development Grant	Page 148
2. Backhoe	Page 151
3. Management Report for Council - Finance	Page 161
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5. KDO Board	Page 165

**8. New Business from Members of Council**

*[Motions from members of council, Notice of Motion on Substantive issues (testing....)]*

**9. Public Questions**

**10. Closed Meeting**

1. Legal Discussion

**11. Adjournment**





# City of Dawson

## Report to Council

Item 1.

Agenda Item	Heritage Management Plan (HMP) and Heritage Bylaw (HB), Drafts
Prepared By	Planning and Development
Meeting Date	May 6, 2025
References (Bylaws, Policy, Leg.)	HMP, HB, Design Guidelines
Attachments	Draft HMP, HB, Design Guidelines, and Research Guide

	Council Decision
	Council Direction
x	Council Information
	Closed Meeting

### Recommendation

That Committee of the Whole accept this report for informational purposes.

### Executive Summary

Since June 2024, the City of Dawson (CoD) has been undertaking a comprehensive review of the Heritage Management Plan (HMP), Heritage Bylaw (HB) and Design Guidelines. The aim of the project is to update the aforementioned documents to improve heritage conservation initiatives, while actively involving and engaging the wider community.

- The HMP is the City of Dawson's local guiding document, which provides a framework for preserving and managing heritage resources within municipal boundaries. It outlines the current conservation policy landscape, highlights the importance of heritage conservation in Dawson, as well as provides key tools to guide development projects.
- The HB regulates, prohibits, and imposes the heritage requirements regarding development applications in the City of Dawson. This includes defining the Heritage Advisory Committee structure and proceedings, Historic Resources Permit, Heritage Fund, Incentives, and Penalties.

### Background

On December 3, 2024, Planning and Development presented an informational report and What We Heard report to Council. These reports detail the engagement of consultants Giaimo, M.R. Letourneau, and Narratives to revise the Heritage Management Plan (HMP) and Heritage Bylaw (HB), as well as outlined the community engagement completed thus far. These engagements include a project kick-off meeting held on June 26, 2024, a public meeting and drop-in session on August 27<sup>th</sup>, 2024 and August 29<sup>th</sup>, 2024, and the establishment of a Working Group (WG) and Advisory Committee (AC). This report provides an update on the progress of the project since then.

### Discussion / Analysis

Drafts for the HMP and HB have been produced by the consultants and circulated to the WG and AC. This was followed by additional engagement meetings with the WG and AC on March 27<sup>th</sup> and April 11<sup>th</sup>, respectively. Feedback and comments gathered from WG and AC consultation were incorporated into the updated drafts, attached. The items below summarizes the main changes applied to the documents:

#### Heritage Management Plan

- Policy Framework section clearly outlines the policies, guidelines, legislation that impact Dawson City, as well as clearly define Jurisdictions. The new HMP focuses on the historic townsite.
- Areas of Action section has been created to address to wide-range of community needs expressed during public engagement (housing, tourism, stewardship, environment and climate).
- Tr'ondëk Hwëch'in perspectives integrated throughout document, in collaboration with Tr'ondëk Hwëch'in Heritage Department.
- New Design Guidelines do not apply to the Settlement Land, HMP acknowledges that TH has their own design process.
- Previous character areas and management areas have been simplified into two Heritage Management Areas: Downtown and Residential. These borders align with zoning.

#### Design Guidelines

- User Guide included, to improve document usability and explain to applicants how to use the design guidelines.
- Streamlined document, with clear pre-approved requirements to allow for approvals from staff on applications, making process quicker and more efficient.

- To allow for unique project types and recognizing that Design Guidelines cannot be all encompassing, applications that do not directly follow Design Guidelines are also permitted to seek approval through HAC. For example, applications with reliable and sourced photographic evidence can receive approval through HAC.
- Design guidelines developed for 4 different project types: 1) infill, redevelopment, and major renovation, 2) reconstruction of historic buildings, 3) conservation of historic buildings, 4) major projects.
- Recognizing that large-scale projects have the greatest potential for altering the historic fabric of Dawson City, major projects will require a Heritage Impact Assessment to ensure the design process mitigates negative impacts.

### Heritage Bylaw

- Recommendation that professional members become voting members to help meet quorum and avoid canceled/delayed meetings, with the caveat that quorum must also include at least one community member be present.
- Replaced wording of “historic resource permit” with “development permit” to align with working terminology
- Development incentive fund increased as follows:
  - From \$10,000 to \$15,000 for Municipal Historic Sites
  - From \$5000 to \$7500 for sites listed on the Historic Inventory

### Research Guide

- New document that provides a consolidated list of research resources and cite sources.

#### Fiscal Impact

N/A

#### Alternatives Considered

N/A

#### Next Steps

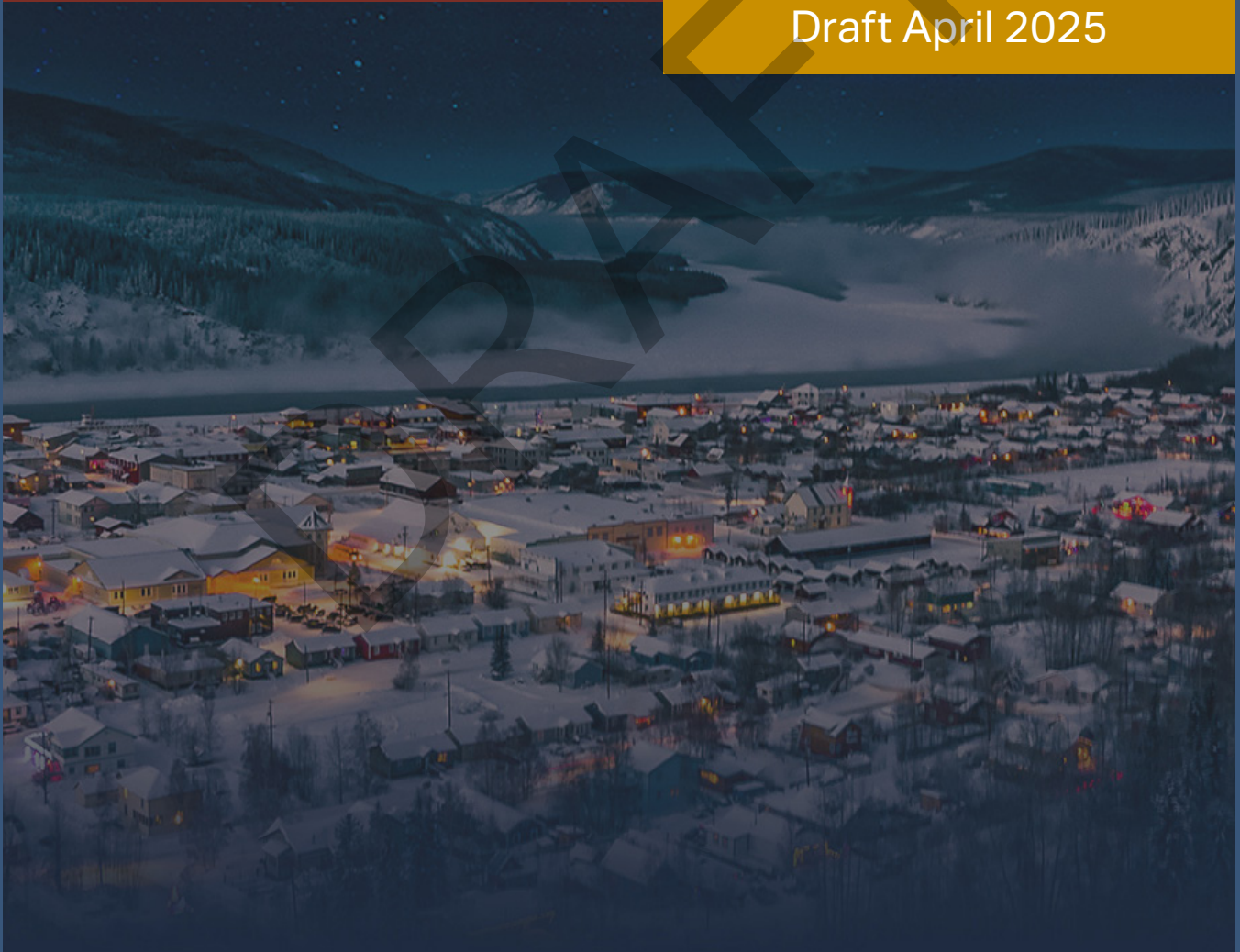
A municipal Heritage Inventory will be created, based on the Yukon Historic Sites Inventory (YHSI). This inventory will have two categories: 1) Structures where proposals for its alteration must be brought forward for HAC consultation as part of the development permit application process 2) Structures where development permit applications for its alteration can be decided upon by the Planning Manager or delegate. The Heritage Inventory and its two categories will be created by bringing the list of structures listed on the YHSI before the Heritage Advisory Committee to obtain their recommendation on which of the two categories they believe each structure is best suited. A forthcoming draft list of structures will be brought before Council for direction and adoption.

Furthermore, the consultants will complete the process of incorporating all comments and feedback to produce a finalized version of the HMP and HB. These documents will be presented to Council at a later date for adoption.

Approved by	Name	Position	Date

# **DAWSON CITY HERITAGE MANAGEMENT PLAN**

Draft April 2025





Dawson City Heritage Management Plan  
Draft Report  
March 2025

Photo Credits:  
City of Dawson website: Cover Photo.  
Dr. Peter Coffman, July 2024: Page 2, 6, 22, 24, 26.  
Giaimo, August 2024: iiv, 4-5, 14, 16, 18, 20, 27, 29, 30.

This report was commissioned by the City of Dawson and prepared by consultants: Giaimo + Associates Architects Inc., with M.R. Letourneau and Associates Inc. and Narratives Inc.



In collaboration with a Working Group comprised of: City of Dawson, Parks Canada, Tr'ondëk Hwëch'in, and Government of Yukon.

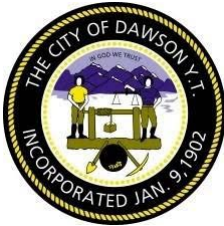


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# ACRONYMS AND ABBREVIATIONS

<b>CAHP - Canadian Association of Heritage Professionals</b>
<b>HMP - Heritage Management Plan</b>
<b>HRA - Heritage Resources Act</b>
<b>ICOMOS - International Council on Monuments and Sites</b>
<b>KIAC - Klondike Institute of Art &amp; Culture</b>
<b>MOU - Memorandum of Understanding</b>
<b>OCP - Official Community Plan</b>
<b>OUV - Outstanding Universal Value</b>
<b>PCA - Parks Canada Agendy</b>
<b>SOVA - Yukon School of Visual Arts</b>
<b>SDG - Sustainable Development Goal</b>
<b>TH - Tr’ondëk Hwëch’in</b>
<b>TKWHS - Tr’ondëk-Klondike World Heritage Site</b>
<b>UNESCO - United Nations Educational, Scientific and Cultural Organization</b>



# LAND ACKNOWLEDGMENT



Dänojà Zho Cultural Centre

We acknowledge that the land on which we gather on is the traditional territory of the Tr’ondëk Hwëch’in, the Dënezhu, the people of the river. For countless generations, Dënezhu have maintained an enduring relationship with the land, with heritage deeply intertwined with its landscapes. Dënezhu stories are written on the land, and Tr’ëhudè embodies a reciprocal relationship with all living things, upholding the integrity of land as an interconnected entity.

The Klondike Gold Rush of the late 19th century brought profound changes to this region, leading to the displacement of the Tr’ondëk Hwëch’in from their ancestral lands, such as Tr’ochëk, to Moosehide Village. Despite these upheavals, the Tr’ondëk Hwëch’in have continually adapted, preserving their cultural identity and fostering resilience. The inscription of Tr’ondëk-Klondike as a UNESCO World Heritage Site recognizes this unique cultural landscape and the enduring legacy of the Tr’ondëk Hwëch’in.

As the City of Dawson engages in heritage management planning, we commit to honoring the Tr’ondëk Hwëch’in’s deep connection to this land and to upholding the principles of Trëhudè. These teachings call us to live with integrity, justice, balance, interdependence, and respect. By embracing these values, we aim to ensure that our actions support the health of the land and the well-being of all its inhabitants. This includes maintaining balance with nature, honoring our interconnectedness with all living beings, and caring for each other through community cooperation.

As you consider changes to your home or land, or engage with this Heritage Management Plan, we ask that you do so with intention. Reflect on what it means to live and build on Tr’ondëk Hwëch’in Traditional Territory. Let this be more than a statement. Let it be a personal commitment to uphold the teachings of Trëhudè, to respect the land as a living being, and to contribute to a future rooted in care, humility, and responsibility.



# 1 - INTRODUCTION: A LIVING COMMUNITY



Klondike Institute of Art & Culture, DĒnākār Zho

## 1.1 A NEW FRAMEWORK

Dawson City’s heritage is more than its buildings — it’s a living landscape shaped by the people, culture, and history that continue to evolve. With its designation as part of a UNESCO World Heritage Site in 2023, along with shifts in heritage conservation best practice nationally and internationally, Dawson’s approach to heritage management must reflect both conservation and continuity, acknowledging the deep relationship with the Tr’ondĕk Hwĕch’in and the vibrant community that calls this historic place home.

This Heritage Management Plan (HMP) updates and expands upon the 2008 HMP, providing practical, forward-thinking strategies that respect Dawson’s unique character and cultural heritage values, while adapting to modern realities. Rather than replacing past work, this plan builds on decades of knowledge to ensure heritage conservation remains a cornerstone of Dawson’s future.

### What’s in This Plan?

This HMP focuses on Dawson City’s historic townsite (see figure 8); areas outside the historic townsite are briefly addressed in this Plan. Guidance beyond Dawson City can be found in the UNESCO Tr’ondĕk-Klondike Heritage Management Plan. Prepared with a focus on usability, and in alignment with current policy frameworks, the HMP includes:

- Policy & Framework – Outlines the conservation policy landscape, including jurisdictional mapping and key regulatory considerations.
- Fields of Action – Highlights how heritage conservation can contribute to Dawson’s growth, with a focus on stewardship, quality of life, climate resilience, and accessibility.
- Heritage Management Areas – Defines Dawson’s two Heritage Management Areas (Downtown & Residential) and provides policies and guidelines, including Cultural Landscapes.
- Implementation Toolkit – Introduces key tools to assist residents and community members with implementing development projects, including the Heritage Bylaw, Design Guidelines, and Research Guide.

By grounding this plan in collaboration, continuity, and care, it serves as a practical tool for conservation while embracing Dawson’s evolving identity - one that recognizes its UNESCO status, strengthens its connection with Tr’ondĕk Hwĕch’in stewardship, and reflects the needs of the people who live, work, and create here today.

A detailed description of the project process is included in Appendix A.



# 1.2 COMMUNITY VISION

Dawson City envisions a future where its cultural, built, and natural heritage are thoughtfully and holistically managed to enhance residents’ quality of life and attract visitors from around the world. The community’s vision emphasizes a heritage management approach that supports a living community and addresses how conservation intersects with housing, livability, tourism, economics, risk management, and climate change.

This updated Plan aims to align with this vision, amplifying the stories of the entire history of the Klondike Valley, with particular emphasis on the Gold Rush era of 1896-1910, while also highlighting the deep-rooted heritage of the Tr’ondëk Hwëch’in and the diverse cultural layers that have shaped the region.

Front Street with view of Èdhä Dădhëchą

A What We Heard report, outlining the community engagement process and feedback summary, can be found in Appendix C.



## 2 - CONSERVATION POLICY FRAMEWORK



Bird's eye view of Dawson City

### 2.1 POLICY OVERVIEW

There are numerous existing policies, bylaws, acts, plans, and guidelines that impact and dictate, directly or indirectly, heritage conservation in Dawson City. These have been used to develop this updated Heritage Management Plan and are briefly outlined in this section to provide guidance to municipal staff, council, and community members looking to understand the conservation and protection framework that impacts Dawson's heritage:

#### UNESCO Tr'ondëk-Klondike World Heritage Site Management Plan

In particular, the associated Memorandum of Understanding (MoU) from 2023 between Tr'ondëk Hwëch'in, Government of Yukon, Parks Canada Agency, and City of Dawson, states the City of Dawson is obliged to the following:

The City will protect the components of TKWHS [Tr'ondëk-Klondike World Heritage Site] that are recognized as the basis for its OUV [Outstanding Universal Value] by the World Heritage Committee, and under its jurisdiction, according to its policies, bylaws, and the Dawson City Heritage Management Plan, in order to protect the OUV of TKWHS.

The City will ensure that all its management activities related to land under its jurisdiction within TKWHS and its Buffer Zone, support the OUV of TKWHS and the Principles and Goals set out in Section 5 of the MOU.

The City will notify the Stewardship Committee of projects and activities that may occur within, or in the vicinity of, TKWHS and the Buffer Zone and that could have an impact on the OUV of TKWHS.

The City will provide the necessary information to the Stewardship Committee to report on the condition of TKWHS, including but not limited to monitoring data on municipal heritage sites, and annual summaries of development permit activity within the Dawson City Component.

The above roles and responsibilities are excerpts from Schedule A – Detailed Roles and Responsibilities of the MOU. Please refer to the MOU document included in Appendix F to review Principals and Goals set out in Section 5 and the complete City of Dawson obligations.

Poligies, Guides, and Legislation:

Tr’ondëk Hwëch’in Heritage Act

An Act to provide direction for the management of Yukon First Nations heritage and culture, to: i. recognize and affirm the inherent right of the Tr’ondëk Hwëch’in over its heritage and culture; ii. recognize and affirm the Tr’ondëk Hwëch’in Self-government Agreement Section 13 powers over Tr’ondëk Hwëch’in heritage and culture; iii. recognize the uniqueness of Yukon First Nations concepts of heritage; and iv. fulfill the Tr’ondëk Hwëch’in Final Agreement Chapter 13 provisions to respect and foster the culture, history and values of Yukon First Nations People.

Tr’ondëk Hwëch’in Final Agreement

The present Final Agreement between the Government of Canada, the Tr’ondëk Hwëch’in First Nation (formerly known as the Dawson First Nations) and the Government of Yukon is made under section 35 of the Constitution of Canada and sets out the rights of the afore-mentioned First Nation and its people and particular ways in which the federal, territorial and First Nation governments interact. Of particular relevance to heritage conservation in the Dawson City is the Definition of Boundaries and Measurement of Areas of Settlement Land.

Additionally, the Final Agreement includes Chapter 13 - Heritage, which is particularly relevant. Numerous objectives are identified, such as “to manage Heritage Resources owned by, or in the custody

of, Yukon First Nations and related to the culture and history of Yukon Indian People in a manner consistent with the values of Yukon Indian People, and, where appropriate, to adopt the standards of international, national and territorial Heritage Resources collections and programs” and “to recognize that oral history is a valid and relevant form of research for establishing the historical significance of Heritage Sites and Moveable Heritage Resources directly related to the history of Yukon Indian People.”

Yukon Historic Resources Act (HRA)

The purpose of this Act is to promote appreciation of the Yukon’s historic resources and to provide for the protection and preservation, the orderly development, and the study and interpretation of those resources. It includes policy on: Boards, Educational Programs and Financial Assistance, Designation of Historic Sites, Protection of Sites, Designation of Historic Sites by Municipalities, Historic Objects and Human Remains, and General policy proceedings.

Yukon Municipal Act

This Act was established with three primary purposes:

- to provide a legal framework and foundation for the establishment and continuation of local governments to represent the interests and respond to

- the needs of their communities;
- to provide local governments with the powers, duties, and functions necessary for fulfilling their purposes; and,
- to provide local governments with the flexibility to respond to the different needs and changing circumstances of their communities. This Act includes specific details on how committees and councils should operate, the requirements for the creation and enacting of bylaws, specific requirements for planning, land use, and development (including requirements for official community plans and zoning bylaws ) and powers of inspections and enforcement.

Yukon Archaeological Site Regulations

This regulation outlines details for the two classes of permits: A Class 1 permit authorizes archaeological research that does not disturb or in any way alter an archaeological site. Class 1 Permit holders are not permitted to collect artifacts. A Class 2 Permit authorizes the excavation of sites and the collection of artifacts It also states that archaeological sites and access to site information are protected by legislation in the Yukon.

City of Dawson Official Community Plan

This is the main policy document for the City of Dawson. It outlines the goals and policies that are used to guide

decision making on planning and land use management. The Official Community Plan (OCP) is intended to illustrate the overall vision of the municipality and provide general direction for future growth. In addition to guiding Council’s decisions, the OCP sets the stage for other municipal planning documents and development processes, such as bylaws relating to zoning, subdivision, or heritage management.

City of Dawson Zoning Bylaw (ZB)

This document has four main purposes:

- implementing the goals and objectives of the Official Community Plan;
- establishing land use zones and associated regulations to control the use, location, type, and level of development allowed to occur on a parcel of land within the City of Dawson;
- setting out rules and procedures, information requirements, and processes to regulate land use and development within the Dawson City; and,
- maintaining and enhancing the unique character and history of Dawson City.

Currently within the Zoning Bylaw there are specific regulations outlining the heritage committee’s operations, specific regulations for heritage conservation, inspection, and enforcement, as well as zone specific requirements.



**City of Dawson Heritage Bylaw**

The Heritage Bylaw regulates, prohibits, and imposes the heritage requirements regarding development applications in the Dawson City. This includes defining the Heritage Advisory Committee structure and proceedings, Historic Resources Permit, Heritage Fund, Incentives, and Penalties.

**City of Dawson Bylaw #07-03**

A Bylaw to regulate the proper maintenance of property and the abatement of nuisances, including property or things that: (a) Affect the safety, health and welfare of people (b) Affect the amenity of a neighborhood. This bylaw addresses property standards within the community and outlines specific enforcement tools. It is suggested that this bylaw be re-examined and specific provisions be added in for the protection of properties and sites listed on the City of Dawson’s heritage register.

**Tr’ondëk Hwëch’in Community Knowledge Protocol**

Tr’ondëk Hwëch’in Heritage have developed a form that should be filled and submitted as part of the protocol for conducting research related to Tr’ondëk Hwëch’in and/or accessing community knowledge.

**Additional relevant legislation and resource documents**

**Government of Canada Historic Sites and Monuments Act (1985)**

Regulates protection of a site, building, or other place of national historic interest of significance.

**Tr’ondëk Hwëch’in Lands and Resource Act (2004)**

Provides Tr’ondëk Hwëch’in with full authority to manage and administer their settlement lands in Tr’ondëk Hwëch’in Traditional Territory.

**Tr’ondëk Hwëch’in Self Government Agreement (1998)**

Land claims agreement that ensures Tr’ondëk Hwëch’in traditional decision-making institutions and practices are maintained and can be integrated with a contemporary form of government.

**Umbrella Final Agreement (Federal, 1993)**

Yukon First Nations’ collective land claims agreement that creates a framework for the Tr’ondëk Hwëch’in Final Agreement and Self-Government Agreement and establishes numerous boards and committees to ensure joint management of national and heritage resources across Yukon.

**Yukon Environmental and Socio-economic Assessment Act (Federal, 2003)**

Establishes a process for review and assessment of a broad range of activities on federal, territorial, First nation, and private land.

**Heritage MOU between the Government of Yukon and Yukon First Nations (2019)**

A Memorandum of Understanding (MOU) establishing a formal process for collaboration on heritage management between the Government of Yukon and Yukon First Nations. The Memorandum of Understanding lays the foundation for all parties to work towards a clear and constructive process for heritage matters throughout the territory, including archaeological and paleontological discoveries, cultural artifacts, and the stewardship of heritage and historic sites.

**Parks Canada Standards & Guidelines for the Conservation of Historic Places**

A document that provides a pan-Canadian benchmark for heritage conservation practice in this country. It offers results-oriented guidance for sound decision-making when planning for, intervening on and using historic places.

**Parks Canada Agency Act**

Authorizes Parks Canada to negotiate and recommend to the Minister the establishment and acquisition of national historic sites. The Act outlines PCA’s responsibilities for the development and

implementation of management plans and policies for national historic sites, to protect and present national parks, national historic sites, and related heritage areas.

**United Nations (UN) Sustainable Development Goals**

The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership. While this does not directly dictate heritage conservation restrictions for the City of Dawson, this provides important considerations relevant to heritage and have been used to help develop the Fields of Actions in this Plan.

**ICOMOS Heritage and the Sustainable Development Goals: Policy Guidance for Heritage and Development Actors (2022)**

Building on doctrinal texts created by ICOMOS global membership, the Policy Guidance document draws upon scientific expertise of the ICOMOS SDGs Working Group and ICOMOS Scientific Committees from all five global regions and all areas of expertise, to illustrate the many ways in which heritage can address the UN’s SDGs and demonstrates the potential of harnessing heritage in achieving sustainable development.



This Heritage Management Plan is focused on the historic townsite of Dawson City. While the City of Dawson’s HMP apply to all land within the municipal boundaries, it also acknowledges that heritage conservation is a collaborative joint effort and the following jurisdiction applies to Dawson:

Government Authority	Jurisdiction
Federal: Government of Canada	Management of all Parks Canada Agency lands, properties, and Klondike National Historic Sites properties.
Territorial: Government of Yukon	Heritage Resources on Crown lands (outside of Federal, First Nation, municipal, or private lands); and designated Yukon Historic Sites. Protection of archaeological sites on Crown lands, municipal lands, and private lands fall under the HRA and archaeological site regulations.
First Nation: Tr’ondëk Hwëch’in	Heritage resources on First Nation Settlement Lands and heritage resources within traditional territory that are directly related to the culture and history of the First Nation; and land use and land planning on settlement lands.
Municipal: City of Dawson	Management of all heritage resources and historic resources on lands within the municipal boundary, with the exception of Tr’ondëk Hwëch’in lands and First Nation Settlement Lands.

Figure 1: Overview of different government authorities’ justification.



Figure 2: Settlement Lands within Dawson City's historic townsite.



# 3 - AREAS OF ACTION



Yukon Saw Mill Building, Yukon Historic Site

## 3.1 OVERVIEW OF AREAS OF ACTION

Heritage conservation, especially in Dawson City, impacts all aspects of life and growth. It must be recognized that Dawson City is a living community, and not a static asset.

During the public engagement process in August 2024, a number of diverse and wide-reaching community needs and critical issues within Dawson City were identified as priorities (see What We Heard in Appendix C). While many of these needs extend beyond the scope and capabilities of this HMP, the community expressed a strong desire to ensure these considerations were integrated into the HMP.

To ensure the HMP reflects citizen involvement, the community needs expressed have been analysed in relation to the UNESCO “5 C” strategy (Credibility, Conservation, Capacity Building, Communication and Community). From this analysis, 4 Areas of Action categories have emerged:

- 1. Stewardship, capacity building, and education
- 2. Quality of life, residences, commerce, and tourism
- 3. Environment, climate change, and risk management
- 4. Accessibility and inclusivity

These 4 Areas of Action categories provide pathways to ensure heritage conservation is integrated into these considerations. In this section, each category includes a description and list of key community needs, followed by recommended actions.



### 3.2 STEWARDSHIP, CAPACITY-BUILDING, AND EDUCATION

In addition to regulations and policy, the local community and citizens play a significant role in the protection and care of heritage. To strengthen this aspect of conservation, greater capacity-building must be pursued to encourage stewardship and pride in place.



Figure 3: Dawson Daily News, owned by Parks Canada and used for an artist print workshop in 2024

Community Needs	
<ul style="list-style-type: none"><li>Public and community access to using and activating underutilized historic buildings.</li><li>User-friendly guide to heritage conservation and research</li></ul>	<ul style="list-style-type: none"><li>Make information about and process of heritage conservation more accessible to the public and easier to navigate</li><li>Prevention of demolition by neglect</li></ul>
Recommended Actions	
<ul style="list-style-type: none"><li>Foster partnerships, such as with the arts community and building owners. Example: Parks Canada's 2024 partnership with print artists and Yukon School of Visual Arts (SOVA) was a successful activation of a historic site, and further opportunities like this should be explored and encouraged such as with Parks Canada, Tr'ondëk Hwëch'in, Yukon Government, as well as private property owners where possible.</li><li>Ensure the availability of heritage information and offer research and resource guides. A Research Guide has been developed in 2025 (see section 5.4) and should be publicly available, circulated, and updated over time.</li><li>Explore opportunities for heritage training, especially for planning staff and volunteer HAC members, as well as for community members interested in participating such as through schools.</li></ul>	<ul style="list-style-type: none"><li>Encourage greater restoration/ investment in historic buildings and places at risk of demolition by neglect. Potential incentive models could be explored by staff and Council, such as the City of Paducah's Artist Relocation Program model (see Sources for more details)</li><li>Underused and unused buildings can be a burden for their owners, yet they may also present an untapped resource for conversions or temporary use. Securing temporary uses, where appropriate, for underused and unused buildings should become a priority.</li><li>Identify and remove barriers to community-led stewardship</li><li>Promote local materials and trades to help conserve historic building methods</li><li>Explore opportunities for financial incentives that support heritage conservation, and ensure public awareness of any available financial resource</li></ul>



### 3.3 QUALITY OF LIFE, RESIDENCES, COMMERCE, AND TOURISM

Heritage is core to Dawson's identity, and thus intersects with the quality of life for residents, visitor experiences, and local economic viability. The ability to conserve heritage, from cultural landscapes to built history, is directly tied to the state of these factors. As such, it is imperative that any heritage conservation approaches take into account the overall ability for community members to thrive and grow in Dawson, and aim to improve, not restrict, quality of life.



Figure 4: Residential house in Dawson City

Community Needs	
<ul style="list-style-type: none"><li>• More affordable and attainable housing is needed to allow for social and economic growth within the community</li></ul>	<ul style="list-style-type: none"><li>• Desire to have new buildings, such as infill and additions, integrate with historic fabric as to not negatively impact tourism (visitor experience) or quality of life for residents</li></ul>
Recommended Actions	
<ul style="list-style-type: none"><li>• Streamline development process for building new housing – this is addressed in the new Heritage Bylaw and Design Guidelines</li><li>• Improve guidelines for designing new infill, renovations, and retrofits – this is addressed in the new Heritage Bylaw and Design Guidelines</li><li>• Allow for some level of flexibility with material selection and specific design guidelines to make building housing easier, in select areas. This is addressed in the 2025 updated Heritage Management Areas and Heritage Design Guidelines (see section 5.3)</li><li>• Foster cultural pride and increase opportunity for sustainable tourism growth, and ensure collaboration with Klondike Visitors Association, Tr'ondëk Hwëch'in, local businesses, and other community groups and members.</li></ul>	<ul style="list-style-type: none"><li>• Ensure any future City of Dawson Plans coordinate and align with the HMP and wider heritage conservation efforts</li><li>• Ensure the inclusion and representation of diverse voices in arts, culture, and heritage practice, such as youth and the outdoor recreation sector, as well as in collaboration with Tr'ondëk Hwëch'in</li><li>• Explore and pursue additional partnerships between heritage efforts and arts community such a Yukon SOVA and Klondike Institute of Art and Culture (KIAC).</li><li>• Review and understand the impacts of major projects on the quality of life of the town.</li></ul>



### 3.4 ENVIRONMENT, CLIMATE CHANGE, AND RISK MANAGEMENT

Dawson’s heritage is directly tied to the natural and built environment. Conservation efforts must take a climate action lens. Increasing extreme weather events continue to put heritage at risk around the world, and these specific risks for Dawson should be considered. Additionally, resiliency and resourcefulness are core themes in Dawson’s heritage, and these principles should be allowed to continue and evolve to meet present and future needs.



Figure 5: Third Avenue Hotel Complex, colloquially known as the “kissing buildings” as the building is slanting due to permafrost degradation and has been stabilized by Parks Canada

Community Needs	
<ul style="list-style-type: none"><li>Decarbonization strategies to reduce overall carbon emissions</li><li>Ability to undertake climate-sensitive building renovations</li></ul>	<ul style="list-style-type: none"><li>Protection of heritage buildings and spaces against threat of natural disasters, extreme weather events, and other risk</li></ul>
Recommended Actions	
<ul style="list-style-type: none"><li>Dawson’s heritage includes a history of material salvage, reuse, and circularity, and the ability to continue this way of building should be allowed and encouraged. If demolition occurs, deconstruction should be encouraged as an alternative approach to ensure local and historic materials remain in circulation when possible.</li><li>Align with Tr’ondëk Hwëch’in recommendations to climate resilience and action, such as the Yuhke Hwëdëk energy initiative.</li><li>Ensure building energy retrofits align with the historic character of Dawson. The 2025 Design Guidelines provide direction to building owners on building alterations that are incompitble and should be avoided.</li><li>Develop guidance on common climate risk issues and approaches to adaptation for historic sites and places (example: Climate Change Adaption for Traditional Buildings, Historic Environment Scotland, 2017)</li><li>Align with Yukon’s Heritage Emergency Response Network</li></ul>	<ul style="list-style-type: none"><li>“Keep your land clean, keep your animal, that’s your friend. You look after them; they’ll look after you. You look after your water, land, trees, you look after it, respect it. That’s our spirituality. Respect your fellow men, all these elder will tell you.” – Percy Henry, 1993. Dobrowolsky, Helene. <i>Hammerstones: A History of the Tr’ondëk Hwëch’in</i>. 2nd ed., Tr’ondëk Hwëch’in, 2014.</li><li>Undertake a risk assessment of the community and help prepare owners and community groups for a potential disaster including severe storms, floods, earth movements, and forest fires. Example: Disaster Preparedness Toolkit, Heritage Victoria, last updated July 2024, Australia.</li><li>Ensure heritage conservation is considered during the development any climate action plans in Dawson City. Similarly, ensure heritage conservation efforts are in alignment with goals set out in these documents, such as the Dawson Climate Change Adaption Plan (2011)</li></ul>



### 3.5 ACCESSIBILITY AND INCLUSIVITY

The ability for people to enjoy, experience, and celebrate heritage is contingent on their ability to access it. Improving accessibility to both historic sites and public spaces is crucial to ensure that all residents and visitors can engage with the town’s unique heritage and the evolving cultural narratives of the community.



Figure 6: Yukon School of Visual Arts (SOVA), example of boardwalks typical in Dawson City

Community Needs	
<ul style="list-style-type: none"><li>Improved mobility accessibility, that address issues such as unpaved roads, uneven terrain, raised buildings, and disconnected boardwalks</li></ul>	<ul style="list-style-type: none"><li>Better acknowledgement and celebration of the multi-layered narrative of Dawson</li></ul>
Recommended Actions	
<ul style="list-style-type: none"><li>Encourage connection of boardwalks where possible</li><li>Allow design features that support aging in place, including ramps between buildings</li><li>Undertake an accessibility audit to better understand barriers, challenges, and opportunities for improvement</li><li>Diversify Dawson’s tourism appeal by incorporating Tr’ondëk Hwëch’in cultural histories and landscape. Balance the preservation of Gold Rush heritage with evolving community identities (arts, Indigenous culture, music).</li></ul>	<ul style="list-style-type: none"><li>Improve access to information and heritage processes. Both digital and print copies of resources should be available when possible, with clear user interfaces.</li><li>Ensure heritage conservation efforts align with Accessibility, Inclusivity, Equity and Diversity government mandates. Example: the Yukon Sustainable Tourism Observatory’s Preliminary Study (2022) outlines “Tourism contributes to accessibility, inclusivity, equity and diversity in the Yukon” as a monitoring goal.</li></ul>



### 3.6 INTENDED OUTCOMES

Areas of Actions are not constituted as static, but rather are flexible groupings that allow for a cross-cutting approach to Dawson City’s changes and needs, whether present or future. The recommended actions are intentionally high-level, to ensure relevance and adaptation into the next decade.

The main two intentions of the Areas of Actions are:

**1) To support future heritage conservation initiatives and decision-making:** These Areas of Actions are intended to ultimately serve as foundational guiding principles that can be referenced by community members, City staff, and Council when making decisions surrounding heritage conservation in Dawson. For example, if there is a new idea for a heritage program or grant brought to Council by community members, this new idea should align with and be supported by one of these Areas of Actions, but may not be directly written in this HMP. This is because the priorities and needs of the living community will change over time, so these Areas of Actions were created as initial first steps in supporting both community-led and City-led heritage conservation efforts. While there are some specific examples are provided in these Areas of Action (to help give more concrete ideas on potential next steps), it should also be recognized that there are many additional ideas that exist and will develop over time.

**2) To communicate how heritage conservation intersects with all aspects of living in Dawson City:** These Areas of Action also serve as a reminder that decisions surrounding heritage conservation do not occur in a silo, rather they intersect with and impact various aspects of everyday life and growth. And the inverse is also true; when non-heritage led initiatives, from city-planning to tourism efforts, are undertaken in Dawson City, these Areas of Action can be referenced to better understand how heritage will be impacted.



Figure 7: Various spaces, buildings, and landscapes showing aspects of Dawson City’s heritage.



# 4 - HERITAGE MANAGEMENT AREAS



1091 Third Avenue, Post Office

## 4.1 INTRODUCTION TO MANAGEMENT AREAS

While this Plan focuses on management of heritage within Dawson’s historic townsite, different approaches are required for different areas. As such, this Plan defines two Heritage Management Areas – Downtown, and Residential.

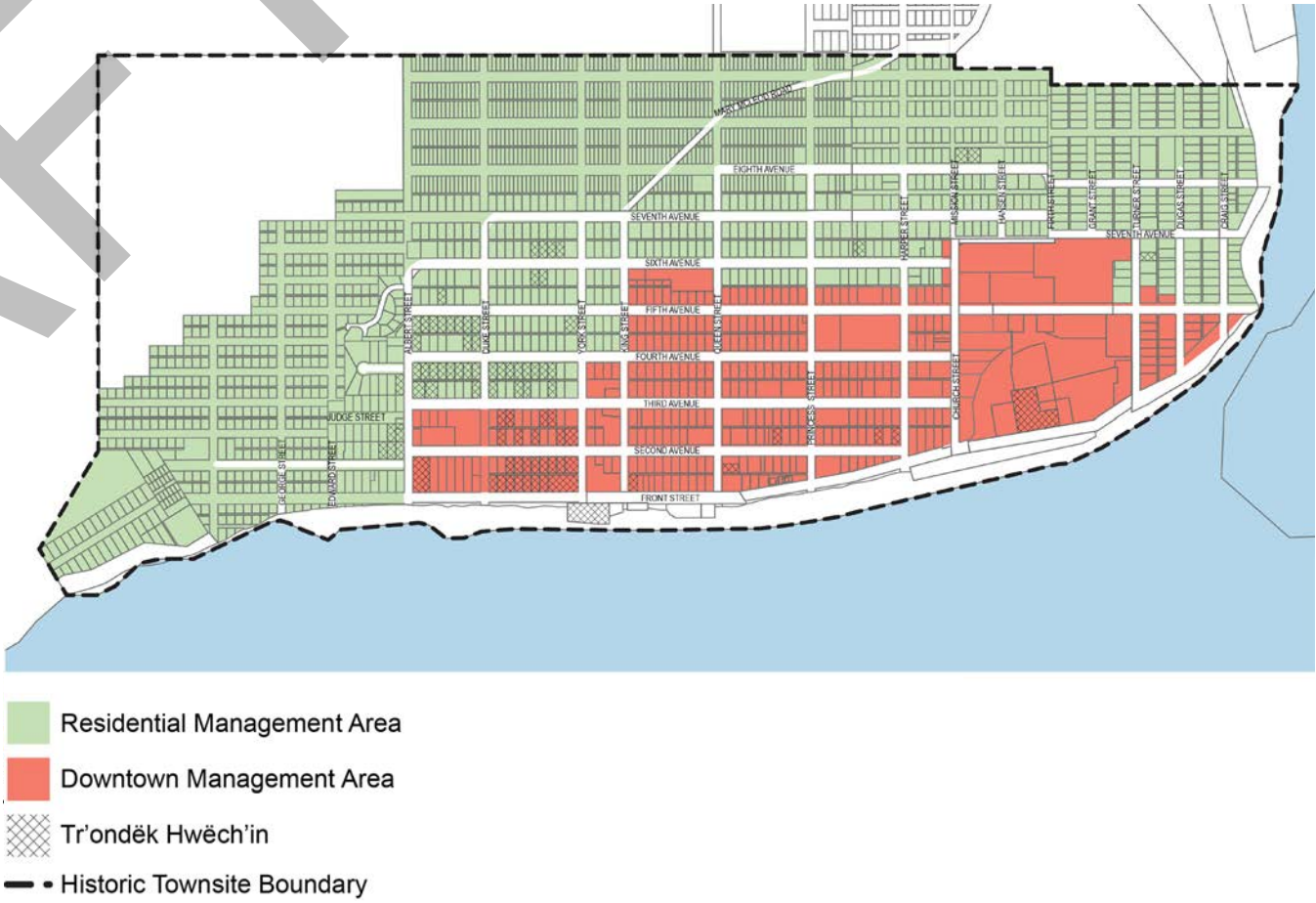


Figure 8: Map of Dawson’s historic townsite showing Downtown Management Area and Residential Management Area boundaries.



## 4.2 INTRODUCTION TO MANAGEMENT AREAS

These two Heritage Management Areas, Downtown and Residential, are fairly similar to the Heritage Management Areas of the historic townsite in the 2008 HMP, but have been revised to closely align with the current zoning framework.

The Downtown Heritage Management Area is predominantly zoned for Commercial and Institutional uses and high density residential, reflecting the district’s role as the economic, civic – and tourist – hub. Meanwhile, the Residential Heritage Management Area consists mainly of house-form buildings, preserving the traditional streetscapes and architectural patterns that define Dawson’s historic

neighborhoods. While some exceptions exist, this correlation between zoning and Heritage Management Area borders allows for the development of Design Guidelines based on the Heritage Management Areas that provide a framework for supporting historically sensitive development, encouraging property owners to balance contemporary needs with Dawson’s architectural heritage.

By aligning with existing zoning regulations, the Heritage Management Areas ensure that growth and preservation efforts work together, maintaining the character that makes Dawson unique.



Figure 9: Streetscape within the Downtown Heritage Management Area

## 4.3 DEVELOPMENT WITHIN HERITAGE MANAGEMENT AREAS

The Heritage Management Areas should be used in coordination with the Design Guidelines. Any development applications for infill, new construction, and major renovations within the historic core of Dawson City must align with the guidelines provided in the Design Guidelines based on the Heritage Management Area they are located within.

Recognizing that the Downtown Heritage Management Area includes the bulk of the recognized historic Gold Rush-era structures, and serves as a major tourist destination, the Design Guidelines recommend a greater emphasis on historical accuracy in the selection of

materials, details, and architectural components in this area. Comparatively, in the Residential Heritage Management area the requirements and recommendations are reduced to simplify the construction process for owners and address the needs for housing, growth, and development, but still include some guidelines to mitigate negative impacts to the historic fabric of Dawson City.

The Design Guidelines, and how to use them, are further described in Section 5.3 Design Guidelines.



Figure 10: Streetscape within the Residential Management Area



## 4.4 CULTURAL LANDSCAPES

While this HMP and the two Heritage Management Areas focus on Dawson City’s historic townsite, it should also be acknowledged that Dawson City is recognized as a cultural landscape, shaped by generations of Tr’ondëk Hwëch’in stewardship, the transformative impacts of the Klondike Gold Rush, and the ongoing evolution of the community.

As described in the 2008 Heritage Management Plan, this plan acknowledges the Klondike Valley Cultural Landscape, which extends from Hunker Creek in the Lower Klondike River Valley to the confluence of the Klondike and Yukon Rivers.

A cultural landscape refers to the combined works of nature and humanity, reflecting the long-standing relationships between people and the land (UNESCO Operational Guidelines). In Dawson, this includes the traditional territory of the Tr’ondëk Hwëch’in, the pathways of gold seekers, the remnants of industrial and commercial activity, and the ongoing relationship between land, heritage, and community.

**“[Lucy Wood] said this Dawson area use to be marsh country for moose, they hunt moose in this area, swamp. Lousetown use to be where they dry their fish and dry their meat when they go hunting...Lousetown too, they go up on the hill and they picked cranberries and blueberries in the fall time for their winter feed. Then they use to fish up the Rabbit Creek that they used to call it.”**

**– Doris Roberts (Adair), 1993**

### Layers of the Landscape

Within this broader cultural landscape, Dawson City contains distinct character areas, each reflecting different aspects of its heritage. These include the historic core of Dawson, industrial mining zones, and the natural features that have guided human movement and settlement. These Character Areas were defined in the 2008 HMP and further developed overtime, and can be found in Appendix E.

While the majority of the heritage buildings located in the historic townsite reflect the Gold-Rush era, the land itself tells a much older and continuing story, shaped by the Tr’ondëk Hwëch’in for thousands of years. The city and its surroundings continue to evolve, balancing historic preservation, economic development, and cultural resilience. Some key cultural features include:

### Èdhä Dädhëchą (Moosehide Slide)

Èdhä Dädhëchą, or Moosehide Slide, is a landmark of immense cultural and historical importance, and a Municipal Heritage Site. The Tr’ondëk Hwëch’in named this feature for its resemblance to a moose skin stretched out to dry. It has long served as a point of navigation, a place of identity, and a symbol of belonging. For many stampeders arriving by river during the Gold Rush, the sight of the slide signaled the end of their journey. Today, it remains an enduring presence, representing Tr’ondëk Hwëch’in sovereignty, connection to the land, and the layered history of Dawson City.

**“My dad [Chief Isaac] saw that they’d get civilized with that gold rush and was afraid that his people would learn bad habits from the white people, drinking and trouble like that. He wanted his people to be moved away from the city, so he talked to government and got them moved three miles down to Moosehide.”**

**– Patricia (Isaac) Lindgren, 1977**



Figure 11: Èdhä Dädhëchą

Tr’ochëk

Located at the confluence of the Klondike and Yukon Rivers, Tr’ochëk was a traditional salmon fishing camp of the Tr’ondëk Hwëch’in before being displaced by the influx of gold seekers in the late 19th century. Now designated as a National Historic Site, Tr’ochëk continues to be a place of gathering, teaching, and cultural renewal for the Tr’ondëk Hwëch’in.



Figure 12: Tr’ochëk

“Grandma told me when I was nine or ten, Lousetown was over there. When the white people came, they didn’t know where they come from. So they traded them with things like sugar, tea and flour. Then they get some gold. They say it was real gold, but it was not...it was just painted rock, so Grandma noticed it, you know. They say they were looking for gold theirself. They know it right away, the whole bunch of them there all together. They wanted to know where the whiteman come from, but the whiteman they don’t know where they come from. They trade everything to the natives, so they wanted this Lousetown bad. Not even much food they get, and they take this Lousetown away from them. Then they moved down to Moosehide, stayed there...Not even much they pay for, they cheat, you know that...They took this Lousetown for nothing; it all belongs to native.”  
– Chlora Mason, 1993

A Living Landscape

Recognizing Dawson as a cultural landscape ensures that heritage management extends beyond individual structures to include the natural, built, and lived environment. This approach supports the protection of significant sites while also ensuring that Dawson remains a dynamic and evolving community, where history is both preserved and actively shaped by those who live here today. By aligning with the Tr’ondëk-Klondike UNESCO World Heritage Management Plan, this HMP fosters a balanced, inclusive approach to heritage conservation – one that respects the deep histories embedded in the land while ensuring Dawson’s future as a place of belonging and continuity.

Tr’ondëk Hwëch’in Presence Within Dawson

Dawson is a community where Tr’ondëk Hwëch’in people live, lead, and shape the landscape alongside others. Homes, gathering places, and settlement lands are found throughout town, reflecting a continuous relationship to this place that is both deep-rooted and ongoing. This is not a pattern of separation, but of shared space, where presence and belonging are interwoven across the cultural and built environment. This way of living together - where Indigenous presence is not pushed to the margins but integrated into the rhythms of daily life - is central to what makes Dawson City unique. It reflects relationships that have endured across generations and continue to guide how the community moves forward. Recognizing this presence is essential to understanding Dawson as a living cultural landscape, grounded in connection, responsibility, and continuity.



# 5 - IMPLEMENTATION TOOLKIT



Corner of Queen St and Second Avenue

## 5.1 OVERVIEW OF IMPLEMENTATION TOOLKIT

While the Heritage Management Plan provides an overarching framework for heritage conservation in the Dawson City, a number of other tools are required as part of heritage conservation. These tools include the Heritage Bylaw, Design Guidelines, and a Research Guide and Resource List. Each has their own specific purpose and can be referenced directly for specific needs, while together they form a toolkit for heritage conservation. The following is a brief description of each, and where to find these tools.

Heritage Bylaw	
The Heritage Bylaw is a regulation that governs the preservation and management of historic resources in Dawson City, including development applications, permits, funding incentives, and penalties.	
Design Guidelines	
Design Guidelines ensure new development is well integrated with the historic context by focusing on key architectural elements like form, scale, and proportion, while allowing for modern construction. They simplify the approval process and provide clarity for applicants, staff, Council and HAC.	
Research Guide & Resource List	
The Research Guide is a comprehensive list of resources available for research into Dawson's history and heritage. This guide is a tool for those submitting development applications who want to further research and understand Dawson's history and heritage.	



## 5.2 HERITAGE BYLAW

The Heritage Bylaw regulates, prohibits, and imposes the heritage requirements regarding development applications in Dawson City. This includes defining the Heritage Advisory Committee structure and proceedings, Historic Resources Permit, Heritage Fund, Incentives, and Penalties.

The Heritage Bylaw can be found [here \(link\)](#).

## 5.3 DESIGN GUIDELINES

### Overview

Design Guidelines have been used in Dawson City for decades as a tool to ensure new development is well integrated into the historic context. In 2025, the guidelines were revised with the goal of making the development process more user-friendly for citizens and applicants, as well as to help streamline and clarify approval processes for staff, Council, and the Heritage Advisory Committee.

Currently, this Plan is recommending inclusion of these guidelines as part of the Heritage Bylaw to simplify the number of documents referenced for applications.

The Heritage Design Guidelines for Dawson build upon the city’s existing zoning approach, and are written as form-based zoning applied to two Heritage Management Areas. The City’s existing zoning already includes some elements of form-based zoning, and this approach is permitted within the Yukon Municipal Act.

Since the general building approach during the Gold-Rush era in Dawson involved relatively simple and quick designs (with the exception of Government buildings), the Design Guidelines developed are intended to not be overly burdensome for applicants looking to build within the town. The Guidelines focus on fundamental architectural principles—such as form, scale, proportion, and higher levels of detailing—that align with the town’s historic character while allowing for functional, modern construction.

By emphasizing straightforward and historically appropriate design elements, related to the zoning that they would be building in, the requirements provide clarity for builders and property owners, ensuring that new developments integrate well with Dawson’s heritage streetscapes. Rather than imposing restrictive or complex design mandates, the guidelines serve as a practical framework, making it easier for applicants to contribute to the town’s historic fabric.

### How to Use the Design Guidelines

Depending on 1) project category and 2) which Heritage Management Area the development is located within, applicants will be directed to an applicable section of the Design Guidelines. The project categories are as follows:

- Infill, Redevelopment, and Major Renovation: Residential Management Area and Downtown Management Area have specific guidelines for these projects.
- Reconstruction of Historic Buildings: Projects that aim to restore lost structures will be granted a streamlined approval process, provided they are based on thorough archival evidence.
- Conservation of Historic Buildings: Sites that have heritage recognition through City of Dawson or Yukon Governments and UNESCO.
- Major Projects: Projects that are institutional or large scale, as defined in the Design Guidelines, require Heritage Impact Assessment and planning approvals.

The Heritage Management Areas are described in section 4.1.

The Design Guidelines can be found [here \(link\)](#).

The Design Guidelines do not apply to Settlement Land; Tr’ondëk Hwëch’in have their own jurisdiction (see Figure 2).

It is important to understand that while these guidelines support heritage conservation across the municipality, Tr’ondëk Hwëch’in stewardship of land, history, and cultural continuity is ongoing and distinct. Tr’ondëk Hwëch’in ways of knowing, governance, and land relationship principles - including Tr’ëhudè - inform planning, design, and heritage practice within Settlement Land and beyond.

As Dawson City evolves as a shared cultural landscape, care must be taken to avoid cultural appropriation in design. This means that using visual elements, motifs, or stories from Tr’ondëk Hwëch’in culture without direct involvement, permission, or relationship can be harmful and is not appropriate. Cultural appreciation, on the other hand, begins with collaboration, consent, and respect - ensuring Tr’ondëk Hwëch’in voices are guiding how their culture and knowledge appear in the built environment. When in doubt, ask, listen, and seek direction from appropriate Tr’ondëk Hwëch’in Government representatives.



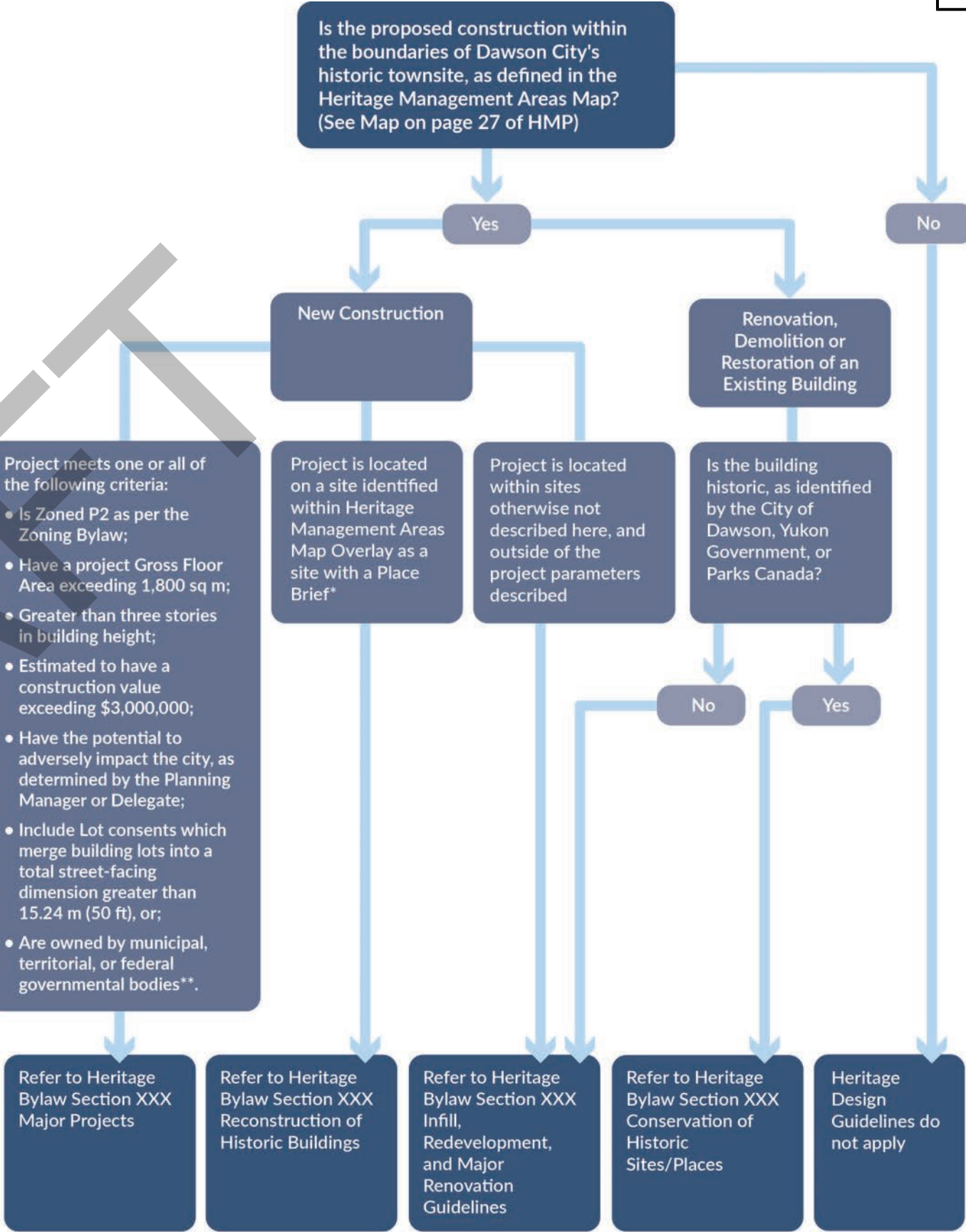
How to Use the Design Guidelines Cont'd

The **flow chart** on the subsequent page outlines the different project streams established as part of the revisions to the Heritage Bylaw and the associated Design Guidelines. This visual tool is designed to help users navigate the updated framework by categorizing projects based on their scope and type.

By following the flow chart, applicants, heritage professionals, and municipal staff can efficiently determine the applicable Design Guideline section relevant to their specific project.

Within each referred section, the necessary application requirement references are clarified, along with procedural steps for each project type. This approach provides applicants with a clear pathway to compliance. Whether a project involves restoration, adaptive reuse, infill development, or alterations to heritage properties, or is a major project, the chart is intended to help streamline the process by directing users to the appropriate guidelines, documentation needs, and approval mechanisms.

DRAFT



\*This layer will be developed as part of the final plan.  
\*\*Unless project parameters fit within definitions of Infill, Redevelopment and Major Renovation Guidelines.

Figure 13: Design Guidelines User Flow Chart

## 5.4 RESEARCH GUIDE & RESOURCE LIST

While this HMP provides an overview of policy and principles for heritage management, and the design guidelines provide guidance on new developments, residents and community members in Dawson have also expressed interest in having a research guide. The purpose of the research guide is to compile a comprehensive list of all the resources available for research into Dawson’s history and heritage. This research guide is a tool for those submitting development applications who want to further research and understand Dawson’s history and heritage beyond the HMP and Design Guidelines.

The Research Guide and Resource List can be found here (link).

Whether for a development application or general public curiosity, this research guide intends to provide resources for those asking:

- What is the history of Dawson City?
- Where can I find archival photographs to use for design inspiration?
- What are historic construction materials?

And more!

A “How to Cite Sources” section is also included to ensure accuracy when citing sources.

## APPENDIX

# A - PROJECT PROCESS

A consultant team led by Giaimo + Associates Architects Inc. ("Giaimo") with sub-consultants M.R. Letourneau and Associates Inc. and Narratives Inc. was engaged by the City of Dawson through an RFP process in July 2024 to undertake a comprehensive review and update of the Dawson Heritage Management Plan and Heritage Bylaw.

Deliverables include a new/revised:

- Heritage Management Plan
- Heritage Bylaw
- Design Guidelines

The scope of work for these deliverables, as outlined in the RFP, were focused on creating contemporary and pragmatic tools for heritage management, as opposed to undertaking research into the history and heritage of Dawson given that significant historical research has already been completed by many (see Research Guide).

A Working Group and Advisory Committee were established for this project:

- Working Group: The Working Group for this project included representatives from the City of Dawson, Tr'ondëk Hwëch'in, Yukon Government Historic Sites, Parks Canada. A total of 4 Working Group meetings were held throughout this process, in addition to discussions that took place during the site-visit.
- Advisory Committee: Made up of volunteer community members, the Advisory Committee's primary role is to share local insights and act as a sounding board for the HMP & HB Project Team during the creation of the renewed HMP & HB; as such, they will provide high-level feedback on: the public meeting format, opportunities and challenges of the current HMP & HB, and visioning and direction for the renewed HMP & HB. While the HMP & HB Project Team will carefully consider the recommendations or comments provided to them by the Committee, they will not be bound by such suggestions. A total of 3 Advisory Committee meetings were held throughout this process, as well as discussions that took place with Committee members during the public engagement stage. A full Terms of Reference is included in the Appendix.

The project process and timeline is as follows:

- July 2024 background review : As the initial step for this project, the consultants completed a background review of relevant documents, material, and information to inform the project process. Additionally, a gap analysis that outlined, based on this review, a preliminary assessment on the strengths, weaknesses, opportunities, and challenges for this project was prepared.

- August 2024 site visits, tours and, public engagement: The project team visited Dawson to introduce the initiative and engage with the community through a public meeting. Community Co-creation Feedback Boards were displayed at Town Hall for a week, providing an opportunity for residents to share their input. The feedback gathered from the public engagement was then carefully reviewed and analyzed. During their visit, the team also met with representatives from the Tr'ondëk Hwëch'in Natural Resources, Heritage, Housing, and Infrastructure departments, as well as Dawson City staff and the project Working Group. Additionally, the Yukon Government and the City of Dawson hosted a guided tour of the city for the team.
- September-October 2024 precedent research : Thorough research was completed to explore proven strategies in the following categories: Plan Format and Content, Heritage Advisory Committee, Design Guidelines, Indigenous Heritage, Environmental Sustainability, and other comparable community contexts.
- November-December 2024 develop proposed approach: Based on public engagement analysis, the team's visit to Dawson, and Working Group's feedback on the precedent study, an approach for the revised HMP and HB was developed and presented to the Working Group and Advisory Committee
- January-March 2025 develop draft report
- March-April 2025 review and discussions on draft report
- May 2025 presentation to council, revise draft report based on direction from council
- June-July 2025 submit final report

While the initial RFP schedule stated that this project would be completed by May 2025, the project team and City determined that it would be best to extend the timeline to July 2025 to allow for alignment with the Official Community Plan (OCP) project update that is also underway. Multiple meetings were held between this project team and the OCP project team throughout both processes.



## B - PROJECT TEAM

**Giaimo + Associates Architects Inc. ("Giaimo")** is an architecture and heritage conservation consulting firm founded in 2015 with extensive experience in a wide range of public and private sector projects across Canada. Giaimo has overseen a number of award winning projects, such as The Oculus Revitalization which received a 2023 Toronto Urban Design Award for Community Activation, a 2022 Heritage Toronto Award for Built Heritage, Architecture and Planning, a 2021 Lieutenant Governor's Ontario Heritage Award, Excellence in Conservation, a 2021 ACO Award for Heritage Public Education and Engagement, and a 2021 CAHP Award for Heritage Education, Awareness & Scholarship. As Prime Consultants, key personnel involved in this project include:

**Joey Giaimo, OAA CAHP MRAIC, Principal-in-Charge**

Role: As Principal at Giaimo, Joey provided review for this project, with particular focus on the Heritage Management Plan and Design Guidelines.

Bio: An licensed architect (Ontario Association of Architects - OAA) and educator, Joey brings 30 years of experience across Canada in the architectural, heritage, and engineering professions, including an extensive portfolio in integrating design and conservation. As Principal, he has led dozens of public and private sector projects that integrate new design within existing buildings through renovations, retrofits, restoration, and adaptive reuse. His projects have received numerous awards, including a Lieutenant Governor's Ontario Heritage Award for Excellence in Conservation for the revitalization of the Oculus pavilion. For over seven years, Joey has been an instructor in the Department of Architectural Science at Toronto Metropolitan University (previously Ryerson University) where he acts as thesis advisor, lectures on heritage conservation, and teaches design studios with an emphasis on heritage conservation and adaptive reuse.

**Mitchell May, OAA CAHP CPHD, Associate and Heritage Architect**

Role: As a core team member, Mitchell was involved in collaborating on all aspects of the project, with particular focus on leading the development of the Heritage Design Guidelines.

Bio: As an architect (Ontario Association of Architects - OAA), heritage consultant and member of CAHP (Canadian Association of Heritage Professionals), and certified passive house designer (CPHD), Mitchell brings over a decade of diverse experience on project across Canada that integrate new with old. Over the last nine years at Giaimo, he has led dozens of architectural projects within heritage-designated buildings. Dedicated to developing sustainable solutions for clients, his work integrates low-carbon design, circular economy principles, and passivehouse approaches within existing buildings. Mitchell is a member of the City of Toronto's Toronto Preservation Board, as well as the CAHP Education and Professional Development Committee.

**Stephanie Mah, CAHP, Creative Director and Project Lead**

Role: As the Project Lead/Manager and a core team member, Stephanie was involved in collaborating on all aspects of the project, with particular focus on leading the development of the Heritage Management Plan, public engagement, and overall project coordination, presentation, and communications.

Bio: Stephanie brings a decade of multi-disciplinary expertise in architectural history and conservation, sustainable city-building, public engagement, and placemaking. She is an architectural historian with a Bachelors of Arts (Honours) from Carleton University with a major in History and Theory in Architecture, and a member of Canadian Association of Heritage Professionals (CAHP). She specializes in community building, circularity and reuse, and heritage as climate action. Since 2014, Stephanie has held various positions at the non-profit charitable organization Architectural Conservancy of Ontario (ACO), most recently serving as President of ACO Toronto Branch from 2022-2024 where she led the award-winning Oculus Revitalization. She is a board member of ICOMOS Canada, past member of the Downtown Yonge Business Improvement Area (BIA) Board of Directors, and past member of the Society for the Study of Architecture in Canada (SSAC) Diversity, Equity, Inclusivity, and Sustainability Committee.

**Sara Shemirani, B.Arch.Sci.**

Role: As an architectural designer and heritage specialist at Giaimo, Sara contributed to various aspects of this project, including research and production for the Heritage Management Plan.

Bio: Sara is an architectural designer with experience working on existing buildings and heritage projects across Ontario. Over the last five years at Giaimo, she has contributed to a range of projects from multi-unit residential renovations, building condition assessments, and conservation plans to design exhibits and heritage interpretation installations. Sara has volunteered for the non-profit Architectural Conservancy Ontario (ACO) since 2019, most recently as the ACO NextGen Vice Chair, and is a Toronto Metropolitan University alumnus member of the Department of Architectural Science's Equity, Diversity, and Inclusion Committee.

**Trevor Whitten, M.Arch**

Role: As an OAA Intern Architect at Giaimo, Trevor contributed to the development of the Design Guidelines.

Bio: Trevor is an OAA Intern Architect with over half a decade of experience working at architecture firms across Canada. Since joining Giaimo in 2021, Trevor has worked on a range of architectural projects including the revitalization and transformation of The Hermant Building in Toronto, restoration of Rockwood Academy, multiple renovations of heritage building for University of Toronto, and various municipal Cultural Hub Feasibility Studies for the City of Oshawa and Town of Collingwood. Trevor is interested in how quality design and craftsmanship can prolong a building's lifespan and bring new value to existing objects, structures, and places.

**M. R. Letourneau and Associates Inc.,** is a specialized heritage and strategic planning firm founded in 2024 focused on creative solutions for the management of cultural heritage resources. As the heritage planning sub-consultant, key personnel involved in this project include:

**Dr. Marcus Letourneau, MCIP, RPP, CAHP, CIPM**

Role: As a core team member, Marcus was involved in collaborating on all aspects of the project, with particular focus on leading the development of the Heritage Bylaw.

Bio: Marcus brings over 20 years of experience to his practice, which is particularly focused on



C - WHAT WE HEARD REPORT

heritage legislation, strategic planning, heritage planning and processes. He has been involved in over 300 projects either as the project director, project manager or as the senior heritage planner. He has been qualified as an expert heritage witness for the Ontario Land Tribunal (former OMB/LPAT/CRB) (heritage planning with a specialization in cultural heritage landscapes; land use planning with a specialization in heritage conservation; cultural heritage specialist, and heritage conservation), and as an expert witness for both a Superior Court Hearing and a judicial inquiry for the Public Lands Act. He co-authored the second edition of Heritage Planning (Routledge) with Dr. Hal Kalman (2020). He is also an Adjunct Assistant Professor in the School of Planning and Contributing Associate for the Heritage Resources Centre at the University of Waterloo and an Instructor for the Cultural Resource Management program at the University of Victoria. He co-teaches the facilities management course for the Ontario Museum Association.

**Narratives Inc. (“Narratives”)** is a planning firm founded in 2017, specializing in impact assessment, Indigenous planning and advisory services, and conflict resolution. Narratives has over 30 staff and collectively we have received numerous awards and recognitions, including the 2024 International Association for Impact Assessment Corporate Initiative Award with the Niiwin Wendaanimok Partnership on the Harmonized Impact Assessment model used on the TransCanada Highway Twinning Project, and the 2021 Award of Merit for Planning Excellence - Reconciliation from the Canadian Institute for Planners. Narratives is driven by the pursuit of holism- to continuously push the boundaries of research, policy, planning, and design through innovative and inclusive methods and techniques. As the land relations sub-consultant, key personnel involved in this project include:

**Desirée Theriault, B.EnvD, M.LArch**

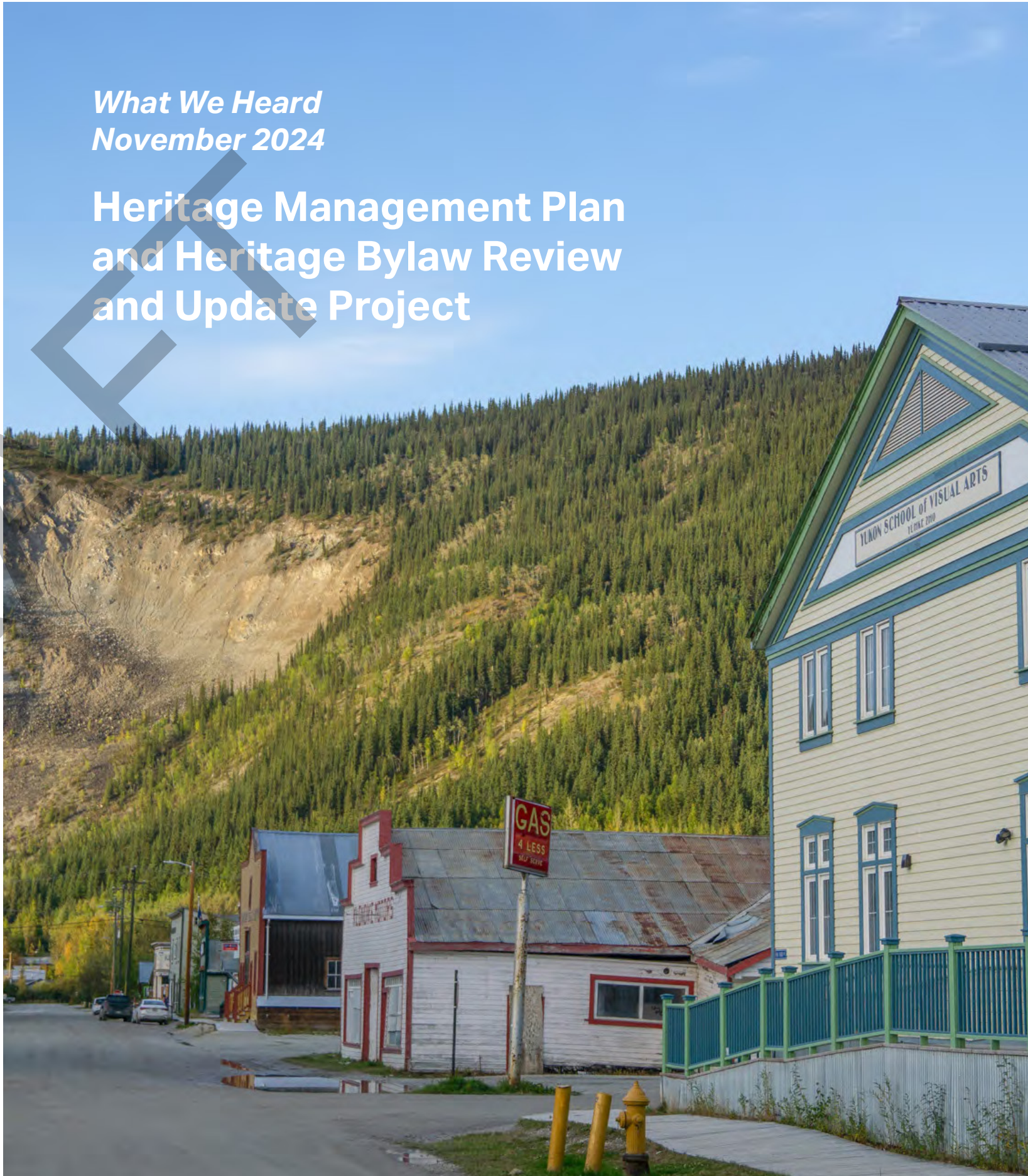
Role: As core team member, Desirée was involved in collaborating on all aspects of the project, with particular focus on leading efforts to work collaboratively with Tr’ondëk Hwëch’in First Nation and integrate Tr’ondëk Hwëch’in heritage throughout the Heritage Management Plan.

Bio: Desirée is an award-winning Métis designer, as well as a partner and senior landscape designer with Narratives Inc. As a Métis designer, Desirée’s professional journey is deeply rooted in trauma-informed experiences, combining Indigenous social, cultural, and spiritual resurgence to honor memories and stories. Her primary expertise revolves around the intersections of trauma-informed design, memorialization, Indigenous cultural reclamation, and ecological stewardship. Desirée is recognized for her work in community engagement through resilient placemaking, representation, and the pursuit of spatial justice.

**Dr. Lydia Schoeppner, PhD, MA**

Role: As core team member, Lydia was involved in collaborating on all aspects of the project, with particular focus on leading efforts to work collaboratively with Tr’ondëk Hwëch’in First Nation and integrate Tr’ondëk Hwëch’in heritage throughout the Heritage Management Plan.

Bio: Lydia is a senior researcher at Narratives Inc. In this role, she directs and coordinates the collection of oral testimonies using conversation as the main method, the requisition and analysis of archival records, and the preparation of collected materials for data repatriation. She completed her Ph.D. in Peace and Conflict Studies at the University of Manitoba. Lydia has roots in Germany, where she completed her master’s in political studies at Philipps-University Marburg.



*What We Heard*  
*November 2024*  
**Heritage Management Plan  
and Heritage Bylaw Review  
and Update Project**



# INTRODUCTION



## About the Project

A consultant team led by Giaimo + Associates Architects Inc. ("Giaimo") with sub-consultants M.R. Letourneau and Associates Inc. and Narratives Inc. has been engaged by the City of Dawson to undertake a comprehensive review and update of the Dawson Heritage Management Plan (HMP) and Heritage Bylaw (HB). A project kick-off meeting was held on June 26, 2024.

The project scope is to complete a comprehensive review of the HMP and HB and update these to reflect practical and forward-thinking strategies and policies to improve heritage conservation initiatives, while actively involving and engaging the wider community:

- **Heritage Management Plan, 2008:** The City of Dawson's local guiding document for overseeing development in Dawson. Includes vision and objectives, character areas, procedures for heritage management, tools for heritage conservation, design guidelines, and incentives for conservation of historic places and process for recognizing heritage places.

- **Heritage Bylaw, Bylaw No. 2019-04:** Bylaw that outlines the duties and obligations of the Heritage Advisory Committee; the designation and protection of municipal historic resources; and the framework of a Heritage Fund program.

The updated HMP will specifically focus on the historic townsite.

## Working Group and Advisory Committee

A Working Group and Advisory Committee have been established for this project. The Working Group includes representatives from Tr'ondëk Hwëch'in (Heritage), Yukon Government (Historic Sites), Parks Canada (Klondike National Historic Site), and City of Dawson (Planning and Development). The Advisory Committee includes 10 volunteer community members from diverse industries and backgrounds to provide local insights and knowledge and act as a sounding board for the project; the Advisory Committee Terms of Reference is included in the Appendix.

# PROCESS



## Community Engagement

A public meeting was held on Tuesday, August 27, 2024. It was attended by 20 community members, as well as members of the Working Group, HMP consultant team, and OCP consultant team. The format was a brief 15-minute project presentation by the HMP consultant team followed by a 1-hour co-creation session which focused on two topics: 1) what we've heard (challenges) and 2) where we're going (priorities). Interactive engagement boards, as well as printed out sheets, were used during the co-creation session to help prompt discussion and gather community inputs. The goal was not to develop solutions in the moment, but rather to understand the limitations and frustrations with the current HMP and what community members would like to see addressed and achieved through the new HMP.

Additionally, a drop-in session was held on Thursday, August 29, 12-1pm at Council Chambers, City Hall, which was attended by 3 people. The interactive engagement boards and sheets remained in-person at Council Chambers for 7 days, so that community members could drop by and add comments on their own time. Digital copies of the engagement sheets were also uploaded to the City's website and shared on Facebook, allowing community members to submit feedback via email, however none were received. The presentation and interactive engagement boards are included in the Appendix as reference.

## Meetings, Tours, and Discussions

The consultant team was in-person in Dawson from August 27-30, during which time they also had meetings and tours with a number of key community interest groups, organizations, and representatives, including:

- Parks Canada, Klondike National Historic Sites
- Yukon Government, Historic Sites
- Tr'ondëk Hwëch'in, Heritage
- Tr'ondëk Hwëch'in, Housing and Infrastructure
- Tr'ondëk Hwëch'in, National Resources
- City of Dawson, staff (CAO Office, Bylaw Services, Parks and Recreation, Planning and Development)
- Stantec, Official Community Plan (OCP) Consultant team
- City of Dawson, Fire Department
- Yukon Energy
- Klondike Development Organization

During this in-person visit, the consultant team also made an effort to discuss the HMP casually with residents, staff, and tourists at various establishments in Dawson including coffee shops, restaurants, Dänojà Zho Cultural Centre, Yukon School of Visual Arts, and Klondike Institute of Art and Culture, to gain additional insights. We also met with developers and architects who have built projects in Dawson, to understand their experience following the HMP & HB.



# SUMMARY OF KEY THEMES



Based on this variety of input channels, a number of key themes emerged in relation to *challenges* and *priorities*:

### Format and User Experience

- Challenge:* the HMP is not seen as user-friendly, particularly due to:
- Length: residents found that the extensive length, order of content, and overall process is not easy to navigate or understand
  - Lack of clarity: There are a number of sections in the HMP that community members expressed confusion over both application and relevancy, including the purpose of the 8 character areas vs 3 management areas

- Priority:* focus on creating a practical guide that provides tools to the community by:
- Communicating clear process
- Ease of access to information
  - Better graphic design and visual aids such as flowcharts, timelines, diagrams, and images
  - Consider other forms of info sharing such as a website, podcast, video, etc

### Development Process

- Challenge:* concern that the HMP makes the development process difficult by:
- Delaying new housing: going through the HAC process is too slow, a frustration further amplified by the brief construction period which means projects easily get pushed back by a year if they don't receive feedback and approvals promptly
  - Lack of clarity: feeling that the design guidelines and HAC process are well-intentioned but too subjective, inconsistent, and/or confusing, making it difficult to follow and thus not always resulting in high quality projects
  - Lack of Indigenous considerations: The design guidelines, with their emphasis on Gold Rush Era colonial architecture, are not relevant or appropriate for Tr'ondëk Hwëch'in developments

- Priority:* there was overall agreement that the new HMP must provide new Design Guidelines with greater clarity that help streamline the process, but the preferred approach to achieving this varied between:
- Stricter design guidelines: about half of respondents felt that more explicit, direct, clear guidelines that specify building material and ratio requirements would solve the above challenges
  - Flexible approvals: about half of respondents felt that approvals should be more flexible, focusing on sense of place and thematic values as opposed to specific architectural requirements, to respond to the above challenges
  - Visual aids: there was widespread agreement that better visual aids, graphics, and drawings were needed
  - Revise HAC process: reassess the HAC process to provide greater clarity and consistency
  - Tr'ondëk Hwëch'in jurisdiction: acknowledge that Settlement Land is Tr'ondëk Hwëch'in jurisdiction and thus the Design Guidelines and HAC process are not applicable to development on Settlement Land

### Tr'ondëk Hwëch'in Heritage

- Challenge:* there is an overall lack of Tr'ondëk Hwëch'in heritage, style, and cultural expression in the plan:
- Missing Values: the HMP is missing focus on heritage as a living thing; not only the historical and architectural aspects of heritage but also the cultural, spiritual, and environmental dimensions
  - Outdated: A lot of progress was made in conservation efforts through the Tr'ondëk-Klondike UNESCO designation, which isn't reflected in the HMP

- Priority:* work with Tr'ondëk Hwëch'in to ensure the HMP takes a more holistic approach to heritage conservation:
- Update policy framework: Settlement Agreement, the Tr'ondëk Hwëch'in Heritage Act (2016), Tr'ondëk-Klondike World Heritage Site Management Plan (Draft December 2020), 2022 Yukon's Living Heritage campaign, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada Reports, at minimum should be integrated into the HMP policy framework
  - Living heritage: recognition that heritage is not historic and static, but is living and we must focus on moving forward together. Ensuring citizens are able to access the land they need, for housing, traditional pursuits etc
  - Defining Tr'ondëk Hwëch'in Jurisdiction: Clearly defining jurisdiction as per the Tr'ondëk-Klondike World Heritage Site Management Plan to prevent appropriation of TH styles by external developers

### Living Community

- Challenge:* given that the plan is from 2008, it no longer reflects the current social and economic state of 2024:
- Lack of relevance: concern that there isn't a point in the heritage conservation of Dawson if no one can afford to live here
  - Demo by neglect: concern over both safety and loss of heritage of derelict properties; at the same time it is frustrating that so many buildings are vacant when there is a need for space for housing, community gathering, arts activities, and other possibilities





- Priority:* focus on how the HMP impacts quality of life:
- Livability: update to include key topics that must be addressed such as affordability, climate, and housing
  - Community collaboration: explore opportunities of mutual benefit in leveraging local heritage and conservation efforts in collaboration with local groups, such as with the arts community
  - Sense of place: important to consider not only individual buildings, but the urban fabric as a whole including the walkable scale, community gathering spaces, and other important elements that contribute to sense of place

**Environment & Climate**

- Challenge:* The HMP does not address the implications of climate change:
- Heritage at risk: concern that historic structures are at higher risk of loss due to extreme weather and natural disasters
  - Sustainability-led decision making: as the environment impacts all aspects of livability, any Plans must integrate decarbonization strategies
- Priority:* integrate more recent climate crisis considerations:
- Risk Management: consider strategies for responding to the increases in forest fires, flooding, rising temperatures, and other natural disasters
  - Retrofit design guidelines: consider guidelines for how to undertake retrofits while still conserving heritage value of structures, such as for energy upgrades, fire protection, and integrating new green technologies in historic contexts

**Financial Sustainability**

- Challenge:* concern over the number of historic structures being lost to neglect and abandonment, due to high cost of restoration and reuse.
- Priority:* explore models that encourage more affordable conservation methods, so that community members can afford to reuse vacant historic buildings

**Tourism**

- Challenge:* tourism is a significant economic driver for Dawson, however there is concern that it may be put at risk due to:
- New developments: if not designed well, new developments dilute the heritage value and historic authenticity of Dawson and thus the tourism appeal
  - Relevance: concern for future potential decline in interest in Gold Rush era tourism
  - Livability: tourism industry cannot grow due to lack of affordability resulting in not enough people to work in the industry
- Priority:* addressing the needs of a living community is essential in supporting the tourism industry.
- Diversify: Diversify Dawson's tourism appeal by incorporating TH cultural histories and landscape. Balance the preservation of Gold Rush heritage with evolving community identities (arts, Indigenous culture, music).

**Accessibility**

- Challenge:* concern that living and visiting Dawson isn't inclusive of all abilities due to historic features such as unpaved roads and uneven terrain.
- Priority:* explore options for improving accessibility while still maintaining heritage value and character.

**Education & Capacity-Building**

- Challenge:* it's unclear how community members can learn more about conservation processes and use the HMP as a practical tool due to:
- Difficulty navigating resources: while there is an extensive wealth of historical research resources, many community members were unaware of how to find and use these resources or didn't have time to sort through all resources
  - Lack of professional heritage expertise: concern that across HAC, municipal staff, and contractors, there wasn't sufficient heritage knowledge to actually abide by the intent of the HMP
- Priority:* use this project as an opportunity to support educational efforts including:
- Knowledge-sharing: creating space and resources for citizens to be stewards of their city



NEXT STEPS



Draft Report

This community feedback is essential in guiding the direction of the HMP and HB. Given that a majority of the priorities express expand beyond the scope of a typical HMP, it has become clear that there is a need to align the HMP and HB closely with the OCP project which is currently also underway.

While numerous approaches to heritage management exist internationally, understanding community concerns and goals have highlighted how unique Dawson is and how the HMP and HB play an important role in supporting Dawson as a living community. As a next step in analysis, a precedent study was completed by the consultant team, but differed from typical precedent studies in that it had to recognize

that no single precedent will be found that can offer all the solutions needed in Dawson. Rather, a large number and variety of precedents were researched related to each key theme.

Based on this community feedback, in combination with research, analysis, and previous professional experience and expertise, the consultant team has developed proposed approaches for the HMP and HB update. These proposed approaches will be presented to the WG and AC in December 2024 for feedback, prior to developing each approach into a draft report. A draft report will then be prepared in Q1 2025, submitted to the City, and presented to the WG, AC, and Council. Based on Council direction, any updates to the draft, if needed, will be made to work towards a final report.

D - GLOSSARY

This section will be developed as part of the final report.

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F - CHARACTER AREAS

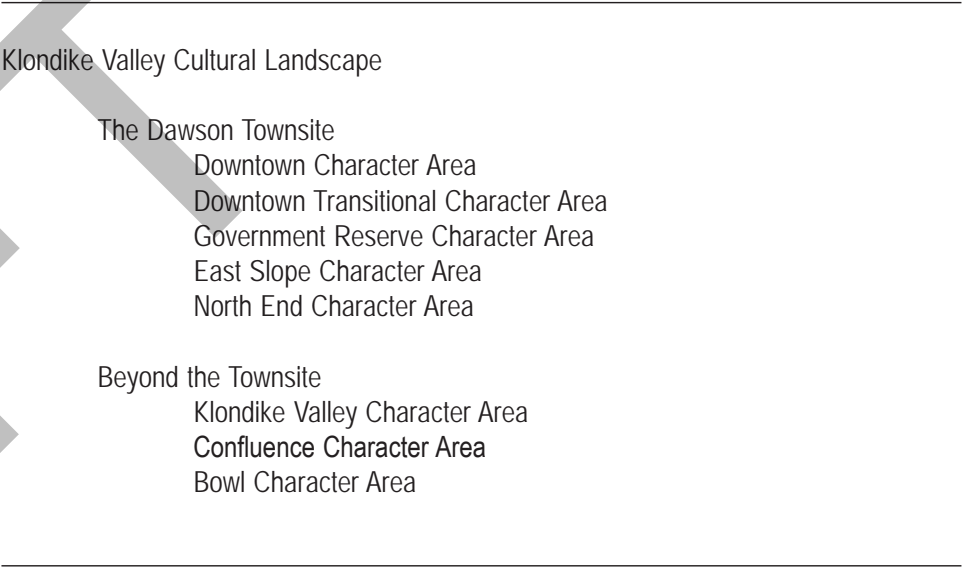
In the 2008 Heritage Management Plan, multiple Character Areas were identified within Dawson City. Given that these Character Areas do not have an impact or influence the Design Guidelines (and what can and cannot be built in Dawson City) they have been removed from this 2025 updated Heritage Management Plan.

However, recognizing that the Character Areas do have valuable information including character descriptions, they are still useful tools when doing research. As such, they are being included in this Appendix.

3.2 Character Areas

This Heritage Management Plan divides the Klondike Valley Cultural Landscape into eight Character Areas for the purposes of understanding their individual features and providing a basis for management. The present section identifies the character areas and describes their principal character-defining elements.

The chart that follows identifies the components.



The Dawson Townsite, its five character areas, Beyond the Townsite, and its three character areas are all described in the pages that follows. Each includes a list of character-defining elements (CDEs). In the Dawson Townsite’s three commercial and public character areas, the CDEs comprise positive features from the Gold Rush era that are intended to be emulated in infill construction. In the two residential character areas, the CDEs stress the variety of existing house- and landscape-types created over the 20th century, because infill construction is not necessarily intended to reproduce Gold Rush-era features. (See Chapter 4.)

CDEs are usually considered as a component of Statements of Significance that are prepared as part of the Historic Places Initiative. Full Statements of Significance have not been prepared for the present Heritage Management Plan. However, it is recommended that, over time, they be written for each character area and for some or all designated historic places. This recommendation is included in the Implementation Plan in Chapter 7.



## The Dawson Townsite

The Dawson Townsite corresponds to the Historic Townsite Overlay in the present *Zoning Historic Control Bylaw* (1997). It comprises the Dawson Townsite that was surveyed in 1897-98 by James Gibbon, D.L.S. It is enclosed by the Dome and adjacent mountains to the east and north, the Yukon River to the west, and the Klondike River to the south.

The Dawson Townsite also corresponds generally to the Designated Place defined in Parks Canada's Management Plan for the Dawson Historical Complex NHS, except that Parks Canada's Designated Place also extends to the ridge of the Dome and above the Slide. The higher ground is considered to be beyond the Townsite in the present plan.

The principal character-defining elements of the Dawson Townsite include:

- Located on the flats at the confluence of the two rivers.
- The topography rises gently towards the east, providing sloped sites for residential lots along 6<sup>th</sup> to 8<sup>th</sup> Avenues, beyond which point the forested slope climbs steeply to a ridge 1,500 feet above the river.
- The topography also rises towards the north, providing for residential lots overlooking downtown.
- The most prominent natural features are the Yukon and Klondike Rivers and the Moosehide Slide, a scar on the face of the slope at the north end of the townsite.
- The townsite is oriented parallel to the river, with major avenues running north-south and streets running east-west. The grid of streets articulates the urban layout and provides the framework within which buildings and structures are organized.
- Narrow lots with mid-block lanes establish the scale of the buildings and the tradition of buildings located close to – or even abutting – each other. Lots are narrower on streets in the residential district.
- The form and mass of buildings is predominantly one- and two-storeys, with few buildings rising to three storeys.
- Commercial buildings are typically gable-ended, with boomtown false fronts of varying height facing the street. Wood siding and wood windows and doors predominate. Corrugated metal roofs have typically replaced or covered early wood-shingle roofs.
- Commercial signage has strong period character.
- Gravel-surfaced roads are bordered by wood boardwalks, overhead services, and power lines.
- Volunteer plants in vacant (and occupied) lots create a disorderly overlay in contrast to the well laid-out grid system of streets and lots.
- Rear yards contain service structures, sheds, and landscape features, leaving front yards generally open to the street.



The Dawson Townsite corresponds to the present Historic Townsite Overlay in the *Zoning and Historical Control Bylaw*. This Heritage Management Plan divides it into five character areas.



## 1. Downtown Character Area

### Boundaries

The Downtown Character Area comprises the area from Church Street at the south to Albert Street at the north, and from Front Street and the dike eastward to an irregular boundary between mid-block of Second and Third Avenues and mid-block of Fifth and Sixth Avenues. The boundaries contain the most attractive and intact streetscapes, particularly First, Second, and Third Avenues, and King Street.

### Significance

The Downtown Character Area is the area that best depicts the commercial core of Dawson during the Gold Rush. It contains the town's principal businesses and features a unique collection of Gold-Rush-era commercial architecture, as well as more recent buildings in the Gold Rush manner.



The Flora Dora Hotel is a survivor from the Gold Rush era. The structure remains empty. (H. Kalman)



The Downtown Hotel was built in the early 1980s to accommodate increasing tourism. Its scale is larger than the Flora Dora and other Gold Rush buildings. (Photo: H. Kalman)

### Character-defining elements

#### Topography

- Flat
- Front Street is situated at a higher elevation (about one metre), as it was the original dike.
- The land rises sharply at the present dike, which was built in the early 1980s.
- Park-like setting of the landscape along the dike, which provides a pedestrian walkway along the Yukon River.

### Views

- Good views of the Bowl, including the mountains to the east (the ridge that leads to the the Dome), the north (including the Slide) and the west (Top of the World)
- Long views are restricted by the Bowl
- North-south streets have views to the Slide, a natural landmark that provides orientation
- East-west streets have views to the Dome
- Important views from the principal streets to certain public buildings that have become landmarks: e.g. St. Mary's Church, Post Office, Bank of Commerce, and Dänojä Zho Cultural Centre

### Buildings and Structures

- Contains most of Dawson's Gold Rush-era commercial buildings
- The dominant character among both old and recent buildings is that of the Gold Rush era
- Typically built close to the side lot lines and the street line
- Commercial buildings typically have false fronts, with elaborate and well-defined cornices, masking gabled roofs whose ridges are perpendicular to the street
- Mixture of 1- and 2-storey buildings, with a few 3-storey buildings
- Building heights are rarely consistent from property to property
- Older buildings tend to be sited close to ground level. Many newer buildings have been raised as high as 1.5 metres above grade, often on gravel and wood pads, to create a crawl space that minimizes damage from freeze-thaw cycles, enables easy access, and rises above the flood plain.
- Generally wood frame or log construction
- Predominantly wood cladding, with some metal cladding
- Many corrugated metal roofs
- Wood windows and doors
- Inset entrances
- Treatments of ground and upper floors are distinct, with fascia signage and other details often providing a transition zone between the two
- Street-level glazing with large windows and panes



The CIBC on Second Avenue is a recent building with Gold Rush features. Its high ground floor and entrance walkway respect the flood plain but alter the streetscape. (Photo: H. Kalman)



- Fire escapes generally on the sides or rear of buildings

#### Landscape Features

- Gridiron street pattern
- Small lots - many are fragments of the lots originally surveyed - with historic buildings often over lot lines
- Mid-block lanes running north-south, parallel to the numbered avenues
- No setbacks
- Gravel roads
- Wooden boardwalks
- Informal pedestrian ways between avenues
- Clear views of skyline and night sky

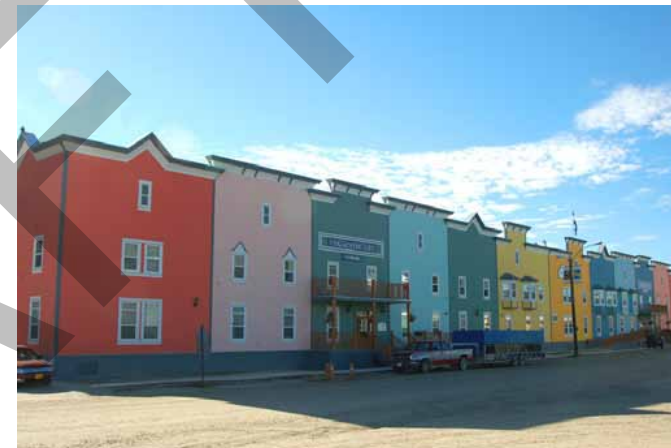
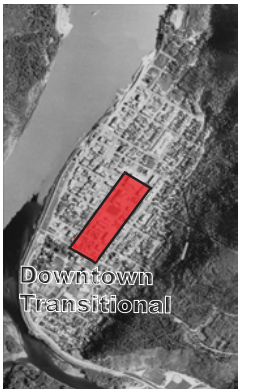
## 2. Downtown Transitional Character Area

### Boundaries

The Downtown Transitional Character Area comprises the area between Church Street and mid-block of Queen and King Streets; and between the lane west of Fourth Avenue and the lane east of Fifth Avenue

### Significance

This area contains many of Dawson's public and institutional buildings, most of which have been built in the past generation; it also contains some recent commercial buildings and some residential buildings.



The Westmark Inn is a large building whose elevation has been treated as if it were a number of small, Gold Rush-era buildings; however, the uniform flatness of the wall and the design proportions lack any conviction. (Photo: H. Kalman)



The Robert Service School / Dawson Public Library complex uses Gold Rush-era forms and details on a building whose scale is far greater than buildings from the historical period. (Photo: H. Kalman)

### Character-defining elements

#### Topography

- Land begins to rise gently up the hill to the east.

#### Views

- Good views of the Bowl from most places and glimpses of the Yukon River looking west.

#### Buildings, Structures, and Infrastructure

- Contains several buildings whose scale and massing are much larger than elsewhere in the Townsite. All have been built in the last two decades; e.g., Robert Service School, Recreation Centre, Westmark Inn.
- Other buildings are a mixture of Gold Rush era and later buildings

#### Landscape Features

- Gridiron street pattern
- 5<sup>th</sup> Avenue is a major arterial road, slightly wider than the other avenues

### 3. Government Reserve Character Area

#### Boundaries

The Government Reserve Character Area comprises the land from Front Street to the lane behind Sixth Avenue, and from Church Street south to the Klondike Highway.

#### Significance

This area coincides generally with the land reserved for government building. It contains most of the important historical public / institutional buildings that expressed the authority of Government of Canada and the religious organizations. It also contains residential properties from the early and mid-20th century.



The Old Territorial Administration Building (now the Dawson Museum) is set in Minto Park, establishing the tone for government buildings and landscapes from the Gold Rush era. (Photo: H. Kalman)



The Dawson City Health Centre is a new building whose scale and landscape setting fit the Government Reserve. (Photo: H. Kalman)

#### Character-defining elements

##### Topography

- The land is flat, rising gently from Minto Park to 6th Avenue.

##### Views

- Good views of the mountains on three sides from most vantage points.

##### Buildings and Structures

- Larger-scaled historic buildings, particularly the Museum (the Old Territorial Administration Building), the Courthouse, and the Commissioner's Residence
- The principal buildings are situated in park-like settings
- The main government buildings are classical in design, in contrast to the general Gold Rush style; the classical architecture expresses the authority of the Government in the years around 1900

##### Landscape Features

- Several large grassed and landscaped areas, producing park-like settings.
- Deviations from the gridiron pattern, particularly to the north.
- Residentail yards are landscaped with mature trees.

### 4. East Slope Character Area

#### Boundaries

From York Street at the north to the Klondike Highway; from Sixth Avenue (exact boundary varies) east up the slope beyond Eighth Avenue, to include the Old Dome Road (Mary McLeod Road), the surveyed Ninth Avenue, and the Cemeteries.

#### Significance

This was, and remains, the principal residential district of Dawson. A feature of the southern portion of 8<sup>th</sup> Avenue is 'Writers Row', which comprises the residences of Robert Service, Jack London, and Pierre Berton. The first two are open to the public, operated by Parks Canada and the Klondike Visitors Association respectively; the Berton House is occupied by a writer-in-residence. Also includes Dawson's cemeteries: The Yukon Order of Pioneers cemetery on Eighth Avenue and the group of cemeteries a distance up the Old Dome Road (Mary McLeod Road).



This well-maintained house on 7<sup>th</sup> Avenue is a survivor from the Gold Rush era. (Photo: H. Kalman)



This row of houses built by the Yukon government and other recent buildings on 7<sup>th</sup> Avenue suggest the variety of house-types in the East Slope Character Area. (Photo: H. Kalman)

#### Character-defining elements

##### Topography

- Slopes up to the east, gently at first and steeply above Seventh Avenue; relatively level north to south.

##### Views

- Views westward from most streets over the metal roofs of downtown buildings to the Top of the World, with some good views of the Yukon River; excellent view of the Top of the World.
- Views northward from most streets to the Slide.



### Buildings and Structures

Contains a wide variety of types of single-family and multiple residential buildings, including:

- Small frame and log Gold-Rush-era houses
- Larger houses built in the last generation, mostly with features inspired by historical forms, but used in a new context
- Mid-20<sup>th</sup>-century houses, typically small and medium in scale, and designed in the vernacular of the day
- Trailers, many brought in after the flood of 1979
- Standard-design social housing built by the Yukon government since the 1970s
- Multiple-unit housing built by the Yukon government
- Houses are mostly one storey and closely spaced (except where buildings have been demolished and not rebuilt).
- Larger houses are often located on corner lots, two storeys high
- Style of older buildings tends to be small scaled, cottage character, log or frame construction, with the gable end facing the street
- Front entries, porches, or verandas architecturally expressed with ornamentation
- Mainly wood cladding, with some metal; corrugated metal roofs; wood windows and doors

### Landscape Features

- Gridiron street pattern, with deviations south of Mission Street
- Many houses are set back from the streets, with front lawns and side yards; some are well tended, others overgrown, many with trees of various kinds
- Cemeteries are open spaces with marked graves, generally in a state of deterioration, and with mature trees
- Hiking trail from Dome Road to Crocus Bluff with lookout

## 5. North End Character Area

### Boundaries

The North End Character Area comprises the land north of York Street to the end of development up the north slope; and between Front Street (north of Albert Street) and the lane between Second and Third Avenues (between Albert and York Streets), eastward to the end of development up the east slope. The townsite gridiron street pattern is maintained north to Albert Street, but beyond Albert the plan deviates from the gridiron.

The North End includes a block of settlement land, over which the Tr'ondëk Hwëch'in has self-government jurisdiction. Other portions of the North End include land that is owned by the Tr'ondëk Hwëch'in and by the Yukon Government, but which is within the jurisdiction of the City of Dawson.



An early log cabin survives in the brush in the North End. (Photo: H. Kalman)



A day care centre built by the Tr'ondëk Hwëch'in on Second Avenue is one of a number of new buildings in the North End. (Photo: H. Kalman)

### Significance

This area was a secondary residential district in Gold Rush days, developed in a more transient manner than the East Slope. It has significance today for being the urban portion of the settlement lands governed by the Tr'ondëk Hwëch'in. Both Aboriginal and non-aboriginal residents have lived here for many years. The oldest cemetery in Dawson is located on 3<sup>rd</sup> Avenue.

### Character-defining elements

#### Topography

- Slopes upwards to both the east and the north.

#### Views

- Fine views in all directions from most streets, particularly as one ascends the hill. Dominated by the views of the Moosehide Slide to the north and the Yukon River to the west.



### Buildings and Structures

- Contains a wide variety of types of single-family and multiple residential buildings, including:
  - Small frame and log Gold-Rush-era houses (similar to the East Slope)
  - Single-family and multiple housing built by the Yukon government and by the Tr'ondëk Hwëch'in since the 1970s
  - Trailers, many brought in after the flood of 1979
  - Many sheds and auxiliary structures to the sides and rear of properties, often unmaintained

### Landscape Features

- Gridiron street pattern north to Albert Street; deviations beyond Albert Street.
- Most houses are set within landscaped lots; some set back from the street, others relatively close to it.
- Some landscapes well tended, others overgrown
- Area to the north, beyond Edward Street, is overgrown and partly reforested, with a number of buildings contained within the landscape

## Beyond the Townsite

The remainder of the Klondike Valley Cultural Landscape lies beyond the Dawson Townsite. The only parts that fall within the city limits of Dawson are the lower portion of West Dawson and the western portion of the Klondike Valley. These relatively small areas comprise the Klondike River Historic Overlay and the Top of the World Historic Overlay in the *Zoning and Historic Control Bylaw*.

The rest of the cultural landscape lies outside the Dawson city limits. All of it is unincorporated. The land is controlled by either the Yukon Government (as Crown Land or privately-owned property) or the Tr'ondëk Hwëch'in (as settlement lands).

Three separate character areas can be identified. These are defined and described more succinctly than those in the Dawson Townsite because this is not the focus of the Heritage Management Plan.

## 6. Klondike Valley Character Area

### Boundaries

The Klondike Valley Character Area comprises the Klondike River Valley from Hunker Creek to Bonanza Creek (and including Bear Creek and Eldorado Creek) and the Ogilvie Bridge (across the Klondike River). It extends from the river and the creeks up to the ridges of the flanking mountains, including Hunker Summit and King Solomon Dome to the south. The north side of the Klondike River has fewer landmarks of note, but forms an important part of the character area.



The Klondike Valley Character Area is dominated by the tailings from the many dredges that worked the creek beds. (Photo: Google Earth)



Canadian Klondike Mining Company Dredge No. 4 at work. (From David Neufeld and Patrick Habiluk, *Make It Pay!*)



Three wannabe prospectors survey Bonanza Creek at Discovery Claim National Historic Site. (Photo: H. Kalman)

### Significance

This area along and south of the Klondike River contained the primary gold fields during the Gold Rush (Bonanza Creek, Eldorado Creek, and Hunker Creek) and during the era of extraction by the Yukon Consolidated Gold Company and its predecessor companies. It contains two national historic sites: Dredge No. 4 NHS and Discovery Claim NHS.

### Character-defining elements

#### Topography

- The character is defined by the Klondike River flowing through a flat-bottom valley with steeply rising forested hills, shaped by descending creeks at either side

#### Views

- Views along the river bottom are extensive in all directions. Those from the hillsides and the creeks are restricted by trees.



### Buildings, Structures, and Artifacts

- The area is strewn with buildings, structures, and artifacts relating to gold extraction, some of them in use, others abandoned.
- The Bear Creek complex (owned and operated by Parks Canada) is situated within this character area; it contains numerous structures that were formerly used by the Canadian Klondike Company and later the Yukon Consolidated Gold Company. Most are utilitarian wood structures.

### Landscape Features

- The extensive modification of the natural landscape caused by mining activity is seen primarily in the extraordinary serpentine tailings that snake across the river valley and the numerous ponds
- Rising above the river valley, the landscape is generally treed, with cleared swatches that mark past or current extraction.
- The Yukon Ditch Klondike Syphon, which brought water to Binanza Creek from the Tombsite Range, 70 km to the north. It appears as a scar on the hillside.

## 7. Confluence Character Area

### *Boundaries*

The Confluence Character Area comprises the confluence of the Klondike and Yukon Rivers and the principal features along the lower reaches of the shoreline, from the Ogilvie Bridge to the east, to the small islands in the Yukon River to the south, to the west shore of the Yukon River, and to beyond the Dawson Townsite (perhaps as far as Moosehide) at the north. It includes Tr'ochëk (which means 'the mouth of the Hammerstone [Klondike] River') and the bench behind it along the south shore of the mouth of the Klondike; Crocus Bluff, west of the Bridge; the lower portion of West Dawson; and the shoreline below the dike on the east (townsite) bank of the River.



View of the Confluence from the Top of the World lookout. The clear waters of the Klondike River flow into the silty waters of the Yukon River. Trochëk is the point of land at the right; the settling pond at the far right remains from mining activity in the early 1990s. (Photo: H. Kalman)

The two shores at the mouth of the Klondike River are currently controlled as the Klondike River Historic Overlay, and the lowest portion of West Dawson is the Top of the World Historic Overlay.

### *Significance*

The most significant historical component is Tr'ochëk National Historic Site, the seasonal fishing camp that was used by the Tr'ondëk Hwëch'in until the arrival of the prospectors. During the Gold Rush it was developed by the newcomers and connected to Dawson by bridges; the settlers called it Klondike City and then Lousetown. Its Gold Rush era features included the terminus of the Klondike Mines Railway. Tr'ochëk is a part of the Tr'ondëk Hwëch'in settlement lands. Several archaeological investigations have been carried out by the Yukon Government in recent years. At present the Tr'ondëk Hwëch'in are implementing the Management Plan for Tr'ochëk by undertaking a number of projects aimed at developing the site for increased use by the Tr'ondëk Hwëch'in, residents of Dawson, and tourism.

### *Character-defining elements*

#### **Topography**

- The topography consists of the two rivers and their banks.

#### **Views**

- The fine views of the river and the mountains from numerous locations, particularly the Top of the World lookout.

### Buildings and Structures

- The lowest range of buildings in West Dawson (within the city limits)
- *George Black Ferry* and the two ferry landings
- *S.S. Keno* National Historic Site
- Docks and boat landings
- The Tr'ondëk subdivision ('C4'), with its innovative housing types

### Landscape Features

- The dark blue water of the Klondike River flows into the brown, silty water of the Yukon River, unchanged over time
- Riparian landscape along the shores of the two rivers
- The dike and its landscaped pedestrian walkway

## 8. Bowl Character Area

### *Boundaries*

The Bowl Character Area comprises the 'bowl' between the ridges that surround the Confluence and the Dawson Townsite, including the Dome, the ridge above the Moosehide Slide, the Top of the World, and the rise south of the bench behind Tr'ochëk. It is a comprehensive character area that includes both the Townsite and the Confluence Character Area. The portion on the Dawson Townsite side (east) of the Yukon River, along with the Townsite, is included in the cultural landscape being proposed by Parks Canada for World Heritage Site designation.

### *Significance*

The rivers, the mountains, the slide, the trees, the flats – these combine to make up the natural landscape that surrounded Dawson and Tr'ochëk, which have been the setting for the inhabitants of the area over time.

### *Character-defining elements*

#### Topography

- Steeply sloping mountainsides, with the flat land of the Dawson City townsite at the bottom
- Low bench (Tr'ochëk) south of the confluence, with a higher bench beyond it
- Sheer drop on the west bank of the Yukon River, from the Top of the World viewpoint to the water

#### Views

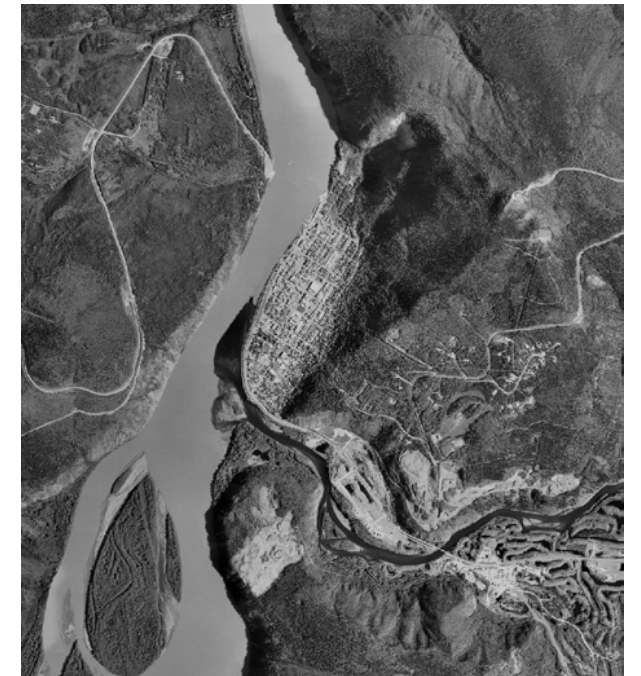
- Stupendous view of the large cultural landscape and the townsite from the viewpoint on the Top of the World Highway
- Unobstructed views in several directions from Crocus Bluff
- Views from the Dome of the Townsite and the entire Bowl

#### Buildings

- West Dawson residential subdivisions

#### Landscape Features

- Moosehide Slide to the north
- Treed mountains on three sides
- Yukon and Klondike Rivers
- Rocky outcrops, including near Tr'ochëk, Crocus Bluff and the Slide



An aerial view of the Bowl, with the summit of the Dome at the upper right and the slide to its left, the Top of the World summit at the left, Trochëk and its bench at the bottom, and the confluence and the Dawson townsite between them. (Department of Community Services, Yukon Government)



G - MEMORANDUM OF UNDERSTANDING FOR TR'ONDĚK-KLONDIKE

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING ("MOU")  
CONCERNING THE JOINT MANAGEMENT AND PROTECTION OF TR'ONDĚK-KLONDIKE WORLD  
HERITAGE SITE LOCATED IN THE DAWSON REGION, YUKON

BETWEEN

TR'ONDĚK HWĚCH'IN ("TH")

AND

GOVERNMENT OF YUKON ("YG")

AND

PARKS CANADA AGENCY ("PARKS CANADA")

AND

THE CITY OF DAWSON ("THE CITY")

(Hereinafter referred to collectively as the "Parties" and individually as a "Party")

1.0 Definitions

"Advisory Committee" means the Tr'ondĚk-Klondike World Heritage Advisory Committee, the body responsible for preparing the Tr'ondĚk-Klondike Nomination for Inscription on the UNESCO World Heritage List and providing guidance to the Stewardship Committee following designation.

"Buffer Zone" means the area surrounding TKWHS as described in the Management Plan.

"Canadian Delegation to the World Heritage Committee" is in the group responsible for leading implementation of the World Heritage Convention on behalf of the Government of Canada, as a State Party to the World Heritage Convention.

"Communications" means all activities related to the public transmission of information through print, radio, television, web, and any other media, as well as in public events and advertising.

"ICOMOS" means the International Council on Monuments and Sites, the World Heritage Committee's official advisory body with respect to cultural heritage matters.

"Jurisdiction" means an area under the authority of First Nation, federal, territorial, or municipal governments.

"Management Plan" means the Tr'ondĚk-Klondike World Heritage Site Management Plan.

"Nomination" means the formal documentation prepared by the Advisory Committee and submitted by the Canadian Delegation to the World Heritage Committee in February 2021, for the purpose of inscribing Tr'ondĚk-Klondike on the World Heritage List.

"Operational Guidelines" means the document prepared by the World Heritage Committee officially known as *Operational Guidelines for the Implementation of the World Heritage Convention*, UNESCO 2008. Among other things, the Operational Guidelines provide guidance on the requirements for the preparation of nominations and outline the World Heritage Committee's expectations with respect to management of World Heritage sites.

"Outstanding Universal Value (OUV)" means "cultural and/or natural significance which is so exceptional as to transcend national boundaries and to be of common importance for present and future generations of all humanity. As such, the permanent protection of this heritage is of the highest importance to the international community as a whole" (Operational Guidelines, paragraph 49).

"Regulatory Authorities" means the government departments or agencies, or independent bodies, with authority under specific legislation regulating an activity within the boundaries of TKWHS or the Buffer Zone.

"Site Manager" means the person appointed to support the Stewardship Committee and implementation of the Management Plan

"State Party" means the Government of Canada.

"Stewardship Committee" means the Tr'ondĚk-Klondike World Heritage Site Stewardship Committee.

"Terms of Reference" means the Terms of Reference of the Stewardship Committee, as amended from time to time.

"TKWHS" means Tr'ondĚk-Klondike World Heritage Site

"World Heritage Centre" means the Secretariat to the World Heritage Committee, provided by the Director General of the United Nations Educational, Scientific, and Cultural Organization (UNESCO), and located in Paris, France.

"World Heritage Committee" means the Intergovernmental Committee for the Protection of the World Cultural and Natural Heritage, as established by the World Heritage Convention.

"World Heritage Convention" means the international agreement formally known as the Convention Concerning the Protection of the World Cultural and Natural Heritage.



“World Heritage List” means the list of cultural and natural heritage properties created under the World Heritage Convention, which consists of properties that the World Heritage Committee considers having OUV.

2.0 Background

In 2004, “The Klondike” was placed on Canada’s Tentative List for potential inscription on UNESCO’s World Heritage List. As such, it was proposed by Canada as a candidate for the highest possible international recognition for cultural and natural heritage sites. It is a distinction that brings greater international attention to an extraordinary place, while fostering community pride and civic engagement.

The Advisory Committee worked from 2013 to 2017 to develop a nomination for TKWHS. This nomination was recalled by the State Party for further work on the nomination. A new concept proposal was submitted to ICOMOS for an upstream review in 2019 and a new nomination was developed by conducting research, heritage values workshops with stakeholders, and management planning exercises. The new nomination was submitted in 2021. The support of local residents, organizations, and all levels of government was instrumental in the completion of the nomination.

Following the submission of a nomination to UNESCO in February 2021, and its evaluation led by ICOMOS, the World Heritage Committee inscribed Tr’ondëk-Klondike on the World Heritage List in September 2023.

There are multiple Regulatory Authorities active within TKWHS. Consequently, and in line with the requirements outlined in the Operational Guidelines, the Parties have jointly developed a Management Plan and a governance structure for its implementation. The Stewardship Committee, composed of representatives from each Party, is well-positioned for collaborative management of TKWHS.

3.0 Purpose

The purpose of this MOU is to set out how the Parties agree to collaborate through mutual understanding and assistance to manage, and make decisions regarding, TKWHS. The Management Plan outlines the tools and methods to achieve this.

4.0 Scope

This MOU covers the relationship between the Parties and takes effect once ratified by the Parties.

This MOU is subject to the Tr’ondëk Hwëch’in Final Agreement. In the event of any conflict or inconsistency between the MOU and the the Tr’ondek Hwech’in Final Agreement, the Final Agreement will take precedence.

In the case of any conflict or inconsistency with the Terms of Reference, the Management Plan or other documents created pursuant to this MOU, the provisions of this MOU will prevail.

5.0 Statement of Commitment

The Parties agree to protect the OUV of TKWHS and the components of TKWHS that are recognized as the basis for its OUV as recognized by the World Heritage Committee at the time of the inscription of TKWHS on the World Heritage List, within their respective jurisdictional powers, mandates, and operational abilities.

The Parties agree to apply the following principles to guide the implementation of the Management Plan during the term of this MOU:

- Principle 1: The Management Plan establishes a framework of existing management plans, regulations and practices that apply to TKWHS and the Buffer Zone.
- Principle 2: The Management Plan places the management and conservation of TKWHS’s OUV within the existing management policies to guide the Stewardship Committee in providing advice and recommendations to assist the Parties in making decisions.
- Principle 3: Management of TKWHS will be delivered through existing government authorities, within their respective jurisdictions, supplemented by advice from the Stewardship Committee and procedures developed to accommodate a designated World Heritage site.
- Principle 4: Management of TKWHS will meet or exceed the Parties’ respective standards of protection, conservation, and presentation outlined in the Management Plan.
- Principle 5: This MOU and the Stewardship Committee’s Terms of Reference support a process in which communication and collaboration will occur to mitigate any actions undertaken by an owner or a government entity with regulatory responsibilities that may impact the OUV and/or components of TKWHS.
- Principle 6: The Management Plan recognizes that TKWHS should support economic viability, diversity, and opportunities for residents and Tr’ondëk Hwëch’in citizens in a manner consistent with the City’s Integrated Sustainability Plan and the United Nations Sustainable Development Goals, while maintaining the OUV of TKWHS, Tr’ondëk Hwëch’in culture and local stewardship.
- Principle 7: The Stewardship Committee will ensure that regular monitoring, as outlined in the Management Plan, continues to occur, and that status reports are assembled on a schedule responding to the reporting requirements of the State Party, the World Heritage Committee, and the World Heritage Centre.

In addition, the Parties agree to pursue the following goals and objectives in relation to the management of TKWHS during the term of this MOU and in collaboration through the Stewardship Committee:

*Goal 1: To instil a strong sense of shared community pride and stewardship in the protection, interpretation, and promotion of TKWHS by:*

- Promoting and protecting Tr’ondëk Hwëch’in heritage and culture within TKWHS;



- engaging residents, organizations, and other regional stakeholders in activities that celebrate the importance of TKWHS;
- employing a governance model that ensures the interests and concerns of local residents and Tr’ondëk Hwëch’in citizens are heard, discussed, and incorporated into the Stewardship Committee’s advice to Regulatory Authorities;
- ensuring that local schools are provided with information and opportunities to incorporate TKWHS and its OUV into their curriculum; and
- supporting opportunities for Tr’ondëk Hwëch’in citizens and other Dawson residents to undertake the conservation, interpretation, and promotion of TKWHS.

**Goal 2: To provide for the protection, continuing community and Tr’ondëk Hwëch’in use, and appreciation of TKWHS by:**

- ensuring that visitors have access to appropriate areas of TKWHS and appreciate the site’s values without impacting community or Tr’ondëk Hwëch’in use;
- ensuring promotion is managed responsibly in all aspects of publicity, respecting Tr’ondëk Hwëch’in cultural principles in accordance with local interests and United Nations Sustainability Goals; and
- monitoring the economic, environmental and social impact of tourism at the destination level in accordance with the United Nations World Tourism Organization (UNWTO) principles of sustainable tourism development.

**Goal 3: To enrich the lives of residents and visitors by promoting wide recognition, understanding, and appreciation of the educational and cultural values represented by TKWHS by:**

- promoting responsible tourism and through regional, national, and international media;
- creating an interpretation plan to strengthen understanding, guide the presentation of Tr’ondëk- Klondike, and identify opportunities for sharing the site’s OUV; supporting ongoing research about the component sites.;
- encouraging and facilitating cross-cultural initiatives among community partners to expand understanding of the impacts of colonialism on Indigenous people; and
- exploring collaborative arrangements with Kluane/Wrangell–St. Elias/Glacier Bay/ Tatshenshini–Alsek World Heritage Site, which is partly located in Yukon.

6.0 Roles and Responsibilities

6.1 Stewardship Committee

*Responsibilities*

The Stewardship Committee will act in accordance with this MOU and the Terms of Reference

The Stewardship Committee will ensure the conservation, protection, presentation, and transmission of TKWHS’s OUV to future generations by:

- Reviewing and approving the draft Management Plan;
- reviewing the Management Plan and approving amendments as needed;
- providing advice to ensure the integrity of TKWHS;
- implementing the Management Plan by coordinating management of TKWHS by the Parties;

- promoting TKWHS’s OUV;
- engaging stakeholders, particularly the Advisory Committee, in the stewardship of TKWHS;
- supporting a diverse and vibrant economy in a manner consistent with maintaining the OUV of TKWHS;
- monitoring and reporting on the condition of TKWHS including, as necessary, to the World Heritage Centre through the Canadian Delegation to the World Heritage Committee;
- fostering and facilitating research and information-sharing for the benefit of TKWHS;
- Monitoring proposed development projects taking place within TKWHS or the Buffer Zone in accordance with the Terms of Reference and the Management Plan;
- Review the Advisory Committee TOR and membership appointments to the Advisory Committee; and
- Securing funding necessary to implement the TKWHS Management Plan and to adequately conserve, protect, present, and transmit TKWHS’s OUV.

If the Stewardship Committee requires management of financial resources, TH will take on reasonable financial administration on behalf of the Stewardship Committee.

When reporting to the World Heritage Centre about the condition of TKWHS, the Stewardship Committee will work cooperatively with the Canadian Delegation to the World Heritage Committee to ensure the necessary information is collected, integrated, and shared through established mechanisms.

Subject to the terms of this MOU, the Stewardship Committee will develop policies and procedures for decision-making and its operations, including but not limited to dispute resolution. Approval of, or revisions to, the Management Plan requires the agreement of a representative from each Party.

*Membership*

Each Party that is a member of the Stewardship Committee shall appoint one representative and one alternate to attend meetings of the Stewardship Committee.

Alternates are encouraged to attend meetings of the Stewardship Committee, but in the event of a vote being conducted, the alternate may only vote if the representative for the relevant Party is absent.

6.2 Advisory Committee

*Responsibilities*

The Advisory Committee will:

- act in accordance with this MOU and its terms of reference;
- meet with the Stewardship Committee twice per year to enhance communications with the community and to collaborate on topics of mutual interest in the conservation and presentation of TKWHS;
- provide advice and recommendations to the Stewardship Committee, including on implementation of the Management Plan and the presentation, promotion, and responsible development of THKWS; and
- promote the OUV of TKWHS.



Membership

Each of the following organizations may be a member of the Advisory Committee and may appoint one representative and one alternate to attend meetings of the Advisory Committee:

- Tr’ondëk Hwëch’in
- City of Dawson
- Government of Yukon, Cultural Services
- Parks Canada Agency
- Klondike Visitors Association
- Dawson City Chamber of Commerce
- Dawson City Museum
- Klondike Placer Miners Association
- Chamber of Mines

As per the Terms of Reference, the Advisory Committee may appoint up to 4 Dawson City residents to attend meetings of the Advisory Committee. At least one of the appointees must be a Tr’ondëk Hwëch’in citizen.

6.3 Site Manager

TH will hire a Site Manager, on terms determined by TH. The Site Manager will support the work of both the Stewardship Committee and the Advisory Committee, and coordinate the implementation of the Management Plan.

In the absence or vacancy of this position, the parties may appoint an interim Site Manager.

6.4 The Parties

The Parties are the governments responsible for co-management of TKWHS as per the term of the MOU and form the membership of the Stewardship Committee.

Detailed roles and responsibilities for the Parties are outlined in Schedule A to this MOU.

6.5 Canadian Delegation to the World Heritage Committee

The Canadian Delegation to the World Heritage Committee is led by the Vice- President, Indigenous Affairs and Cultural Heritage Directorate, Parks Canada. Any communication between the World Heritage Centre and the Parties regarding TKWHS will be coordinated by Parks Canada in its role as the lead organization for implementation of the World Heritage Convention in Canada.

7.0 Communications

A Party will not use the marks, including organizational identifiers, of another Party without that other Party’s written consent.

Communications regarding TKWHS, such as media relations, advertising, and public events, will be managed by the Stewardship Committee per its Terms of Reference.

A communications strategy will be developed by the Stewardship Committee

8.0 Funding

The Parties commit to jointly fund the Site Manager Position.

The Parties will work collaboratively to develop the funds necessary to implement the TKWHS Management Plan and to adequately conserve, protect, present, and transmit TKWHS’s OUV.

9.0 Amendments and Termination

This MOU takes effect upon ratification by the Parties and shall remain in effect until terminated with the written consent of all Parties. This MOU may be amended by consent of all Parties provided the amendment is in writing and signed by all Parties.

Any Party may terminate its participation in this MOU by providing to the other Parties ninety (90) days’ notice in writing of such termination. Upon expiration of such period of notice, that Party’s participation shall be terminated.

10.0 General Matters

Any reference in this MOU to a statute, regulation, bylaw, declaration, directive, policy, approval, requirement, standard, or order means the statute, regulation, bylaw, declaration, directive, policy, approval, requirement, standard, or order as amended, revised, consolidated, or substituted from time to time.

The Parties recognize that this MOU constitutes a statement of mutual understanding between the Parties. However, it is not intended to be and shall not be interpreted or construed as a legally enforceable agreement or as creating any legal rights or obligations between the Parties.

The Parties also recognize that each Party and Regulatory Authority retains its authority in respect of the lands and resources under its Jurisdiction. For the avoidance of doubt, TH retains its jurisdiction, as set out in the TH Final Agreement and TH Self-Government Agreement, over (a) Heritage Resources on TH Settlement Land and in its Traditional Territory, and (b) TH Settlement Land and Moosehide Creek Indian Reserve No. 2.

The Parties also recognize that nothing in the MOU, or in the work the Parties undertake together, is intended to be or shall be interpreted or construed as creating an agency, partnership, or joint venture relationship of any kind between the Parties or as imposing on either Party any partnership, joint venture, or agency duties, obligations, or liabilities to the other Party or to any other person.

In dealings with other persons, the Parties will endeavour to ensure that all such persons are aware that the Parties are not acting in partnership, as a joint venture, or as agents for each other. Any disagreements in the interpretation or application of this MOU will be addressed by good faith discussions among the Parties.

A dispute resolution process will be defined in the Terms and Reference to the Stewardship Committee to address any potential impacts to the OUV of TKWHS, resulting from the management decision made by a Party on property within its Jurisdiction, if the Parties cannot come to agreement on a solution.



11.0 Notice

The Parties agree that any notice required to be given pursuant to this MOU shall besufficiently given if personally delivered or mailed to the Parties as follows:

Tr’ondëk Hwëch’in:

Executive Director  
Tr’ondëk Hwëch’in  
1242 Front Street  
PO Box 599  
Dawson, Yukon  
Y0B 1G0

Parks Canada:

Field Unit Superintendent  
Yukon Unit  
Parks Canada  
205-300 Main Street  
Whitehorse, Yukon  
Y1A 2B5

Yukon Government:

Deputy Minister  
Department of Tourism and Culture  
Government of Yulpm  
PO Box 2703(L-1)  
Whitehorse, Yukon  
Y1A 2C6

City of Dawson

Chief Administrative Officer  
City of Dawson  
1336 Front Street  
PO Box 308  
Dawson, Yukon  
Y0B 1G0


In addition, any notice must be copied to the Stewardship Committee as follows:  
Tr’ondëk-Klondike World Heritage Site Stewardship Committee c/o Tr’ondëk Hwëch’in  
PO Box 599, Dawson, Yukon Y0B 1G0

On behalf of Tr’ondëk Hwëch’in:

  
Signature

23.12.15  
Date

On behalf of Government of Yukon:

  
Signature

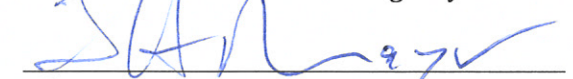
Nov. 20, 2023  
Date

On behalf of the City of Dawson:

  
Signature

DEC 11, 2023  
Date

On behalf of Parks Canada Agency:

  
Signature

December 4, 2023  
Date

Schedule A- Detailed Roles and Responsibilities

Tr’ondëk Hwëch’in:

- TH is a voting member of the Stewardship Committee.
- TH will act to uphold the principles and support goals outlined in Section 5, Statement of Commitment, of the MOU in accordance with its respective jurisdictional powers, mandate and operational abilities.
- TH will protect the components of TKWHS that are recognized as the basis for its OUV by the World Heritage Committee, and under its jurisdiction, according to its policies, in order to protect the OUV of TKWHS.
- TH will ensure that all its management activities related to land under its jurisdiction within TKWHS and the Buffer Zone support the values and objectives of TKWHS and the Principles and Goals set out in Section 5 of the MOU.
- TH will notify the Stewardship Committee of projects and activities that may occur within, or in the vicinity of, TKWHS and Buffer Zone and that could have an impact on the OUV of TKWHS.
- TH will provide support, advice and expertise to the Stewardship Committee on a when and as required basis, subject to the availability of funds and personnel and in accordance with applicable regulations.
- TH will provide support, primarily through Dänojà Zho Cultural Centre, to welcome visitors to TKWHS and to interpret the values and importance of TKWHS, subject to the availability of funds and personnel and in accordance with any tourism or interpretation plans that may be developed by TH.
- TH will help promote TKWHS and encourage projects that will contribute to the knowledge and understanding of the component sites, subject to the availability of funds and personnel.
- TH will provide the necessary information to the Stewardship Committee to report on the condition of TKWHS.
- TH will work with the other Parties to establish a data sharing agreement between the Parties.
- TH will administer the TKWHS Site Manager position on behalf of the Stewardship Committee.
- TH will administer, to the extent reasonable, management of financial resources on behalf of the Stewardship Committee.

Parks Canada

- Parks Canada, Yukon Field Unit is a voting member of the Stewardship Committee.
- Parks Canada will act to uphold the principles and support goals outlined in Section 5, Statement of Commitment, of the MOU in accordance with its respective jurisdictional powers, mandate and operational abilities.
- Parks Canada will achieve its legislated mandate to protect the Commemorative Integrity of Klondike National Historic Site. It will manage the cultural resources located under its jurisdiction according to its policies in order to protect the OUV of the TKWHS.
- Parks Canada will ensure that all its management activities related to land under its Jurisdiction within TKWHS and its Buffer Zone support the values and objectives of TKWHS and the Principles and Goals set out in Section 5 of the MOU.
- Parks Canada will provide support, advice, and expertise to the Stewardship Committee on a when and as required basis, subject to the availability of funds and personnel and in accordance with applicable regulations.



- Parks Canada will provide support to welcome visitors to TKWHS and to interpret the values and importance of TKWHS, subject to the availability of funds and personnel and in accordance with any tourism or interpretation plans that may be developed by Parks Canada. Its priority will remain the maintenance of Klondike National Historic Site Commemorative Integrity, including the protection and interpretation of the cultural resources directly related to the reasons for designation as a national historic site.
- Parks Canada provides the Canadian Delegation to the World Heritage Convention under the leadership of the Vice President, Indigenous Affairs and Cultural Heritage. Any communication between the World Heritage Centre and the Parties regarding TKWHS will be coordinated by the Canadian Delegation.
- Parks Canada will work with the other Parties to establish a data sharing agreement between the Parties.
- Working in cooperation with the Stewardship Committee, Parks Canada will support the promotion, marketing, and organization of events and activities related to TKWHS, subject to the availability of funds and personnel.

**Government of Yukon**

- YG is a voting member of the Stewardship Committee.
- YG will act to uphold the principles and support goals outlined in Section 5, Statement of Commitment, of the MOU in accordance with its respective jurisdictional powers, mandate and operational abilities.
- YG will protect the components of TKWHS that are recognized as the basis for its OUV by the World Heritage Committee, and under its jurisdiction, according to its policies, in order to protect the OUV of TKWHS.
- YG will ensure that all its management activities related to land under its jurisdiction within TKWHS and Buffer Zone support the OUV of TKWHS and the Principles and Goals set out in Section 5 of the MOU.
- YG will notify the Stewardship Committee of projects and activities that may occur within, or in the vicinity of, TKWHS and the Buffer Zone and that could have an impact on the OUV of TKWHS.
- YG will provide support, advice, and expertise to the Stewardship Committee on a when and as required basis, subject to the availability of funds and personnel and in accordance with applicable regulations.
- YG will provide the necessary information to the Stewardship Committee to report on the condition of TKWHS.
- YG will work with the other Parties to establish a data sharing agreement between the Parties.
- YG will provide support to welcome visitors to TKWHS and to interpret the values and importance of TKWHS, subject to the availability of funds and personnel and in accordance with any tourism or interpretation plans that may be developed, or are existing, particularly the Yukon Tourism Development Strategy (2018-2028).
- Working in cooperation with the Stewardship Board, YG will support the promotion, marketing, and organization of events and activities related to TKWHS, subject to the availability of funds and personnel.

**City of Dawson**

- The City is a voting member of the Stewardship Committee.
- The City will act to uphold the principles and support goals outlined in Section 5, Statement of Commitment, of the MOU in accordance with its respective jurisdictional powers, mandate, and operational abilities.
- The City will protect the components of TKWHS that are recognized as the basis for its OUV by the World Heritage Committee, and under its jurisdiction, according to its policies, bylaws, and the Dawson City Heritage Management Plan, in order to protect the OUV of TKWHS.
- The City will ensure that all its management activities related to land under its jurisdiction within TKWHS and its Buffer Zone, support the OUV of TKWHS and the Principles and Goals set out in Section 5 of the MOU.
- The City will notify the Stewardship Committee of projects and activities that may occur within, or in the vicinity of, TKWHS and the Buffer Zone and that could have an impact on the OUV of TKWHS.
- The City will provide support, advice, and expertise to the Stewardship Committee, through its Planning and Development Department, on a when and as required basis, subject to the availability of funds and personnel and in accordance with applicable regulations.
- The City will provide the necessary information to the Stewardship Committee to report on the condition of TKWHS, including but not limited to monitoring data on municipal heritage sites, and annual summaries of development permit activity within the Dawson City Component.
- The City will work with the other Parties to establish a data sharing agreement between the Parties.
- Working in cooperation with the Stewardship Committee, the City will support the promotion, marketing, and organization of events and activities related to TKWHS, subject to the availability of funds and personnel.



# DAWSON CITY DESIGN REQUIREMENTS AND GUIDELINES

Draft April 2025





Dawson City Design Requirements and Guidelines  
Draft  
April 2025

Photo Credits:  
Giaimo, August 2024

This Document is part of a report commissioned by the City of Dawson and prepared by consultants: Giaimo + Associates Architects Inc., with M.R. Letourneau and Associates Inc. and Narratives Inc.



In collaboration with a Working Group comprised of: City of Dawson, Parks Canada, Tr'ondëk Hwëch'in, and Government of Yukon.



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# 1 - INTRODUCTION, PURPOSE AND INTENT



Third Avenue with a view of Ēdhā Dādhēchā

Dawson City is a place of extraordinary historical significance, with its built environment reflecting a rich legacy of Gold Rush-era architecture, Indigenous heritage, and ongoing cultural evolution. The Design Requirements and Guidelines for Historic Dawson provide a framework to guide new development, renovations, and conservation efforts within the city's historic areas.

These guidelines serve to:

- Protect and enhance Dawson City's distinctive aesthetic and cultural character.
- Ensure the conservation of its historic fabric while allowing for thoughtful and complementary growth.
- Promote high-quality streetscapes and public spaces that contribute to a vibrant, walkable community.
- Encourage architectural harmony with the natural landscape and surrounding built environment.

These regulations establish minimum design standards that must be met for any new development or redevelopment within the historic townsite. By aligning with Dawson City's zoning regulations and heritage management policies, they ensure that the town's unique character is preserved for future generations while accommodating evolving needs.

A flexible yet structured review process allows for a range of projects, from small-scale renovations to major developments, to be evaluated based on their impact on heritage values. Whether restoring a historic structure, constructing a new building in the heritage district, or undertaking large-scale development, these guidelines are intended to provide clarity on approval processes and design expectations.



## 2 - USER GUIDE



An empty lot on Second Avenue

### 2.1 GETTING STARTED

The historic character of Dawson City is shaped by layers of construction from different eras, each reflecting the city’s evolving history. Because no single set of design guidelines can anticipate every possible scenario in a dynamic, living community, a flexible framework is necessary. To accommodate diverse development needs while conserving the various cultural heritage values and character defining elements, including but not limited to sites related to the Gold-Rush Era and Outstanding Universal Value of the Tr’ondëk-Klondike World Heritage Site, different review and approval processes have been established for various types of projects. The Design Requirements and Guidelines for Historic Dawson are designed to stream project types into the appropriate review categories, based on the project parameters. This streaming is intended to provide the appropriate level of review to projects that will have a larger impact on the historic character of the town, while simplifying and streamlining the review process for more minor projects.

The four review streams summarized below apply to specific types of development within the Historic Townsite of the City of Dawson. Refer to the Heritage Bylaw for more information on project types and application requirements.

**Stream 1: Infill, Redevelopment and Major Renovation**

**Stream 2: Reconstruction of Historic Buildings**

**Stream 3: Conservation of Historic Buildings**

**Stream 4: Major Projects**



Stream 1: Infill, Redevelopment and Major Renovation

This project stream is intended to provide an expedited route for people in Dawson looking to build or substantially renovate a home, multi-unit residence, or commercial building. It includes prescribed components and requirements that applicants must follow to ensure the development of a proposal sympathetic to the historic character of the town.

The Design Requirements and Guidelines are outlined in Tables 1, 2 and 3, (starting on page 20) which are intended to be read sequentially. The Tables are tied to the zoning designations found within the City of Dawson Zoning Bylaw, and the Heritage Management Areas as described on Overlay Map [XXXXX]. These areas are referred to as the ‘Downtown Heritage Management Area (DHMA),’ and the ‘Residential Heritage Management Area’ (RHMA).

A further description of the use of the tables, as well as examples of how to use them are included in Section 2.2.

To allow for unique project types to remain part of the fabric of the city, relief from the Design Requirements and Guidelines is offered through the allowance to seek approval through the Heritage Advisory Committee, for unique cases.

Furthermore, on properties which have reliable and sourced photographic evidence of prior structures, applicants are encouraged but not required to reconstruct or replicate the lost structure as part of their project proposal. Applicants are encouraged to refer to the Research Guide as an aid for this purpose. Heritage Bylaw Section XXXX includes more information on Application and Approval Processes.

Stream 2: Reconstruction of Historic Buildings

Reconstruction projects that aim to restore lost structures will be granted a streamlined approval process, provided they are based on thorough archival evidence. This expedited approach is intended to facilitate the accurate recreation of historically significant buildings that have been lost over time. Such projects must align with the Design Requirements and Guidelines Tables, as is appropriate for the project. By prioritizing archival accuracy and regulatory compliance, this process supports the preservation and revitalization of the historic built environment while making it easier to reintroduce structures that contribute to the cultural and architectural heritage of the area.

Heritage Bylaw Section XXXX includes more information on Application and Approval Processes.

Stream 3: Conservation of Historic Buildings

Projects involving the Conservation of Historic Buildings are required to prioritize the preservation and enhancement of the building’s heritage value, ensuring that the architectural integrity and cultural significance of the structure are maintained throughout the project. These projects must comply with the Application Process outlined in the relevant sections of the Heritage Bylaw, which provide specific references and requirements for the treatment of heritage structures, including requirements for documentation, approvals, and compliance. The goal is to safeguard the historic character of the building while enabling modern use through sensitive interventions that do not compromise its architectural or historical integrity.

In addition to planned restoration efforts, emergency repairs are also a critical component of maintaining the safety and stability of heritage buildings. In the event of unexpected damage, such as after a natural disaster or structural failure, emergency repairs may be carried out without the need for pre-approval, provided that they comply with the established references for heritage buildings. This is intended to ensure that emergency interventions are implemented as soon as possible, to safeguard the historic resource.

Conservation projects, and Emergency Repairs are eligible for project funding if they meet the prescribed requirements. Refer to Heritage Bylaw Section XXXX for more information, including Application and Approval Processes.

Stream 4: Major Projects

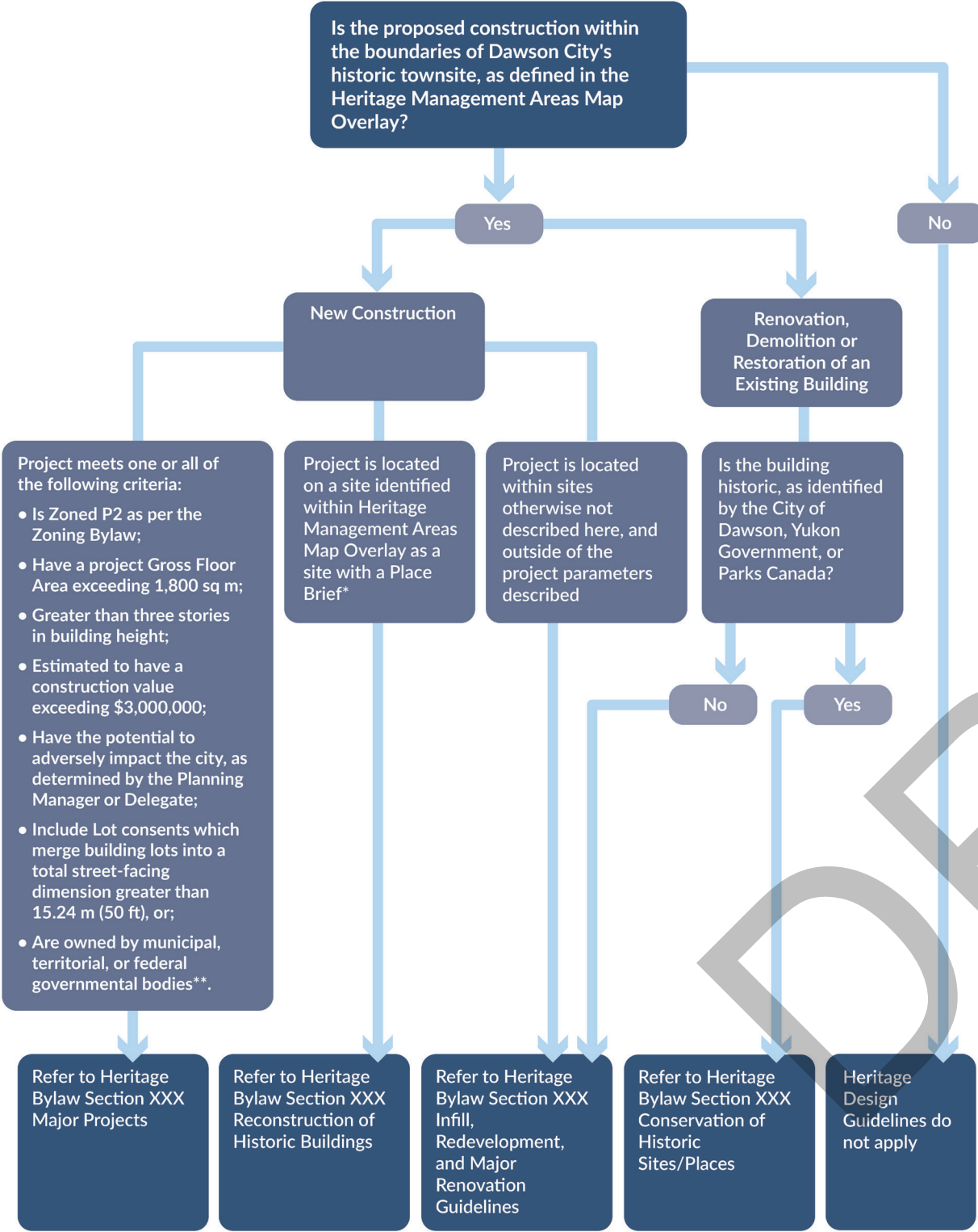
Major Projects require a more tailored approach to balance significant growth and compatibility with the heritage character of the town. Projects which fall within this stream are expected to include expert consultants teams, and will work collaboratively through review with both the City’s Planning and Development Department, and the Heritage Advisory Committee to arrive at the best possible project outcome.

This process applies to projects that meet any one of the following criteria:

- Are zoned P2 as per Dawson City’s Zoning Bylaw.
- Exceed 1,800 sq m in floor area.
- Include the merging of lots which will exceed 50 ft in street frontage.
- Have the potential adverse effects on Dawson’s historic nature.
- Are government or government agency-owned projects (City, Yukon, or Federal Governments).

Heritage Bylaw Section XXXX includes more information on Application and Approval Processes.





\*This layer will be developed as part of the final plan.  
\*\*Unless project parameters fit within definitions of Infill, Redevelopment and Major Renovation Guidelines.

Minor Renovations

Minor Renovations are not considered a review stream, and are understood to include minor work that would be categorized as maintenance. These project scopes include:

- Regular maintenance and repair of any building or structure, provided it does not include structural alterations or does not change the use or intensity of use of the land, building, or structure
- Regular maintenance and repair of any building or structure in the heritage management areas that meets the Design Requirements and Guidelines for Historic Dawson

While a project does not require review, applicants must comply with the Design Requirements and Guidelines for maintenance projects, as applicable to their property.

While this is applicable to most scenarios, there are exceptions to this allowance, which is work proposed for a historic resource, as defined by The Conservation of Historic Buildings Review Stream, within Heritage Bylaw Section XXXX.

Figure 1 provides a graphic representation of project streaming.

Figure 1: Project Streaming Flow Chart



## 2.2 USE OF THE DESIGN REQUIREMENTS AND GUIDELINES

The Design Requirements and Guidelines, when applied to an Infill, Redevelopment and Major Renovation project, are intended to be read sequentially, starting at Table 1, progressing to Table 2, and then Table 3. The first step in the use of Table is determining the property’s zoning designation, found within the Zoning Bylaw, and the Heritage Management Area, found within Overlay Map XXXXX. The use of each table is described below.

### Using Table 1

Once this information has been established, use the Zoning Designation to find the applicable components for the building in Columns 4-9 within Table 1, based on the height of the project. The categories are described below, with titles in bold;

- General Requirements** sets out the basic requirements for the project, such as the location of entrances, and the building orientation.
- Lot Frontage Types** align with the requirements of the Zoning Bylaw, and sets out how the building relates to its street frontage.
- Base Frontage Type** is intended to define the entrance level of the building, and is based on the building type and its relationship to the exterior.
- Roof Type** sets the allowable roof profiles per building type.

- Roof Frontage Type** sets out which roof frontage is allowed in conjunction with the roof types. These categories list multiple types, and users should refer to the notes to understand if particular combinations are not permitted.
- Detailing** includes the parameters for the exterior appearance of the building, including components such as trim, corner boards, windows and doors permitted.

### Using Table 2

Each of the components or parameters included in Table 1 is further described in Table 2, which is organized into subcategories corresponding with those shown in Table 1. These are prescriptive requirements for residential and commercial buildings, which include the Item Number (Column 1), a text description (Column 2), sketches (Column 3), and the applicability to zones (Columns 4-7). In Columns 4-7, a highlighted box with the zoning designation means that the item is applicable to that zone.

### Using Table 3

Table 3 contains descriptions of additional requirements and discretionary guidelines. Where an optional requirement is selected through the selection of a component in Table 2, the text description in Table 2 will direct the applicant to the corresponding item in Table 3. Optional Requirements are

required when that item has been selected for use, but Table 2 offers alternatives that allow the Optional Requirement to be avoided. Discretionary Guidelines are intended as best practices, but are not requirements as every project may not be including these items, and are intended to allow for some degree of flexibility for the applicant in their selection.

A visual representation of the flow through these tables is included in Figure 2.



Figure 2: Use of Design Requirements and Guidelines Tables



## 2.3 EXAMPLE USE PROCESSES

Figure 3 and 4 demonstrate the theoretical use of the Design Requirements and Guidelines for a user who is intending on changing their cladding and windows as part of their Major Renovation.

Example: As part of their proposed renovation, an applicant is looking to replace the cladding on their building. The below process chart demonstrates the process.



Figure 3: Use of Design Requirements and Guidelines Tables for an Applicant changing their exterior cladding.

Example: The same applicant is looking to replace the windows on their building. The below process chart demonstrates the process.

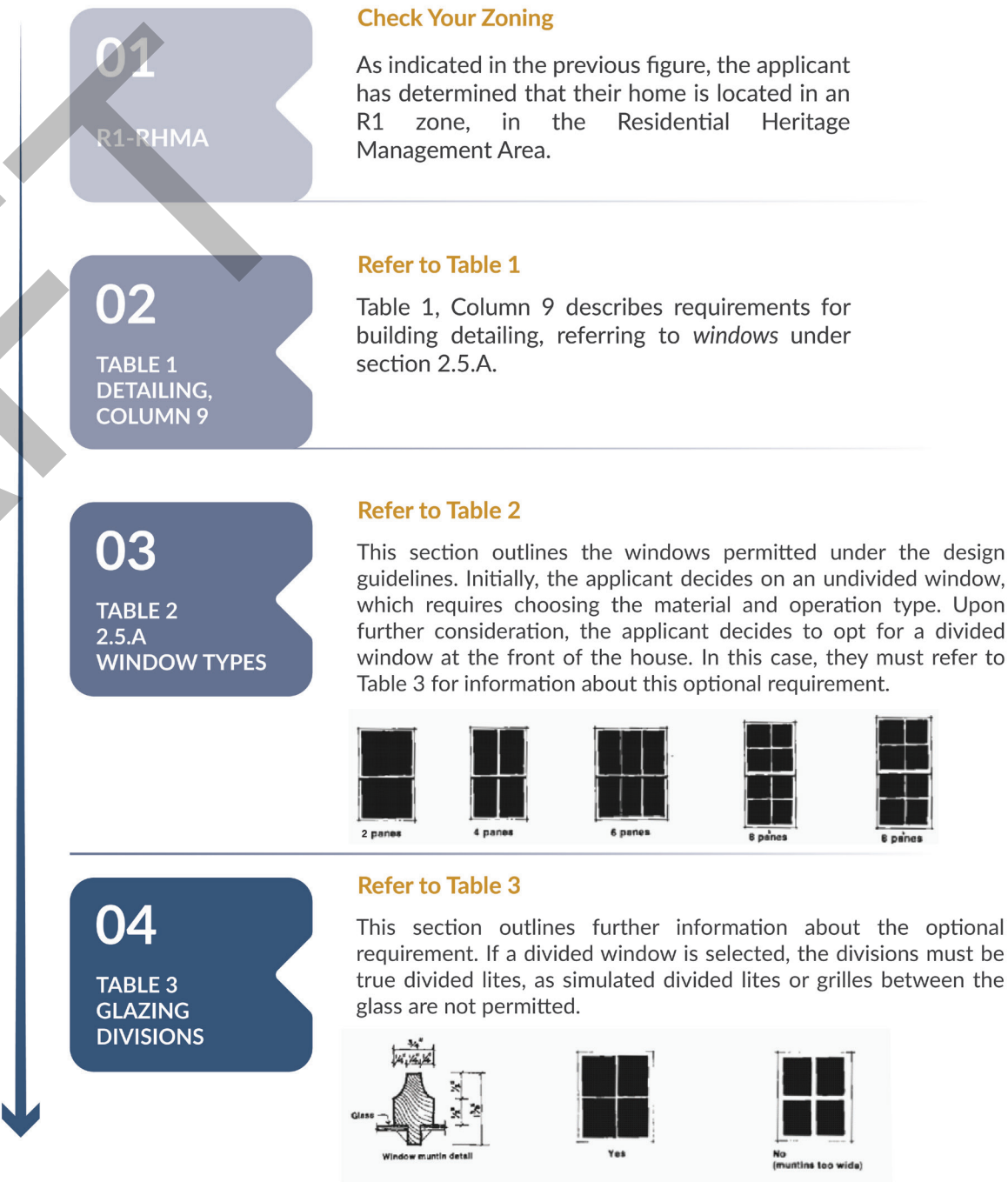


Figure 4: Use of Design Requirements and Guidelines Tables for an Applicant changing their windows



## 2.4 ILLUSTRATED EXAMPLE BUILDINGS

The following examples are intended to illustrate successful applications of Design Elements described in the bylaw, and are included for reference only. Each example is used to illustrate portions of

the Design Requirements and Guidelines, for legibility. These illustrated examples include commercial and both single family and multi family residential examples.



**Commercial Building,  
Downtown Heritage  
Management Area**  
General Requirements and Lot  
Frontages

- 1** - Entrance Location on primary street oriented facade, complying with 2.1.D
- 2** - Width to Height ratio complying with 2.1.C
- 3** - The building has a symmetrical facade, complying with 2.1.F
- 4** - The ground floor of this commercial building has a greater proportion of glazing, and the upper portions are more solid than they are glazed, complying with 2.1.H
- 5** - The building is located at the lot line, with a wooden boardwalk in front, complying with 2.2.B



**Multi-Family Residential  
Building, Downtown  
Heritage Management Area**  
General Requirements and Lot  
Frontages



# 3 - DESIGN REQUIREMENTS AND GUIDELINES

## 3.1 RELATIONSHIP TO ZONING BYLAW

**Applicability:** The City of Dawson Zoning Bylaw identifies use allowances by zones and establishes additional regulations applicable to specific uses. The Design Requirements and Guidelines correspond with the zoning designations of the sites, per Table 1.

**Conflicts:** In the event of a conflict between the requirements of this article and the Zoning Bylaw, the Zoning Bylaw will prevail.

## 3.2 DESIGN REQUIREMENTS AND GUIDELINES

### 3.2.1. Purpose

The requirements within this section intend to guide compatible development through alignment with municipal zoning, through the requirements set out in the respective tables.

### 3.2.2. Applicability

The tables within this section are to be read sequentially, based on the zoning designation found within Column 1 of Table 1.

### 3.2.3. Form Requirements by Zone - Table 1

Table 1 outlines the zoning found within the Heritage Management Areas of Dawson, and the associated requirements for appropriate general conditions, building forms, frontages and roof types required to achieve compatible forms of development. Where multiple types are listed in columns 5-8, one type must be selected, unless otherwise noted.

The requirements listed in Columns 4-9 within Table 1 correspond with descriptions of detailed requirements for each type within Table 2.

Where elements listed in Column 9 are used in a project, the elements must comply with the specific element requirements as described in Table 2.



Table 1 - Building Form Requirements by Zone

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
Zoning Designation	Building Type	Storeys	General Requirements (2.1)	Lot Frontage Types (2.2)	Base Frontage Parameters (2.3)	Roof Types Permitted (2.4)	Roof Frontage Permitted (2.4)	Detailing (2.5)
R1	House Form Building	1-2	2.1.A - Building Orientation 2.1.D - Entrance Location 2.1.F - Axis Relationship 2.1.G - Mass to Void Residential 2.1.J - Parking and Site Access 2.1.K & 2.1.L	2.2.A - Front Yard	2.3.B - Residential 1	2.4.B - Hipped 2.4.C - Gable	2.4.E - Roof Frontage: Gable 2.4.F - Roof Frontage: None	2.5.A - Window Types 2.5.B - Door Types 2.5.D - Cladding (RHMA) 2.5.E - Flashings 2.5.F - Handrails and Guards 2.5.G - Roofing 2.5.J - Lighting
R2	Multiple Residential Unit Building	2-3			2.3.B - Residential 1 2.3.C - Residential 2			
R3	Not Permitted in Heritage Management Areas							
C1	Commercial Form Building	1	2.1.A - Building Orientation 2.1.C - Corner Lot 2.1.D - Entrance Location 2.1.E - Width to Height Ratio 2.1.F - Axis Relationship 2.1.H - Mass to Void Commercial 2.1.J - Parking and Site Access 2.1.K & 2.1.L	2.2.B - Lot Line	2.3.A - Storefront 2.3.C - Residential 2	2.4.A - Shed 2.4.C - Gable	2.4.D - Roof Frontage: False Front 2.4.E - Roof Frontage: Gable <sup>1</sup>	2.5.A - Window Types 2.5.B - Door Types 2.5.C - Cladding (DHMA) 2.5.E - Flashings 2.5.F - Handrails and Guards 2.5.G - Roofing 2.5.H - Signage 2.5.J - Lighting
	Commercial Form Building	2-3				2.4.A - Shed 2.4.B - Hipped 2.4.C - Gable		
C2	Not Permitted in Heritage Management Areas							
M1	Not Permitted in Heritage Management Areas							
P1	See Major Projects Stream in Heritage Bylaw							
P2	See Major Projects Stream in Heritage Bylaw							
A1	Not Permitted in Heritage Management Areas							
FP	N/A							
Notes								
1 On residential uses only								
2 No roof frontage required for hipped roof. See Roof Section of Design Guidelines								

3.2.4 Specific Parameter Descriptions - Table 2

Table 2 outlines the specific design requirements related to the building types and zoning found within the Heritage Management Areas of Dawson, describing the parameters required in Table 1, as well as further requirements and discretionary guidelines. Columns 4-6 Refer to requirements by Zoning designation, and column 7 refers to requirements for ancillary buildings. A coloured cell indicates that the requirement must be in projects within those zoning designations.

Table 2 - Specific Parameter Descriptions

Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.1 - General Requirements						
2.1.A	<p><b>Building Orientation:</b> The proportion of a newly constructed infill building shall be determined by the proportions of the building lot with the longest side of the building being parallel to that of the longest side of the lot or the subdivided proportions of lot.</p> <p>This requirement does not apply to buildings existing at the time of the adoption of these Requirements and Guidelines.</p>	<p>Building Orientation</p>				
2.1.C	<p><b>Corner Lot:</b> Where a corner lot is used the building shall be placed on the site to be oriented on both street elevations if the building is to be used for commercial purposes.</p>	<p>Corner Lot</p>				



Table 2 - Specific Parameter Descriptions

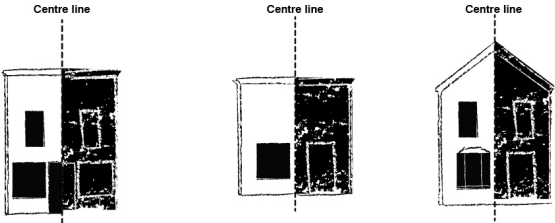

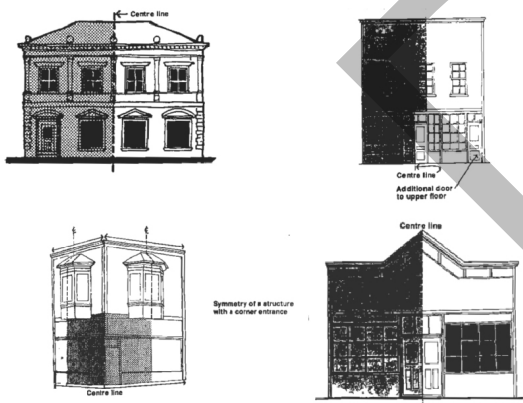
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.1.D	<p><b>Entrance Location:</b> Entrances shall be placed on primary street oriented facades. Entrances shall be placed with principles of axis relationships (see <i>Axial Relationship</i> section)</p> <p>Where entrances are placed in an asymmetric location a window shall be used next to the entrance to balance the axis relationship of the elevation.</p>	<p>Entrance Location</p> 	R1	R2	C1	
2.1.E	<p><b>Width to Height Ratio:</b></p> <p>On narrow or subdivided lots, building(s) shall be constructed with rectangular proportions with the widths corresponding to the heights. Proportions should be within the ranges described in the accompanying sketches in Column 3.</p> <p>On lots 30 feet (9.1 m) or greater in width, the horizontal dimension of the building shall be greater than the height.</p>	<p>Width to Height Ratio</p> 		R2	C1	
2.1.F	<p><b>Axis Relationship:</b></p> <p>Building(s) shall be constructed with an axial relationship with a symmetrical axis on the center line.</p> <p>Where building(s) are built on a corner lot, primary elevations of the building shall be constructed with an symmetrical axis on the center line of each respective elevation with the exception of the area of the entrance.</p> <p>The area of the corner shall have its on axis relationship on the corner axis which the entrance is placed.</p>	<p>Axis Relationship</p> 	R1	R2	C1	

Table 2 - Specific Parameter Descriptions

Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.1.G	<p><b>Mass to void Residential:</b></p> <p>Residential buildings shall have a mass to void ratio that provides a greater area of solids to openings on each façade. Openings shall range between 20-40% of a residential facade when visible from the public right of way.</p>	<p>Mass to Void Residential</p> 	R1	R2		
2.1.H	<p><b>Mass to void Commercial:</b> The solid to open relationship shall have a greater ratio of solids on all levels above the ground floor storefronts.</p> <p>The ground floor storefronts of buildings of commercial use shall provide openings greater than the ratio of solids. A continuous solid portion of the facade shall be provided where the building meets the ground or boardwalk</p>	<p>Mass to Void Commercial</p> 			C1	
2.1.J	<p><b>Parking and Site Access:</b> In the Downtown Heritage Management Area, where laneways are located at the rear of lots, vehicular access and parking shall be from the laneway. Primary street frontages of lots shall not be used for parking or access to parking.</p> <p>In the Residential Heritage Management Area, where a laneway is existing adjacent to the site, no new front yard access shall be introduced.</p> <p>Where parking or site access is introduced on a lot, the materials of the parking and site access which are not wooden boardwalks shall comply with 3.1.A.</p>	<p>Parking</p> 	R1	R2	C1	



Table 2 - Specific Parameter Descriptions

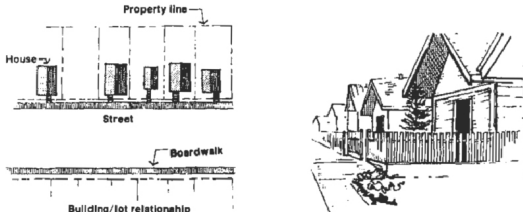
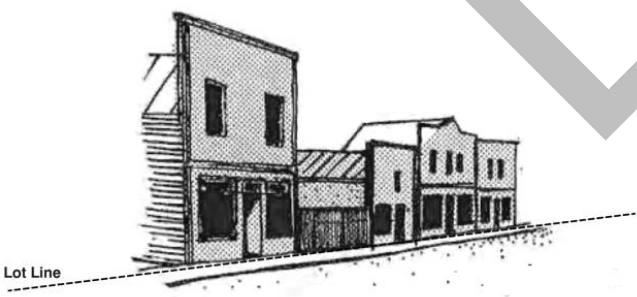
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.1.K	<b>Climate Adaptation and Resilience Projects</b> - refer to: 3.1.C - Solar Arrays 3.1.D - Insulating Existing Buildings 3.1.E - Raising Buildings to Minimize Impact on Permafrost 3.1.F - Miscellaneous For requirements in the case that climate adaptation and resilience projects are pursued as part of the project proposal.					
2.1.L	<b>Accessibility Projects</b> - refer to: 3.1.B - Vertical Transportation (Stairs + Ramps) For requirements in the case that accessibility improvements are pursued as part of the project proposal.					
2.2 Lot Frontage Types						
2.2.A	<b>Front Yard:</b> If a lot is between two abutting lots in the R1 or R2 category, each with a building fronting on the same street and those buildings are both, in whole or in part, 6.0 metres or less from the subject lot, the front yard setback shall be the average of the front yard setbacks of those buildings on the abutting lots.  The Front Yard frontage type may be used in combination with other permitted frontage types, including: - 3.2.A - Residential Boardwalks - 3.2.B - Fences - 3.2.C - Balcony - 3.2.D - Porch - 3.2.E - Veranda If these components are used, they must comply with the requirements for each component found in Table 3.	<p>Front Yard</p> 				
2.2.B	<b>Lot Line:</b> Building shall be constructed to the lot line, in order to reinforce the prevailing urban pattern of development in the Downtown Heritage Management Area.  Boardwalks constructed in front of a commercial building the boardwalk is to be constructed in alignment with any adjacent existing boardwalks. Boardwalks are to be constructed of lumber.	<p>Lot Line</p> 				

Table 2 - Specific Parameter Descriptions

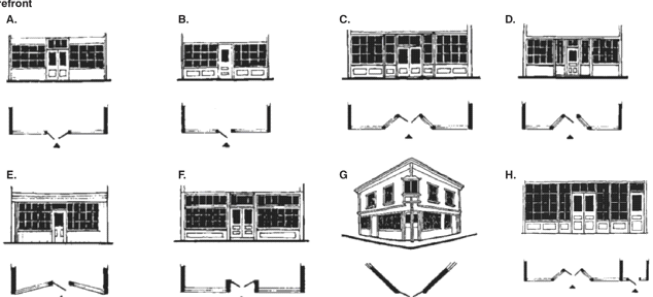
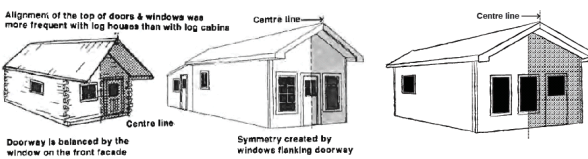
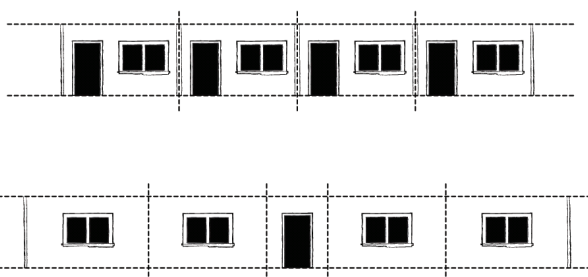
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.3						
Base Frontage Parameters						
2.3.A	<b>Storefront:</b> Storefronts shall be designed in accordance with one of the common commercial entrances shown in Column 3. Entrance doorways shall be placed in the center of the window display, with the exception of corner entrances (Column 3, Item G), which shall only be acceptable on a corner lot.  Side entrances, as shown in Column 3, Item H, can be introduced with either: - The main entrance door remaining on the central axis of symmetry for the overall facade, or, - The main entrance door may be on an axis of symmetry within the remaining space. The side entrance shall not take up more than 30% of the overall building frontage.	<p>Storefront</p> 				
2.3.B	<b>Residential 1:</b> A single entrance door with either: - Windows on either side, or - On one side of the line of symmetry, balanced by a window of the same width on the other side of the line. - Window centred in building, with door equidistant between window and edge of building, balanced by a window(s) opposite the line of symmetry.  The number of openings on the front facade is not limited by these regulations, but must be balanced based on the principles above.	<p>Residential 1</p> 				
2.3.C	<b>Residential 2:</b> Single or Multiple entrance doors, either: - Paired with at least one window in symmetrical relationship within building bay (ie per unit), or, - A single front entrance point with windows, arranged by building bays.  Note: Permitted for the following uses: - R2 all uses - C1 mixed use development - C1 multi-unit residential	<p>Residential 2</p> 				



Table 2 - Specific Parameter Descriptions

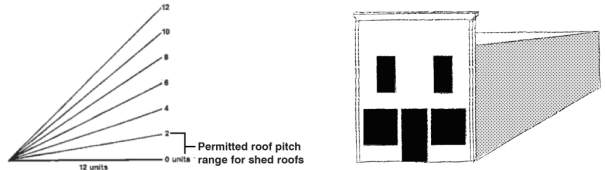
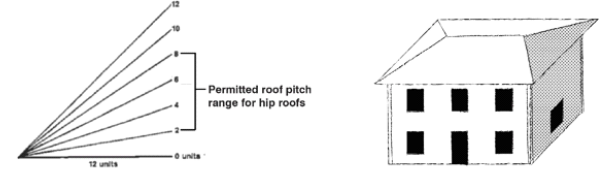
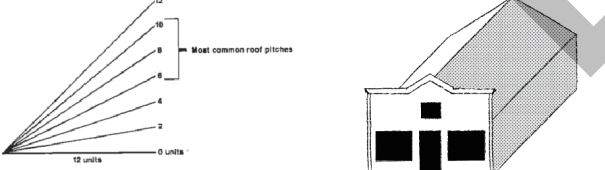
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.4						
Roof Types and Roof Frontages						
2.4.A	<b>Shed Roof:</b> Shed roof shall only be constructed on building with false facades, per 2.4.D. Shed roofs shall be constructed within the indicated range in Column 3, no steeper than 2:12.	<p>Shed Roof</p> 	R2		C1	A
2.4.B	<b>Hipped Roof:</b> Hipped roofs shall be constructed within the range of the most common roof roof pitches described in Column 3.  Hipped Roofs shall be constructed with a cornice below the eaves, as per 2.4.H	<p>Hip Roof</p> 	R1	R2	C1	A
2.4.C	<b>Gable Roof:</b> Gable roofs shall be constructed within therange of the most common roof roof pitches described in Column 3.  Gable roofs shall be oriented so that the roof peak runs parallel to the longest side of the building	<p>Gable Roof</p> 	R1	R2	C1	A

Table 2 - Specific Parameter Descriptions

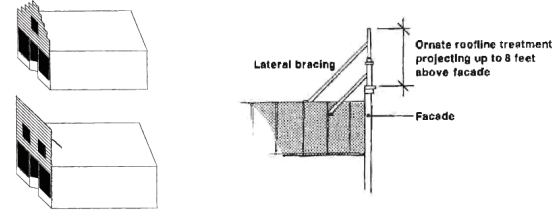
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.4.D	<b>Roof Frontage: False Facade</b> False façade may be constructed on buildings of one of two storeys in height. False façades shall be constructed to a height not to exceed 8 feet above the peak of the roof, but no higher than permitted by Zoning Bylaw.  A false façade may be constructed with either a flat roofline profile or an expressed gable, as permitted by 2.4.G. False facades shall follow the axial relationships established for the building.  False facades with flat roofline, or expressed gable profiles shall be constructed with a cornice. Stepped false facades may be constructed with a cornice. When used in conjunction with a cornice, the cornice shall comply with 2.4.H.	<p>False Facade</p> 			R2	C1
2.4.E	<b>Roof Frontage: Gable</b> Gable roof frontages shall only be used in conjunction with a Gable Roof.  A gable roof is one of the most common and recognizable types of roofs. It has two sloping sides that meet at a central ridge, forming a triangular shape at the street-facing end of the building.  A gable roof frontage may be one of the types described in column 3.	To be developed				
2.4.F	<b>Roof Frontage: None</b>  No roof frontage is permitted to be used in conjunction with a Hipped Roof type. The hipped roof shall be used in conjunction with a cornice, which shall comply with 2.4.H.	To be developed				



Table 2 - Specific Parameter Descriptions

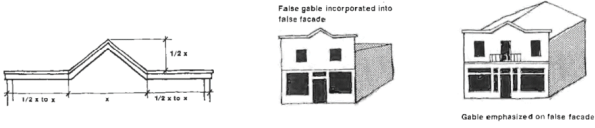
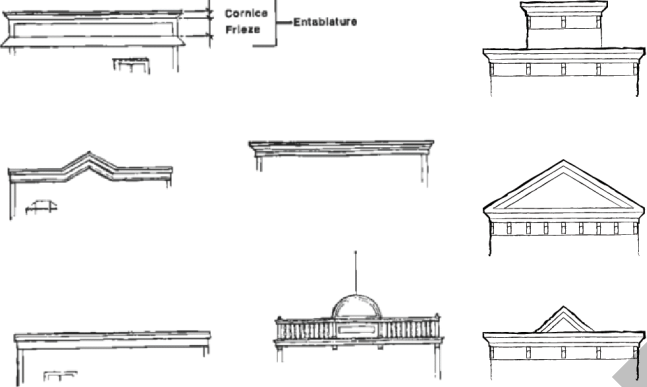
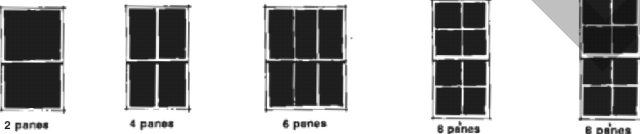
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.4.G	<b>Expressed Gable:</b> Expressed gables may be provided on building(s) which exceed a width of 6m, and shall be used only in conjunction with a shed or gable roof, as indicated in Column 3.	<p>Expressed Gable</p> 		R2	C1	
2.4.H	<b>Cornice:</b> False facades with flat roofline or expressed gable profiles shall be constructed with a cornice.  Cornices shall be shall be constructed in a continuous manner across the length of the street facing façade(s) with consistent design elements symmetric on the axis relationship of the building.  Cornices shall only be terminated in conjunction with the façade. On a corner lot, where a facade adjoins another facade at the level of the cornice, the cornice shall turn the corner and be continuous along the length of the adjoining facade.  Where brackets are used below or with the cornice, the brackets shall comply with the regulations in 3.3.A	<p>Cornice</p> 		R2	C1	
2.5						
Detailing						
2.5.A	<b>Window Types:</b> Windows not used for commercial purposes shall follow these guidelines: Hung windows must have a minimum 1:2 ratio (vertical to horizontal), while fixed windows shall not exceed a 1:1 ratio. A consistent window type must be used on the primary façade.  Permitted window types include single-hung, double hung, and fixed-picture windows.  Divided windows shall be wood or metal. Wood is encouraged on facades visible from the public right-of-way. For divided windows (4-8 panes), see section 3.4.A for additional requirements.  Two-pane windows, as shown in Column 3, may be wood, metal, or vinyl.  On historic facades visible from the public right-of-way, replacement windows must be wood and match the original appearance and operation.	<p>Window Types</p> 		R1	R2	C1 A

Table 2 - Specific Parameter Descriptions

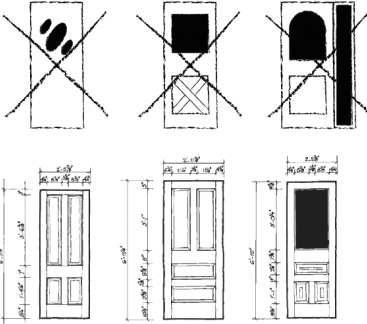
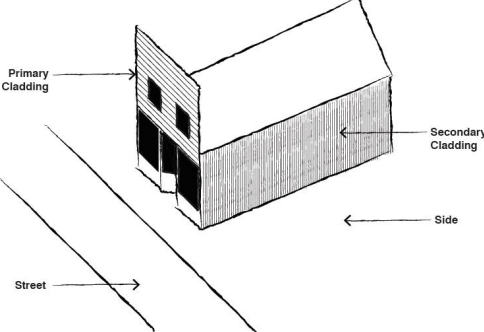
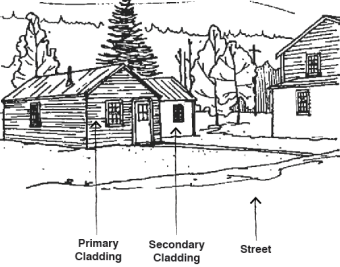
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.5.B	<b>Door Types:</b> Exterior doors shall be approximately 7 feet (2.1 metres) in height. A transom may be used in conjunction with the entrance door, with a transom extending from the top of the door to the ceiling of the first floor, or 2'-8" (815 mm) whichever is less.  Doors and transoms shall be wood or metal frames. Door leaves shall be wood.  Double doors are permitted for commercial buildings, and encouraged for corner entrances.  Non-historic door styles, as indicated in the crossed images in Column 3, are not permitted. Exterior doors shall be one of the common types found on the bottom row of Column 3.	<p>Door Types</p> 			R1	R2 C1 A
2.5.C	<b>Cladding (DHMA):</b> The following cladding is permitted in the Downtown Heritage Management Area <b>Primary or Secondary Cladding - Wood – unfinished or painted</b> -1x6 or 1x8 wood siding -1x6 or 1x8 'angular' cove siding -1x4 beveled siding -Vertical board and batten -1x6 or 1x8 shiplap horizontal or vertical -Sawn shingle -Log <b>Secondary Cladding - Metal – galvanized, baked enamel or painted</b> -Corrugated steel, horizontal or vertical -Pressed tin -Blattened tin cans <b>PVC, Aluminum and Vinyl siding are not permitted.</b> Residential properties in the DHMA must comply with the above noted materials, and must follow the cladding combinations as Described in 2.5.D	<p>Cladding</p> 			R1	R2 C1 A
2.5.D	<b>Cladding (RHMA):</b> The following cladding is permitted in the Residential Heritage Management Area <b>Primary Cladding - Wood – unfinished or painted</b> -1x6 or 1x8 wood siding* -1x6 or 1x8 'angular' cove siding* -1x4 beveled siding* -Vertical board and batten -1x6 or 1x8 shiplap horizontal or vertical* -Sawn shingle* -Log * Fiber Cement board based alternative permitted in RHMA.  <b>Secondary Cladding - Metal – galvanized, baked enamel or painted</b> -Corrugated steel, horizontal or vertical -Pressed tin -Blattened tin cans <b>PVC, Aluminum and Vinyl siding are not permitted.</b> <b>Cladding Combinations:</b> Building 'masses' shall be clad in a single material. Additions secondary to the main building mass, and set back further from the	<p>Cladding</p> 			R1	R2 C1 A



Table 2 - Specific Parameter Descriptions


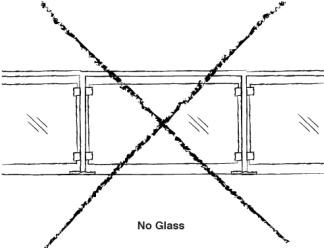
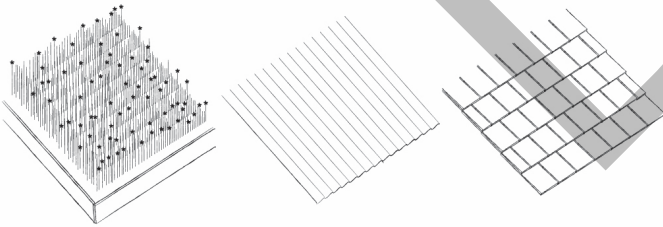
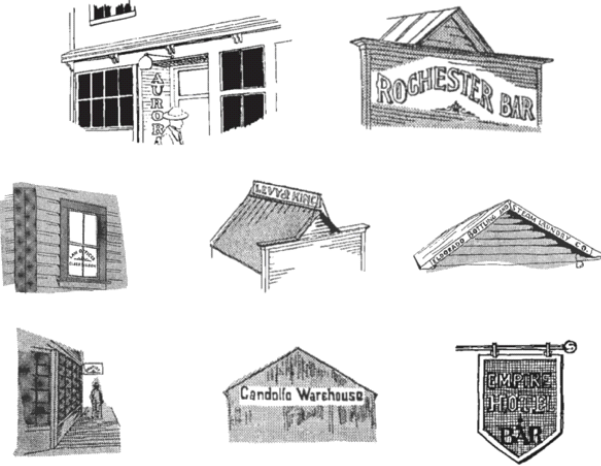
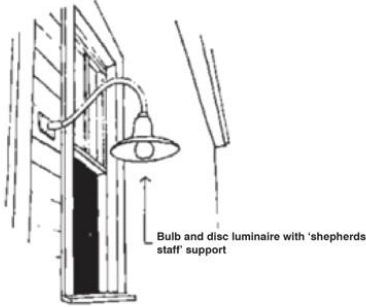
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.5.E	<p><b>Flashings:</b> Painted aluminum or galvanized flat steel.</p> <p><b>Eavestroughs, Gutters and Downspouts:</b> Painted steel, tin, aluminum, or wood.</p> <p><b>Vents for Gable ends and cupolas:</b> Wood</p> <p><b>Sawdust box form skirting:</b></p> <ul style="list-style-type: none"><li>- Wood 1x4 or 1x6 vertical v-joint tongue and groove boards</li><li>- Wood 1x6 or 1x8 Shiplap /boards horizontal or vertical</li><li>- Vertical board and batten</li><li>- Metal corrugated steel;</li><li>- Flattened tin cans</li></ul>	<p>Trim Flashing</p> 	R1	R2	C1	A
2.5.F	<p><b>Handrails and Guards:</b> Handrails and guards shall not be constructed of glass.</p> <p>Handrails and Guards shall have a continuous top rail, with spindles of either wood or metal, and periodic posts of a larger dimension than the spindles.</p>	<p>Handrail and Guard</p>  <p>No Glass</p>	R1	R2	C1	A
2.5.G	<p><b>Roofing,</b> Roofs shall be constructed of:</p> <p><b>Metal</b></p> <ul style="list-style-type: none"><li>- galvanized, baked enamel or painted corrugated steel (1/2" - 1" corrugation height)</li><li>- standing seam tin</li><li>- flattened seam</li><li>- flattened tin cans</li></ul> <p><b>Wood</b></p> <ul style="list-style-type: none"><li>- sawn shingles</li><li>- board and batten</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>- 'Green roofs' to replicate historic low-slope sod roof construction.</li><li>- For low slope roofs, or shed roofs not visible from the public right-of-way, synthetic roofing may be used.</li></ul>	<p>Roofing</p>  <p>Green Roof      Metal Roof      Shingle Roof</p>	R1	R2	C1	A

Table 2 - Specific Parameter Descriptions

Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
2.5.H	<p><b>Signage:</b> Signage shall comply with the provisions of the Zoning Bylaw.</p> <p>Signage shall be painted directly onto a buildings façade, typically indicating the company name, and may indicate the nature of the business.</p> <p>Signage shall be located in one or more of the locations shown in the drawings in Column 3.</p>	<p>Signage</p> 	R1	R2	C1	A
2.5.J	<p><b>Lighting:</b> Lighting on buildings shall be wall mounted. Exterior lighting shall be as specified in Column 3. Lighting shall not be used in soffits and or cornices. Lighting on buildings shall be oriented downward.</p>	<p>Lighting</p>  <p>Bulb and disc luminaire with 'shepherds staff' support</p>	R1	R2	C1	A



3.2.5 Additional Guidelines

Table 3 outlines additional guidelines, to which adherence is required when described elements are used. Columns 4-6 Refer to requirements by Zoning designation, and column 7 refers to requirements for ancillary buildings. A coloured cell indicates that the requirement must be in projects within those zoning designations.

Table 3 - Additional Guidelines

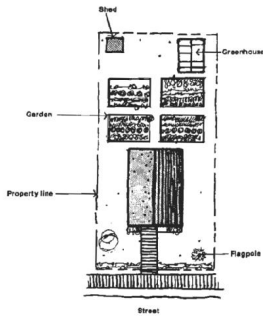
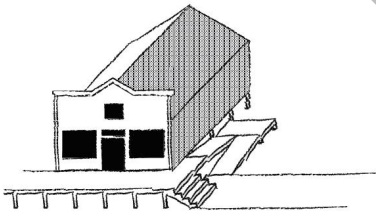
Column 1 Item	Column 2 Description	Column 3 Sketch	4 R1	5 R2	6 C1	7 A
3.1 - General Requirements						
3.1.A	<p><b>Site Treatment:</b> Driveways and walkways shall not be constructed of asphalt.</p> <p>Hardscaping surfaces should be made from crushed stone, pavers and or wood boardwalks.</p> <p>Site hardscaping areas shall follow by-law to determine maximum percentages. Hardscaping should be limited in front yards of buildings.</p>	<p>Site Treatment</p> 				
3.1.B	<p><b>Vertical Transportations (Stairs + Ramps)</b> Vertical transportation either as ramps or stairs should be constructed in a way to reduce impact to the primary elevation of a building. Where possible ramps and stairs should be constructed at the sides of buildings where lot lines permit.</p> <p>As much as possible, ramps should be used to provide transitions between boardwalks of disparate height. Ramps and stairs should be incorporated into surrounding context to create a sidewalk which is continuous and direct as possible.</p>	<p>Vertical Transportation</p> 				

Table 3 - Additional Guidelines

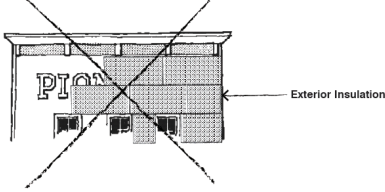
Column 1 Item	Column 2 Description	Column 3 Sketch	5 R1	6 R2	7 C1	8 A
3.1.C	<p><b>Climate Adaptation/Resilience Projects:</b> The following climate adaptation projects are permitted in the Heritage Management Areas, provided they satisfy the described parameters.</p> <p><b>Solar PV Arrays:</b> Solar PV Arrays are permitted provided that they are not visible from the public right of way. If this condition cannot be met, the design of the PV system should be such that it is integrated into the design of the building to appear as materials otherwise permitted, to the approval of the Director of Planning or Delegate, or Heritage Advisory Committee.</p>	<p>Climate Adaption and Resilience Project</p>				
3.1.D	<p><b>Climate Adaptation/Resilience Projects: Insulating Existing Buildings:</b> Insulation of existing Historic buildings should be performed from the interior of the building to minimize impact on the exterior proportions of the building - overcladding with insulation is not permitted.</p> <p>For existing Historic Buildings, upgrading of wood windows is required as opposed to replacement. When Replacement is necessary, windows should be replaced with like materials and increased glazing performance, as possible.</p> <p>In non-historic buildings, overcladding of the existing building is permitted to increase the thermal performance of the building, provided the exterior appearance of the building complies with the other sections of these Design Requirements and Guidelines.</p> <p>In non-historic buildings, replacement of of existing windows shall be in conformance with the other sections of these Design Requirements and Guidelines.</p>	<p>Insulating Existing Building</p> 				
3.1.E	<p><b>Climate Adaptation/Resilience Projects: Raising Buildings to Minimize Impact on Permafrost:</b> Where buildings are raised, skirting boxes shall be installed. Projects are encouraged to minimize the impact of changing entrance elevations through the introduction of ramps to provide equal access to all.</p>	<p>Raising Building to Minimize Impact on Permafrost</p>				

Table 3 - Additional Guidelines

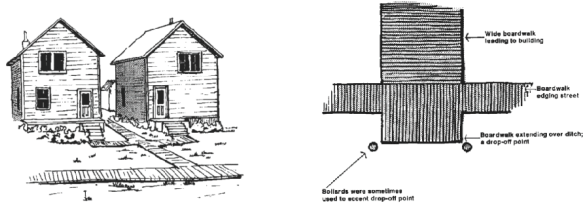
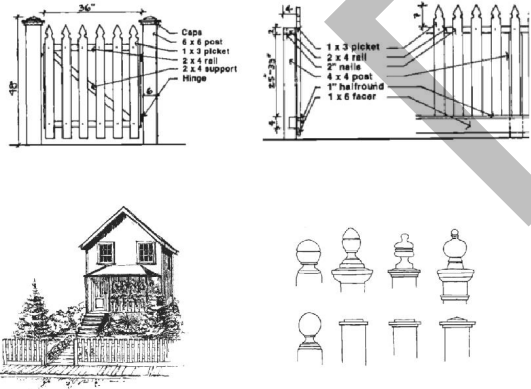
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
3.1.F	<b>Miscellaneous:</b> Where not otherwise described, projects are encouraged to minimize visibility of adaptation projects, subject to approval by the Planning Manager of Delegate.	Miscellaneous				
3.2 - Lot Frontage Types						
3.2.A	<b>Residential Boardwalk</b> Boardwalks may be constructed within a lot to serve as a circulation path to a building entrances or out buildings.  Where boardwalks are constructed in front of a residential building the boardwalk is to be constructed in alignment with any adjacent existing boardwalks. Boardwalks are to be constructed of lumber.	Boardwalk 				
3.2.B	<b>Fence</b> Fences may be constructed on the perimeter of the lot to define the property line. Fences shall be constructed of wood, or wood and wire used in combination, and their height shall be determined based on the Zoning Bylaw.  Wood fences may be constructed of common profiles for boards and posts, as described in sketches in Column 3.  Wood and wire fences shall use wood posts at period intervals.	Fence 				

Table 3 - Additional Guidelines

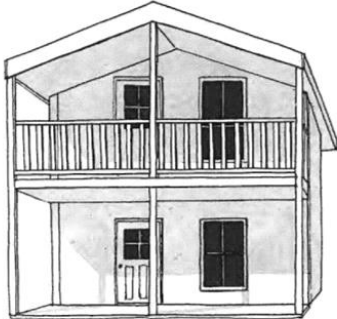
Column 1	Column 2	Column 3	5	6	7	
Item	Description	Sketch	R1	R2	C1	A
3.2.C	<p><b>Balcony:</b> In order to allow access to exterior spaces for multi-unit residential buildings, balconies are permitted as a frontage type, as well as on the remaining sides of the building, as permitted by the Zoning Bylaw 2018-19. The balcony should span the width of the front facade - thus also functioning as a canopy for a verandah below. Alignments of posts should correspond with the division of the facade into bays, and not obstruct openings. The ground level porch surface shall be located within 200 mm of the ground floor level of the building. For buildings in R2 zones, Balcony frontages may be used in combination with Front Yards.</p> <p>Refer to 2.5.F Handrails and Guards for further details.</p>	<p>Balcony</p> 				
3.2.D	<p><b>Porch:</b> Porches may be constructed on the street facing or rear facing elevations of a building. Porches shall be no greater than one storey, and the porch surface shall be located within 200 mm of the ground floor level of the building. Where porches are provided with a roof one of the four common porch roof types may be used.</p> <p>Porch depth and dimensions shall be determined based on the Zoning Bylaw.</p> <p>Porch Roof Types: Porch roof types shall be constructed of one of the common four roof types. Porch roof slopes can range between 2:12 and 10:12. Where porch roofs are an extension of the main building roof, they must maintain the same slope.</p>	<p>Porch</p> 				
3.2.E	<p><b>Veranda:</b> Verandahs may be constructed on the front façade and wrapping around the adjacent side façade.</p> <p>Verrandahs shall not be constructed above the first storey of a building. When verrandahs are constructed on a one storey building with a gable roof, the verandah may be constructed as a extension of the roof</p> <p>Verandah depth and dimensions shall be determined based on the Zoning Bylaw 2018-19.</p> <p>Verandah Roof Types: Verandah roof types shall be constructed of one of the common four roof types. Verandah roof slopes can range between 2:12 and 10:12. Where verandah roofs are an extension of the main building roof, they must maintain the same slope.</p>	<p>Veranda</p> 				



Table 3 - Additional Guidelines

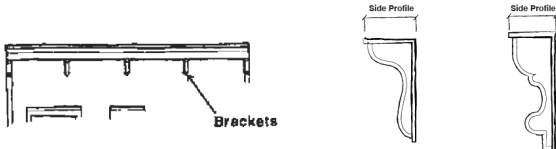
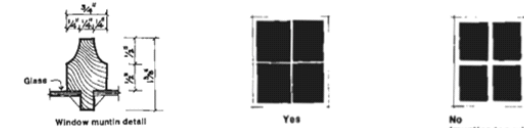
Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
3.3 - Roof Types and Roof Frontages						
3.3.A	<p><b>Bracketing:</b> Bracketing may be used where buildings have cornices and at the height of storefronts, bracketing shall be evenly spaced across the width of the façade.</p> <p>When bracketing is used, brackets shall be made with a side profile to provide a minimum depth of 100mm .</p>	<p>Bracketing</p>  <p>Brackets</p>	R1	R2	C1	
3.4 - Detailing						
3.4.A	<p><b>Glazing Division:</b> When widows are constructed with divisions, vertical and horizontal divisions shall be through glass to create a true division of the glazing unit.</p> <p>Simulated divided lites, or grilles placed between glass are not permitted.</p>	<p>Glazing Divisions</p>  <p>Window muntin detail</p> <p>Yes</p> <p>No (muntins too wide)</p>	R1	R2	C1	A
3.4.B	Window Sills: To be Developed		R1	R2	C1	

Table 3 - Additional Guidelines

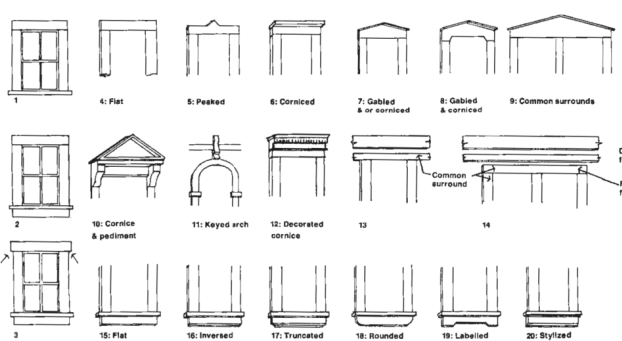

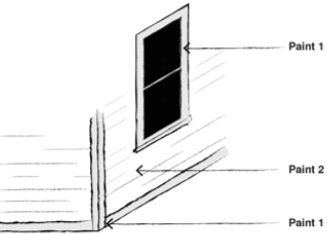
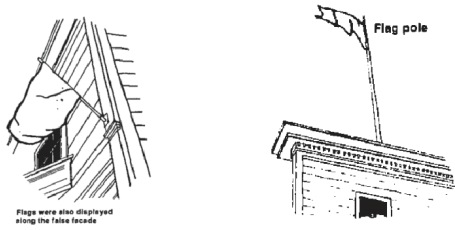
Column 1	Column 2	Column 3	5	6	7	
Item	Description	Sketch	R1	R2	C1	A
3.4.C	<p><b>Window Surround:</b> Window surrounds may be any of the common historical types shown. A single window surround type shall be used for the primary façade of a building.</p>	<p>Window Surround</p>  <p>1: Flat, 4: Flat, 5: Peaked, 6: Corniced, 7: Gabled &amp; or corniced, 8: Gabled &amp; corniced, 9: Common surrounds, 10: Cornice &amp; pediment, 11: Keyed arch, 12: Decorated cornice, 13: Common surround, 14: Double frieze, 15: Flat, 16: Inverted clapboard, 17: Truncated clapboard, 18: Rounded plank, 19: Labeled plank, 20: Stylized planks</p>	R1	R2	C1	
3.4.D	<p><b>Trim and Corner Boards:</b> When corner boards are used the size of the corner boards shall range between 4" and 12"</p> <p>Trim and corner boards shall be of the same material as used on the field cladding, as permitted in the Cladding section.</p>	<p>Trim and Corner Boards</p>  <p>Corner Boards</p>	R1	R2	C1	
3.4.E	<p><b>Paint</b></p> <p>Colour Schemes shall follow the below guidelines:</p> <p>Paint Colour 1 - windows, window surrounds, cornerboards, cornice detail, decorative wood trim, and other building trim.</p> <p>Paint Colour 2 - Field cladding</p>	<p>Paint</p>  <p>Paint 1</p> <p>Paint 2</p> <p>Paint 1</p>	R1	R2	C1	A

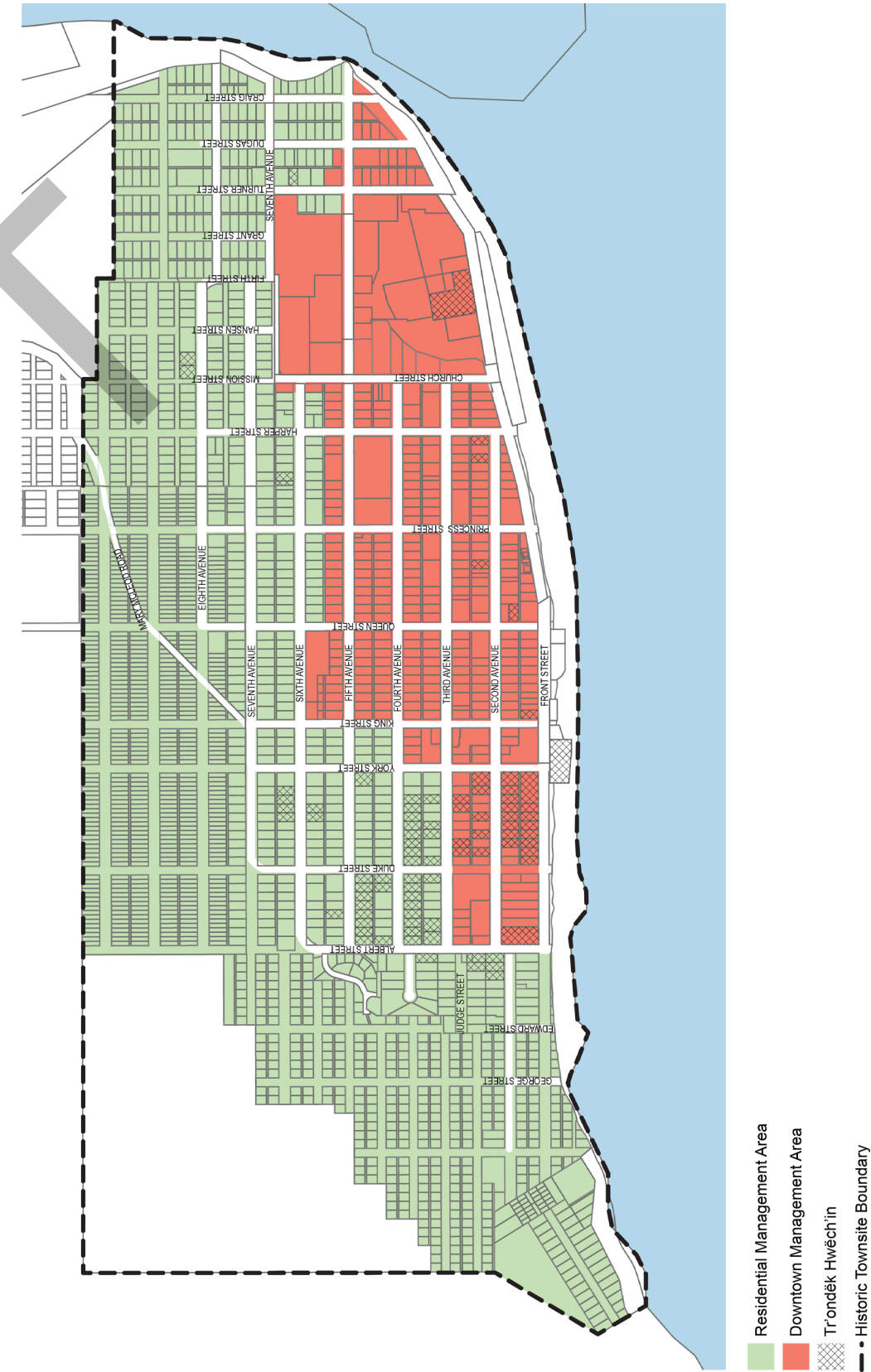
Table 3 - Additional Guidelines

Column 1	Column 2	Column 3	4	5	6	7
Item	Description	Sketch	R1	R2	C1	A
3.4.F	<b>Flag Pole:</b> Flag poles may be placed n the sides or tops of building. Flag poles should be constructed in a similar style to images shown.	<p>Flag Pole</p> 	R1	R2	C1	A
3.4.G	<b>Awning:</b>	<p>To be developed</p>	R2	C1		



4 - ADDITIONAL INFORMATION

4.1 HERITAGE MANAGEMENT AREAS



## 4.2 DEFINITIONS

Major Renovation:

Infill:

Redevelopment:

Minor Renovation:

Heritage Management Areas:

DRAFT





# THE CITY OF DAWSON

## Heritage Bylaw

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

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

**WHEREAS** section 37(1) of the *Historic Resources Act*, RSY 2002, c. 109, and amendments thereto, provides that a municipal council may, by bylaw, designate as a municipal historic site, any site in the municipality that, in the opinion of the council, has sufficient historic significance in accordance with section 15 of the Act;

**WHEREAS** section 15 of the *Historic Resources Act*, RSY 2002, c. 109, and amendments thereto, provides that a municipal council designate any site as a historic site when satisfied that the site is, whether in itself or because of

- a) historic resources or human remains discovered or believed to be at the site, an important illustration of the historic or pre-historic development of the Yukon or a specific locality in the Yukon, or of the peoples of the Yukon or locality and their respective cultures; or
  - b) the natural history of the Yukon or a specific locality in the Yukon,
- and has sufficient historic significance to be so designated;

**WHEREAS** section 179 of the *Municipal Act*, RSY 2002, c. 154, section 48(f) of the *Historic Resources Act*, RSY 2002, c. 109, and amendments thereto, provides that a municipal council may establish a committee to advise council on heritage matters; and

**WHEREAS** section 245 of the *Municipal Act*, RSY 2002 c. 154 and amendments thereto, provides that council may by bylaw provide grants as council considers expedient to any person, institution, association, group, government, or body of any kind;

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

### PART I - INTERPRETATION

#### 1.00 Short Title

This bylaw may be cited as the ***Heritage Bylaw***.



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## *Heritage Bylaw*

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### 2.00 **Purpose**

2.01 The purpose of this Bylaw is to outline:

- (a) the duties and responsibilities of the Heritage Advisory Committee;
- (b) the requirements for a complete application;
- (c) the designation, conservation, and protection of municipal historic resources;
- (d) mechanisms and process for enforcement;
- (e) specific guidelines for heritage conservation work; and
- (f) the framework of a Heritage Fund program.

### 3.00 **Administration**

3.01 The administration of this bylaw shall be under the management and control of the Planning and Development Manager or delegate.





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### 4.00 Definitions

#### 4.01 In this Bylaw:

- (a) Unless expressly provided for elsewhere within this bylaw the provisions of the *Interpretations Act*, RSY 2002, c. 125, shall apply;
- (b) "CAO" means the Chief Administrative Officer for the City of Dawson;
- (c) "city" means the City of Dawson;
- (d) "council" means the Council of the City of Dawson;
- (e) "designation" means a process of choosing an area or place, parcel of land, building or structure, the exterior or interior portion of a building or structure that is by itself, or by reason containing a historic resource to be a Municipal Historic Site;
- (f) "The Planning and Development Manager or delegate" means the Planning and Development Manager or their delegates appointed by the Chief Administrative Officer (CAO);
- (g) "HAC" means the Heritage Advisory Committee;
- (h) "Heritage Inventory" means a listing of historic resources within the Dawson City that is reviewed by the Heritage Advisory Committee and approved by the council;
- (i) "Historic Townsite" means the combined area of the Downtown Heritage Management Area and the Residential Heritage Management Area as defined by the *Zoning Bylaw*;
- (j) "Historic Resource" means a historic site, historic object, or any work or assembly of works of nature or human endeavor listed in the City of Dawson's Council-adopted Heritage Inventory;
- (k) "Minister" means the Minister of the Yukon Legislative Assembly responsible for the *Historic Resources Act*;
- (l) "Municipal Historic Site" means an area or place, parcel of land, building or structure, or the exterior or interior portion of a building or structure that is by itself, or by reason of containing a historic resource, designated by Council as a Municipal Historic Site;
- (m) "Municipal Historic Sites Inventory" means a listing of the Municipal Historic Sites designated by Council;





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- (n) "Registered Owner" means the individual(s) listed as the owner on the current Certificate of Title for the property.

## PART II – APPLICATION

### 5.00 Application

- 5.01 This Bylaw shall apply to those lands under the jurisdiction of the City of Dawson. It does not apply to lands under the jurisdiction of the Tr'ondëk Hwëch'in Government.
- 5.02 The Downtown and Residential Heritage Management Areas are those areas specifically identified within the Zoning Bylaw. Appendix A to this bylaw provides specific guidelines for these areas.

### 6.00 Heritage Advisory Committee Structure and Proceedings

- 6.01 The Heritage Advisory Committee is established pursuant to section 179(1) of the *Municipal Act*.
- 6.02 Council shall, by resolution, appoint a minimum of three (3) and a maximum of five (5) non-professional voting members to the Heritage Advisory Committee.
- (a) A call for membership applications should be triggered if HAC membership falls below five (5) members;
  - (b) A call for membership applications shall be advertised until committee membership exceeds four (4) members;
  - (c) Methods of public advertisement may include the City of Dawson website, local newspapers, the City and Post Office Bulletin Boards;
  - (d) Members shall be residents of, or be the registered owner of property/properties in Dawson City but are not required to be Canadian citizens; and
  - (e) The selection of appointees shall be from self-nominated applications, according to three criteria:
    - I. Commitment to the heritage of the Dawson City
    - II. Talent and skill or willingness to obtain talent and skill required to facilitate the purposes of the HAC
    - III. Demonstrated ability to be team players
  - (f) Terms for non-professional voting members shall coincide with the term of the Council that has made the appointment. Council may, by resolution as and when



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required to maintain the requisite number and composition of members on the Committee, select and appoint new members to the Committee for the duration of the term. Members may be reappointed to succeeding terms.

- (g) HAC members shall not represent the City of Dawson in a formal or informal capacity unless requested and/or approved by council.
- 6.03 Council shall, by resolution, appoint up to three (3) heritage professional advisory members to HAC, with one (1) each invited from Tr'ondëk Hwëch'in, Parks Canada, and Government of Yukon.
  - (a) Each professional advisory member may appoint an alternate who may participate on their behalf should they be unavailable to attend a meeting. Professional advisory members who cannot attend can also provide written comments within 1 day in advance of the meeting to both the Chair and the Planning and Development Manager or delegate.
  - (b) Individuals not affiliated with one of the organizations listed in 6.03 may serve as professional advisory members under the following conditions:
    - I. There are currently less than three (3) professional advisory members appointed by Council; and
    - II. The number of voting members appointed to HAC has already reached the maximum of five (5) members.
- 6.04 Professional advisory members shall:
  - (a) Be voting members of HAC with participation in all HAC meetings;
  - (b) Be appointed to a term coincide with the term of the Council that has made the appointment, and may be reappointed to succeeding terms; and
  - (c) Serve at the pleasure of Council.
- 6.05 Council may by resolution at any time and from time to time at its sole discretion remove any voting member from the Committee, as it deems advisable.
- 6.06 Where a member of HAC has failed to attend three (3) consecutive HAC meetings without the consent of the chair, HAC may, by resolution, recommend to Council that Council revoke the appointment of such member.
- 6.07 The HAC members shall be appointed by Council within 2 months of taking office. During this period, all applications are delegated to the Planning and Development Manager or delegate who may act without HAC consultation.
- 6.08 At its first meeting, HAC shall, by resolution, appoint a chair and deputy chair.





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- (a) Members may volunteer their names for consideration. If no volunteers come forward, chair and deputy chair shall fall to the two longest-standing members of HAC. If all HAC members are newly appointed or if there are more than 3 long-standing members, appointments shall be based on alphabetical order of surname starting with A.
  - (b) A chair and/or deputy chair may serve for more than one successive term.
- 6.09 Unless otherwise specified in this Bylaw, conduct at meetings shall be in accordance with section 11 the *Council Proceedings Bylaw*, and amendments thereto.
- 6.10 Three (3) voting members of HAC shall constitute a quorum at any meeting.
- (a) If quorum is not present within 30 minutes after the time fixed for a regular or special meeting of HAC, the Planning and Development Manager or delegate shall ensure the names of members present are recorded and the meeting shall be deferred to the next meeting. If quorum is not met at the following meetings, the Planning and Development Manager or delegate proceed with the matter directly to Council.
  - (b) If a member arrives late, no prior discussion shall be reviewed for that member's benefit except with the unanimous consent of all members present at the meeting.
- 6.11 Voting Members who are in conflict of interest must declare the conflict and step down from the table during discussion and voting for the related agenda item(s).
- (a) Members are in conflict where they are or may be perceived as unable to make an unbiased assessment of the matter at hand due to monetary or other tangible benefits relating to:
    - I. The member or the member's immediate family;
    - II. A corporation in which the member is a shareholder, director, or officer;
    - III. A society in which the person is a member, officer or employee; or
    - IV. A partnership or firm of which the person is a member.
  - (b) The withdrawal and return of the member shall be recorded in the minutes.
- 6.12 Each non-professional voting member of the Heritage Advisory Committee will be compensated with a monthly honorarium of \$200.00. Committee members shall be reimbursed for any expenses authorized and preapproved by the Planning and Development Manager or delegate.
- 7.00 **Heritage Advisory Committee Responsibilities**
- 7.01 The Heritage Advisory Committee shall undertake the following:



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- (a) Consider and make recommendations to the Planning and Development Manager or delegate on the heritage aspects of all development permit applications referred to the committee by the Planning and Development Manager or delegate as stipulated in the provisions of the *Zoning Bylaw*. In the event that the committee recommends amendments to the development permit application, the application may be referred back to the applicant for revision and Planning and Development Manager or delegate, in consultation with the applicant, may determine whether the application needs to be resubmitted to the committee for another review or whether it can be considered by the Planning and Development Manager or delegate only. If a matter is referred back to HAC, and after two meetings, HAC is unable to make a decision on any matter once all information has been received, HAC shall refer the matter to council.
  - (b) Consider and make recommendations to the Planning and Development Manager or delegate regarding nominations for designation of a Municipal Historic Site;
  - (c) Provide feedback and input to the Planning and Development Manager or delegate to assist with the development and maintenance of heritage policies and processes to provide a consistent framework for decision making;
  - (d) Review the Heritage Inventory annually and refer it to council for approval; and
  - (e) Other duties as delegated to it by council from time to time.
- 7.02 HAC members will be required to attend orientation and ongoing training as recommended by the Planning and Development Manager or delegate. Training in the *Standards and Guidelines for the Conservation of Historic Places in Canada* is mandatory. The budget for such orientation and/or training shall be submitted and approved by Council on an annual basis.
- 8.00 **Heritage Advisory Committee Agendas and Minutes**
- 8.01 At the last meeting of each calendar year, the Planning and Development Manager or delegate, in consultation with HAC, shall establish the regular HAC meeting dates for the following year. Meeting dates, and due dates for applications, shall be posted on the City's website.
- 8.02 All regular meetings shall be scheduled from 7:00pm to 9:00pm. HAC may, by resolution, extend the hours of a regular meeting, not exceeding two periods of thirty (30)





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minutes. If the regular meeting, after extension, has not addressed all matters, another meeting shall be scheduled within one week.

8.03 The Planning and Development Manager or delegate may cancel a regular meeting if there are no matters for HAC to address.

8.04 Meetings shall be attended in person wherever possible. A member may participate by electronic means if it is not feasible to attend in person. Electronic participation contributes to the quorum of the meeting.

### 9.00 **Heritage Advisory Committee Agendas and Minutes**

9.01 Notice for each meeting shall be given in the form of an agenda and meeting package distributed electronically not less than two (2) working days prior to the time of the meeting.

9.02 All matters to be considered at a meeting, including development permit and historic resources permit applications, shall be submitted to the Planning and Development Manager or delegate at least ten (10) business days prior to the time of the meeting.

9.03 No business other than that stated in the regular meeting agenda shall be heard at that meeting unless all members present pass a resolution unanimously to accept a time-sensitive item.

9.04 Upon the meeting being called to order, the following shall be the order of business unless otherwise determined by unanimous consent of the members present at the meeting:

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Delegations
- (d) Business Arising from Delegations
- (e) Adoption of Minutes
- (f) Business Arising from Minutes
- (g) Applications
- (h) Reports
- (i) Unfinished Business
- (j) New Business
- (k) Correspondence
- (l) Adjournment

9.05 Delegates may register an interest in a specific topic, in advance, in order to address HAC about the topic, with a speaking time not to exceed ten (10) minutes.



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- 9.06 Notwithstanding s. 9.05 above, delegations on standalone topics that are not associated with an application shall be no longer than ten minutes, and may only be accepted if time permits, at the discretion of the Planning and Development Manager or delegate.
- 9.07 All recommendations shall be approved by a resolution. Reasons and explanations for a resolution shall be outlined in the minutes.
- 9.08 The Chair, or any two members, may call special meetings as deemed necessary, provided that five (5) working days notice be given to all members and the Planning and Development Manager or delegate prior to the meeting.
- 9.09 HAC may, by resolution, close a meeting to the public if the matter to be discussed is a matter contemplated by section 213(3)(b) of the *Municipal Act*.
- 9.10 The Planning and Development Manager or delegate shall ensure that minutes of all proceedings are legibly recorded and approved as accurate by resolution at the next regular meeting.
- (a) When approved as accurate, the Planning and Development Manager or delegate shall forward the minutes to Council as information.
- 10.00 Municipal Historic Sites**
- 10.01 Council may either, on its own motion, or upon nomination by any person or group of persons, designate any site within the municipal boundaries as a Municipal Historic Site when it has determined, in its opinion, that the site is an important illustration of the historic development of the Dawson City and/or the natural history or peoples and cultures of the City.
- 10.02 Designation of a site as a Municipal Historic Site must be in compliance with the requirements listed in Part 5 of the *Historic Resources Act* and amendments thereto.
- 10.03 When a person or group of persons wishes to designate a site as a Municipal Historic Site, they shall complete a nomination form and submit it to the Planning and Development Manager or delegate with the prescribed fee as per the *Fees and Charges Bylaw*.
- 10.04 When the Planning and Development Manager or delegate receives a nomination to designate a Municipal Historic Site, they shall:
- (a) Assess the application for completeness and accuracy;
- (b) Present the nomination to HAC for evaluation and recommendation; and
- (c) Prepare a report for Council including:
- I. the recommendations of HAC;





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- II. A statement of permission from the property owner;
  - III. whether the site meets the requirements of this Bylaw and of the *Historic Resources Act*;
  - IV. A history of the property including a land tenure search;
  - V. A draft Statement of Significance and list of proposed character defining elements; and,
  - VI. an overall assessment of the nomination.
- 10.05 Prior to passing a bylaw to designate a Municipal Historic Site under s. 10.01 above, Council will give full consideration of the recommendations provided in the report provided under s. 10.04(c). Council may modify the draft Statement of Significance and/or list of character defining elements following the public meeting.
- 10.06 A bylaw to designate a Municipal Historic Site shall include, at minimum:
- (a) A legal description of the land to be designated, if available, and/or a written description of the land to be designated;
  - (b) A map delineating the land to be designated;
  - (c) A Statement of Significance and list of protected character defining elements; and
  - (d) Any specific protection measures or prohibitions as determined necessary by Council.
- 10.07 The designation of a Municipal Heritage Site shall be completed in accordance with the requirements of the *Historic Resources Act* including section 39 and section 47.
- 10.08 All transfers or sales of Municipal Historic Sites shall be completed in accordance with sections 51 and 52 of the *Historic Resources Act*.
- 11.00 **Heritage Inventory**
- 11.01 Council will maintain and adopt an inventory of
- (a) all designated Municipal Historic sites in compliance with S. 55 of the *Historic Resources Act*;
  - (b) Sites identified/designated by other levels of government and Tr'ondëk Hwëch'in First Nation; and
  - (c) historic resources within the Dawson City, reviewed by the Heritage Advisory Committee (Heritage Inventory).
- 11.02 Council may add or remove properties onto the Heritage Inventory based upon the recommendations of staff and HAC.



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### 12.00 Development Permit Application Requirements

#### 12.01 Infill, Redevelopment and Major Renovations

- (a) Applicants for any infill, redevelopment or major renovation of properties within the Downtown and Residential Heritage Management Areas shall use the Dawson City Design Requirements and Guidelines in the development of their application, hereto attached as Appendix XXXXX

#### 12.02 Reconstruction of Historic Buildings

- (a) Development Permits for Reconstruction of Historic Buildings Projects shall use the Dawson City Design Requirements and Guidelines in the development of their application, hereto attached as Appendix XXXXX as well as the following:
  - I. Description of deviation from the City's Place Brief.

#### 12.03 Major Projects

- (a) A Major Project is defined as projects which:
  - I. Have a project Gross Floor Area exceeding 1,800 square meters;
  - II. Include Lot consents which merge building lots into a total street-facing dimension greater than 15.24m (50 ft);
  - III. Are determined to have the potential to adversely impact the historic nature of the City of Dawson, historic buildings or archaeological sites within it, as determined by the Director of Planning or Delegate;
- (b) Applicants for Major Projects are required to complete a Heritage Impact Assessment to the satisfaction of the municipality, and present the proposal to the Heritage Advisory Committee.

### 13.00 Protection of Historic Sites

13.01 Any person who contravenes the provisions of this bylaw is guilty of an offence.

13.02 Council must, within its decision-making process, ensure that the heritage values and character-defining elements of a heritage resource are conserved. Council shall not authorize work that will impact the character defining elements of a heritage resource.

13.03 The Planning and Development Manager or delegate may enforce the provisions of this bylaw in accordance with the *Municipal Act*. As per S. 48, 49, and 50 of the *Historic Resources Act*, the Planning and Development Manager or delegate is appointed by this bylaw to serve as an inspector for the enforcing of this bylaw and the *Historic Resources Act*.





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- 13.04 No person shall make, demolish, move, or make alterations to a Municipal Historic Site and/or a site listed on the Heritage Inventory unless such alteration is carried out in accordance with a valid development permit.
- 13.05 No person shall allow a Municipal Historic Site and/or a site listed on the Heritage Inventory to be in contravention of Bylaw #07-03 (A Bylaw to regulate the proper maintenance of property and the abatement of nuisances, including property or things that: (a) Affect the safety, health and welfare of people in the neighborhood; or (b) Affect the amenity of a neighborhood.)
- 13.06 In addition to s. 13.01, 13.03 and 13.04 above, no person shall carry out an activity that will, in the opinion of the Planning and Development Manager or delegate, HAC, and/or Council alter the character defining elements of a Municipal Historic Site, without permission.
- 13.07 Upon receipt of an application for a development permit dean activity that may alter the historic character of a non-designated site listed on the Heritage Inventory, HAC may recommend that the Planning and Development Manager or delegate bring the application forward to determine if Council wishes to commence the process for designation as a Municipal Historic Site.
- 13.08 Any person who does the following commits an offence:
- (a) contravenes, causes, or permits a contravention of this bylaw;
  - (b) neglects or omits anything required under this bylaw;
  - (c) fails to comply with an order, direction, or notice given under this bylaw; or
  - (d) fails to provide entry for inspection under this bylaw.
- 13.09 The Planning and Development Manager or delegate finds that a person is committing an offence under this bylaw, the Planning and Development Manager or delegate may require the person responsible for the offence to remedy it through a notice of offence order.
- 13.10 The Planning and Development Manager or delegate may issue a notice of offence order to:
- (a) the owner of the property;
  - (b) the person in possession of the land or buildings; or
  - (c) the person responsible for the offence.
- 13.11 The notice of offence order must be delivered in person, by registered mail, or by posting the notice in a conspicuous location on the site.
- 13.12 A notice of offence order shall:



# THE CITY OF DAWSON

## Heritage Bylaw

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- (a) describe the nature of the violation;
  - (b) describe the actions or measures required to remedy the violation, including the removal or demolition of a structure that has been erected or placed;
  - (c) state a time within which the person must comply with the directions or the order;
- 13.13 Where Council or the Planning and Development Manager or delegate has reason to believe that irreparable or costly damage is likely to result if the breach continues, require the person to remedy the breach forthwith upon the service of the order.
- 13.14 If the corrective measures described in a notice of offence are not completed within the specified time, or if development continues after a permit has been revoked or a fine has been issued, the person to whom the order was issued may be issued an offence ticket by the Planning and Development Manager or delegate.
- 13.15 All offence tickets shall be prepared and served in accordance with part 3 of the *Yukon Summary Convictions Act*.
- 13.16 An offence ticket shall be served by registered mail or in person.
- 13.17 Set fines under this section include the following:
- (a) Failure to comply with permit conditions - \$1000.00
  - (b) Failure to comply with permit conditions (second or subsequent offence) - \$2000.00
  - (c) Failure to comply with notice of offence order - \$1000.00
  - (d) Failure to comply with notice of offence order (second or subsequent offence) - \$2000.00
  - (e) Failure to grant right of entry - \$1000.00
  - (f) Failure to grant right of entry (second or subsequent offence) - \$2000.00
- 13.18 In addition to the penalties provided for in this bylaw, a person convicted of an offence may be ordered to remove such development and reclaim the site at that person's own expense.
- 13.19 Should any person owning or occupying real property within the City refuse or neglect to pay any penalties that have been levied pursuant to this bylaw, the Planning and Development Manager or delegate may inform such person in default that the charges shall be added to, and shall form part of, the taxes payable in respect of that real property as taxes in arrears if unpaid on December 31 of the same year.
- 13.20 When the Planning and Development Manager or delegate is satisfied that there is a continued contravention of this bylaw and it appears the contravention will not be corrected in a timely manner, the Planning and Development Manager or delegate may report such a contravention to Council.





# THE CITY OF DAWSON

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- 13.21 Council may, on finding that any development or use of land or buildings is in contravention of this bylaw:
- (a) direct the Planning and Development Manager or delegate to act on the matter;
  - (b) suspend or revoke a development permit with respect to such contravention; and/or
  - (c) apply to the Court for an injunction to restrain such contravention.
- 13.22 If a person who is required by an order to remedy a breach fails to obey the order, Council may also, upon notice to the person, apply to a judge of the Supreme Court for an order authorizing employees of the City to enter the affected municipal historic site and there take such steps as may be necessary to remedy the breach effectively, including the removal of any workers, materials, or equipment found on the municipal historic site, and/or undertaking the work required to be done.
- 13.23 Where Council believes that the delay to obtain an order under this section is likely to result in irreparable damage to historic resources or human remains, Council may, without such an order and with no further notice to the owner or lessee of the municipal historic site, enter the municipal historic site and there take or cause to be taken such of the steps to which reference is previously made as may be necessary to halt the damage, but shall not take or cause to be taken any other steps except pursuant to and in accordance with the order of a judge.
- 13.24 Where Council takes steps under this section to remedy a breach committed by any person, the City may recover from the person the costs and expenses necessarily incurred by the City in taking those steps, and the amount of any past grant or funding made to the person by the City under this Bylaw by way of assistance. The costs and expenses incurred by the City in carrying out a notice of offence order shall be placed on the tax roll as an additional tax against the property concerned, and that amount shall be collected in the same manner as taxes on the land.
- 13.25 A person who fails or refuses to comply with a notice of offence order is liable to occur sanctions as described in section 343 of the *Municipal Act*.
- 13.26 In serious cases, or to recover the costs identified in Section 13.17, Council may considered expropriation of the property.
- 13.27 A person aggrieved by an order made or action taken by the City in enforcing the terms of this bylaw may appeal to a Judge of the Supreme Court within 30 days from the making of the order or the taking of the action.
- 14.00 Heritage Fund**
- 14.01 As per the *Reserves Fund Bylaw* Appendix A, the Heritage Fund may be used to assist with the following:



# THE CITY OF DAWSON

## *Heritage Bylaw*

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- (a) Restoration, enhancement, or renovation of Municipal Historic Sites and sites listed on the Heritage Inventory;
  - (b) Acquisition, by the City of Dawson, of Municipal Historic Sites and sites listed on the Heritage Inventory for heritage conservation/restoration purposes;
  - (c) Provision of financial assistance to owners or lessees of Municipal Historic Sites and sites listed on the Heritage Inventory for restoration, enhancement, or renovation of the site;
  - (d) Research to aid with interpretation of the culture and history of the Dawson City and Klondike Valley Cultural Landscape;
  - (e) Development of interpretive media such as signage, panels, or tours;
  - (f) Increasing public awareness of historic resources and heritage management of the City; and
  - (g) Other heritage purposes as specified by the resolution of Council.
- 14.02 Council shall transfer revenues from Municipal Historic Site nominations to the Heritage Fund.
- 14.03 The Heritage Fund may be accessed by two project types:
- (a) Municipal projects, not exceeding a value of \$15,000 per fiscal year, that have been identified by HAC but have not been allocated budget funding; and
  - (b) Private projects that have proceeded through the Heritage Incentive application process as outlined in s. 15 of this bylaw not exceeding a value of \$15,000 per fiscal year.
- 14.04 Where HAC wishes to propose a project that meets the requirements for withdrawal from the Heritage Fund as per s. 14.01 and s. 14.03(a) above, HAC shall work with the Planning and Development Manager or delegate to devise a scope of work to be considered by Council. Municipal projects accessing the Heritage Fund will only be considered after the Heritage Incentive intake each year.
- 14.05 With respect to s. 14.03 above, Council shall hear project proposals for the Heritage Fund and may decide to:
- (a) Approve the project and transfer the full requested amount out of the Heritage Fund;
  - (b) Approve the project with minor changes transfer a full or partial amount out of the Heritage Fund;
  - (c) Request that changes are made to the project scope and returned with an updated proposal; or
  - (d) Decline the project because it is not eligible and/or is not deemed a project priority.





# THE CITY OF DAWSON

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### 15.00 Heritage Incentives

15.01 Registered owners or lessees (with written authorization from the registered owner) of a Municipal Historic Site or a site listed on the Heritage Inventory may apply to the Heritage Fund as per s. 14.01 above.

15.02 Eligible restoration, enhancement, or renovation costs for incentives include the following:

- (a) Repair or replacement of roofs or foundations;
- (b) Sealing to weather;
- (c) Stabilization and/or installation of additional bracing;
- (d) Repair or reproduction of doors and windows;
- (e) Repair or replacement of cladding;
- (f) Returning the exterior to its original appearance as per photographic evidence or other research as appropriate;
- (g) Painting, where it can be demonstrated as a conservation activity;
- (h) Interpretive signage, public art, and/or other publicly available interpretive media;
- (i) Alterations that bring a structure into compliance with current bylaws in order to resolve a legal non-conforming status but do not impact the heritage values or character defining elements;
- (j) Climate adaptation and/or renewable energy (solar panel, small scale wind generator) projects;
- (k) Procurement of materials to undertake any of the above; and
- (l) Procurement of skilled labour to undertake any of the above.

15.03 Non-eligible projects include the following:

- (a) Projects where a government is the applicant;
- (b) Cyclical repair such as cosmetic repainting and landscaping (unless the landscaping is a character defining element);
- (c) Private purchase of land or structures;
- (d) Projects that have already commenced or are already complete unless the work was required for an emergency repair to protect identified character defining elements and completed to the satisfaction of the Planning and Development Manager or delegate;
- (e) Projects on properties that have received funding under this bylaw within the last three (3) calendar years;
- (f) Works completed contrary to an approval granted by the City and/or does not conform with the requirements of any City bylaw, including this bylaw, Bylaw #07-03 (A Bylaw to regulate the proper maintenance of property and the abatement of



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nuisances, including property or things that: (a) Affect the safety, health and welfare of people in the neighborhood; or Affect the amenity of a neighborhood.), or the *Zoning Bylaw*. Exceptions may be made for structures that are demonstrated to be legal non-conforming and meet the criteria for alterations to a legal non-conforming structure as per the *Municipal Act*.

- (g) Projects on properties with outstanding property tax or compliance infractions with respect to any municipal bylaw.
- 15.04 Owners or lessees of a Municipal Historic Site are eligible for funding to a maximum of \$15,000.
- 15.05 Owners or lessees of a site listed on Historic Inventory are eligible for funding to a maximum of \$7,500.
- 15.06 The total grants provided on an annual basis shall not exceed half of the Heritage Reserve Fund.
- 15.07 Applications for Heritage Incentives will be considered complete when the following information is submitted to the Planning and Development Manager or delegate by April 15 of each year and shall include the following:
  - (a) Details as required in the application form outlined in Section 12.00 of this bylaw;
  - (b) Additional Project Proposal details including:
  - (c) Work plan and timeline;
  - (d) Rationale for the project;
  - (e) Explanation of how the project advances the goals of the heritage conservation and conserves the heritage values and/or character defining elements of the site; and
  - (f) Project budget
  - (g) Written approval from the registered owner of the site (where applicable).
- 15.08 Applications that do not meet the criteria listed in s. 15.02 and 15.07 above will not be assessed.
- 15.09 Applications for a heritage incentive will be assessed against the following criteria:
  - (a) Whether the application is for a Municipal Heritage property or not, with Municipal Heritage Properties given priority;
  - (b) The degree of deterioration and necessity of restoration;
  - (c) The clarity, accuracy, and credibility of the project proposal;
  - (d) The overall potential for success and benefit of the heritage conservation project to the site, specifically how it protects the identified heritage values and character defining elements of the site;
  - (e) The degree of community benefit; and





# THE CITY OF DAWSON

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- (f) Demonstration of commitment to applying heritage conservation best practice approaches.
- 15.10 Applicants may, upon request to the Planning and Development Manager or delegate, speak as a delegate to HAC to explain and get feedback on their proposal prior to formal submission of an application for a Heritage Incentive.
- 15.11 Council shall, upon the recommendation of HAC, determine by resolution whether an application, or any part thereof, should be:
- (a) Fully approved;
  - (b) Partially approved;
  - (c) Approved with additional conditions; or
  - (d) Denied.
- 15.12 Successful applications will be required to enter into a Contribution Agreement with the City of Dawson, detailing at minimum, the following conditions:
- (a) The proposed project shall not commence until the proponent has obtained a valid development permit as applicable;
  - (b) Funds will be released upon the completion of the project based on a site visit conducted by the Planning and Development Manager or delegate to confirm that the work has been completed to the specifications detailed in the plans submitted;
  - (c) Confirmation that any applicable territorial permits have been approved and closed;
  - (d) The applicant must remain in compliance with all relevant municipal and territorial legislation;
  - (e) The Contribution Agreement may be terminated if, in the opinion of the City of Dawson, the applicant fails to comply with any conditions of the Agreement;
  - (f) Any project-specific conditions as identified by the Planning and Development Manager or delegate, HAC, or Council.
- 15.13 Receipt of an incentive through another funding opportunity does not change the eligibility of a project under this program.
- 16.00 **Exempt from Fees**
- 16.01 Owners of Municipal Heritage Resources shall be exempt from Landfill tipping fees, development permit fees, and zoning amendment fees.



# THE CITY OF DAWSON

## Heritage Bylaw

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### PART III – FORCE AND EFFECT

#### 17.00 Severability

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

#### 18.00 Enactment

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

18.02 This bylaw shall be reviewed every 5 years.

#### 19.00 Bylaw Readings

Readings	Date of Reading
FIRST	
SECOND	
THIRD and FINAL	

---

*Stephen Johnson, Mayor*  
**Presiding Officer**

---

*David Henderson, CAO*  
**Chief Administrative Officer**



# Dawson City

## Heritage Research Guide & Resource List 2025

***April 2025 Draft***

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## Research Sources

Notes:

Some sources and links may be relevant to multiple section headings, but to avoid repetition throughout the document these have only been listed once.

Some sources require in-person access or email coordinate, these have been indicated in *blue*. Some sources are PDFs that will be hosted online in the future, these are highlighted in *yellow*.

## Digital Archive Images

- Dawson City Museum Archival Photos: <https://dawsonmuseum.ca/>
- University Libraries of University of Washington, Hegg (Eric A.) Photographs of Alaska and the Klondike, 1897-1901: <https://content.lib.washington.edu/>
- University of Toronto, Thomas Fisher Rare Book Library, JB Tyrrell Collection: <https://fisher.library.utoronto.ca/tyrrell-explorer-and-adventurer>
- University of Alaska Fairbanks, Alaska and Polar Regions Collections: <https://vilda.alaska.edu/digital/collection/cdmg11/search>
- Archive images from Library and Archives Canada, Dawson search results: [https://recherche-collection-search.bac-lac.gc.ca/eng/Home/Result?q\\_type\\_1=q&q\\_1=DAWSON%20CITY&Operator\\_q\\_1=AND&q\\_type\\_2=q&q\\_2=Building&DataSource=Images&TypeOfMaterialCode=1200&OnlineCode=1&DataSourceSel=Images&SEARCH\\_TYPE=SEARCH\\_ADVANCED&](https://recherche-collection-search.bac-lac.gc.ca/eng/Home/Result?q_type_1=q&q_1=DAWSON%20CITY&Operator_q_1=AND&q_type_2=q&q_2=Building&DataSource=Images&TypeOfMaterialCode=1200&OnlineCode=1&DataSourceSel=Images&SEARCH_TYPE=SEARCH_ADVANCED&)
- Library of Congress Digital Archives, Dawson search results: <https://www.loc.gov/pictures/search/?q=Dawson%20Yukon%20Building>

## History, Reports, and Research

- Klondike History Library & Archives, *available for on-site research at the Dawson City Museum and Archives.*
- Yukon Archives: <https://yukon.ca/en/arts-and-culture/archives>
- Yukon Historical and Museums Association, Resource Library. <https://www.heritageyukon.ca/resources/resource-library/>
- Government of Canada, Department of Indian and Northern Affairs. *Dawson City Y.T. Conservation Study*. History, Vol 4, 1974. [https://archives-ftp.gov.yk.ca/library/normal/Dawson Conservation Study 1974 Vol 4.pdf](https://archives-ftp.gov.yk.ca/library/normal/Dawson%20Conservation%20Study%201974%20Vol%204.pdf)
- Grubstake to grocery story: supplying the Klondike, 1897-1907 by Margaret Archibald. [Grubstake to grocery story : supplying the Klondike, 1897-1907 / by Margaret Archibald.: R61-2/1-26E-PDF - Government of Canada Publications - Canada.ca](#)
- Dawson City Mapping Project: "The purpose of the project is to plot historical land use." *This map should be hosted online.*



- Dawson City: Frozen Time, a documentary by director Bill Morrison.  
<https://www.kanopy.com/en/product/dawson-city-frozen-time>
- Heritage research and publications curated by Yukon Government : [Find heritage research and publications | Yukon.ca](#)
- Yukon Heritage Information System - [please email heritage.planning@yukon.ca to request access](mailto:heritage.planning@yukon.ca)
- Yukon Genealogy: <https://yukongenealogy.com/>
- Yukon Government Historical Walk Tours, online pamphlets:
  - Dawson walking tour guide, 2021: <https://yukon.ca/en/dawson-walking-tour>
  - Dawson City Cemeteries, 2019: <https://yukon.ca/en/dawson-city-cemeteries-walking-tour>
  - West Dawson shipyard walking tour, 2024: <https://yukon.ca/en/west-dawson-shipyard-walking-tour>
- Parks Canada, Klondike National Historic Sites website: <https://parks.canada.ca/lhn-nhs/yt/klondike/culture>

## Architecture and Design

- The Architecture of the Tr'ondëk-Klondike: Dawson p. 54-89, architectural styles and examples. **This report should be hosted online.**
- Parks Canada Design Guidelines for Historic Dawson:  
<http://parkscanadahistory.com/publications/klondike/design-guidelines.pdf>
- Kalman, Harold. A History of Canadian Architecture. 2 volumes. Toronto: Oxford University Press, 1994. [Available at Whitehorse Library.](#)

## Materials

### Board and Batten Siding and Corrugated Metal Siding

- Board and Batten Siding and Corrugated Metal Siding Contemporary Buildings: a catalogue including photos of buildings, locations and materials. **This report should be hosted online.**
- Board and Batten and Corrugated Metal Siding Contemporary Buildings Map: relating to the above catalogue. **This map should be hosted online.**
- Archival Photos (Subject: Board and Batten): **This archival photo collection should be hosted online.**
- Archival photos (Subject: Corrugated Metal): **This archival photo collection should be hosted online.**

## Foundation

Residential Foundation Systems for Permafrost Regions: includes a 'decision making tree' to guide the use in choosing the correct material/ construction method.

<https://publications.gc.ca/site/eng/9.843014/publication.html>

## Signage

Dawson City Approved Fonts:

[https://dawsoncity2023.municipalwebsites.ca/UploadFiles/Docs/ApprovedFonts\\_bjCAHe.pdf](https://dawsoncity2023.municipalwebsites.ca/UploadFiles/Docs/ApprovedFonts_bjCAHe.pdf)

## Tr'ondëk Hwëch'in First Nation

- Tr'ondëk Hwëch'in Heritage Act: <https://trondek.b-cdn.net/wp-content/uploads/2024/03/2016-08-28-Trondek-Hwechin-HERITAGE-ACT.pdf>
- Tr'ondëk Hwëch'in Library. *Available in-person at the Tr'ondëk Hwëch'in Admin Building, Heritage Department's office.*
- *Hammerstones: A History of the Tr'ondek Hwech'in* by Dobrowolsky, Helene, 2003. *Available at the Dawson City Library.*
- Archaeology at Forty Mile/Ch'ëdä Dëk, Thomas J. Hammer and Christian D. Thomas, 2006.  
<https://emrlibrary.gov.yk.ca/Tourism/archaeology%20and%20palaeontology%20booklets/archaeology-forty-mile-2006.pdf>
- The Architecture of the Tr'ondëk-Klondike by ERA Architects, published in 2016. **This report should be hosted online.**
- *Tr'ochëk: The Archaeology and History of a Hän Fish Camp* by H. Dobrowolsky & T. J. Hammer, 2001.  
<https://emrlibrary.gov.yk.ca/Tourism/archaeology%20and%20palaeontology%20booklets/trochek-archaeology-history-han-fish-camp-2001.pdf>



# Conservation Resources

## Designating Properties

### Designation Process

- Territorial Designation – A Guide to the Yukon Historic Sites Nomination Form: <https://yukon.ca/sites/default/files/tc/tc-historic-site-nomination-form-guide.pdf>
- Municipal Designation – Municipal Heritage Site Designation Process, and Evaluation Summary and Recommendations for Designation of Municipal Historic Sites. **These resources should be hosted online.**

Register of Yukon Historic Places: <http://register.yukonhistoricplaces.ca/>

City of Dawson Municipal Historic Sites Directory: <https://cityofdawson.ca/p/municipal-historic-sites-directory>

Historic Resources Act:

<https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2002/2002-0109/2002-0109.pdf>

## Heritage Funding

Property owners looking for support for their heritage projects can consider:

City of Dawson Heritage Fund **(see Heritage Bylaw – to be updated)**

Yukon Government Historic Properties Assistance Program: <https://yukon.ca/en/historic-properties-assistance-program>

Yukon Government, Community Development Fund: <https://yukon.ca/en/doing-business/funding-and-support-business/apply-funding-community-projects-and-events>

## Heritage Conservation Standards in Canada

The Standards and Guidelines for Conservation of Historic Places in Canada, Second Edition, 2010

<https://www.historicplaces.ca/en/pages/standards-normes.aspx>

## UNESCO Tr'ondëk-Klondike World Heritage Site

Official website: [www.trondek-klondike.com](http://www.trondek-klondike.com)

Nomination documents and Heritage Management Plan:

<https://whc.unesco.org/en/list/1564/documents/>

# Citing Sources

## How to Cite Sources

If you are using research, such as archive images, to inform the design of a development application, it is essential that you properly cite your sources to demonstrate integrity and credibility. This will allow City staff and the Heritage Advisory Committee (HAC) reviewing your application to understand where your sources come from and ensure historical accuracy. With the rise of AI images, this is especially important.

- While no specific citation style is required (APA, MLA, and Chicago styles are all accepted), citations should include the following information:
- Title, Date, and Description
  - The title of the file or item; date or year that it was produced; and a short description of where exactly the photo was taken and what it is showing.
- Name of fonds or collection
  - The name given by the archives to the fonds or collection.
- Reference code
  - Also called an identified or call number. Archives and libraries use these codes to identify specific box and folder where the source is kept.
- Repository
  - The name of the archives or library and its geographic location if online database. If an online source, this would be name of the source and link to or screencap of online source; if in-person, name of the source and geographic location.

If you find an image using a Google Images search, remember that Google isn't the original source of the image -- it is the site that did the searching. In your citations, provide the specific address of the website on which the image was located, not the Google results page.

The more detailed information provided, the easier it will be for City staff and HAC to review and confirm the accuracy of sources and speed up decision-making processes.

## Additional Guides on Research

Library and Archives Canada, Research Guide: <https://library-archives.canada.ca/eng/collection/basics/Pages/research-archives.aspx>

University of British Columbia, Images -Finding, Using, and How to Cite: <https://guides.library.ubc.ca/images/citing>





Business Address: 206 Main Street, Unit 2N, Picton, ON, K0K 2T0

Mailing Address: 200-491 Church Street, Toronto, ON, M4Y 2C6

343-270-0079 (P) | 416-546-1298 (F)

info@bwsfoundation.ca | www.bwsfoundation.ca

Charitable Registration #: 759450661 RR 0001

Re: Psychotherapy Practicum Placement Program

Dawson City's economic strength relies on a healthy, resilient workforce—yet mental health services remain critically underdeveloped. The current proposal presents a **unique opportunity for Yukon-based individuals, businesses, and organizations** to lead a transformative mental health initiative, benefiting workers, residents, and the long-term stability of the region.

The Psychotherapy Practicum Placement Program, hosted by Yukon Counselling and Psychotherapy in partnership with Bridging with Support, will bring graduate-level psychotherapy students to Dawson City for an 8-12-month supervised practicum. This initiative provides **affordable, accessible, and evidence-based psychotherapy** to residents while simultaneously training the next generation of mental health professionals in real-world, high-impact settings. Initial costs for the First Student include:

**Student Travel and Relocation Costs Round-trip flights**

**Hotel and food (Whitehorse)**

**Transit to / from airports**

**Monthly housing stipend**

**Minimal cost-of-living stipend**

Clinical Supervision and Training (for 125 hours of direct therapy)

**Yukon First Nations 101 Online Training**

Commercial Therapy Space

For a total investment of \$75,000.

Each subsequent student will cost approximately \$40,000, with a goal of 4 students, for a total investment of \$195,000.

Initially we will be applying for funding and grants to support the expected cost of the fundraising initiative. If you have any questions and would like to support this project please send inquiries and letters to [susan@bwsfoundation.ca](mailto:susan@bwsfoundation.ca) or [info@yukoncp.ca](mailto:info@yukoncp.ca)

Sincerely,  
Susan Lancaster



**Bridging With Support** Item 4.

Business Address: 206 Main Street, Unit 2N, Picton, ON, K0K 2T0

Mailing Address: 200-491 Church Street, Toronto, ON, M4Y 2C6

343-270-0079 (P) | 416-546-1298 (F)

info@bwsfoundation.ca | www.bwsfoundation.ca

Charitable Registration #: 759450661 RR 0001

---

Adam D. Terpstra, President

*Registered Social Worker (828575)*

*Registered Psychotherapist (4882)*

*(cert-S)OAMHP (5137-0442C)*

*Canadian Certified Counsellor (10000645)*

*Ontario Certified Teacher (645432)*





Business Address: 206 Main Street, Unit 2N, Picton, ON, K0K 2T0  
Mailing Address: 200-491 Church Street, Toronto, ON, M4Y 2C6  
343-270-0079 (P) | 416-546-1298 (F)  
info@bwsfoundation.ca | www.bwsfoundation.ca  
Charitable Registration #: 759450661 RR 0001

To: ea@cityofdawson.ca  
From: Susan Lancaster  
Date: March 20, 2025  
Re: Bridging The Mental Health Gap/Psychotherapy Practicum Placement Program

---

I am reaching out on behalf of Adam Terpstra, President of Bridging with Support Foundation (Registered Charity) and Yukon Counselling and Psychotherapy (Private Business.) We are requesting letters of support from the Dawson Community in reference to a new initiative, the Psychotherapy Practicum Placement Program.

The Yukon mental health services are critically underdeveloped. Yukon Counselling and Psychotherapy in partnership with Bridging with Support are introducing the Psychotherapy Practicum Placement Program, to bring graduate level psychotherapy students to Dawson for an 8-12 month supervised practicum. This initiative provides affordable, accessible, and evidence-based psychotherapy to residents while simultaneously training the next generation of mental health professionals in real-world, high impact settings.

This initiative is urgent and necessary because:

- Limited access to mental health services has a significant impact on absenteeism, burnout, and crisis intervention costs.
- Substance dependency, intergenerational trauma, and workplace stress impact employees' performance and safety.
- A sustainable mental health infrastructure benefits both Dawson City residents (Indigenous and settler communities alike) and mining industry employees.

We are requesting letters of support and where possible, financial donations from the Dawson community. Thank you for taking the time in reviewing the initiative in the following attachment that explains it in more detail.

Sincerely,  
Sue Lancaster  
On behalf of Adam Terpstra

Please send responses to [susan@bwsfoundation.ca](mailto:susan@bwsfoundation.ca)

---

Adam D. Terpstra, President  
*Registered Social Worker (828575)*  
*Registered Psychotherapist (4882)*  
*(cert-S)OAMHP (5137-0442C)*  
*Canadian Certified Counsellor (10000645)*  
*Ontario Certified Teacher (645432)*



Business Address: 206 Main Street, Unit 2N, Picton, ON, K0K 2T0  
Mailing Address: 200-491 Church Street, Toronto, ON, M4Y 2C6  
343-270-0079 (P) | 416-546-1298 (F)  
info@bwsfoundation.ca | www.bwsfoundation.ca  
Charitable Registration #: 759450661 RR 0001

Re: Psychotherapy Practicum Placement Program

Dawson City's economic strength relies on a healthy, resilient workforce—yet mental health services remain critically underdeveloped. The current proposal presents a **unique opportunity for Yukon-based individuals, businesses, and organizations** to lead a transformative mental health initiative, benefiting workers, residents, and the long-term stability of the region.

The Psychotherapy Practicum Placement Program, hosted by Yukon Counselling and Psychotherapy in partnership with Bridging with Support, will bring graduate-level psychotherapy students to Dawson City for an 8-12-month supervised practicum. This initiative provides **affordable, accessible, and evidence-based psychotherapy** to residents while simultaneously training the next generation of mental health professionals in real-world, high-impact settings. Initial costs for the First Student include:

**Student Travel and Relocation Costs Round-trip flights**

**Hotel and food (Whitehorse)**

**Transit to / from airports**

**Monthly housing stipend**

**Minimal cost-of-living stipend**

**Clinical Supervision and Training (for 125 hours of direct therapy)**

**Yukon First Nations 101 Online Training**

**Commercial Therapy Space**

For a total investment of \$75,000.

Each subsequent student will cost approximately \$40,000, with a goal of 4 students, for a total investment of \$195,000.

Initially we will be applying for funding and grants to support the expected cost of the fundraising initiative. If you have any questions and would like to support this project please send inquiries and letters to [susan@bwsfoundation.ca](mailto:susan@bwsfoundation.ca) or [info@yukoncp.ca](mailto:info@yukoncp.ca)

Sincerely,  
Susan Lancaster





**Bridging With Support** Item 1.

Business Address: 206 Main Street, Unit 2N, Picton, ON, K0K 2T0

Mailing Address: 200-491 Church Street, Toronto, ON, M4Y 2C6

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info@bwsfoundation.ca | www.bwsfoundation.ca  
Charitable Registration #: 759450661 RR 0001

To: ea@cityofdawson.ca  
From: Susan Lancaster  
Date: March 20, 2025  
Re: Bridging The Mental Health Gap/Psychotherapy Practicum Placement Program

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I am reaching out on behalf of Adam Terpstra, President of Bridging with Support Foundation (Registered Charity) and Yukon Counselling and Psychotherapy (Private Business.) We are requesting letters of support from the Dawson Community in reference to a new initiative, the Psychotherapy Practicum Placement Program.

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**MINUTES OF COMMITTEE OF THE WHOLE MEETING CW25-04** of the Council of the City of Dawson  
held on Tuesday, April 1, 2025 at 7:00 p.m. via City of Dawson Council Chambers

**PRESENT:**

Mayor Johnson  
Councillor Hobbs  
Councillor Eastbound  
Councillor Lynn  
Councillor Graf

**REGRETS:**

**ALSO PRESENT:**

CAO: David Henderson  
MC: Elizabeth Grenon

	<b>1</b>	<b>CALL TO ORDER</b>	The Chair, Mayor Johnson called Committee of the Whole meeting CW25-04 to order at 7:00 p.m..
<b>CW25-04-01</b>	<b>2</b>	<b>ADOPTION OF AGENDA</b> <b>Moved By:</b> Mayor Johnson <b>Seconded By:</b> Councillor Eastbound	That Council appoint Councillor Eastbound as chair of the meeting. CARRIED UNANIMOUSLY
<b>CW25-04-02</b>		<b>Moved By:</b> Mayor Johnson <b>Seconded By:</b> Councillor Lynn	That the agenda for Committee of the Whole Meeting CW25-04 of April 1, 2025 be accepted as amended. CARRIED UNANIMOUSLY <i>Refer Protective Services Department Report on Activities to administration.</i>
<b>CW25-04-03</b>	<b>3</b>	<b>CORRESPONDENCE</b> <b>Moved By:</b> Mayor Johnson <b>Seconded By:</b> Councillor Hobbs	That Committee of the Whole acknowledge receipt of the following correspondence: 1. RCMP Monthly Policing Report-January & February, 2. Heritage Advisory Committee Minutes HAC#24-22, HAC# 24-23, HAC#25-01, HAC#25-02, HAC#2025-03; provided for informational purposes. CARRIED UNANIMOUSLY
	<b>4</b>	<b>MINUTES</b>	
<b>CW25-04-04</b>	<b>4.1</b>	<b>Committee of the Whole Minutes CW25-03 of March 4, 2025</b> <b>Moved By:</b> Mayor Johnson <b>Seconded By:</b> Councillor Graf	

That the minutes of Committee of the Whole Meeting CW25-03 of March 4, 2025 be approved as presented.

CARRIED UNANIMOUSLY

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**5 SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS**

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**CW25-04-05 5.1 Public Works Department Report on Activities**

**Moved By:** Councillor Lynn

**Seconded By:** Councillor Eastbound

That Committee of the Whole receive the Public Works Department Report on Activities, provided for informational purposes.

CARRIED UNANIMOUSLY

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**6 NEW BUSINESS**

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**CW25-04-06 6.1 Verbal Report From Fire Chief on Emergency Planning**

**Moved By:** Mayor Johnson

**Seconded By:** Councillor Eastbound

That Committee of the Whole receive a verbal report from the Fire Chief on emergency planning happening right now.

CARRIED UNANIMOUSLY

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**9 ADJOURNMENT**

**CW25-04-07 Moved By:** Mayor Johnson

**Seconded By:** Councillor Graf

That Committee of the Whole Meeting CW25-04 be adjourned at 7:56 p.m. with the next regular meeting of Committee of the Whole being May 6, 2025.

CARRIED UNANIMOUSLY

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**THE MINUTES OF COMMITTEE OF THE WHOLE MEETING CW25-04 WERE APPROVED BY COMMITTEE OF THE WHOLE RESOLUTION #CW25-05-XX AT COMMITTEE OF THE WHOLE MEETING CW25-05 OF MAY 6, 2025.**

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Cud Eastbound, Chair

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David Henderson, CAO



**Revenue Expenditures Update**  
**Jan- Mar, 2025**

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>REVENUE</b>					
<b>General Municipality:</b>					
General Taxation	2,710,128	-	-	-	100%
Grants in Lieu of Taxes	1,258,654	-	-	-	100%
Grants	3,400,754	-	-	-	100%
Penalties and Interest	30,600	1,500	3,890	2,390	87%
Other Revenue	121,250	5,000	32,055	27,055	74%
Bylaw Enforcement	5,500	1,125	918	(207)	83%
Sale of Services	125,000	36,500	22,602	(13,898)	82%
<b>General Municipality:</b>	<b>7,651,885</b>	<b>44,125</b>	<b>59,465</b>	<b>15,340</b>	<b>99%</b>
<b>Cable</b>	<b>169,921</b>	<b>42,470</b>	<b>29,127</b>	<b>(13,343)</b>	<b>83%</b>
<b>Protective Services:</b>					
Fire Protection	15,329	3,832	2,295	(1,537)	85%
Emergency Measures	-	-	-	-	0%
<b>Protective Services:</b>	<b>15,329</b>	<b>3,832</b>	<b>2,295</b>	<b>(1,537)</b>	<b>85%</b>
<b>Public Works:</b>					
Water Services	1,063,202	171,902	102,071	(69,832)	90%
Sewer Services	710,886	106,633	60,513	(46,120)	91%
Waste Management	607,293	63,189	65,197	2,007	89%
Other Revenue	175,879	43,970	19,837	(24,133)	89%
<b>Public Works:</b>	<b>2,557,259</b>	<b>385,694</b>	<b>247,617</b>	<b>(138,078)</b>	<b>90%</b>
<b>Public Health - Cemetery</b>	<b>4,300</b>	<b>-</b>	<b>800</b>	<b>800</b>	<b>81%</b>
<b>Planning</b>	<b>86,800</b>	<b>5,000</b>	<b>575</b>	<b>(4,425)</b>	<b>99%</b>
<b>Recreation:</b>					
Recreation Common	61,937	4,990	1,145	(3,845)	98%
Programing & Events	72,936	15,109	6,287	(8,822)	91%
AMFRC	90,564	38,504	32,574	(5,930)	64%
Water Front	72,600	18,150	13,048	(5,102)	82%
Pool	43,400	4,340	260	(4,080)	99%
Green Space	22,200	-	-	-	100%
<b>Recreation:</b>	<b>363,637</b>	<b>81,093</b>	<b>53,314</b>	<b>(27,778)</b>	<b>85%</b>
<b>TOTAL REVENUE:</b>	<b>10,849,131</b>	<b>562,215</b>	<b>393,193</b>	<b>(169,021)</b>	<b>96%</b>

**Revenue Expenditures Update**  
**Jan- Mar, 2025**

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>EXPENDITURES:</b>					
<b>General Municipality:</b>					
Mayor and Council	212,629	53,158	51,925	(1,234)	76%
Council Election	5,000	-	-	-	100%
Grants/Subsidies	191,037	14,602	6,235	(8,367)	97%
Administration	1,450,984	347,432	282,112	(65,320)	81%
Other Property Expenses	33,000	8,250	9,526	1,276	71%
Computer information System	151,739	37,935	13,411	(24,524)	91%
Communications	44,180	11,045	84	(10,961)	100%
Bylaw Enforcement	156,537	39,159	30,696	(8,463)	80%
<b>General Municipality:</b>	<b>2,245,106</b>	<b>511,581</b>	<b>393,988</b>	<b>(117,593)</b>	<b>82%</b>
<b>Cable</b>	<b>400,798</b>	<b>63,930</b>	<b>29,062</b>	<b>(34,867)</b>	<b>93%</b>
<b>Protective Services:</b>					
Fire Protection	394,634	98,659	40,375	(58,284)	90%
Emergency Measures	44,025	11,006	5,427	(5,579)	88%
<b>Protective Services:</b>	<b>438,659</b>	<b>109,665</b>	<b>45,802</b>	<b>(63,863)</b>	<b>90%</b>
<b>Public Works:</b>					
Common	623,242	155,511	114,429	(41,082)	82%
Roads and Streets - Summer	141,662	7,984	3,348	(4,636)	98%
Roads and Streets - winter	358,141	161,163	65,009	(96,155)	82%
Sidewalks	71,116	17,779	3,267	(14,512)	95%
Dock	150	-	-	-	100%
Surface Drainage	43,599	10,900	446	(10,454)	99%
Water Services	1,471,267	367,817	263,357	(104,459)	82%
Sewer Services	319,171	79,793	34,885	(44,908)	89%
Waste Water Treatment Plant	247,071	61,768	-	(61,768)	100%
Waste Management	721,771	180,443	129,122	(51,320)	82%
Building Maintenance	384,712	96,178	78,422	(17,756)	80%
Waste Diversion	314,583	78,646	65,738	(12,907)	79%
<b>Public Works:</b>	<b>4,696,487</b>	<b>1,217,981</b>	<b>758,023</b>	<b>(459,958)</b>	<b>84%</b>
<b>Public Health - Cemetery</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>
<b>Planning</b>	<b>421,205</b>	<b>101,551</b>	<b>62,771</b>	<b>(38,780)</b>	<b>85%</b>
<b>Recreation:</b>					
Recreation Common	404,797	104,949	77,899	(27,050)	81%
Programming & Events	294,977	66,619	69,628	3,008	76%
AMFRC	572,691	257,711	73,390	(184,321)	87%
Water Front	39,966	9,991	3,641	(6,350)	91%
Pool	233,234	23,323	5,594	(17,730)	98%
Green Space	327,290	66,187	52,386	(13,801)	84%
<b>Recreation:</b>	<b>1,872,955</b>	<b>528,782</b>	<b>282,537</b>	<b>(246,244)</b>	<b>85%</b>
<b>Contribution to Reserves</b>	<b>766,849</b>				
<b>TOTAL EXPENDITURES:</b>	<b>10,847,059</b>	<b>2,533,489</b>	<b>1,572,184</b>	<b>(961,305)</b>	<b>86%</b>
<b>NET OPERATING SURPLUS</b>	<b>2,072</b>	<b>(1,971,275)</b>	<b>(1,178,991)</b>	<b>792,284</b>	
<b>TOTAL WAGES AND BENEFITS</b>	<b>4,403,287</b>	<b>1,115,845</b>	<b>1,055,040</b>	<b>(60,805)</b>	<b>76%</b>



Revenue Expenditures Update  
Jan- Mar, 2025

Item 1.

GENERAL MUNICIPAL	2025 Annual Budget	2025 Jan- Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan- Mar Budget	% Annual Budget Remaining
<b>Property Tax</b>					
Property Taxes - Residential	1,380,828	-	-	-	100%
Property Taxes - Non-Residential	1,329,300	-	-	-	100%
<b>Total Property Tax</b>	<b>2,710,128</b>	-	-	-	<b>100%</b>
<b>Grants in Lieu of Taxes</b>					
Federal Grants in Lieu - Residential	32,061	-	-	-	100%
Territorial Grants in Lieu - Residential	18,883	-	-	-	100%
Federal Grants in Lieu - Non-Residential	185,577	-	-	-	100%
Territorial Grants in Lieu - Non-Residential	496,087	-	-	-	100%
Tr'ondek Hwech'in Grants In Lieu	526,046	-	-	-	100%
<b>Total Grants in Lieu of Taxes</b>	<b>1,258,654</b>	-	-	-	<b>100%</b>
Taxes & Payments in lieu of Taxes	3,968,782	-	-	-	100%
Comprehensive Municipal Grant	3,259,922	-	-	-	100%
	-	-	-	-	0%
<b>Comprehensive Municipal Grant</b>	<b>3,259,922</b>	-	-	-	<b>100%</b>

# Revenue Expenditures Update

Jan- Mar, 2025

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan- Mar Budget	% Annual Budget Remaining
<b>GENERAL MUNICIPAL</b>					
<b>REVENUES</b>					
<b>Grants</b>					
Non Capital Grants/Funding	10,000	-	-	-	100%
Carbon Rebate	130,832	-	-	-	100%
<b>Total Grants</b>	<b>140,832</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>
<b>Penalties &amp; Interest</b>					
Penalties & Interest - Property Taxes	20,000	-	38	38	100%
Penalties & Interest - Water & Sewer	10,000	1,500	3,852	2,352	61%
Administration Fee - Tax Liens	600	-	-	-	100%
<b>Total Penalties &amp; Interest</b>	<b>30,600</b>	<b>1,500</b>	<b>3,890</b>	<b>2,390</b>	<b>87%</b>
<b>Other Revenue</b>					
Bank Interest	20,000	5,000	32,055	27,055	-60%
Interest on Investments	85,000	-	-	-	100%
Less Interest Transferred to Reserves	(63,750)	-	-	-	100%
Miscellaneous Revenue	80,000	-	-	-	100%
<b>Total Other Revenue</b>	<b>121,250</b>	<b>5,000</b>	<b>32,055</b>	<b>27,055</b>	<b>74%</b>
<b>Sales of Services</b>					
Business Licence	40,000	36,000	21,150	(14,850)	47%
Intermunicipal Business Licence	2,000	-	882	882	56%
Certificate and Searches	2,000	500	570	70	72%
Building Lease/Rental Income	81,000	-	-	-	100%
<b>Total Sales of Services</b>	<b>125,000</b>	<b>36,500</b>	<b>22,602</b>	<b>(13,898)</b>	<b>82%</b>
<b>TOTAL GENERAL MUNICIPAL REVENUE</b>	<b>417,682</b>	<b>43,000</b>	<b>58,547</b>	<b>15,547</b>	<b>86%</b>
<b>EXPENDITURES: MAYOR AND COUNCIL</b>					
Wages & Honoraria - Mayor/Council	80,000	20,001	18,788	(1,213)	77%
Benefits - Mayor/Council	5,412	1,353	966	(387)	82%
Employee Wages - Council Services Admin.	53,905	13,476	12,570	(906)	77%
Employee Benefits - Council Services Admin.	8,086	2,021	2,307	286	71%
Professional Fees	2,181	545	-	(545)	100%
Membership	31,285	7,821	15,291	7,469	51%
Training/Conferences - Mayor and Council	5,228	1,307	-	(1,307)	100%
Travel - Accommodation and Meals	12,023	3,006	2,003	(1,003)	83%
Travel - Transportation	9,410	2,352	-	(2,352)	100%
Special events/sponsorship	4,080	1,020	-	(1,020)	100%
Non Capital Equipment/Office Furniture	1,020	255	-	(255)	100%
<b>TOTAL MAYOR AND COUNCIL EXPENSES</b>	<b>212,629</b>	<b>53,158</b>	<b>51,925</b>	<b>(1,234)</b>	<b>76%</b>
<b>Elections</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>
<b>Total Elections</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>



# Revenue Expenditures Update

Jan- Mar, 2025

Item 1.

GENERAL MUNICIPAL	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan- Mar Budget	% Annual Budget Remaining
<b>Grant Expenses</b>					
Homeowner Senior Tax Grants	8,499	-	-	-	100%
Development Incentive Grant	130,000	-	-	-	100%
Water and Sewer - Senior Discount	30,677	4,602	6,235	1,633	80%
Community Grants	30,000	10,000	-	(10,000)	100%
Dawson Ski Hill Grants	6,500	-	-	-	100%
KDO Funding	35,000	-	-	-	100%
<b>Total Grants / Subsidies</b>	<b>241,037</b>	<b>14,602</b>	<b>6,235</b>	<b>(8,367)</b>	<b>97%</b>
<b>Administration</b>					
Wages - Administration	588,547	147,137	129,337	(17,800)	78%
Benefits - Administration	90,189	22,547	22,015	(532)	76%
Professional Fees	4,000	1,000	-	(1,000)	100%
Audit	22,440	5,610	-	(5,610)	100%
Legal	72,000	18,000	4,792	(13,209)	93%
Human Resource	18,000	4,500	-	(4,500)	100%
Membership/Conference	2,614	653	843	190	68%
Training	6,630	1,658	-	(1,658)	100%
Travel - Accommodation and Meals	8,160	2,040	1,134	(906)	86%
Travel - Transportation	10,455	2,614	257	(2,356)	98%
Advertising - Administration--Advertising	-	-	22	22	0%
Promotional Material/Hosting Events	15,000	3,750	1,110	(2,640)	93%
Postage ALL DEPTS	13,770	3,443	995	(2,447)	93%
Freight	1,734	434	-	(434)	100%
Supplies - Office ALL DEPTS	26,438	6,610	3,240	(3,369)	88%
Non Capital Equipment	4,080	1,020	-	(1,020)	100%
Photocopier Expense - ALL DEPTS	9,180	2,295	2,802	507	69%
Building Repairs and Maintenance	15,300	3,825	3,497	(328)	77%
Electrical	12,240	3,060	-	(3,060)	100%
Heating	28,229	7,057	6,210	(847)	78%
Insurance - ALL DEPTS	394,697	98,674	95,558	(3,116)	76%
Telephone and Fax	34,502	8,625	6,922	(1,703)	80%
Bank Charges	4,386	1,097	982	(115)	78%
Payroll Fees	7,140	1,785	2,395	610	66%
Bad Debt Expense	510	-	-	-	100%
Assessment Fees	44,245	-	-	-	100%
Partnerships	15,000	-	-	-	100%
Intermunicipal Business Licence	1,500	-	-	-	100%
Contribution to Reserve	660,049	-	-	-	100%
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>2,111,033</b>	<b>347,432</b>	<b>282,112</b>	<b>(65,320)</b>	<b>87%</b>

# Revenue Expenditures Update

Jan- Mar, 2025

Item 1.

GENERAL MUNICIPAL	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan- Mar Budget	% Annual Budget Remaining
<b>Cemetery</b>					
<b>Cemetery Revenues</b>					
Sale of Cemetery Plots	4,300	-	800	800	81%
<b>Total Cemetery Revenues</b>	<b>4,300</b>	<b>-</b>	<b>800</b>	<b>800</b>	<b>81%</b>
<b>Cemetery Expense</b>					
Contracted Services	3,000	-	-	-	100%
Landscaping/ Maintenance	2,000	-	-	-	100%
<b>Total Cemetery Expense</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>
<b>Net Cemetery Expenses</b>	<b>(700)</b>				
<b>Other Property Expenses</b>					
Heating - 8th Residence		-	626	626	0%
Repairs and Maintenance - 8th Residence	7,000	1,750	-	(1,750)	100%
Repairs and Maintenance - 6th Ave. Rental	5,000	1,250	-	(1,250)	100%
Property Lease /staff housing	21,000	5,250	8,900	3,650	58%
<b>Total Other property Expenses</b>	<b>33,000</b>	<b>8,250</b>	<b>9,526</b>	<b>1,276</b>	<b>71%</b>
<b>Computer Information Systems</b>					
Accounting System Support Plan	48,376	12,094	9,035	(3,059)	81%
Network Workstation Support Plan & Update	63,100	15,775	4,376	(11,399)	93%
Network Software and Accessories	28,242	7,061	-	(7,061)	100%
Repairs, Maintenance & Non Capital Replacer	12,021	3,005	-	(3,005)	100%
<b>TOTAL COMPUTER IT EXPENSES</b>	<b>151,739</b>	<b>37,935</b>	<b>13,411</b>	<b>(24,524)</b>	<b>91%</b>
<b>Communications</b>					
Communications - Advertising ALL DEPTS	22,655	5,664	84	(5,580)	100%
Licence Fees	2,300	575	-	(575)	100%
Contracted Services	19,225	4,806	-	(4,806)	100%
<b>TOTAL COMMUNICATIONS EXPENSES</b>	<b>44,180</b>	<b>11,045</b>	<b>84</b>	<b>(10,961)</b>	<b>100%</b>



# Revenue Expenditures Update

Jan- Mar, 2025

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan- Mar Budget	% Annual Budget Remaining
<b>GENERAL MUNICIPAL</b>					
<b>Bylaw Enforcement</b>					
<b>Revenues</b>					
Bylaw Revenue	3,000	750	100	(650)	97%
Animal Control Fees	1,500	375	818	443	45%
Grants	1,000	-	-	-	100%
<b>Total Expenses</b>	<b>5,500</b>	<b>1,125</b>	<b>918</b>	<b>(207)</b>	<b>83%</b>
<b>Expenses</b>					
Wages - Bylaw	85,101	21,275	23,866	2,590	72%
Benefits - Bylaw	12,765	3,191	3,153	(38)	75%
Legal Fees / Professional Fees	10,200	2,550	-	(2,550)	100%
Training	3,876	969	750	(219)	81%
Travel - Accommodation and Meals	2,378	594	-	(594)	100%
Travel - Transportation	1,785	446	-	(446)	100%
Educational Material/Special Events	2,113	528	-	(528)	100%
Non Capital Equipment	500	150	-	(150)	100%
Contracted Services	7,000	1,750	-	(1,750)	100%
Animal Control - Humane Society	18,972	4,743	1,135	(3,608)	94%
Operating Supplies/Signs/Animal control	948	237	26	(211)	97%
Specialty Clothing	1,035	259	-	(259)	100%
Vehicle Fuel	1,865	466	212	(254)	89%
Vehicle Repairs and Maintenance	1,619	405	155	(250)	90%
<b>Total Expenses</b>	<b>150,157</b>	<b>37,564</b>	<b>29,297</b>	<b>(8,267)</b>	<b>80%</b>
<b>NET BYLAW ENFORCEMENT EXPENDITURES</b>	<b>(144,657)</b>				
<b>Health &amp; Safety</b>					
Wages - Safety	5,615	1,404	1,249	(155)	78%
Benefits - Safety	765	191	151	(41)	80%
<b>Total Health &amp; Safety</b>	<b>6,380</b>	<b>1,595</b>	<b>1,399</b>	<b>(196)</b>	<b>78%</b>
<b>TOTAL GENERAL MUNICIPAL EXPENSES</b>	<b>2,960,155</b>	<b>511,581</b>	<b>393,988</b>	<b>(117,593)</b>	<b>87%</b>
<b>TOTAL GENERAL MUNICIPALITY REVENUES:</b>	<b>427,482</b>	<b>44,125</b>	<b>60,265</b>	<b>16,140</b>	<b>86%</b>
<b>TOTAL GENERAL MUNICIPALITY EXPENSES:</b>	<b>2,960,155</b>	<b>511,581</b>	<b>393,988</b>	<b>(117,593)</b>	<b>87%</b>
<b>NET GENERAL MUNICIPALITY</b>	<b>(2,532,673)</b>	<b>(467,456)</b>	<b>(333,723)</b>	<b>133,733</b>	<b>87%</b>
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>868,393</b>	<b>217,099</b>	<b>199,524</b>	<b>(17,575)</b>	<b>77%</b>

Revenue Expenditures Update  
Jan- Mar, 2025

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Public Works</b>					
<b>Revenue</b>					
<b>Water Service</b>					
Water Utility Fee	938,979	140,847	78,682	(62,165)	92%
Bulk Water Sales - Fill Station	21,000	5,250	2,039	(3,211)	90%
Water Delivery	79,981	19,995	18,671	(1,324)	77%
Disconnect/Reconnect Water Services	23,241	5,810	2,679	(3,131)	88%
<b>Total Water Service</b>	<b>1,063,202</b>	<b>171,902</b>	<b>102,071</b>	<b>(69,832)</b>	<b>90%</b>
<b>Sewer Service</b>					
Sewer Utility Fee	710,886	106,633	60,513	(46,120)	91%
<b>Total Sewer Service</b>	<b>710,886</b>	<b>106,633</b>	<b>60,513</b>	<b>(46,120)</b>	<b>91%</b>
<b>Waste Management</b>					
Waste Management Fees	304,594	45,689	25,933	(19,756)	91%
YG Funding for Waste Management	75,000	-	-	-	100%
Ground Water Monitoring	35,700	-	-	-	100%
Tipping Fees	75,000	-	-	-	100%
YG Funding for Recycling Depot	46,999	-	21,611	21,611	54%
Recycling Revenue	70,000	17,500	17,653	153	75%
<b>Total Waste Management</b>	<b>607,293</b>	<b>63,189</b>	<b>65,197</b>	<b>2,007</b>	<b>89%</b>
<b>Other</b>					
New Installation Fee - Labour	63,314	15,828	7,595	(8,233)	88%
Sale of Gravel	1,530	383	800	418	48%
New Installation Fee - Sale of Inventory	91,049	22,762	11,442	(11,321)	87%
Load Capacity	19,986	4,997	-	(4,997)	100%
<b>Total Other</b>	<b>175,879</b>	<b>43,970</b>	<b>19,837</b>	<b>(24,133)</b>	<b>89%</b>
<b>Total Revenue - Public Works</b>	<b>2,557,259</b>	<b>385,694</b>	<b>247,617</b>	<b>(138,078)</b>	<b>90%</b>



Revenue Expenditures Update  
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Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Public Works</b>					
<b>EXPENDITURES - PUBLIC WORKS:</b>					
<b>COMMON:</b>					
Wages - PW Common	204,320	51,080	68,807	17,727	66%
Benefits - PW Common	26,929	6,732	9,861	3,129	63%
Professional Fees	1,000	250	-	(250)	100%
Membership/Conference/Meetings	1,250	313	-	(313)	100%
Training	10,000	2,500	140	(2,360)	99%
Travel - Accommodation and Meals	3,000	750	452	(298)	85%
Travel - Transportation	1,500	375	-	(375)	100%
Promotional Material/Special Events	500	-	-	-	100%
Subscriptions & Publications	700	-	52	52	93%
Postage - PW Common--Postage			162	162	0%
Freight	14,500	3,625	224	(3,401)	98%
Non Capital Equipment	6,750	1,688	342	(1,346)	95%
Photocopier Expense (lease)	1,145	286	-	(286)	100%
Building Repairs and Maintenance	9,500	2,375	3,377	1,002	64%
Electrical	7,652	1,913	-	(1,913)	100%
Heating	34,523	8,631	5,286	(3,345)	85%
Telephone and Fax	16,767	4,192	2,520	(1,671)	85%
Contract Services - Common	23,751	5,938	220	(5,718)	99%
Supplies - Common Operating	40,000	10,000	2,325	(7,675)	94%
Supplies - Safety	15,375	3,844	1,083	(2,761)	93%
Vehicle Fuel	34,256	8,564	2,271	(6,293)	93%
Vehicle Repairs and Maintenance	35,974	8,993	171	(8,823)	100%
Heavy Equipment Fuel	28,499	7,125	1,340	(5,785)	95%
Heavy Equipment R&M	77,413	19,353	15,796	(3,558)	80%
Mosquito Control	27,939	6,985	-	(6,985)	100%
<b>TOTAL COMMON EXPENDITURES:</b>	<b>623,242</b>	<b>155,511</b>	<b>114,429</b>	<b>(41,082)</b>	<b>82%</b>

Revenue Expenditures Update  
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Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Public Works</b>					
<b>Transportation</b>					
<b>Roads - Summer</b>					
Wages - PW Roads Summer	21,542	2,154	2,836	682	87%
Benefits - PW Roads Summer	3,313	331	512	181	85%
Freight	323	-	-	-	100%
Contracted Services	61,500	-	-	-	100%
Supplies - Operating	695	70	-	(70)	100%
Chemicals	10,000	1,000	-	(1,000)	100%
Cold Mix	3,137	314	-	(314)	100%
Gravel	10,408	1,041	-	(1,041)	100%
Signs	7,000	700	-	(700)	100%
Street Lights	23,745	2,374	-	(2,374)	100%
<b>Total Roads - Summer</b>	<b>141,662</b>	<b>7,984</b>	<b>3,348</b>	<b>(4,636)</b>	<b>98%</b>
<b>Roads - Winter</b>					
Wages - PW Roads Winter	35,853	16,134	16,143	10	55%
Benefits - PW Roads Winter	4,053	1,824	2,226	402	45%
Freight	560	252	-	(252)	100%
Contracted Services	230,000	103,500	39,180	(64,320)	83%
Winter Chemical	66,625	29,981	-	(29,981)	100%
Street Lights	19,865	8,939	7,459	(1,480)	62%
Heavy Equipment R & M - PW Trans Winter--H	1,185	533	-		100%
<b>Total Roads - Winter</b>	<b>358,141</b>	<b>161,163</b>	<b>65,009</b>	<b>(95,621)</b>	<b>82%</b>
<b>Sidewalks</b>					
Wages - PW Sidewalks	37,385	9,346	2,874	(6,473)	92%
Benefits - PW Sidewalks	5,272	1,318	393	(925)	93%
Freight	255	64	-	(64)	100%
Contracted Services	20,510	5,128	-	(5,128)	100%
Supplies - Material	7,694	1,924	-	(1,924)	100%
<b>TOTAL SIDEWALKS:</b>	<b>71,116</b>	<b>17,779</b>	<b>3,267</b>	<b>(14,512)</b>	<b>95%</b>
<b>Dock</b>					
Marine Lease	150	-	-	-	100%
<b>Total Dock</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>



Revenue Expenditures Update  
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Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Public Works</b>					
<b>Surface Drainage</b>					
Wages - PW Surface Drainage	25,591	6,398	391	(6,007)	98%
Benefits - PW Surface Drainage	3,305	826	55	(771)	98%
Freight	306	77	-	(77)	100%
Electrical	1,397	349	-	(349)	100%
Contracted Services	9,510	2,378	-	(2,378)	100%
Supplies	3,490	873	-	(873)	100%
<b>Total Surface Drainage</b>	<b>43,599</b>	<b>10,900</b>	<b>446</b>	<b>(10,454)</b>	<b>99%</b>
<b>ENVIRONMENTAL USE AND PROTECTIONS:</b>					
<b>Water</b>					
Wages - PW Water Services	486,486	121,621	112,356	(9,265)	77%
Benefits - PW Water Services	59,104	14,776	14,291	(485)	76%
Professional Fees	7,000	1,750	-	(1,750)	100%
Professional Fees - Water Licence	6,252	1,563	-	(1,563)	100%
Membership/Conference/Certificates	2,172	543	-	(543)	100%
Training	4,000	1,000	-	(1,000)	100%
Travel - Accommodation and Meals	4,000	1,000	1,524	524	62%
Travel - Transportation	2,500	625	-	(625)	100%
Freight	29,994	7,499	4,098	(3,401)	86%
Non Capital Equipment	2,500	625	374	(251)	85%
Repairs and Maintenance	67,165	16,791	16,492	(299)	75%
Electrical	154,130	38,532	-	(38,532)	100%
Heating	270,000	67,500	51,211	(16,289)	81%
Telephone	21,000	5,250	3,231	(2,019)	85%
Contract Services	76,000	19,000	1,349	(17,651)	98%
Supplies - Operating	120,000	30,000	44,612	14,612	63%
Supplies - Safety	3,250	812	605	(207)	81%
Chemicals	15,000	3,750	2,716	(1,034)	82%
Water Sampling/Testing	12,000	3,000	960	(2,040)	92%
Vehicle Fuel - PW Water Services--Vehicle Fuel	6,353	1,588	1,100	(488)	83%
Vehicle Repairs and Maintenance - PW Water	1,084	271	-	(271)	100%
Water Delivery	121,278	30,320	8,437	(21,883)	93%
<b>Total Water</b>	<b>1,471,267</b>	<b>367,817</b>	<b>263,357</b>	<b>(104,459)</b>	<b>82%</b>

Revenue Expenditures Update  
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Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Public Works</b>					
<b>Sewer</b>					
Wages - PW Sewer Services	178,037	44,509	30,428	(14,082)	83%
Benefits - PW Sewer Services	26,979	6,745	3,986	(2,759)	85%
Freight	1,020	255	-	(255)	100%
Non Capital Equipment	1,020	255	-	(255)	100%
Electrical	29,015	7,254	-	(7,254)	100%
Contracted Services	58,863	14,716	-	(14,716)	100%
Supplies	20,000	5,000	-	(5,000)	100%
Supplies - Safety	1,020	255	-	(255)	100%
Vehicle Fuel - PW Sewer Services--Vehicle Fuel	3,218	805	471	(333)	85%
<b>Total Sewer</b>	<b>319,171</b>	<b>79,793</b>	<b>34,885</b>	<b>(44,908)</b>	<b>89%</b>
<b>Waste Water Treatment plant</b>					
Wages - PW WWTP	3,129.90	782	-	(782)	100%
Benefits - PW WWTP	341.56	85	-	(85)	100%
YG Payment towards Operating WWTP	243,600	60,900	-	(60,900)	100%
<b>Total Wastewater Treatment Plant</b>	<b>247,071</b>	<b>61,768</b>	<b>-</b>	<b>(61,768)</b>	<b>100%</b>
<b>Solid Waste Management</b>					
Wages - PW Waste Management	355,611	88,903	104,322	15,419	71%
Benefits - PW Waste Management	57,767	14,442	14,523	81	75%
Training	4,000	1,000	-	(1,000)	100%
Travel - Accommodation and Meals	5,100	1,275	-	(1,275)	100%
Travel - Transportation	2,530	632	-	(632)	100%
Freight	587	147	116	(30)	80%
Non-Capital Equipment	20,291	5,073	-	(5,073)	100%
Building Repairs and Maintenance	6,729	1,682	-	(1,682)	100%
Electrical	4,334	1,084	-	(1,084)	100%
Heating	4,946	1,237	550	(686)	89%
Contracted Services	147,900	36,975	6,705	(30,270)	95%
Supplies	2,997	749	-	(749)	100%
Supplies - Safety	3,151	788	-	(788)	100%
Sampling/Testing	41,820	10,455	-	(10,455)	100%
Vehicle Fuel (including garbage truck)	21,815	5,454	1,733	(3,721)	92%
Vehicle Repairs and Maintenance	5,100	1,275	-	(1,275)	100%
Water Delivery/Septic	3,349	837	443	(394)	87%
Heavy Equipment Fuel	8,990	2,247	729	(1,518)	92%
Heavy Equipment Repairs & Maintenance	24,228	6,057	-	(6,057)	100%
Public Work-Waste Colle-Vehicle Rep	525	131	-	(131)	100%
<b>Total Solid Waste Management</b>	<b>721,771</b>	<b>180,443</b>	<b>129,122</b>	<b>(51,320)</b>	<b>82%</b>



Revenue Expenditures Update  
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Item 1.

Public Works	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Solid Waste Diversion</b>					
Wages - PW Diversion	208,960	52,240	56,828	4,588	73%
Benefits - PW Diversion	24,270	6,067	7,806	1,739	68%
Non-Capital Equipment	8,911	2,228	438	(1,789)	95%
Electrical	27,155	6,789	-	(6,789)	100%
Building Repairs and Maintenance	2,507	627	31	(596)	99%
Contracted Services	20,000	5,000	-	(5,000)	100%
Recycling Depot - Supplies	10,455	2,614	483	(2,130)	95%
Diversion Centre supplies	5,620	1,405	-	(1,405)	100%
Supplies - Safety	6,705	1,676	152	(1,524)	98%
<b>Total Solid Waste Diversion</b>	<b>314,583</b>	<b>78,646</b>	<b>65,738</b>	<b>(12,907)</b>	<b>79%</b>
<b>Building Maintenance</b>					
Wages - PW Other	316,228	79,057	66,279	(12,778)	79%
Benefits - PW Other	42,704	10,676	9,106	(1,570)	79%
Janitorial Supplies - ALL DEPTS	25,780	6,445	3,037	(3,408)	88%
<b>Total Building Maintenance:</b>	<b>384,712</b>	<b>96,178</b>	<b>78,422</b>	<b>(17,756)</b>	<b>80%</b>
<b>TOTAL PUBLIC WORKS REVENUE</b>	<b>2,557,259</b>	<b>385,694</b>	<b>247,617</b>	<b>(138,078)</b>	<b>90%</b>
<b>TOTAL PUBLIC WORKS EXPENDITURES</b>	<b>4,696,487</b>	<b>1,217,981</b>	<b>758,023</b>	<b>(459,424)</b>	<b>84%</b>
<b>NET PUBLIC WORKS EXPENDITURES</b>	<b>(2,139,227)</b>	<b>(832,286)</b>	<b>(510,406.15)</b>	<b>321,347</b>	<b>76%</b>
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>2,127,178</b>	<b>536,048</b>	<b>524,023</b>	<b>(12,025)</b>	<b>75%</b>

Revenue Expenditures Update  
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Item 1.

	2025 Annual Budget	2025 Jan- Mar Budget	2025 Jan- Mar Actual	Over (Under) Jan- Mar Budget	% Annual Budget Remaining
<b>PLANNING &amp; DEVELOPMENT:</b>					
<b>REVENUES - PLANNING:</b>					
Development Permits	20,000	5,000	575	(4,425)	97%
Land Sales	50,000	-	-	-	100%
Cash in Lieu (parking)	6,800	-	-	-	100%
Transfer in from Reserves (Heritage)	10,000	-	-	-	100%
<b>TOTAL REVENUE - PLANNING:</b>	<b>86,800</b>	<b>5,000</b>	<b>575</b>	<b>(4,425)</b>	<b>99%</b>
<b>EXPENDITURES - PLANNING:</b>					
Wages - Planning	262,400	65,600	51,666	(13,934)	80%
Benefits - Planning	38,625	9,656	8,620	(1,037)	78%
Honoraria	10,000	2,500	2,215	(285)	78%
Legal	50,000	12,500	-	(12,500)	100%
Training	3,000	750	270	(480)	91%
Travel - Accommodation and Meals	3,600	900	-	(900)	100%
Travel - Transportation	2,000	500	-	(500)	100%
Subscriptions & Publications	205	51	-	(51)	100%
Non Capital Equipment/Office Furniture	1,000	250	-	(250)	100%
Downtown Revitalization	20,000	-	-	-	100%
Heritage Incentive	10,000	-	-	-	100%
Contracted services	5,375	1,344	-	(1,344)	100%
Survey and Title Costs	15,000	3,750	-	(3,750)	100%
Survey and Title Costs	56,800	3,750	-	(3,750)	100%
<b>TOTAL EXPENDITURES - PLANNING:</b>	<b>478,005</b>	<b>101,551</b>	<b>62,771</b>	<b>(38,780)</b>	<b>87%</b>
<b>TOTAL PLANNING REVENUES:</b>	<b>86,800</b>	<b>5,000</b>	<b>575</b>	<b>(4,425)</b>	<b>99%</b>
<b>TOTAL PLANNING EXPENSES:</b>	<b>478,005</b>	<b>101,551</b>	<b>62,771</b>	<b>(38,780)</b>	<b>87%</b>
<b>NET PLANNING EXPENSES</b>	<b>(391,205)</b>	<b>(96,551)</b>	<b>(62,196)</b>	<b>34,355</b>	<b>84%</b>
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>301,025</b>	<b>75,256</b>	<b>60,286</b>	<b>(14,971)</b>	<b>80%</b>

# Revenue Expenditures Update

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Item 1.

	2025 Annual Budget	2025 Jan- Mar Budget	2025 Jan- Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Protective Services</b>					
<b>Fire Protection Revenues</b>					
Fire Alarm Monitoring	10,204	2,551	2,295	(256)	78%
Fire & Alarm Response	5,125	1,281	-	(1,281)	100%
<b>Total Fire Protection Revenues</b>	<b>15,329</b>	<b>3,832</b>	<b>2,295</b>	<b>(1,537)</b>	<b>85%</b>
<b>Fire Protection Expenses</b>					
Wages - Fire Protection	119,497	29,874	27,139	(2,735)	77%
Benefits - Fire Protection	14,689	3,672	2,711	(962)	82%
Fire Fighter Call Outs	31,365	7,841	-	(7,841)	100%
Benefits - Fire Fighter WCB	30,600	7,650	-	(7,650)	100%
Professional Fees (medical fees)	2,091	523	200	(323)	90%
Membership	1,020	255	-	(255)	100%
Training/Certificates	28,593	7,148	225	(6,923)	99%
Travel - Accommodation and Meals	4,651	1,163	-	(1,163)	100%
Travel - Transportation	4,080	1,020	-	(1,020)	100%
Promotional Material	2,091	-	909	909	57%
Special Events	3,060	1,288	425	(863)	86%
Freight	1,669	417	195	(222)	88%
Supplies Office - PS Fire Protection--Supplies	-	-	171	171	0%
Non Capital Equipment	1,089	272	-	(272)	100%
Building Repairs and Maintenance	2,152	538	-	(538)	100%
Electrical	5,100	1,275	-	(1,275)	100%
Heating	10,194	2,548	2,661	113	74%
Insurance (FF additional)	5,228	1,307	-	(1,307)	100%
Telephone and Fax	9,074	2,268	1,455	(813)	84%
Contracted Services	58,390	14,597	296	(14,301)	99%
Supplies - Operating and safety	23,500	5,875	2,631	(3,244)	89%
Supplies - Specialty Clothing/other	11,725	2,931	-	(2,931)	100%
Supplies - Safety	520	130	-	(130)	100%
Smoke/CO Detector Campaign	5,228	1,307	-	(1,307)	100%
Training facility	2,040	510	-	(510)	100%
Vehicle Fuel	4,705	1,176	316	(861)	93%
Vehicle Repairs and Maintenance	2,093	523	-	(523)	100%
Heavy Equipment Fuel	6,042	1,511	-	(1,511)	100%
Heavy Equipment Repairs and Maintenance	3,821	955	1,041	85	73%
Interest on Lease Equipment	330	82	-		100%
<b>Total Fire Protection Expenses</b>	<b>394,634</b>	<b>98,659</b>	<b>40,375</b>	<b>(58,202)</b>	<b>90%</b>
<b>Net Fire Protection</b>	<b>(379,305)</b>	<b>(94,826)</b>	<b>(38,080)</b>	<b>56,664</b>	<b>90%</b>



# Revenue Expenditures Update

Jan- Mar, 2025

Item 1.

<b>EMO Expenses</b>					
Wages - EMO	21,956	5,489	4,401	(1,088)	80%
Benefits - EMO	3,293	823	649	(175)	80%
Promotional Material/Special Events	2,040	510	-	(510)	100%
Supplies (includes Infosat communication)	2,037	509	-	(509)	100%
Non Capital Equipment	1,046	261	-	(261)	100%
EMO - Heating--Heating	6,000	1,500	-	(1,500)	100%
Communication	2,136	534	378	(156)	82%
Contract Services	3,427	857	-	(857)	100%
Safety Kits and Supplies	2,091	523	-	(523)	100%
<b>Total EMO Expenses</b>	<b>44,025</b>	<b>11,006</b>	<b>5,427</b>	<b>(5,579)</b>	<b>88%</b>
<b>TOTAL Fire/Emergency REVENUE</b>	<b>15,329</b>	<b>3,832</b>	<b>2,295</b>	<b>(1,537)</b>	<b>1</b>
<b>TOTAL Fire/Emergency EXPENDITURES</b>	<b>438,659</b>	<b>109,665</b>	<b>45,802</b>	<b>(63,781)</b>	<b>2</b>
<b>NET Fire/Emergency EXPENDITURES</b>	<b>(423,331)</b>	<b>(105,833)</b>	<b>(43,507)</b>	<b>62,243</b>	<b>(1)</b>
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>159,435</b>	<b>39,859</b>	<b>34,899</b>	<b>(4,959)</b>	<b>78%</b>

# Revenue Expenditures Update

Jan- Mar, 2025

Item 1.

Recreation	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Recreation Revenues - Common</b>					
Lotteries - Yukon	45,978	-	-	-	100%
Equipment Rental	3,115	779	1,145	366	63%
Misc Revenue (includes misc grant)	7,844	1,961	-	(1,961)	100%
Sponsored Initiatives	5,000	2,250	-	(2,250)	100%
<b>Total Recreation Revenues - Common</b>	<b>61,937</b>	<b>4,990</b>	<b>1,145</b>	<b>(3,845)</b>	<b>98%</b>
<b>Recreation Expenses - Common</b>					
Wages - Recreation	239,928	59,982	59,851	(131)	75%
Benefits - Recreation	25,915	6,479	7,619	1,140	71%
Professional Fees	6,304	1,576	-	(1,576)	100%
Training	4,676	1,169	1,512	343	68%
Travel - Accommodation and Meals	4,339	1,085	-	(1,085)	100%
Travel - Transportation	3,000	750	-	(750)	100%
Freight	7,000	1,750	662	(1,088)	91%
Non Capital Equipment/Office Furniture	3,000	750	56	(694)	98%
Photocopier Expense (lease)	3,437	859	534	(325)	84%
Telephone and Fax	19,000	4,750	3,075	(1,675)	84%
Bank Service Charges/Debit Machine	7,903	1,976	1,351	(625)	83%
Contracted Services	10,400	2,600	775	(1,825)	93%
Supplies - Safety	6,551	1,638	1,287	(351)	80%
Lottery Grants	5,895	15,000	416	(14,584)	93%
Vehicle Fuel	45,000	1,862	198	(1,664)	100%
Vehicle Repairs and Maintenance	7,449	1,250	495	(755)	93%
Sponsored Initiatives	5,000	1,474	69	(1,404)	99%
<b>Total Recreation Expenses - Common</b>	<b>404,797</b>	<b>104,949</b>	<b>77,899</b>	<b>(27,050)</b>	<b>81%</b>
<b>Programs &amp; Events Revenue</b>					
YLAP Grant/Youth Activity Grant	12,500	-	-	-	100%
Programs - Under 14 yrs of age	1,246	312	671	359	46%
Programs - combined after 2021	49,190	12,298	5,617	(6,681)	89%
Grants	10,000	2,500		(2,500)	100%
<b>Total Programs &amp; Events Revenue</b>	<b>72,936</b>	<b>15,109</b>	<b>6,287</b>	<b>(8,822)</b>	<b>91%</b>

Revenue Expenditures Update  
Jan- Mar, 2025

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Recreation</b>					
<b>Programs &amp; Events Expenses</b>					
Wages - Programs and Events	180,557	45,139	56,223	11,084	69%
Benefits - Programs and Events	22,003	5,501	6,237	737	72%
Training	2,183	546	1,050	504	52%
Travel - Accommodation & Transportation	6,244	1,561	-	(1,561)	100%
Non Capital Equipment	6,121	1,530	-	(1,530)	100%
Contracted Services - Instructors	29,870	7,467	4,204	(3,263)	86%
Supplies Programming	7,000	1,750	1,912	162	73%
Supplies - YLAP	5,000	3,125	-	(3,125)	100%
Canada Day	12,500	-	-	-	100%
Celebration of Lights	7,500	-	-	-	100%
<b>Total Programs &amp; Events Expenses</b>	<b>283,977</b>	<b>66,619</b>	<b>69,628</b>	<b>3,008</b>	<b>75%</b>
<b>Programs &amp; Events Net</b>					
<b>Rec Center Revenue</b>					
Merchandise/skate sharpening	2,551	1,148	552	(596)	78%
Public Skating	10,000	4,500	841	(3,660)	92%
Ice Fees	71,797	32,309	24,683	(7,626)	66%
Curling Club Lease	5,000	-	5,000	5,000	0%
Recreation Facility Rental & Kitchen lease	1,216	547	1,498	951	-23%
<b>Total Rec Centre Revenue</b>	<b>90,564</b>	<b>38,504</b>	<b>32,574</b>	<b>(5,930)</b>	<b>64%</b>
<b>Rec Centre Expenses</b>					
Wages	130,382	58,672	36,998	(21,674)	72%
Benefits	16,585	7,463	4,222	(3,241)	75%
Building R & M	125,000	56,250		(56,250)	100%
Equipment R & M	12,385	5,573	1,130	(4,443)	91%
Electrical	140,000	63,000	-	(63,000)	100%
Heating	123,963	55,783	30,925	(24,858)	75%
Contracted Services	5,049	2,272		(2,272)	100%
Supplies Operating	19,327	8,697	115	(8,582)	99%
<b>Total Rec Centre Expenses</b>	<b>572,691</b>	<b>257,711</b>	<b>73,390</b>	<b>(184,321)</b>	<b>87%</b>
<b>Net Rec Centre Expenses</b>	<b>(482,127)</b>				
<b>Waterfront Building Revenues</b>					
Fitness Passes	72,600	18,150	13,048	(5,102)	82%
<b>Total Revenues - Waterfront Building</b>	<b>72,600</b>	<b>18,150</b>	<b>13,048</b>	<b>(5,102)</b>	<b>82%</b>



Revenue Expenditures Update  
Jan- Mar, 2025

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Recreation</b>					
<b>Waterfront Building Expenses</b>					
Wages - Waterfront	6,235	1,559	1,427	(132)	77%
Benefits - Waterfront	928	232	243	11	74%
Building R & M	6,690	1,672	-	(1,672)	100%
Equipment R & M	9,000	2,250	-	(2,250)	100%
Electrical	6,612	1,653	-	(1,653)	100%
Heating	8,943	2,236	1,972	(264)	78%
Supplies Operating	1,558	389	-	(389)	100%
<b>Total Waterfront Building Expenses</b>	<b>39,966</b>	<b>9,991</b>	<b>3,641</b>	<b>(6,350)</b>	<b>91%</b>
<b>Net Waterfront Building</b>	<b>32,634</b>				
<b>Pool Revenue</b>					
Public Swim	20,500	2,050	-	(2,050)	100%
Swimming Lessons 14-	2,805	281	-	(281)	100%
Swimming Lessons	10,204	1,020	-	(1,020)	100%
Merchandise	378	38	260	222	31%
Swim Club	5,304	530		(530)	100%
Rentals	4,209	421		(421)	100%
<b>Total Pool Revenues</b>	<b>43,400</b>	<b>4,340</b>	<b>260</b>	<b>(4,080)</b>	<b>99%</b>
<b>Pool Expenses</b>					
Wages - Pool	111,786	11,179	4,280	(6,899)	96%
Benefits - Pool	12,374	1,237	729	(508)	94%
Membership/Conference	209	21	410	389	-96%
Training	5,000	500	175	(325)	97%
Travel - Accommodation and Meals	1,200	120	-	(120)	100%
Travel - Transportation	650	65	-	(65)	100%
Building Repairs and Maintenance	26,783	2,678	-	(2,678)	100%
Electrical	18,632	1,863	-	(1,863)	100%
Heating	40,000	4,000	-	(4,000)	100%
Supplies - lesson materials	8,500	60	-	(60)	100%
Supplies - Operational	-	850	-	(850)	0%
Swim Club Expenditures	600	-	-	-	100%
Chemicals	7,500	750	-	(750)	100%
<b>Total Pool Expenss</b>	<b>233,234</b>	<b>23,323</b>	<b>5,594</b>	<b>(17,730)</b>	<b>98%</b>

Revenue Expenditures Update

Jan- Mar, 2025

Item 1.

Recreation	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Net Pool</b>	<b>(189,834)</b>	<b>(18,983)</b>	<b>(5,334)</b>	<b>13,650</b>	
<b>Green Space Revenue</b>					
Farmers Market Lease	1,000	-	-	-	100%
Commemorative Parks Donations	1,200	-	-	-	100%
Misc Grant	10,000	-	-	-	100%
Rentals - Parks & Greenspaces	5,000	-	-	-	100%
Miscellaneous Revenue	5,000	-	-	-	100%
<b>Total Green Space Revenue</b>	<b>22,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100%</b>
<b>Green Space expenses</b>					
Wages	150,180	37,545	44,132	6,587	71%
Benefits	15,939	3,985	4,916	931	69%
Training	2,091	523	-	(523)	100%
Non Capital Equipment	9,000	2,250	1,154	(1,096)	87%
Commemorative Parks Program	2,040	510	-	(510)	100%
Equipment Repairs & Maintenance	2,058	515	-	(515)	100%
Electric - Minto	6,612	1,653	-	(1,653)	100%
Electric - Other	4,329	1,082	-	(1,082)	100%
Contracted Services	35,000	8,750	-	(8,750)	100%
Parks & Greenspace Maintenance	25,000	6,250	1,000	(5,250)	96%
Land Lease	510	-	300	300	41%
Golf Course - Operating Lease	55,000	-	-	-	100%
DC Minor Soccer Lease	7,003	-	-	-	100%
Community Garden	12,500	3,125	884	(2,241)	93%
<b>Total Green Spaces Expenses</b>	<b>327,290</b>	<b>66,187</b>	<b>52,386</b>	<b>(13,801)</b>	<b>84%</b>
<b>Net Green Spaces</b>	<b>(305,090)</b>	<b>(66,187)</b>	<b>(52,386)</b>	<b>13,801</b>	<b>83%</b>
<b>TOTAL RECREATION REVENUES:</b>	<b>363,637</b>	<b>81,093</b>	<b>53,314</b>	<b>(27,778)</b>	<b>85%</b>
<b>TOTAL RECREATION EXPENSES:</b>	<b>1,861,955</b>	<b>528,782</b>	<b>282,537</b>	<b>(246,244)</b>	<b>85%</b>
<b>NET RECREATION EXPENSES</b>	<b>(1,498,317)</b>	<b>(447,689)</b>	<b>(229,223)</b>	<b>218,466</b>	<b>85%</b>
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>912,812</b>	<b>238,973</b>	<b>226,877</b>	<b>(12,096)</b>	<b>75%</b>

Revenue Expenditures Update  
Jan- Mar, 2025

Item 1.

	2025 Annual Budget	2025 Jan-Mar Budget	2025 Jan-Mar Actual	Over (Under) Jan-Mar Budget	% Annual Budget Remaining
<b>Cable Television:</b>					
<b>Revenues</b>					
Analog Basic	134,796	33,699	21,207	(12,492)	84%
Digital Basic	25,230	6,307	5,735	(572)	77%
Packages	5,302	1,325	946	(380)	82%
Reconnects	2,228	557	129	(428)	94%
New Installations/Reconnects	40	-	-	-	100%
Fibre Optic Rental	4,076	1,019	1,110	91	73%
Estimated loss of customer base	(1,750)	(437)	-	437	100%
<b>Total Revenues</b>	<b>169,921</b>	<b>42,470</b>	<b>29,127</b>	<b>(13,343)</b>	<b>83%</b>
<b>Expenses</b>					
Wages	29,889	7,472	8,184	712	73%
Benefits	4,555	1,139	1,248	109	73%
Supplies - Office	2,550	638	-	(638)	100%
Non-capital Equipment/Office Furniture	3,193	798	-	(798)	100%
Tower/Equipment Repairs and Mtnc.	3,060	765	-	(765)	100%
Electrical	13,592	3,398	-	(3,398)	100%
Telephone and Fax	2,300	575	396	(179)	83%
Contracted Services	55,080	15,000	5,573	(9,427)	90%
Supplies - Operating	1,345	336	-	(336)	100%
Cable Pole Rental/Site Lease	40,000	10,000	-	(10,000)	100%
Television Stations	95,234	23,809	13,662	(10,147)	86%
<b>Total Expenses</b>	<b>250,798</b>	<b>63,930</b>	<b>29,062</b>	<b>(34,867)</b>	<b>88%</b>
<b>Net Cable</b>	<b>(80,877)</b>	<b>(21,459)</b>	<b>65</b>	<b>21,524</b>	<b>100%</b>
One-time Pole expense	150,000	-	-	-	100%
<b>Net Cable after one - time pole expenses</b>	<b>(230,877)</b>	<b>(21,459)</b>	<b>65</b>	<b>21,524</b>	<b>100%</b>
<b>DEPARTMENTAL WAGES AND BENEFITS</b>	<b>34,444</b>	<b>8,611</b>	<b>9,432</b>	<b>821</b>	<b>73%</b>



Project Name	2025 Budget	2025 Actual	2025 Budget- Actual
<b>Fleet</b>			
Rec Chev Express Passenger Van	75,000		75,000
	<b>75,000</b>	-	<b>75,000</b>
<b>Public Works</b>			
Metal removal (landfill)	200,000		200,000
In-Town Backhoe (Caterpillar)	175,000		175,000
Tipping Hub	20,000		20,000
PWs Shop Furnace	15,000		15,000
Street Signs	15,000		15,000
Solid Waste Management	40,000		40,000
Solid Waste Diversion Center Electronic, Beller	450,000		450,000
	<b>915,000</b>	-	<b>915,000</b>
<b>Water and Wastewater</b>			
Water Meter Supply and Installation RFP	400,000		400,000
Phase 2 - Reservoir Construction (COF)	4,000,000		4,000,000
North End Service Construction	500,000		500,000
Lift station generators (load testing)	10,000		10,000
	<b>4,910,000</b>	-	<b>4,910,000</b>
<b>Administration</b>			
Phone System	40,000		40,000
Records Management CP14	20,000		20,000
CBC Restoration Design Phase 2	96,534	4,941	91,593
CBC Restoration Phase 2	1,120,000		1,120,000
	<b>1,276,534</b>	<b>4,941</b>	<b>1,271,593</b>
<b>Recreation</b>			
New Recreation Centre	60,000		60,000
Trail -Dome Uptrack	100,000		100,000
Trail management & Safety plan	40,000		40,000
Trail Signs	10,000		10,000
Wayfinding Maps	10,000		10,000
Garbage Bin Replacement	10,000		10,000
Minto Park Upgrades	137,500		137,500
pool - Feasability & structural study	50,000		50,000
Pool & Arena unexpected opening Requirements	50,000		50,000
Crocus Bluff Storage Shed Repairs	17,500		17,500
	<b>485,000</b>	-	<b>485,000</b>
<b>Planning</b>			
GIS system (COF)	25,000		25,000
OCP Review	160,000	7,818	152,182
Heritage Management Plan	150,000	52,226	97,774
	<b>335,000</b>	<b>60,043</b>	<b>274,957</b>
<b>Fire / Emergency Services</b>			
Fire Engine	450,000		450,000
Jordair Air Compressor	75,000		75,000
Upgrades to Training Facility	50,000		50,000
Extrication Equipment	12,000		12,000
SCBA Gear	80,000		80,000
Ladder Truck Upgrades	25,000		25,000
Space Needs assessment PW & Fire)	40,000		40,000
Drone Equipment & Training	30,000		30,000
	<b>762,000</b>	-	<b>762,000</b>
<b>Minor Equipment Plan</b>			
<b>Workstations and Computers</b>			-
CAO / Clerk /HR/PS/By	10,000		10,000
Finance (4)	10,000		10,000
Public Works (2)	5,000		5,000
Recreation (7)	14,000		14,000
Fire (3)	6,000		6,000
<b>Fire - Other Equipment</b>			-
Helmets	3,000		3,000
<b>Recreation</b>			-
Picnic tables	15,000		15,000
Fitness Equipments	15,000		15,000
	<b>78,000</b>	-	<b>78,000</b>
<b>total</b>	<b>8,836,534</b>	<b>64,984</b>	<b>8,771,550</b>

The City of Dawson  
Cheque Run 25-01 Jan 10 2025

Item 2.

Cheque	Vendor Name	Cheque Amount	Detail	Dept	Description
61617	44478 Yukon Inc.-Tangerine Techn	\$1,797.60		ADM	ContSvs-IT
61618	Advance North Mechanical	\$288.76		PW	HvyEqR&M
61619	Air North Partnership	\$292.10	\$91.13	PS	Freight
			\$153.23	PW	Freight
			\$47.74	REC	Freight
			\$292.10		
61620	Associated Engineering (B.C.) Ltd	\$1,651.65		ADM	CBCResto
61621	Atkinson, Mary - In Trust	\$198.00		ADM	PettyCash
61622	BBCE Inc.	\$2,081.94		ADM	BldgR&M-InsuranceClaim
61623	BHB Holdings	\$131.25		ADM	ArchiveStor
61624	Bonanza Market	\$679.23	\$513.07		ADM PromoSpcEv
			\$8.98	REC	REC ProgSupp
			\$134.87		ADM PromoSpcEv
			\$22.31	ADM	OffSupp
			\$679.23		
61625	Borealis Fuel & Logistics	\$1,814.99	\$1,270.49	ADM	BldgFuel-CH-FH
			\$544.50	PS	BldgFuel-CH-FH
			\$1,814.99		
61626	Bureau Veritas	\$289.64		PW	ContSvs
61627	Acera Insurance Services Ltd.	\$369,697.00	\$276,004.00	ADM	Insur-Propert
			\$5,402.00	ADM	Insur-Boiler
			\$37,549.00	ADM	Insur-Auto
			\$1,902.00	ADM	Insur-Crime
			\$45,669.00	ADM	Insur-CommGen
			\$3,171.00	ADM	Insur-ExLiabi
			\$369,697.00		
61628	Cotter Enterprises	\$3,706.50		CABLE	ContSvs-Dec
61629	Dawson City General Store	\$629.83	\$264.60	ADM	OffSupp
			\$65.23	REC	ProgSupp
			\$300.00	REC	CelebrateLites
			\$629.83		
61630	Dawson Hardware Ltd.	\$1,942.13	\$110.34	PW	BldgMaint-OpSupp
			\$729.44	PW	OpSupp
			\$527.21	REC	CelebrateLites
			\$197.48	REC	NonCapEquip
			\$10.71	PW	OpSupp-WTP
			\$36.74	PW	Tools
			\$30.21	PW	JaniSupp
			\$300.00	REC	GCert
			\$1,942.13		
61631	CentralSquare Canada	\$5,182.77	\$1,578.77	ADM	ContSvs-GP
			\$3,604.00	ADM	ContSvs-WtrMt
			\$5,182.77		
61632	Display Systems International Inc.	\$315.00		CABLE	ContSvs
61633	Henderson Printing	\$307.69		ADM	ContSvs

The City of Dawson  
Cheque Run 25-01 Jan 10 2025

Item 2.

61634	Humane Society Dawson	\$1,135.40		PS	ContSvs-ParkMaint
61635	Network Innovations	\$179.92		PS	SatPhone
61636	Inland Truck & Equipment	\$1,283.75		PW	OpSupp-Phse
61637	Klondike Office Systems	\$299.02	\$32.50	ADM	Freight
			\$266.52	ADM	C-Count
			\$299.02		
61638	The Literary Society of the Klondike	\$1,165.50		ADM	Advertising
61639	Manitoulin Transport	\$47.65		ADM	Freight
61640	Maximillian's Gold Rush Emporium	\$300.00		REC	Gcert-CelebLites
61641	Northlands Water & Sewer Supplie	\$1,563.45		PW	OpSupp-WTP
61642	D. Regimbal Contracting & Constr	\$9,607.50		REC	ContSvs-Grnhse
61643	Staples #251 Whitehorse	\$85.04		PS	OpSupp
61644	Superior Propane Inc	\$698.12	\$193.20	REC	TankRental-Cclub
			\$504.92	REC	Fuel
			\$698.12		
61645	Total North Communications Ltd	\$1,723.58	\$1,039.50	PS	OpSupp
			\$411.08	ADM	Phone
			\$273.00	PS	Phone
			\$1,723.58		
61646	Yukon Energy Corporation	\$65,924.08		ALL	MAIN STmt Dec27
61647	VOID				
61648	VOID				
61649	Martens, Paul	\$1,500.06	\$1,500.06		MartensP ADM Payroll



The City of Dawson  
Cheque Run 25-02 Jan 24 2025

Item 2.

Cheque/E		Cheque		Dept	Description
FT #	Vendor Name	Amount	Detail		
61650	Air Care Yukon Inc.	\$1,489.02		PW	BldgMaint-OpSupp
61651	AirChekLab Inc.	\$310.80		PS	ContSvs-Annual EqR&M
61652	Air North Partnership	\$1,036.32	\$892.79	PW	Freight
			\$35.81	REC	Freight
			\$107.72	PS	Freight
			\$1,036.32		
61653	Atkinson, Mary - In Trust	\$257.40		ADM	Mileage
61654	Bishop Plumbing, Heating and Refriger	\$479.85		REC	EqR&M
61655	Brenntag Canada Inc.	\$1,845.88		PW	Chemicals
61656	Bureau Veritas	\$1,007.69		PW	ContSvs-WtrSample
61657	Canadian Freightways TST-CF	\$2,300.36		PW	Freight
61658	Chief Isaac Mechanical	\$519.75		REC	VehR&M
61659	Custom Business Systems Ltd	\$884.10		ADM	ContSv-PrintSvs
61660	Dawson City General Store	\$800.83	\$298.96	ADM	OffSupp
			\$501.87	REC	ProgSupp
			\$800.83		
61661	Dawson Food Bank	\$350.00		REC	IceBowl
61662	Dekra-Lite	\$2,528.67		REC	CelebLites
61663	Eshaghian, Dr. Reza	\$200.00		PS	ProFees
61664	Giaimo + Associates Architects Inc.	\$5,835.51		PL&D	ProFees-HAF
61665	Graf Enviro Services Inc.	\$6,373.50	\$2,803.50	PS	ContSvsEquipRental
			\$3,570.00	PW	BinRentals
			\$6,373.50		
61666	Jacobs Industries Ltd	\$651.00		PW	AnnContract-PhseSupp
61667	Lifesaving Society	\$410.00		REC	AnnualAfiliateMembership
61668	Mackenzie Petroleum Ltd	\$74,701.17	\$41,492.65	PW	BldgFuel-WTP
			\$922.97	REC	BldgFuelWtrF1&2
			\$2,013.45	PW	BldgFuel-GarWdShps
			\$985.41	PW	BldgFuel-Garage
			\$239.61	ADM	BldgFuel-FCRes
			\$454.55	ADM	BldgFuel-COARes
			\$174.96	ADM	BldgFuel-WdShp
			\$23,172.36	REC	BldgFuel-Arena
			\$5,245.21	ALL	PWPS VehFuel
			\$74,701.17		
61669	Mary Masserey	\$2,160.00		PS	ContSvs
61670	Maximillian's Gold Rush Emporium	\$49.33		REC	EqR&M
61671	Northern Superior Mechanical	\$1,369.34	\$149.48	PW	VehR&M
			\$1,217.44	PW	HvyEqR&M
			\$2.42	PW	OpSupp
			\$1,369.34		
61672	Northwestel Inc.	\$7,056.89		ALL	Phone
61673	Norton Rose Fulbright	\$1,779.75	\$582.75	ADM	ProFees
			\$1,197.00	PL&D	ProFees
			\$1,779.75		

The City of Dawson  
Cheque Run 25-02 Jan 24 2025

Item 2.

61674	Pacific Northwest Moving	\$2,743.68	\$2,286.30	PW	Freight
			\$457.65	REC	Freight
			\$2,743.95		
61675	Raven's Nook	\$2,325.75	\$1,188.60	REC	SafetyGear
			\$1,137.15	PW	SafetyGear
			\$2,325.75		
61676	Spectrum Security - Sound Ltd.	\$346.47		PW	ContSvs-SafetyLine
61677	Superior Propane Inc	\$1,005.61		REC	Propane
61678	Tensio Structure Inc.	\$2,268.00		REC	BldgR&M
61679	Territorial Treasurer	\$157.50		REC	YG-EMR-Ls
61680	Uline Canada Corporation	\$2,858.81		PW	OpSupp
61681	Univerus Software Canada	\$630.00		REC	ContSvsIT-Trn
61682	Yukon Energy Corporation	\$40,069.82		PW	AnnualPoleRental
61683	Yukon Service Supply Co.	\$366.98		PW	JaniSupp
61684	Ykn Communities Insurance Associatio	\$12,536.00		ADM	Insurance
61685	Yukon Energy Corporation	\$3,929.18		PW	StLights
EFT0002	Grenon Enterprises Ltd.	\$23,764.15	\$4,819.50	PW	ContSvs-De8-14
			\$5,614.88	PW	ContSvs-D15-21
			\$315.00	PW	ContSvs-Septic
			\$1,903.13	PW	ContSvs-D22-28
			\$9,759.76	PW	ResWtrDel
			\$1,351.88	PW	ContSvs-D29-31
			\$23,764.15		
EFT0003	Tsunami Solutions Ltd. dba SafetyLine	\$170.10		PW	SafetyLine-WTP
EFT0004	R&J Sign Company	\$2,200.00		REC	ContSvs-Signage
EFT0005	Inland Truck & Equipment	\$911.41		PW	OpSupp
EFT0006	Borealis Fuel & Logistics	\$2,235.74	\$1,565.09	ADM	BldgFuel
			\$670.65	PS	BldgFuel
			\$2,235.74		

The City of Dawson  
Cheque Run 25-03 Feb 7 2025

Item 2.

Cheque/ EFT #	Vendor Name	Cheque Amount	Detail	Dept	Description
60587	AGF Investments Inc.	\$1,754.08		ADM	RRSP1-2-3
60588	BMO Nesbitt Burns	\$1,425.00		ADM	RRSP1-2-3
60589	Cambrian Credit Union	\$2,034.00		ADM	RRSP1-2-3
60590	Canada Life	\$1,450.80		ADM	RRSP1-2-3
60591	CIBC-Dawson City	\$1,370.88		ADM	RRSP1-2-3
60592	CIBC - Whitehorse	\$1,425.00		ADM	RRSP1-2-3
60593	Public Service Alliance of Canada	\$4,582.60		ADM	UnionDues1-2-3
60594	Questrade Inc.	\$2,902.12		ADM	RRSP1-2-3
60595	Royal Bank of Canada Brampton	\$600.00		ADM	RRSP1-2-3
60596	Royal Bank of Canada	\$1,964.84		ADM	RRSP1-2-3
60597	Scotia Securities	\$1,096.14		ADM	RRSP1-2-3
60598	Scotia Securities - Toronto	\$1,275.00		ADM	RRSP1-2-3
60599	CIBC-Dawson City	\$2,152.96		ADM	RRSP1-2-3
60600	Questrade Inc.	\$1,680.00		ADM	RRSP1-2-3
60601	Scotia Securities	\$1,425.00		ADM	RRSP1-2-3
60602	CIBC-Dawson City	\$900.00		ADM	RRSP1-2-3
60603	Scotia Securities	\$1,645.14		ADM	RRSP1-2-3
60604	CIBC-Dawson City	\$1,118.40		ADM	RRSP1-2-3
60605	CIBC-Dawson City	\$980.76		ADM	RRSP1-2-3
60606	CIBC-Dawson City	\$1,200.00		ADM	RRSP1-2-3
60607	CIBC-Dawson City	\$1,996.40		ADM	RRSP1-2-3
60608	CIBC-Dawson City	\$1,235.76		ADM	RRSP1-2-3
60609	CIBC-Dawson City	\$1,838.14		ADM	RRSP1-2-3
61686	44478 Yukon Inc.-Tangerine Techn	\$1,468.95		ADM	TangTech ADM ContSvsIT
61687	AFD Petroleum Ltd.	\$3,322.22	\$869.10	PW	BldgFuel-WTP
			\$2,453.12	ALL	VehFuel
			\$3,322.22		
61688	Air North Partnership	\$384.16		PW	Freight
61689	Bonanza Market	\$315.26	\$107.01	ADM	OffSupp
			\$208.25	REC	ProgSupp
			\$315.26		
61690	Dawson City General Store	\$389.84	\$320.42	REC	GenSt REC ProgSupp
			\$69.42	REC	SponIniaitives
			\$389.84		
61691	Dawson Firefighters Association	\$13,995.00		PS	Q4 24 CallOuts-Training
61692	CentralSquare Canada	\$6,341.54		ADM	Setup-Training-WtrMtrPj
61693	Dominion Station	\$209.62	\$82.47	PS	VehFuel
			\$127.15	PW	VehFuel
			\$209.62		
61694	Emco Corporation	\$1,235.35		PW	OpSuppWTP
61695	Flow Systems Distribution Inc.	\$2,100.00		PW	WtrMtrPrj
61696	HiMark Mechanical	\$5,145.00		PW	HvyEqR&M
61697	John Howland Photography	\$525.00		REC	ContSvsPhoto
61698	Klondike Active Transport & Trails	\$400.00		REC	ContSvs



The City of Dawson  
Cheque Run 25-03 Feb 7 2025

Item 2.

61699	Kenetic Welding	\$84.75		REC	EqR&M
61700	Klondike Office Systems	\$564.64		ADM	CopyCt
61701	Klondike Development Organizatic	\$35,000.00		ADM	AnnualOpFund
61702	Martens Kim	\$55.95		PW	ReimOpSupp
61703	Maximillian's Gold Rush Emporium	\$144.86		REC	ProgSupp
61704	Northern Superior Mechanical	\$1,202.04	\$191.48	PS	OpSuppWTP
			\$516.29	PW	SafetySupp
			\$490.73	PW	OpSuppWTP
			\$3.54	PW	VehR&M
			\$1,202.04		
61705	Raven Inn	\$1,600.20		PW	Accommodations
61706	Superior Propane Inc	\$594.03		REC	Fuel
61707	Derek McNiece Promotions	\$284.23		PS	PromoSpcEvt
61708	Tetra Tech Canada Inc.	\$140.70		PW	ContSvs-Quigley
61709	That's Great News	\$299.98		PS	PromoSpcEvt
61710	TK Elevator (Canada) Ltd.	\$1,027.99		ADM	BldgR&M
61711	Uline Canada Corporation	\$1,008.01		PW	JaniSupp
61712	Unbeatable Printing	\$236.25		PS	ContSvs

The City of Dawson  
Cheque Run 25-04 Feb 21 2025

Item 2.

Cheque/E FT #	Vendor Name	Amount	Detail	Dept	Description
61713	Advance North Mechanical	\$162.52		PS	VehR&M
61714	Air North Partnership	\$211.24		PW	Freight
61715	Arcrite Northern Ltd.	\$651.00		PW	BldgR&M-WTP
61716	Arctic Inland Resources Ltd.	\$460.17		PW	NonCapEquip
61717	Assoc. of Yukon Communities	\$15,290.74		ADM	MembershipDues
61718	BBCE Inc.	\$16,990.63	\$15,350.00	ADM	GenPrj
			\$1,050.00	PW	BldgR&M-WTP
			\$590.63	REC	EquipR&M
			\$16,990.63		
61719	Bonanza Klondike Inc.	\$44.80		PW	Fuel
61720	Dawson City General Store	\$450.40		REC	ProgSupp
61721	5 Star Services & Products Inc.	\$932.70	\$187.05	PW	Freight
			\$745.65	PS	Uniforms-PromoSpcEvt
			\$932.70		
61722	Graf Enviro Services Inc.	\$52,500.00		PW	ContSvs-QuigleyMaint
61723	Network Innovations	\$179.92		PS	SatPhone
61724	VOID				
61725	Mackenzie Petroleum Ltd	\$38,123.99	\$12,493.61	REC	BldgFuel-Arena
			\$19,042.12	PW	BldgFuelWTP
			\$1,459.80	PW	BldgFuel-Garage
			\$339.36	PW	BldgFuelQuigley
			\$296.84	PW	BldgFuelWdShp
			\$656.94	ADM	BldgFuelCAORes
			\$216.30	ADM	BldgFuelFCRes
			\$3,619.02	ALL	VehFuel
			\$38,123.99		
61726	Northern Superior Mechanical	\$1,752.55	\$1,661.33	PW	HvyEqR&M
			\$91.22	PW	OpSupp
			\$1,752.55		
61727	Northwestel Inc.	\$6,850.36		ALL	Phone
61728	Northlands Water & Sewer Sup	\$985.16		PW	EquipR&MWTP
61729	Ramtech Environmental Produ	\$5,321.35		PW	EqR&M-WTP
61730	Raven's Nook	\$555.98		PW	SafetyGear
61731	RDH Building Science	\$2,997.75		ADM	CBC Retro
61732	Smith Cameron Pump Solution	\$44,982.00		PW	OpSupp-WTP
61733	Stantec Architecture Ltd.	\$50,590.05		PL&D	ContSvs-HAF
61734	Superior Propane Inc	\$1,030.16		REC	Fuel
61735	Territorial Treasurer	\$157.50		REC	YknGovt Land Lease
61736	Tintina Heavy Repair	\$1,029.00	\$346.50	PW	HvyEqR&M
			\$682.50	PW	HvyEqR&MWTP
			\$1,029.00		
61737	TNT Small Engine Repair	\$115.50		PW	EqR&MWTP
61738	Tr'ondōk Hwδch'in	\$3,000.00		REC	SpecProg
61739	Yukon University	\$270.00		PL&D	TrainingFA
		\$245,635.47			

The City of Dawson  
Cheque Run 25-04 Feb 21 2025

Item 2.

EFT0036	Cotter Enterprises	\$4,906.65		CABLE	ContSvs
EFT0037	Dawson Hardware Ltd.	\$789.93	\$177.61	PW	OpSupp
			\$359.09	PW	NonCapEquip
			\$89.37	REC	BldgR&M
			\$74.86	REC	SafetySupp
			\$82.78	REC	OpSupp
			\$6.22	ADM	OpSupp
			<hr/>		
			\$789.93		
EFT0038	Display Systems International I	\$315.00		CABLE	ContSvs
EFT0039	Grenon Enterprises Ltd.	\$31,385.56	\$288.75	REC	ContSvsVanFireClnUp
			\$5,953.50	PW	ContSvsJa12-18
			\$5,551.88	PW	ContSvsJa19-25
			\$8,858.85	PW	ResWtrDel
			\$75.08	PW	WtrDelDivCtre
			\$315.00	REC	PPRentals
			\$10,342.50	PW	ContSvsJa26-F1
			<hr/>		
			\$31,385.56		
EFT0040	Inland Truck & Equipment	\$2,123.15		PW	HvyEqR&M
EFT0041	Juliette's Manor	\$2,450.00		ADM	Staff Accom
EFT0042	Manitoulin Transport Inc.	\$2,116.04		PW	Freight
EFT0044	Mawunganidze, Ricky	\$2,000.00		ADM	CFOAccom
EFT0045	Tsunami Solutions Ltd. dba Saf	\$340.20		PW	SafetyLine
EFT0046	Pace Solutions Corp.	\$1,039.50		PW	HvyEqR&M
			<hr/>		



The City of Dawson  
Cheque Run 25-05 Mar 7 2025

Item 2.

Cheque/ EFT #	Vendor Name	Cheque Amount	Detail	Dept	Description
61740	AGF Investments Inc.	\$1,177.08		ADM	RRSP04-05
61741	BMO Nesbitt Burns	\$950.00		ADM	RRSP04-05
61742	Cambrian Credit Union	\$1,364.92		ADM	RRSP04-05
61743	Canada Life	\$972.76		ADM	RRSP04-05
61744	CIBC-Dawson City	\$913.92		ADM	RRSP04-05
61745	CIBC - Whitehorse	\$950.00		ADM	RRSP04-05
61746	Public Service Alliance of Canada	\$3,171.58		ADM	Union04-05
61747	Questrade Inc.	\$1,923.12		ADM	RRSP04-05
61748	Royal Bank of Canada Brampton	\$400.00		ADM	RRSP04-05
61749	Royal Bank of Canada	\$1,318.52		ADM	RRSP04-05
61750	Scotia Securities	\$730.76		ADM	RRSP04-05
61751	Scotia Securities - Toronto	\$850.00		ADM	RRSP04-05
61752	CIBC-Dawson City	\$1,444.76		ADM	RRSP04-05
61753	Questrade Inc.	\$1,120.00		ADM	RRSP04-05
61754	Scotia Securities	\$950.00		ADM	RRSP04-05
61755	CIBC-Dawson City	\$600.00		ADM	RRSP04-05
61756	Scotia Securities	\$1,096.76		ADM	RRSP04-05
61757	CIBC-Dawson City	\$745.60		ADM	RRSP04-05
61758	CIBC-Dawson City	\$653.84		ADM	RRSP04-05
61759	CIBC-Dawson City	\$800.00		ADM	RRSP04-05
61760	CIBC-Dawson City	\$1,327.32		ADM	RRSP04-05
61761	CIBC-Dawson City	\$823.84		ADM	RRSP04-05
61762	CIBC-Dawson City	\$1,214.64		ADM	RRSP04-05
61763	44478 Yukon Inc.-Tangerine Tech	\$2,518.95		ADM	ContSvsIT
61764	Grainger Canada	\$2,022.04	\$208.15	PW	OpSuppDivCtre
			\$1,421.15	PW	EqR&Mphse
			\$392.74	PW	NonCapEqPhse
			\$2,022.04		
61765	Air North Partnership	\$318.69	\$221.47	PW	Freight
			\$97.22	PS	Freight
			\$318.69		
61766	Associated Engineering (B.C.) Ltd	\$2,311.70	\$2,189.79	ADM	CBCResto
			\$121.91	PW	ContSvs-PhsSCADA
			\$2,311.70		
61767	Atkinson, Mary - In Trust	\$7,000.00		ADM	DivCrtCash
61768	Bishop Plumbing, Heating and R	\$3,959.02	\$181.12	REC	CClubR&M
			\$3,777.90	REC	ArenaEqR&M
			\$3,959.02		
61769	Brenntag Canada Inc.	\$1,005.88		PW	Chemicals
61770	Capital H2O Systems Inc.	\$6,247.77		PW	EqR&MWTP
61771	CIMCO Refrigeration	\$1,557.47		REC	ContSvs-ArenaOps
61772	Giaimo + Associates Architects Ir	\$8,208.51		PL&D	ContSvs-HAF
61773	Howe, Jonathan	\$3,200.00		HR	CR#25-061 Payroll
61774	Industrial Electric Services	\$4,938.58		PW	HvyEqR&M

The City of Dawson  
Cheque Run 25-05 Mar 7 2025

Item 2.

61775	John Howland Photography	\$68.89		REC	ContSvs-Photo
61776	Kenetic Welding	\$157.50		REC	BldgR&M
61777	Klondike Office Systems	\$412.34		ADM	CopyCt
61778	Lifesaving Society	\$175.00		REC	NatlReCert
61779	Listers Motor Sports	\$1,324.50		REC	NonCapEquip
61780	Local Government Compliance &	\$750.00		PS	Training
61781	Mackenzie Petroleum Ltd	\$30,352.79	\$150.00	PS	PromoSpcEvt
			\$2,579.83	ALL	VehFuel
			\$10,719.82	REC	BldgFuel-Arena
			\$13,737.79	PW	BldgFuel-WTP
			\$334.43	PW	BldgFuel-WdShp
			\$1,147.34	REC	BldgFuel-WtrFr1&2
			\$238.32	PW	BldgFuel-Quigley
			\$1,445.26	PW	BldgFuel-Garage
			\$30,352.79		
61782	Masserey, Mike	\$930.95		PS	Reimburse
61783	Mayes Enterprises	\$4,392.08	\$2,350.27	ADM	BldgR&M
			\$2,041.81	PW	BldgR&M
			\$4,392.08		
61784	Northern Superior Mechanical	\$617.87	\$39.89	PW	OpSuppWTP
			\$25.35	PW	OpSupp
			\$447.65	PW	HvyEqR&M
			\$104.98	PW	VehR&M
			\$617.87		
61785	Norton Rose Fulbright	\$739.20		ADM	ContSvs-Legal
61786	Quality Bearing Supply Ltd.	\$835.38		PW	EqR&M-WTP
61787	Raven's Nook	\$351.75		REC	SafetyGear
61788	Southern Butler Price	\$4,291.88		ADM	ContSvs-Legal
61789	Stantec Architecture Ltd.	\$1,516.79		PL&D	ContSv-HAF
61790	Tetra Tech Canada Inc.	\$6,870.52		PW	ContSvsQuigleyMaint
61791	Top Link Disc Golf	\$1,852.13		REC	NonCapEquip
61792	Terri Turai	\$1,122.00		REC	Instructor
61793	Uline Canada Corporation	\$1,886.09		PW	JaniSupp
61794	Univerus Software Canada	\$13,537.87		REC	ContSvsBkKing
61795	Van Bibber, Clara	\$60.90		CABLE	Refund
61796	WSP Canada Inc	\$27.56		REC	BldgR&M
61797	Yukon Energy Corporation	\$7,832.36		PW	StreetLights PW Dec-Jan
61798	Yukon Service Supply Co.	\$1,208.11		PW	JaniSupp
61799	Franks, Kahlan	\$140.00		PW	Reimburse-DvrsMed
EFT0047	BHB Holdings	\$131.25		ADM	ArchiveStore
EFT0048	Borealis Fuel & Logistics	\$5,395.57		PS-ADM	BldgFuel
EFT0049	Dawson Hardware Ltd.	\$191.22	\$68.24	REC	BldgR&M-Arena
			\$52.48	PW	SafetyGear
			\$7.64	PW	BldgR&M
			\$23.09	REC	NonCapEquip
			\$32.54	PW	BldgR&MDivCtre
			\$7.23	PW	BldgR&MWTP

The City of Dawson  
Cheque Run 25-05 Mar 7 2025

Item 2.

		\$191.22		
EFT0050	Display Systems International Inc	\$315.00	CABLE	ContSvs
EFT0051	Grenon Enterprises Ltd.	\$6,809.26	\$3,047.63	PW ContSvsFe2-8
			\$1,220.63	PW ContSvsFe9-15
			\$147.00	PW ContSvsSandHaul
			\$315.00	PW PumpOutDivCtre
			\$2,079.00	PW ContSvsFe6-22
			<hr/>	
			\$6,809.26	
EFT0052	Total North Communications Ltd	\$684.08	PS-ADM	Phone



The City of Dawson  
Electronic Fund Transfers (Jan - Mar 2025)

Item 2.

Date	Description	EFT Amount	Description
2-Jan	Medical Insurance	\$18,615.97	Ykn Communities Insurance Association
2-Jan	RCAP	\$186.90	Photocopier lease
3-Jan	Payroll	\$128,390.54	PP#1
17-Jan	CIBC Group RRSP	\$730.40	RRSP
17-Jan	Visa	\$18,161.46	Bell/advert/training/supplies
17-Jan	Payroll	\$143,627.98	PP#2
20-Jan	Fargo	\$261.45	Photocopier lease
20-Jan	Cable	\$4,833.78	Allianc
27-Jan	Fargo	\$393.75	Photocopier lease
31-Jan	Payroll	\$147,577.91	PP#3
3-Feb	Medical Insurance	\$17,938.27	Ykn Communities Insurance Association
3-Feb	RCAP	\$186.90	Photocopier lease
14-Feb	Payroll	\$139,747.05	PP#4
18-Feb	Fargo	\$261.45	Photocopier lease
19-Feb	Visa	\$9,584.73	Bell/advert/subscription/supplies
20-Feb	Cable	\$4,728.91	Allianc
26-Feb	Fargo	\$393.75	Photocopier lease
27-Feb	CIBC Group RRSP	\$1,096.20	RRSP
28-Feb	Payroll	\$139,263.12	PP#5
3-Mar	Medical Insurance	\$19,353.58	Ykn Communities Insurance Association
3-Mar	RCAP	\$186.90	Photocopier lease
14-Mar	Payroll	\$136,598.20	PP#6
17-Mar	CIBC Group RRSP	\$730.80	RRSP
18-Mar	Fargo	\$261.45	Photocopier lease
20-Mar	Visa	\$12,537.10	Bell/advert/subscription/supplies
20-Mar	Cable	\$4,782.49	Allianc
26-Mar	Fargo	\$393.75	Photocopier lease
28-Mar	Payroll	\$135,133.85	PP#7

The City of dawson  
Visa Statement Jan 27 2025

Aventura Visa Statement Date: **Dec 28 to Jan 27,2025**

Item 3.

				<b>\$453.76</b>	<b>\$9,528.91</b>
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2024-12-30	DHL	Freight	\$30.39	\$1.52	\$31.91
2024-12-30	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
2024-12-30	Canadian Tire	Program Supplies	\$395.91	\$19.80	\$415.71
2025-01-02	Canadian Tire	Operating Supplies	\$114.97	\$5.75	\$120.72
2025-01-02	Face Book	Advertising	\$83.98	\$4.20	\$88.18
2025-01-14	MaintainX	monthly subscription	\$444.33	\$22.22	\$466.55
2025-01-14	MaintainX	monthly subscription	\$444.34	\$22.22	\$466.56
2025-01-15	WhenIWork	monthly subscription	\$31.73	\$1.59	\$33.32
2025-01-16	Star Link	Communication	\$189.00	\$9.45	\$198.45
2025-01-20	RoadPost	In-Reach safety	\$28.95	\$1.45	\$30.40
2025-01-21	Adobe	Annual Subscription	\$347.88	\$17.39	\$365.27
2025-01-23	Adobe	monthly subscription	\$12.99	\$0.65	\$13.64
2025-01-27	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
2025-01-27	Adobe	monthly subscription	\$29.99	\$1.50	\$31.49
				<b>\$109.52</b>	<b>\$2,299.98</b>
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2024-12-30	Mont Tremblant reser	Deposit for CAMA 2025	\$277.67	\$13.88	\$291.55
2025-01-10	AirBNB	AYC 2025 Conf - Haines Jnct	\$855.88	\$42.79	\$898.67
2025-01-10	AirBNB	AYC 2025 Conf - Haines Jnct	\$570.59	\$28.53	\$599.12
2025-01-13	AirBNB	AYC 2025 Conf - Haines Jnct	\$1,432.18	\$71.61	\$1,503.79
2025-01-13	REI LEXISNEXIS Canada	Municipal Legal reference Book:	\$865.00	\$43.25	\$908.25
				<b>\$200.07</b>	<b>\$4,201.38</b>
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-01-21	Bell Mobility	Cell Phones Sep	\$1,200.00	<b>\$60.00</b>	<b>\$1,260.00</b>
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-01-15	UPS	Freight	\$102.44	\$5.12	\$107.56
2025-01-15	e-Bay	Refund	-\$48.26	-\$2.41	-\$50.67
2025-01-20	Grand & Toy	Office Supplies	\$159.35	\$7.97	\$167.32
2025-01-22	e-Bay	Print Supplies	\$99.60	\$4.98	\$104.58
2025-01-22	CPC/SCP	Freight	\$59.95	\$3.00	\$62.95
2025-01-27	Grand & Toy	Office Supplies	\$5.40	\$0.27	\$5.67
2025-01-27	CanadaDoorSupply.ca	Rec Repair	\$633.40	\$31.67	\$665.07
2025-01-27	Adobe	Subscription	\$25.99	\$1.30	\$27.29
				<b>\$51.89</b>	<b>\$1,089.77</b>
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-01-10	Pitney Bowe	Mailing Expense	\$497.61	\$24.88	\$522.49
2025-01-22	Grand & Toy	office supplies	\$8.29	\$0.41	\$8.70
2025-01-24	Grand & Toy	office supplies	\$108.82	\$5.44	\$114.26
2025-01-24	Grand & Toy	office supplies	\$19.59	\$0.98	\$20.57
2025-01-27	Zoom	subscription	\$11.20	\$0.56	\$11.76
				<b>\$32.28</b>	<b>\$677.78</b>

The City of Dawson  
Visa Statement Feb 27 2025

Aventura Visa Statement Date: Jan 28 to Feb 27,2025

Item 3.

				\$483.15	\$13,231.25
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-01-29	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
2025-01-31	AMCTO	Training	\$1,512.05	\$75.60	\$1,587.65
2025-02-14	CANSI	Training	\$450.00	\$0.00	\$450.00
2025-02-14	MaintainX	monthly subscription	\$440.12	\$22.01	\$462.13
2025-02-14	MaintainX	monthly subscription	\$440.12	\$22.01	\$462.13
2025-02-18	WhenIWork	monthly subscription	\$32.97	\$1.65	\$34.62
2025-02-18	Star Link	Communication	\$189.00	\$9.45	\$198.45
2025-02-18	RoadPost	In-Reach safety	\$28.95	\$1.45	\$30.40
2025-02-24	Adobe	monthly subscription	\$19.99	\$1.00	\$20.99
2025-02-25	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
2025-02-27	Adobe	monthly subscription	\$29.99	\$1.50	\$31.49
				\$136.46	\$3,315.64
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-02-12	Fire radio	Fire Radio Annual Renewal	\$2,360.18	\$0.00	\$2,360.18
2025-02-18	CIVICINFO	CAMA 2025 registration	\$843.15	\$42.16	\$885.31
				\$42.16	\$3,245.49
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-02-24	Bell Mobility	Cell Phones Sep	\$1,200.00	\$60.00	\$1,260.00
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-01-30	Deltaquip Supplies	Steam Trailer	\$186.46	\$9.32	\$195.78
2025-02-03	CPC/SCP	Freight	\$64.06	\$3.20	\$67.26
2025-02-10	Listers Motor Sport	PW supplies	\$48.50	\$2.43	\$50.93
2025-02-13	CPC/SCP	Freight	\$20.90	\$1.05	\$21.95
2025-02-18	Staples	PW supplies	\$45.98	\$2.30	\$48.28
2025-02-21	Air North	Training Travel	\$452.00	\$22.60	\$474.60
2025-02-25	Parts Town	Arena Kitchen	\$286.12	\$14.31	\$300.43
2025-02-27	Parts Town	Arena Kitchen	\$325.60	\$16.28	\$341.88
2025-02-13	Adobe	Subscription	\$25.99	\$1.30	\$27.29
				\$72.78	\$1,528.40
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-02-06	Grand & Toy	office supplies	\$29.28	\$1.46	\$30.74
2025-02-07	Yukon Spa	Fire Fighter appreciation	\$125.00	\$0.00	\$125.00
2025-02-07	Arurora Inn	Fire Fighter appreciation	\$150.00	\$0.00	\$150.00
2025-02-14	Grand & Toy	office supplies	\$296.89	\$14.84	\$311.73
2025-02-24	ESRI Canada	ArcGIS Annual Subscription	\$2,600.00	\$130.00	\$2,730.00
2025-02-27	Pitney Bowe	Mailing Expense	\$497.61	\$24.88	\$522.49
2025-02-27	Zoom	subscription	\$11.20	\$0.56	\$11.76
				\$171.75	\$3,881.72



The City of Dawson  
Visa Statement Mar 27 2025

Aventura Visa Statement Date: **Feb 28 to Mar 27,2025**

Item 3.

				\$786.44	\$16,528.23
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-03-03	LEE Valley Tools	Building R&M	\$323.00	\$16.15	\$339.15
2025-03-03	Amazon	monthly subscription	\$9.99	\$0.50	\$10.49
2025-03-11	WAVE Sparks	Non Capital Equipment	\$2,300.00	\$115.00	\$2,415.00
2025-03-14	MaintainX	monthly subscription	\$444.46	\$22.22	\$466.68
2025-03-14	MaintainX	monthly subscription	\$444.47	\$22.22	\$466.69
2025-03-18	WhenIWork	monthly subscription	\$33.30	\$1.66	\$34.96
2025-03-18	Star Link	Communication	\$189.00	\$9.45	\$198.45
2025-03-18	RoadPost	In-Reach safety	\$28.95	\$1.45	\$30.40
2025-03-21	Paypal CFFC	Training	\$25.00	\$1.25	\$26.25
2025-03-24	Adobe	monthly subscription	\$19.99	\$1.00	\$20.99
2025-03-25	Adobe	monthly subscription	\$25.99	\$1.30	\$27.29
2025-03-27	TBL Power Disc GOLF	Supplies Programming	\$110.43	\$5.52	\$115.95
2025-03-27	Adobe	monthly subscription	\$29.99	\$1.50	\$31.49
				\$199.23	\$4,183.79
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-03-04	Zoom	Extension of licence for multiple	\$5.36	\$0.27	\$5.63
2025-03-11	YuKon Land Title	Survey & title costs	\$476.19	\$23.81	\$500.00
2025-03-17	CIVICINFO BC	Job Ad - Planning	\$250.00	\$12.50	\$262.50
2025-03-20	LGCEA	Bylaw Training conference BC	\$714.29	\$35.71	\$750.00
2025-03-19	2025 FCM Registratio	FCM Stephen Johnson	\$1,331.25	\$66.56	\$1,397.81
2025-03-19	2025 FCM Registratio	FCM Darwyn Lynn	\$1,331.25	\$66.56	\$1,397.81
2025-03-19	2025 FCM Registratio	FCM David Henderson	\$1,331.25	\$66.56	\$1,397.81
2025-03-24	Air Canada	FCM Stephen Johnson	\$1,117.39	\$55.87	\$1,173.26
2025-03-24	Air Canada	FCM Darwyn Lynn	\$1,117.39	\$55.87	\$1,173.26
2025-03-25	CIVICINFO BC	CAO Membership	\$320.00	\$16.00	\$336.00
2025-03-27	AIRBNB AYC	AYC 2025 Conf - Haines Jnct Cai	-\$570.59	-\$28.53	-\$599.12
2025-03-27	Zoom	Annual Renewal	\$311.10	\$15.56	\$326.66
				\$386.74	\$8,121.62
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-03-24	Bell Mobility	Cell Phones Sep	\$1,200.00	\$60.00	\$1,260.00
				60.00	1,260.00
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-03-05	Air North	Flights for training	\$215.00	\$10.75	\$225.75
2025-03-07	Automatics and More	Arena Kitchen	-\$661.10	-\$33.05	-\$694.15
2025-03-04	Priceln Canada	Accomodation for training	\$129.00	\$6.45	\$135.45
2025-03-05	KLONDIKE Chevrolef	Vehicle R&M	\$355.60	\$17.78	\$373.38
2025-03-10	Quality Inn	Accomodation for training	\$364.29	\$18.21	\$382.50
2025-03-13	Amazon	Office Supplies	\$40.43	\$2.02	\$42.45
2025-03-13	Amazon	Office Supplies	\$31.10	\$1.55	\$32.65
2025-03-18	YG Building Safety	Boiler Ticket Renewal	\$3.00	\$0.00	\$3.00
2025-03-21	BIS Safety	CIS 100 Training	\$24.99	\$1.25	\$26.24
2025-03-24	YG Territorial Agent	Driver's abstract	\$10.00	\$0.00	\$10.00
2025-03-24	Parts Warehouse	Parts for equipments	\$152.74	\$7.64	\$160.38

The City of Dawson  
Visa Statement Mar 27 2025

Item 3.

2025-03-05 Adobe		Subscription	\$25.99	\$1.30	\$27.29
				\$33.90	\$724.94
TX Date	Vendor	Detail	Purchase \$	Gst	Total
2025-03-07	Grand & Toy	office supplies	\$211.01	\$10.55	\$221.56
2025-03-07	Grand & Toy	office supplies	\$85.00	\$4.25	\$89.25
2025-03-10	Staples	Water Cell phones	\$460.26	\$23.01	\$483.27
2025-03-13	Staples	Water Cell phones Charges	\$59.98	\$3.00	\$62.98
2025-03-21	Grand & Toy	office supplies	\$529.52	\$26.48	\$556.00
2025-03-21	Grand & Toy	office supplies	\$57.07	\$2.85	\$59.92
2025-03-21	Safety Canada	ISO 100 Training	\$24.99	\$1.25	\$26.24
2025-03-21	Amazon	Portable Rescue	\$701.07	\$35.05	\$736.12
2025-03-07	Grand & Toy	office supplies	\$2.42	\$0.12	\$2.54
				\$106.57	\$2,237.88



# City of Dawson

## Cash flow forecast

Item 4.

Starting cash on hand \$ 4,968,431

Starting date Jan 2025

Cash minimum balance at \$ 250,000

	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total
Bank (beginning of month)	\$ 4,968,431	\$ 3,752,701	\$ 3,595,773	\$ 9,081,767	\$ 7,770,367	\$ 6,660,696	\$ 7,693,417	\$ 8,332,234	\$ 8,275,022	\$ 8,316,740	\$ 7,041,711	\$ 6,323,949	
<b>Cash receipts</b>													
Taxes, Fees & Charge	\$ 120,486	\$ 259,251	\$ 205,638	\$ 135,483	\$ 423,741	\$ 1,602,999	\$ 1,310,990	\$ 759,642	\$ 602,621	\$ 156,165	\$ 217,080	\$ 75,390	\$ 5,869,485.98
Government Payment	\$ 81,549	\$ 259,473	\$ 5,927,479	\$ 87,548	\$ 96,235	\$ 139,582	\$ 128,563	\$ 18,933	\$ 97,091	\$ 57,896	\$ 39,028	\$ 33,086	\$ 6,966,462.82
Recycle Payment	\$ 1,115			\$ 12,689	\$ 22,890	\$ 37,991	\$ 43,338	\$ 26,487	\$ 14,786	\$ 4,126	\$ 3,331	\$ 13,736	\$ 180,487.93
Interest, other income	\$ 13,832	\$ 10,779	\$ 7,438	\$ 12,039	\$ 10,109	\$ 10,959	\$ 14,923	\$ 25,807	\$ 24,216	\$ 23,283	\$ 21,119	\$ 16,075	\$ 190,580.39
GST Refund					\$ 73,349								\$ 73,349.13
Reserve contributions				\$ (758,281)	\$ (1,080,000)								\$ (1,838,281.00)
Other receipts													\$ -
Total cash receipts	\$ 216,982	\$ 529,503	\$ 6,140,556	\$ (510,522)	\$ (453,677)	\$ 1,791,531	\$ 1,497,814	\$ 830,869	\$ 738,713	\$ 241,470	\$ 280,558	\$ 138,287	\$ 11,442,085.25
Total cash available	\$ 5,185,413	\$ 4,282,204	\$ 9,736,329	\$ 8,571,245	\$ 7,316,690	\$ 8,452,228	\$ 9,191,231	\$ 9,163,103	\$ 9,013,735	\$ 8,558,211	\$ 7,322,269	\$ 6,462,236	
<b>Cash paid out</b>													
Payroll	\$ 421,096	\$ 279,010	\$ 271,732	\$ 300,000	\$ 300,000	\$ 300,000	\$ 435,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 3,806,838.71
Employee benefit pro	\$ 59,582	\$ 60,194	\$ 49,764	\$ 52,000	\$ 52,000	\$ 52,000	\$ 60,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000	\$ 645,539.65
Insurance (other than health)	\$ 369,697	\$ 12,536					\$ 4,928				\$ 19,291	\$ 18,994	\$ 425,445.69
Interest expense													\$ -
Travel	\$ 971		\$ 1,600	\$ 2,312	\$ 1,800	\$ 5,005	\$ 7,335	\$ 278	\$ 404	\$ 1,825	\$ 1,063	\$ 1,332	\$ 23,925.00
Training	\$ 270	\$ 6,612			\$ 5,168	\$ 10,000	\$ 791	\$ 620		\$ 3,733	\$ 18,087	\$ 5,340	\$ 50,620.46
Visa	\$ 18,161	\$ 9,585	\$ 12,537	\$ 6,146	\$ 11,040	\$ 13,286	\$ 14,485	\$ 7,831	\$ 5,136	\$ 5,379	\$ 7,039	\$ 15,405	\$ 126,031.00
Contracts	\$ 183,816	\$ 167,578	\$ 162,056	\$ 165,238	\$ 160,906	\$ 112,333	\$ 138,094	\$ 316,501	\$ 64,391	\$ 674,981	\$ 234,673	\$ 473,308	\$ 2,853,875.68
Professional	\$ 37,121	\$ 8,878	\$ 15,291	\$ 15,163	\$ 16,095	\$ 8,720	\$ 37,489	\$ 12,134	\$ 18,799	\$ 12,533	\$ 2,724	\$ 22,500	\$ 207,446.18
Materials and supplies	\$ 36,599	\$ 32,877	\$ 89,702	\$ 43,060	\$ 38,953	\$ 101,936	\$ 52,694	\$ 55,271	\$ 125,874	\$ 137,600	\$ 22,074	\$ 121,490	\$ 858,131.18
Repairs and mainten	\$ 7,517	\$ 12,566	\$ 34,379	\$ 64,813	\$ 10,312	\$ 26,941	\$ 15,881	\$ 26,493	\$ 29,628	\$ 45,602	\$ 38,967	\$ 88,721	\$ 401,820.37
Utilities	\$ 255,993	\$ 56,173	\$ 8,863	\$ 122,754	\$ 35,255	\$ 74,299	\$ 56,396	\$ 85,411	\$ 74,569	\$ 241,877	\$ 288,235	\$ 351,856	\$ 1,651,679.55
Rent or lease	\$ 448	\$ 952	\$ 1,015	\$ 842	\$ 1,381	\$ 842	\$ 842	\$ 581	\$ 842	\$ 1,000	\$ 842	\$ 1,842	\$ 11,430.10
Taxes and licenses													\$ -
Fees & charges	\$ 846	\$ 1,002	\$ 355	\$ 3,038	\$ 826	\$ 259	\$ 1,011	\$ 910	\$ 1,241	\$ 3,436	\$ 1,019	\$ 1,126	\$ 15,069.54
Advertising	\$ 1,166			\$ 3,366	\$ 4,079		\$ 1,166	\$ 1,748	\$ 583	\$ 1,748		\$ 4,731	\$ 18,586.02
Grants	\$ 5,400	\$ 35,000		\$ 3,000	\$ 1,700	\$ 50,500	\$ 8,750	\$ 16,100	\$ 3,410	\$ 27,207			\$ 151,067.05
Miscellaneous	\$ 34,029	\$ 3,467	\$ 7,268	\$ 19,146	\$ 16,480	\$ 2,688	\$ 24,136	\$ 12,202	\$ 20,118	\$ 7,578	\$ 12,307	\$ 7,200	\$ 166,619.05
Subtotal	\$ 1,432,713	\$ 686,431	\$ 654,562	\$ 800,879	\$ 655,994	\$ 758,811	\$ 858,997.22	\$ 888,081	\$ 696,995	\$ 1,516,500	\$ 998,320	\$ 1,465,845	\$ 11,414,125.23
Total cash paid out	\$ 1,432,713	\$ 686,431	\$ 654,562	\$ 800,879	\$ 655,994	\$ 758,811	\$ 858,997	\$ 888,081	\$ 696,995	\$ 1,516,500	\$ 998,320	\$ 1,465,845	\$ 11,414,125.23
Cash on hand (end of month)	\$ 3,752,701	\$ 3,595,773	\$ 9,081,767	\$ 7,770,367	\$ 6,660,696	\$ 7,693,417	\$ 8,332,234	\$ 8,275,022	\$ 8,316,740	\$ 7,041,711	\$ 6,323,949	\$ 4,996,391.32	





# City of Dawson

## Report to Council

Item 1.

Agenda Item	Development Grant
Prepared By	Planning and Development
Meeting Date	May 6, 2025
References (Bylaws, Policy, Leg.)	
Attachments	None

	Council Decision
x	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That Committee of the Whole direct Administration to allocate \$60,000 from the Housing Accelerator Fund (HAF) to support the construction of garden suites for rental purposes, and to issue a call for applications in accordance with the criteria outlined in Option 1.

### Executive Summary

During the annual reporting period, the Planning and Development Department secured additional funding through the Housing Accelerator Fund (HAF) by proposing new initiatives. This additional funding—up to 10% of the value of the original agreement—was awarded to 27 top-performing HAF communities across the country that met or exceeded their housing targets, followed their approved action plans, and proposed further initiatives that would accelerate the pace of housing development. The City of Dawson was among the selected recipients (see [announcement](#)) and received \$118,000 in recognition of two proposed initiatives: (1) a development grant to support missing middle housing, garden suites, and affordable housing; and (2) the creation of interactive Zoning Bylaw and Design Guidelines.

This report presents the development grant proposal for Council's consideration.

### Background

As part of the application for additional funding through the Housing Accelerator Fund (HAF), the Planning and Development Department proposed a new initiative titled *Development Grant for Missing Middle, Garden Suites, and Affordable Housing*. This initiative is supported by the following rationale:

*The proposed program aims to provide one-time lump sum development grants to applicants constructing affordable housing, garden suites, and missing middle housing types. During public consultations for the Heritage Bylaw Amendment (HAF Initiative #5) and the Zoning Bylaw Amendment (HAF Initiative #6), the cost of development was consistently identified as a significant barrier to new residential construction in Dawson. Due to its remote northern location and permafrost conditions, Dawson faces substantially higher site preparation and construction costs compared to other jurisdictions.*

*In 2024, through HAF Initiative #3, the City updated its Development Incentive Policy. The revised policy primarily offers tax-based incentives, which are applied annually to property owners' municipal tax bills following project completion. However, feedback gathered during the associated public engagement process indicated a preference for direct, one-time financial incentives. Residents expressed that lump sum payments would be more immediately impactful and motivating for prospective developers, thereby accelerating housing supply. This feedback is consistent with the success of similar programs, such as the Yukon Government's \$10,000 municipal matching incentive for garden suites.*

*While the City currently lacks the financial capacity to offer such grants from its general budget, the proposed initiative seeks to fill this gap through the additional HAF funding.*

Staff recommends proceeding with the development and implementation of this initiative to advance Council's housing objectives and respond directly to community input.

### Discussion / Analysis

In light of current commitments and associated costs of ongoing projects, Administration recommends that Council allocate \$60,000 toward this initiative at this time. Should the program demonstrate effectiveness in achieving its intended outcomes, and as the financial implications of other initiatives become clearer, Administration may bring forward recommendations for additional funding or expanded incentives in future budget discussions. As part of this initiative, the City has committed to supporting the development of additional affordable housing. To advance this objective, Administration presents the following funding options for Council's consideration:

## Option 1

- a. \$20,000 – For the construction of a garden suite designated as affordable\* rental housing; unit to be rented by Summer 2026
- b. \$15,000 – For the construction of a garden suite designated as affordable rental housing; unit to be rented by Winter 2026
- c. \$15,000 – For the construction of a garden suite designated as rental housing; unit to be rented by Summer 2026
- d. \$10,000 – For the construction of a garden suite designated as rental housing; unit to be rented by Winter 2026

For all categories listed above, the Load Capacity Charge (approximately \$1,750) will be waived. Additionally, where feasible, the requirement for off-street parking may also be waived.

*\* According to the Canada Mortgage and Housing Corporation (CMHC), housing is considered "affordable" if it costs less than 30% of a household's before-tax income.*

### Application Process and Agreement Conditions

- A call for applications will be issued with a three-week submission deadline.
- Applicants must meet eligibility criteria, including a requirement that all newly constructed units be rented for a minimum of two years from the initial rental date.
- The date and time of submission will be recorded for all applications.
- Applications must include a letter of intent outlining the proposed development and indicating whether the unit will be offered as affordable rental housing.

### Staff Review and Evaluation Criteria

Staff will review all submissions to confirm:

- The proposed development is permitted on the subject property;
- Adequate lot size and compliance with setback requirements;
- Feasibility of connecting to municipal services, particularly within the historic townsite, in consultation with Public Works.

### Selection Prioritization

Qualified applications will be prioritized as follows:

1. Category a (affordable rental – Summer 2026)
2. Category b (affordable rental – Winter 2026)
3. Category c (rental – Summer 2026)
4. Category d (rental – Winter 2026)

Within each category, priority will be given to:

- Projects located within the historic townsite;
- Applications received earlier in the intake period.

### Incentive Agreement Requirements

- Successful applicants must apply for a Development Permit within four weeks of approval.
- Applicants must enter into an agreement with the City outlining the terms of the incentive.
- The agreement will establish a required project completion timeline based on the applicable funding category.
- Payment of the incentive will occur upon submission of proof of a signed lease agreement.

### Additional Notes

- Individuals may submit multiple applications; however, only one incentive may be awarded per applicant unless unallocated funds remain after the initial selection process.
- Successful applicants will not be eligible to apply for additional incentives under the City's Development Incentive Policy for the same development.
- Applicants may also be eligible to apply for the Yukon Government's Municipal Matching Rental Construction Program, which offers up to an additional \$10,000.

**Option 2**

- a. \$30,000 – For the construction of a duplex containing at least one rental unit; unit to be rented by Winter 2026
- b. \$15,000 – For the construction of a garden suite designated as affordable rental housing; unit to be rented by Winter 2026
- c. \$10,000 – For the construction of a garden suite designated as rental housing; unit to be rented by Winter 2026

Note: The same procedural and conditional framework as Option 1 would apply.

**Option 3**

- a. \$60,000 for the construction of a multi-unit residential with 4 units and more and at least three rental unit; unit to be rented by Winter 2026

Note: The same procedural and conditional framework as Option 1 would apply.

**Recommendation**

While Options 2 and 3 provide higher incentives for larger-scale developments, the associated higher construction costs and the limited availability of suitably zoned and vacant lots reduce their practical effectiveness. Given these constraints, and to achieve housing targets more efficiently, Administration recommends proceeding with Option 1 as the most feasible and impactful approach to address the current housing shortage in a timely manner.

**Fiscal Impact**

The development of new housing units will contribute to increased municipal tax revenue.

**Alternatives Considered**

Discussed above.

**Next Steps**

Discussed above.

Approved by	Name	Position	Date





# City of Dawson

## Report to Council

Item 2.

Agenda Item	Request to Sole Source Backhoe Purchase and Budget Amendment
Prepared By	Public Works Manager
Meeting Date	May 6, 2025
References (Bylaws, Policy, Leg.)	- 2021-03 Procurement Policy, 2025 Capital budget
Attachments	- Finning Quote, Backhoe Repair Costs

<input checked="" type="checkbox"/>	Council Decision
<input type="checkbox"/>	Council Direction
<input type="checkbox"/>	Council Information
<input type="checkbox"/>	Closed Meeting

### Recommendation

That council accept a decision to sole source to Finning/CAT the purchase of a 420XE backhoe/loader and include a capital budget amendment of \$36,000 to accommodate price increase.

### Executive Summary

The City of Dawson currently operates two backhoe units; one at the landfill and one in town. Both are used for general maintenance and during emergency service including after hours operation. Each unit is utilized for up to 1000hrs each year. The City has always used Cat/Finning products for these machines meaning our attachments, supplies on shelf, spare equipment such as tires align with this company. In addition, over time we have developed a deep relationship with this specific vendor both for parts acquiring and servicing. Recently, we have engaged with "Canoe Procurement" offering deep price cuts relating to this vendor. As included, Canoe Procurement also scores Finning/Cat highest on their list of potential vendors. It is recommended by staff that both a budget amendment and sole source procurement be used to facilitate the purchase of a new backhoe. Although this is staff's preferred option, other vendors were approached and no others expressed interest.

### Background

The current landfill backhoe is reaching end of life at almost 10,000 hours runtime. The backhoe operated in town has also offered nearly 7000hrs of operating service. Traditional practise has been to offer the Quigly machine for sale to the public while moving the existing town machine to the landfill as it's replacement. This benefits the CoD by selling off an asset while it still retains value offering revenue to the City, providing a superior machine at the landfill and, most importantly, having a reliable, competent machine at the Public Works crew's disposal to conduct critical work on infrastructure as well as daily maintenance.

### Discussion / Analysis

The need for a replacement backhoe for in town operations has become apparent. In order to ensure our obligations to citizens are met, a 100% reliable machine is needed. Over the past two years, even with dedicated maintenance, both current backhoes have failed for various reasons increasing cost in contractor fees during downtime and slowing the actioning of event resolution in crisis. As proven in the cost maintenance records provided, we have seen \$88,000 in repairs over the past five years. While it is understood that not all of these costs can be expected to be mitigated, the five year warranty offered by Finning will drastically decrease them. Also, by not allowing our service machinery to "age out" we can expect less maintenance and more reliable service.

As noted previously, each member of our backhoe fleet exhibits up to 1000 hours of duty per year. Aside from the fact that having reliable equipment allows the Public Works Department to immediately respond in emergency, the current contracting cost offered, at discount, is \$135/hr for the same work. The in town work alone would then cost \$135,000 per year under contract. The cost of constant landfill maintenance via contract is difficult to establish but would expect to fall in the same range (or higher due to Mob/Demob costs incurred due to distance and alternative equipment). Examining these costs, purchase of this new vehicle would be paid off in under two years and still retain a full warranty for the remaining three years as with this purchase a five year warranty is offered, again, minimizing repair costs in the future.

The need to sole source has been mentioned above but bears reiteration to illuminate the fact that we are able to reduce costs via retention of service, duplication of parts (shared between units) and the use of existing parts stock. Also, Finning/CAT has proven to be a reliable partner both in speed and quality of service. The Canoe Procurement program scores them highest of all vendors.

The requirement for the Public Works Department to have a trusted, reliable and easily serviceable backhoe cannot be understated. This vehicle opens manholes, moves gravel, engages in light road repair, supports spring surface drainage operations, performs installation of new servicing and maintains existing services. With this equipment we are able to address

emergency situations immediately as well perform day to day functions. This equipment not only serves the Public Works Department but also assists Recreation, Fire and Administration Departments. In addition, we are able to support non profit organizations during special events.

Alternatives Considered

1.

To accept the sole source and budget amendment as offered to purchase a Finning/CAT 420 XE backhoe/loader.
2.

To not purchase the above.

Next Steps

Contract to be delivered after work has commenced.

Approved by	Name	Position	Date
	David Henderson	CAO	May 2, 2025



## Proposal Evaluation

### Heavy Construction Equipment with Related Attachments and Technology RFP #011723

		Caterpillar, Inc.	CNH Industrial America, LLC	Doosan Infracore North America	Gradall Industries, Inc.	Grove U.S., LLC	Hitachi Construction Machinery America's, Inc.	Hi-Vac Corporation	Hyundai Construction Equipment Americas, Inc.	John Deere Shared Services, LLC
Possible Points										
Conformance to RFP Requirements	50	44	40	39	43	36	40	39	40	41
Pricing	400	329	338	316	333	278	333	319	333	339
Financial Viability and Marketplace Success	75	67	65	62	63	59	60	61	62	62
Ability to Sell and Deliver Service	100	90	82	78	80	79	79	75	78	87
Marketing Plan	50	43	41	40	40	38	40	39	41	41
Value Added Attributes	75	66	64	61	58	58	61	55	58	64
Warranty	50	44	41	40	41	41	44	40	42	41
Depth and Breadth of Offered Equipment, Products, or Services	200	174	167	162	154	139	161	140	162	171
Total Points	1,000	857	838	798	812	728	818	768	816	846
Rank Order		1	4	14	11	16	9	15	10	3

		Kobelco Construction Machinery, USA	Komatsu America Corp.	LBX Company, LLC	Liebherr USA Co.	Link-Belt Cranes	LiuGong Construction Machinery North America, LLC	MAZIO ATTACHMENTS, LLC	SANY America	Volvo Construction Equipment North America
Possible Points										
Conformance to RFP Requirements	50	43	43	36	38	41	42		41	44
Pricing	400	348	343	265	336	329	340		329	334
Financial Viability and Marketplace Success	75	62	63	55	57	62	55		59	64
Ability to Sell and Deliver Service	100	80	83	73	75	81	80		79	85
Marketing Plan	50	41	43	35	37	41	41		42	43
Value Added Attributes	75	65	63	56	58	60	60		60	64
Warranty	50	42	43	40	43	41	44		42	44
Depth and Breadth of Offered Equipment, Products, or Services	200	154	166	146	165	154	158		168	159
Total Points	1,000	835	847	706	809	809	820		820	837
Rank Order		6	2	17	12.5	12.5	7.5		7.5	5

DocuSigned by:

*James Voelker*

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James Voelker, CPCM, CFCM, Procurement Lead Analyst

DocuSigned by:

*Michael Muñoz*

0B0204E40D3E445...

Michael Muñoz, CPPB, Procurement Analyst

DocuSigned by:

*Carol Jackson*

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Carol Jackson, Procurement Analyst

DocuSigned by:

*Bill Davison*

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Bill Davison, CPPO, NIGP-CPP, Procurement Analyst





EQUIPMENT SALES AGREEMENT **Item 2.**

Finning (Canada) a division of Finning International Inc.

Q-00142131  
420-07

143 INDUSTRIAL ROAD  
WHITEHORSE YT  
Y1A 2V2

Sales Representative: Wesley Kyle  
Sales Representative Email: wkyle@finning.com  
Sales Representative Mobile: +1 (780) 7182849

Bill To

CITY OF DAWSON  
  
BOX 308  
DAWSON CITY YT  
Y0B 1G0 CA

Ship To

CITY OF DAWSON  
  
BOX 308  
DAWSON CITY YT  
Y0B 1G0 CA



Customer Information

Account Number: CA-0022470  
Sales Contact:  
Sales Contact Email:  
Service Contact:  
PO Number:  
Owner Class: Municipal Government

Sales Agreement Information

Proposal Date: May 02, 2025 10:14 AM  
Proposal Expiry: June 01, 2025  
Serial Number:  
Required Date: May 02, 2025

Item	Qty	Description
MACHINE	1	420 07A BACKHOE LOADER DCA2C  INCLUDES: 420 07A BACKHOE LOADER CFG2 COUNTERWEIGHT, 460 KGS (1015 LBS) WORKLIGHTS (8) HALOGEN LAMPS ENGINE, 74.5KW, C3.6 DITA, S5 (T4F) HYDRAULICS, MP, 6FCN/8BNK, ST AIR CONDITIONER, S5 (T4F) STICK, EXTENDABLE, 4.3M (14FT) CAB, DELUXE PT, 4WD/2WS, POWERSHIFT DISPLAY, STANDARD LOADER BUCKET PINS RIDE CONTROL COLD WEATHER PACKAGE, 120V AUTO-UP STABILIZERS AUX READY, E-STICK SEAT, DELUXE FABRIC EDGE GP CUT



EQUIPMENT SALES AGREEMENT

Item 2.  
Q-00142131

Finning (Canada) a division of Finning International Inc.

143 INDUSTRIAL ROAD  
WHITEHORSE YT  
Y1A 2V2

Proposal Date May 02, 2025 10:14 AM  
Proposal Expiry June 01, 2025  
Sales Representative Wesley Kyle

Item	Qty	Description
ATTACHMENTS		
	1	BHL-BG-1.31 CAT GP BCKT BOE IT
	1	BHL-QC-MN CAT MAN COUPLER WBM
FREIGHT		
	1	CUSTOM FREIGHT Freight to Dawson City
WARRANTY		
	1	STD 12 MONTHS UNLIMITED HOURS
	1	GOV BHL 60/7500 PREMIER
LOCAL SHOP		
	1	MACHINE BASE PREP TO PDI IN AB
	1	WINTER OILS SUPPLY & INSTALL
	1	CUSTOM LOCAL SHOP 420-07-5057-098- -SHP-002
	1	CUSTOM LOCAL SHOP 420-07-5057-098- -SHP-001
AFTERMARKET SOLUTIONS		
	1	CVA - DO-IT-MYSELF - 2 YEAR / 1000 HOUR - \$600.00 CREDIT VIA CAT CARD CERTIFICATE - SELF-SERVE



**EQUIPMENT SALES AGREEMENT** item 2.

Finning (Canada) a division of Finning International Inc.

**Q-00142131**  
**420-07**

**Notes:** Canoe Member number AB7008 Canoe contract number 011723-CAT



<b>Equipment Total</b>	CAD 200,575.25
<b>Trade-In Total</b>	CAD 0.00
<b>Applied Rentals/Progress Bill</b>	CAD 0.00
<b>Levies</b>	CAD 160.00
<b>Equipment Sales Agreement Sub-Total</b>	CAD 200,735.25
<b>GST</b>	CAD 10,036.76
<b>GST Credit on Trade-In</b>	
<b>PST</b>	CAD 0.00
<b>PST Credit on Trade</b>	
<b>Equipment Sales Agreement Net Amount</b>	CAD 210,772.01
<b>Down Payment</b>	CAD 0.00
<b>Equipment Sales Agreement Total</b>	CAD 210,772.01

THE PURCHASER HEREBY OFFERS TO PURCHASE FROM FINNING (CANADA), A DIVISION OF FINNING INTERNATIONAL INC. ("FINNING") THE EQUIPMENT DESCRIBED ABOVE ("THE EQUIPMENT") ON THE TERMS AND CONDITIONS SET OUT HEREIN.

FINNING DOES NOT AUTHORIZE ITS EMPLOYEES TO CONNECT ELECTRICAL EQUIPMENT AND ASSUMES NO RESPONSIBILITY FOR ANY LOSS, DAMAGE OR DELAY SUFFERED BY CUSTOMERS AS A RESULT OF THE CONNECTION OF ANY ELECTRICAL EQUIPMENT SOLD BY FINNING WHETHER THE CONNECTION IS MADE BY FINNING'S EMPLOYEES OR BY OTHERS.

FINNING'S LIABILITY IS LIMITED BY THE TERMS AND CONDITIONS ATTACHED WHICH FORM PART OF THE AGREEMENT, IN ADDITION, THERE ARE PROVISIONS IN THE ATTACHED WHICH MAY RESULT IN THE PURCHASER HAVING TO PAY CUSTOMS DUTIES, IMPORT DUTIES AND EXCISE TAXES WHICH DO NOT FORM PART OF THE TOTAL PRICE SHOWN ABOVE. IT IS IMPORTANT THAT YOU READ AND FULLY UNDERSTAND ALL OF THE TERMS AND CONDITIONS ATTACHED HEREOF PRIOR TO SIGNING THIS ORDER. THERE ARE SERIOUS FINANCIAL CONSEQUENCES TO THE PURCHASER IF THE PURCHASER CANCELS THIS ORDER OR OTHERWISE FAILS TO PERFORM ITS OBLIGATIONS UNDER THIS ORDER. PLEASE REVIEW THE TERMS AND CONDITIONS ATTACHED TO THIS DOCUMENT CAREFULLY AND DISCUSS THEM WITH YOUR FINNING REPRESENTATIVE.

THE PURCHASER ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTAND THE APPLICABLE WARRANTY AND HAVE RECEIVED A COPY THEREOF.

BY CHECKING OFF THIS BOX, YOU ARE CONSENTING TO RECEIVING EMAIL COMMUNICATIONS CONTAINING NEWS, UPDATES, AND PROMOTIONS FROM FINNING INTERNATIONAL INC, ITS AFFILIATES AND SUBSIDIARIES AND CATERPILLAR INC. YOU CAN UNSUBSCRIBE AT ANY TIME BY VISITING [www.finning.com/unsubscribe](http://www.finning.com/unsubscribe). IF YOU HAVE ANY QUESTIONS, PLEASE REVIEW OUR DATA GOVERNANCE STATEMENT AT [WWW.FINNING.COM](http://WWW.FINNING.COM). CALL 1-888-346-6464, E-MAIL [hello@finning.com](mailto:hello@finning.com) OR MAIL US AT 16901 109 AVE NW, EDMONTON, AB T5P 4P6.

<b>ACCEPTED AT</b>  <b>E08 - WHITEHORSE</b>  <b>ON (DATE)</b>  <b>FINNING (CANADA), A DIVISION OF FINNING INTERNATIONAL INC.</b>  <b>BY</b>  <b>Wesley Kyle</b>	<b>PURCHASER</b>  <b>CITY OF DAWSON</b>	
	<b>SIGNATURE(S) AND TITLE(S) OR AUTHORIZED OFFICIAL(S)</b>	

By signing above, the Purchaser agrees that this is a binding agreement for the purchase of the Equipment.

## TERMS AND CONDITIONS

1. **Entire Agreement.** These terms and conditions, Finning's quotation or proposal (if applicable), Customer specifications along with a deviation or exception list and this Agreement constitute a final, complete and exclusive agreement of the parties ("Agreement") to the exclusion of all other documents including, without limitation, any purchase order or other documentation provided by the Customer. Terms in Finning's quotation or proposal (if applicable) shall control if inconsistent with these terms and conditions. No prior dealings, or course or usage of trade shall supplement or explain any terms herein unless consented to by Finning in writing.
2. **Applicability of Terms and Conditions.** Finning's performance pursuant to this Agreement entered into by the parties shall incorporate by reference these terms and conditions. Unless otherwise agreed to in writing by both parties, Finning objects to and rejects any additional, different or inconsistent terms and conditions on the Customer's Agreement or other writing. Finning may refuse performance without liability if Customer's credit approval is denied or a Finning required letter of credit, guaranty or other security is not received.
3. **Drawings and Technical Documents.** All drawings and technical documents relating to the equipment identified the Agreement, submitted by one party to the other, prior or subsequent to the entering into of the Agreement, remain the property of the submitting party. Such drawings and technical documents and the information contained therein may not, without the prior consent of the submitting party, be used, copied, or communicated by the receiving party for any other purpose than that for which they were provided.
4. **Delivery.** Finning will deliver the Equipment to the Customer on or before the delivery time set out in the Agreement ("Delivery Time") and in accordance with the delivery term specified therein. If no delivery term is specified, the delivery term will be Ex Works (EXW), as such term is defined in Incoterms in force on the effective date of the Agreement.
5. **Failure to Accept Delivery.** If the Customer fails to accept delivery at the Delivery Time for reasons other than substantial non-conformity of the Equipment, Finning shall arrange for storage of the Equipment at the Customer's sole risk and expense. Finning may in its sole discretion, arrange for storage with a third party or in accordance with the terms of Finning's standard storage agreement. Notwithstanding the foregoing, the Customer shall pay any part of the purchase price of the Equipment (the "Purchase Price") which becomes due on delivery, as if delivery had taken place.
6. **Storage.** If the Customer does not take delivery within 30 days after the Delivery Time, Finning may, in its sole discretion: i) store the Equipment and the Customer shall pay the portion of the Purchase Price that was due on delivery and 0.04% of the total Purchase Price per day as a storage fee; and ii) at any time terminate the Agreement and the Customer shall pay, on demand, 15% of the total Purchase Price representing Finning's damages and any amounts outstanding for storage. If Finning terminates the Agreement pursuant to this Section, Finning shall be entitled to sell, lease, rent or otherwise dispose of the Equipment in its sole discretion without any liability whatsoever to the Customer, including with respect to the proceeds.
7. **Finning Delay Due to the Customer.** If Finning is delayed or incurs additional costs in performing its obligations as a result of any default, including delay, by the Customer or its agents in the performance of the Customer's obligations and such default or delay is not due to Force Majeure, then the completion, delivery and other dates contemplated under this Agreement shall be adjusted as reasonably required to accommodate the effects of that delay, and the Customer shall pay Finning additional costs reasonably and necessarily incurred by Finning as the result of any default, including delay, by the Customer or its agents.
8. **Price and Payment.** Finning may in response to significant exchange rate fluctuations, manufacturer price adjustments, increased costs associated with shipping and/or delivery, changes to the applicable taxes and duties, and other factors impacting the supply of the Equipment, without notice and in its sole discretion, adjust any prices provided in a quotation, proposal, or otherwise to the Customer prior to delivery. Except as otherwise, set out in this Agreement, all prices are in Canadian dollars. Payment shall be due to Finning upon delivery of Equipment, without set-off, deduction, or withholding. Overdue payments shall bear interest at a rate of 18% per annum. If the Customer has not paid an amount due hereunder and in addition to all other remedies available for late payment, Finning may, upon notice to the Customer, suspend Finning's performance of the Agreement until Finning receives the outstanding payment. If Customer has not paid an amount due within 90 days, Finning may, upon notice to Customer, terminate the Agreement and recover compensation for loss Finning incurs, which compensation shall not exceed the unpaid balance of the Purchase Price plus interest and any additional costs reasonably incurred by Finning.
9. **Letter of Credit.** Finning may require the Purchase Price of the Equipment and any other charges incurred (or to be incurred) by Finning for Customer's account shall be covered by an irrevocable Canadian Dollar Letter of Credit in a form acceptable to Finning and confirmed by a reputable commercial bank acceptable to Finning and sufficient in amount to cover such price plus all related charges. The Letter of Credit shall be established upon receipt of a signed Agreement. If shipment is prevented as a result of a Force Majeure or by any act or omission of Customer but the Equipment is ready to ship, the Customer shall amend the Letter of Credit to allow for release of funds based on a Finning affidavit document stating that Equipment is ready for shipment. All bank charges including, but not limited to, bank confirmation fees are for the account of Customer.
10. **Deposit.** At any time prior to delivery of the Equipment, Finning may, in its sole discretion, require the Customer to pay a deposit under this Agreement ("Deposit") and to sign a form of Deposit Agreement as provided by Finning. The Deposit shall be non-refundable and shall be applied to the Purchase Price. If the Customer fails to make any payment due hereunder or commits any other breach of this Agreement, including but not limited to cancellation or breaches contemplated herein, Finning may, in Finning's sole discretion, retain such deposit on account of damages without limiting Finning's right to pursue the Customer for additional damages and other remedies under this Agreement and the law.
11. **Taxes.** The Customer shall pay and discharge when due, all license fees, assessments, and all taxes including all sales, use, property, rental, excise, goods and services, and other taxes or duties (each of which is a "Tax") now or hereafter imposed by any federal, provincial, or local government or taxing authority upon the goods or services which are subject matter of this Agreement (except income taxes payable by Finning) whether the same are payable by, or billed or assessed to Finning or the Customer, together with any penalties or interest levied or charged in connection therewith. The Customer warrants the truth and accuracy of any statement in writing to Finning that the Equipment is not subject to, or is subject to any particular rate of Tax or Taxes. If Finning, either at the Customer's request or due to requirement of law or otherwise, pays any such Tax or any amount in excess of the amount which would have been payable based on the Customer's statement, the Customer shall immediately reimburse Finning and the amount of any such payment shall bear interest at the rate of 18% per annum at the Customer's sole cost and expense.
12. **Force Majeure.** Finning shall not be liable for any loss or damage arising from Finning's failure to perform any obligation or delay resulting from any cause beyond the reasonable control of Finning or from any act of God, act of war whether declared or undeclared, act of civil or military authority, act of any governmental authority, acts or omissions of the Customer or contractors or subcontractors, civil disturbance, insurrection or riot, sabotage, fire, pandemics, inclement weather conditions, earthquake, flood, strike, work stoppage or other labour difficulty, embargo, fuel or energy shortage, major equipment or Equipment breakdown, delay or accident in shipping or transportation, failure or delay in obtaining necessary manufacturing facilities, labour or materials from its usual sources, or unforeseen circumstances or contingencies.
13. **Warranty.** The terms of any applicable warranty is the standard manufacturer's warranty and Finning's standard service warranty (collectively, the "Warranty"). Other than the Warranty and any applicable performance guarantee, no other warranties, conditions, guarantees or similar obligations, whether express or implied by fact, by law, including any statute or regulation, by custom or trade usage, or by any course of dealing, including but not limited to any implied warranties or conditions of merchantability or fitness for purpose or fitness for a particular purpose, are applicable. The Warranty is in the nature of liquidated damages, represents the sole liability of Finning and sole remedy for the Customer, and in substitution for any damages to which the Customer might otherwise be entitled at law or in equity and, in particular, Customer hereby agrees that in lieu of an action for breach of contract, Customer will rely upon the provisions of the Warranty. In respect only of claims made under the Warranty, if there is a conflict or inconsistency between the terms of the Warranty and any other term of this Agreement, including, without limitation, any term of these Terms and Conditions, the terms of the Warranty shall govern.
14. **Warranty Start Date.** The start date for purposes of Warranty shall be the date indicated on the Delivery Service Record which shall be completed by Finning on or after the Delivery Time.
15. **Cancellation** Subject to any cancellation schedule in this Agreement, the Customer is not permitted cancel and/or terminate this Agreement under any circumstances without Finning's written consent. If the Customer is permitted to cancel an order for stock Equipment (as determined by Finning in its sole discretion), Finning may retain any deposits and advance payments received and Customer will pay any additional amounts required to fully indemnify Finning against loss, all of which shall be no less than 10% of the Purchase Price. If Customer cancels an order for non-stock or custom orders, Finning may retain any deposits and advance payments received and Customer shall pay any additional amounts required to fully indemnify Finning against loss including, without limitation, the value of all work done by Finning up to the time of cancellation, demobilization costs, disassembly costs, amounts owing by Finning to the Equipment manufacturer, any other supplier and any shipper, and all other losses of any kind whatsoever including loss of profit. The Customer shall pay the foregoing amounts on account of damages suffered by Finning but the payment of such amounts by the Customer shall not limit Finning's right to pursue the Customer for additional damages and other remedies under this Agreement and the law.

16. **Compliance with Regulations.** Finning shall provide Equipment in accordance with Finning's good faith interpretation of applicable codes and regulations in effect at the time of Agreement by Customer. However, due to periodic changes in and varying interpretations of such codes and regulations, Finning makes no representations that the Equipment complies with all laws, codes, regulations and standards. Finning shall, at Customer's request and expense, make any reasonable modifications to Equipment required for compliance with any codes and/or regulations.
17. **Compliance with Environmental Protection Legislation.** The Customer shall, at all times, ensure the Equipment is operated and maintained in compliance with all applicable legislation governing emissions, including but not limited to regulations prescribed by the United States Environmental Protection Agency (the "US EPA"), and analogous legislation in Canada and any other country to which the Equipment is shipped (the "Legislation"). If the Customer is bringing the Equipment into compliance with the Legislation (by assembling the Equipment or otherwise), the Customer covenants to do so and to perform any related obligations to ensure compliance with Legislation. Any use of the Equipment shall in no way diminish or vary the operation or maintenance of after treatment or other emission control features that are part of the Equipment or render the Equipment non-compliant with Legislation. The Customer shall keep and maintain a complete set of books and records (collectively, the "Records") that demonstrate to the satisfaction of Finning and any applicable regulatory and other authorities that the Equipment has been operated and maintained in compliance with Legislation. Finning shall have the right to inspect the Equipment at the Customer's premises or elsewhere and to review the Records, which shall be made fully available to Finning to audit. If in Finning's opinion the Equipment is not compliant with Legislation, and the Equipment is in the Customer's care and control, the Customer shall, on demand by Finning, either relinquish the Equipment to Finning (in which case Finning shall bring the Equipment into compliance at Customer's sole cost and expense) or bring the Equipment into compliance as soon as practicable. The Customer indemnifies Finning from and against any and all costs, liabilities, penalties, fines, including costs on a solicitor and client basis that Finning may suffer or incur as a result of the Customer's failure to comply with this Clause. Such costs shall be payable forthwith upon demand to Finning, and interest shall accrue on sums due and owing under this Clause at a rate of 18 percent per annum. The terms set out in this Clause shall be brought to the attention of, and form part of, any contract of sale, rental or other relationship between the Customer and any third parties who purchase, rent, use or otherwise have the care and control of the Equipment.
18. **Prohibition on Resale.** The Customer represents and warrants that the Equipment is being purchased for its own use and not for resale to any third parties. The Customer acknowledges that any resale of the Equipment within one (1) year of the Delivery Time will harm the legitimate business interests of Finning. Should the Customer relinquish control and/or ownership of the Equipment by way of sale, lease, or any other kind of transaction whatsoever without the prior written consent of Finning, the Customer shall pay to Finning, on demand, ten (10%) percent of the Purchase Price applicable to that Equipment as liquidated damages, such damages reflecting a legitimate assessment of Finning's damages and not a penalty.
19. **Limits of Liability.** Finning shall not be liable, whether based in contract, warranty, indemnity, tort (including negligence), strict liability, or alternative tort remedies or any other theory of law or equity, for any indirect, special, incidental, punitive, exemplary or consequential damages including, but not limited to, damage to associated equipment, loss of profits or revenue, loss of production, loss of use of Customer's property, plant, equipment or system downtime costs or claims of Customer's customers. The remedies provided herein are exclusive and Finning's total aggregate liability to Customer hereunder shall not exceed half of the Purchase Price paid by Customer for the specific Equipment or services from which any claim or damages hereunder may arise.
20. **Indemnification.** The Customer shall defend, indemnify, and hold harmless Finning and its affiliates and their directors, officers, employees and agents from and against any and all liability, loss, damage, cost or expense (including solicitors' fees on a full indemnity basis) by reason of (i) any allegation, claim, action, suit or threat thereof, for the death or injury of any person(s) or damage or destruction of property arising out of the negligence or willful acts of Customer or its agents or representatives; and (ii) the Customer's breach of or failure to perform its obligations hereunder.
21. **Risk of Loss and Security Interest.** Except if otherwise set forth in the Agreement, risk of loss or damage to Equipment shall pass to Customer upon delivery. All actual costs for transportation, tariffs, insurance and similar charges are for Customer's account unless otherwise specified. Title shall pass upon delivery and payment in full by the Customer. From the point of delivery through and including commissioning and testing, Customer shall maintain all risks property Insurance naming Finning and any contractors as additional insureds as their interest may appear. Customer hereby grants Finning a security interest in the Equipment for all amounts which the Customer owes or may owe under this Agreement. Customer shall do everything necessary or convenient to perfect and maintain such security interest including, but not limited to, the prompt execution and delivery of financing statements as requested by Finning. Finning may, in its sole discretion, make registrations or take other action to protect its interest in the Equipment. To the extent permitted by law, Customer hereby waives all rights to receive notice of registration or copies of financing statements, financing change statements, verification statements, or any other notices or documentation associated with the foregoing.
22. **Confidentiality. "Confidential Information"** means information that is designated as confidential or should reasonably be understood to be confidential which includes but not limited to all specifications, illustrations, drawings, data and other information transmitted by Finning to Customer in connection with this Agreement. Confidential Information may only be disclosed to the Customer's employees, professional advisors, agents, and subcontractors ("**Representatives**") on a "need-to-know" basis in connection with this Agreement. Representatives shall be bound to treat the Confidential Information under terms at least as restrictive as those herein, and the Customer shall be liable for unauthorized disclosures by its Representatives. Customer will use at least the same degree of care as it employs with respect to its own Confidential Information, but not less than a commercially reasonable standard of care. If Customer must disclose Confidential Information as required by law, it shall give reasonable prior notice to Finning.
23. **Intellectual Property.** Equipment (including software), incorporates technology, patents, trademarks, service marks, trade names, proprietary information, trade secrets and other intellectual property rights therein of Finning (collectively "**Finning Intellectual Property**"). The Finning Intellectual Property rights are owned and controlled by Finning, its licensors, and certain other third parties. All rights, titles and interests in and to the Finning Intellectual Property is the property of Finning, its licensors or certain other third parties, and is protected by Canadian and international copyright, trademark, trade dress, patent and/or other intellectual property and unfair competition rights and laws to the fullest extent possible. Subject to the applicable Terms of Use, Finning grants Customer a non-exclusive and revocable license to use the Finning Intellectual Property owned by and made available by Finning to the extent necessary to use the goods and/or services purchase under this Agreement and otherwise exercise its rights herein.
24. **Ownership of Intellectual Property Rights in the Data.** All intellectual property rights in any data generated ("**Output Data**") as part of the goods and/or services sold under this Agreement will vest in Finning upon the creation absolutely and Customer hereby assigns absolutely all of its intellectual property rights in and to the Output Data, except that Customer is permitted to use such Output Data solely for its internal business purposes. . For clarity, this provision only applies to data generated as part of the performance of this Agreement and does not apply to the raw data ("**Raw Data**") that is provided by Customer or the users. Where Raw Data is provided by Customer, Customer will grant Finning a non-exclusive, irrevocable, transferrable, worldwide license to use the Raw Data that has been provided by Customer.
25. **Data Sharing.** The Customer understands, acknowledges and agrees that Finning and Caterpillar Inc., and its and their respective group of companies and business affiliates and contractually related third parties can and will collect and have possession of information about the Customer, including information about the Customer's ownership, rental, maintenance and use of the Customer's Caterpillar machines and other equipment provided by or through Finning. Details relating to the information that is collected, how it is collected, how it is used and shared, and how it is kept secure are all contained in Finning's Data Governance Statement which can be viewed at [http://www.finning.com/en\\_CA/policies/data-governance.html](http://www.finning.com/en_CA/policies/data-governance.html) and the Caterpillar Data Governance Statement which can be viewed at <https://www.caterpillar.com/en/legal-notices/data-governance-statement.html>.
26. **Electronic Communication.** With the Customer's consent, Finning may send electronic communications to inform the Customer of products or services available from Finning or its affiliated entities. When collecting information that might be used to contact the Customer about Finning's products and services, Finning will give the Customer the opportunity to opt-out from receiving such communications. Moreover, each e-mail communication Finning send includes the ability to unsubscribe allowing the Customer to stop delivery of that type of communication. If the Customer elect to unsubscribe, Finning will remove the Customer from the relevant list.
27. **Prohibition on Exports.** Equipment sold under this Agreement controlled by the U.S. government is authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.
28. **Independent Contractor.** The parties agree that Finning is an independent contractor and not an employee or agent of the Customer. Equipment operators and other Customer employees, agents, or subcontractors assigned to assist Finning may receive temporary instructions, directions or control from Finning but shall at all times be considered the employees, agents, subcontractors of the Customer and not of Finning.
29. **Amendments.** No modifications, revisions or amendments to this Agreement will be binding unless made in writing and signed by both parties. No action, delay, or failure to act by Finning shall constitute a waiver of any right available to Finning under this Agreement except to the extent as may be specifically agreed to in



writing by Finning.

30. **Assignment; Validity.** This Agreement is not assignable without the prior written consent of Finning, which consent may be withheld at Finning's sole discretion. If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
31. **Applicable Law.** This Agreement and each of the documents contemplated by or delivered under or in connection with this Agreement are governed by and are to be construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein and treated in all respects as an Alberta contract. The parties to this Agreement hereby irrevocably and unconditionally attorn to the exclusive jurisdiction of the courts of the Province of Alberta and all courts competent to hear appeals therefrom.

City of Dawson

FINANCE REPORT

DEPARTMENT: Finance CFO – Yun Ke Ni

Task/Objective	Current Status	Next Steps	Important Dates/Deadlines
Q1 2025 Actual-Budget Variance report AP Payment list Visa Payment List	Completed.		
2024 Q4 CCBF Fund Reporting	Completed	2025 Q1 Reporting	July 2025
2024 Year-end closing	<ol style="list-style-type: none"> <li>AR, AP closing</li> <li>Payroll reconciliation</li> <li>Capital assets entry</li> <li>Reserve reconciliation</li> <li>Funding reconciliation</li> </ol>	GL closing	June 2025
2024 Audit	<ol style="list-style-type: none"> <li>Audit inquiring</li> <li>Audit internal control assessment</li> <li>Funding auditing</li> <li>Property &amp; utility review</li> </ol>	<ol style="list-style-type: none"> <li>Audit discussion</li> <li>Audit report review</li> <li>Audit presentation</li> <li>Audit finalization</li> </ol>	June 2025
Water Meter Finance process	<ol style="list-style-type: none"> <li>Neptune data verification</li> <li>GP script adjusting</li> <li>GP import &amp; export</li> </ol>	<ol style="list-style-type: none"> <li>GP meter data completion.</li> <li>GP script adjusting</li> <li>GP import &amp; export</li> <li>Neptune data input.</li> <li>Billing process</li> </ol>	June 2025

2024 Financial review	Initial planning	<ol style="list-style-type: none"> <li>1. Evaluate 2025 financial processes</li> <li>2. Determine &amp; improve the procedures.</li> </ol>	August 2025
GP Samrtlsit Training	Initial planning	Schedule	Ongoing
2026 Budget preparation	Initial planning	<ol style="list-style-type: none"> <li>1. 2026 Budget flowchart</li> <li>2. 2026 Budget worksheets revisiting</li> <li>3. 10 years assets replacement schedule</li> </ol>	June – August 2025



**City of Dawson**  
**FIRE DEPARTMENT REPORT ON ACTIVITIES**

Item 4.  
PROJECT LEAD

#	TASK/OBJECTIVE	DESCRIPTION	CURRENT STATUS	NEXT STEPS	DEADLIINES/ DATES/ MILESTONES	PROJECT LEAD
1	Clear training grounds area	Move the docks and clear out old pipes and other concrete, clear out everything so we can start building training centre	Nothing done since 2019	Get a commitment to get the materials off my side of the property.	ASAP	Mike
2	Build a Live Fire Training structure	C cans structure to be purchased and transported to the Callison Yard	Cannot order until grounds are cleared	Will be ordered once the property is cleared, already have a vendor on standby	This year early fall	Mike
3	Fire Truck	Engine 3 is 27 years old, hasn't met the NFPA Standard for 7 years. Has issues, tank leaks need to be replaced, primer does not work well, mechanical issues.	Does not meet the NFPA standard	To purchase a new truck. I have recd quotes 6 years ago. Quote was 375,000. Now quote is 1,200,000. I am looking for 4 quotes, expect another 25% added this year.	ASAP-	Mike
4	Firehall	Firehall cannot accommodate our current needs, will not be able to house a ladder truck.	Too small	Discussion made with EMS to build a Fire-Paramedic Fire Hall.	Future	Mike
5	Training	Loosing a few senior members of the fire department, over 100 years of service	Need to promote members with training	Need to provide the current members with training in order to have them ready to be promoted	ASAP	Mike
6	OHNS	OHNS will be visiting Dawson City Fire Department soon, list of many things they will find to be required to be upgraded	Currently updating	PPE ordered and will be here within 6 weeks. Ladders we can reach the 3 <sup>rd</sup> floor windows not the roof. Need a ladder truck.	ASAP	Mike
7	Compressor	Breathing air compressor here, being installed third week of April	Old compressor does not meet the new NFPA standards	Old compressor to be overhauled and an upgrade to meet the new NFPA standard. 10 members will be certified or re-certified to be able to operate new compressor and be in compliance with NFPA standards.	ASAP	Mike
8	Recruiting new hires	Training schedules to start in May, Officer training to start asap	Complete class 3 licences	To have everyone trained and upgraded also with driver licence abstracts	ASAP	Mike
9	Tablets for the fire trucks were supposed to be ordered 3 years	Need these tablets for pre-incident, planning, inspections and emergency information	Have none	We need to order asap, total cost over \$5000.00	ASAP	Mike
10	Upgrade to our alarm monitoring system	Negotiating with Northwest Tel and parks Canada	Currently system limping along	To get a new monitoring system	ASAP	Mike
11	Drones	We initiated a Drone Program last fall; members have gone online to do theory training and will be doing hands on training soon	Online training	When weather conditions permit outside hands on training will start. Once completed drones will be sued for mapping, pre-incident planning, safety at fires, search and rescue, monitoring river conditions and many other life safety situations.	ASAP	Mike
12	Westminster Tavern and Lounge	Roof collapsed on a portion of the building - southeast corner above the garage. Heavy snow load pulled the structure off the side wall of the	Under investigation currently	Yukon Fire Marshal Confirmation that under the Yukon fire Prevention Act the Dawson Fire Chief can order the business closed if he/she deems it an	ASAP	Mike

		hotel, crashed through 2x8 mezzanine floor, damaging wiring, stability structure		unsafe structure. This authority and application was confirmed via legal review.		
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Item 4.



# City of Dawson

## Report to Council

Item 5.

Agenda Item	Citizen Representation on KDO Board
Prepared By	David Henderson CAO
Meeting Date	May 6, 2025
References (Bylaws, Policy, Leg.)	KDO Bylaws
Attachments	-

X	Council Decision
	Council Direction
	Council Information
	Closed Meeting

### Recommendation

That Committee of the Whole recommend to Council that:

Colm Cairns be reappointed to an additional 2-year term on the KDO board as a citizen appointee.

### Executive Summary

Colm Cairns has been a citizen representative on the KDO Board since 2015, nominated by the City of Dawson.

Historically, when there was a vacant position and the City is the nominating body, the City has called for interested candidates and nominated a board member. Such nominated members have remained on the board for renewing 2-year terms via confirmation of municipal administration barring directions otherwise from Council.

Mr. Cairns position is up for renewal, and he has indicated he is interested in serving again. The recommendation is that Council endorse Mr. Cairns reappointment to another 2-year term on the KDO Board

The City of Dawson Planning Manager also sits on the KDO Board as a City of Dawson nominee.

### Background

From KDO's Website:

The Klondike Development Organization (KDO) is a not-for-profit entity dedicated to community economic development in Dawson City, Yukon. It operates as a collaborative partnership among several key local organizations

KDO's Board of Directors comprises representatives from its founding partner organizations:

- Chief Isaac Incorporated
- City of Dawson
- Dawson City Chamber of Commerce
- Dawson City Arts Society
- Klondike Visitors Association

This structure ensures that diverse community perspectives are incorporated into KDO's governance and decision-making processes. The board's composition reflects a collaborative approach to addressing the economic and social needs of Dawson City and the surrounding region.



**Discussion / Analysis**

The current practice appears to work – that of renewing existing citizen nominees when the board member is willing to serve another term and no recommendations have been received by administration that would result in an alternative recommendation to council

**Fiscal Impact**

There is no fiscal implication of this decision

**Alternatives Considered**

Council may consider opening up the nomination to a general request for interest. Given that is sometimes difficult to fill some board positions on nonprofit boards and it is administrations understanding that Mr Cairns is fulfilling the responsibilities of board membership this option was not pursued further.

**Next Steps**

if COW recommends to Council that the Current citizen appointee be reappointed the recommendation will go to Council for consideration.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	May. 2, 2025