

CITY OF DAWSON
AGENDA - COUNCIL MEETING #C24-20
TUESDAY, November 19, 2024 at 7:00 p.m.
Council Chambers, City of Dawson Office

Join Zoom Meeting

<https://us02web.zoom.us/j/85203470603?pwd=oHqAzUVQBII9k8NC653aiQ7I2Qlyfd.1>

Meeting ID: **852 0347 0603**

Passcode: **882350**

1. CALL TO ORDER

Special statement from the mayor

Presentation of Flag

2. ADOPTION OF THE MINUTES (Deferred to the Next scheduled Council meeting)

Deferred

1. Council Meeting Minutes C24-18 of October 15, 2024

3. SPECIAL MEETING, COMMITTEE, AND DEPARTMENTAL REPORTS

1. Newly Elected Officials Training Travel Approval-Whitehorse-November 29-30, 2024
2. Subdivision Application #24-087
3. Verbal / PowerPoint Information Briefing and Q& A on Various Issues

Deferred

Deferred

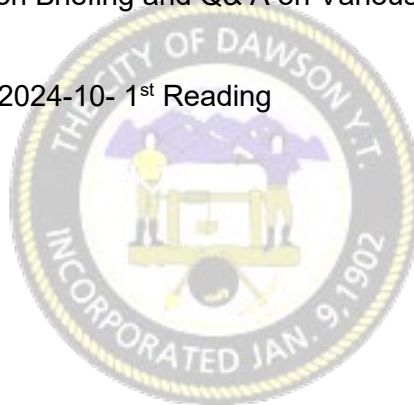
4. BYLAWS & POLICIES

1. Council Remuneration Bylaw 2024-10- 1st Reading

Deferred

5. PUBLIC QUESTIONS

6. ADJOURNMENT



MINUTES OF COUNCIL MEETING C24-18 of the Council of the City of Dawson held on Tuesday, October 15, 2024 at 7:00 p.m. via City of Dawson Council Chambers.

PRESENT:

Mayor William Kendrick
 Councillor Patrik Pikálek
 Councillor Brennan Lister
 Councillor Alexander Somerville
 Councillor Julia Spriggs

REGRETS:

ALSO PRESENT:

CAO: David Henderson
 MC: Elizabeth Grenon
 PDM: Farzad Zarringhalam
 CFO: David Ni

1 CALL TO ORDER

The Chair, Councillor Somerville called Council Meeting C24-18 to order at 7:00 p.m.

C24-18-01

2 ADOPTION OF AGENDA

Moved By: Mayor Kendrick
Seconded By: Councillor Somerville

That the agenda for Council Meeting C24-18 of October 15, 2024 be adopted as amended.

CARRIED UNANIMOUSLY

-Add Bylaw #2024-10 Council Remuneration Bylaw

3 DELEGATIONS & GUESTS

3.1 Christiane Cramp RE: Subdivision Application #24-087

Christiane explained the situation regarding her Subdivision Application (#24-087) and asked that Council approve the subdivision or amend the zoning bylaw to change the zoning from Country Residential back to its original zoning because the property use to be the site of a farm.

4 PUBLIC HEARINGS

4.1 Subdivision Application #24-087-Lot 1072, Quad 116B/03

The Chair called for submissions. The Chair called for submissions a second time. The Chair called for submissions a third and final time, and hearing none declared the Public Hearing closed.

5 ADOPTION OF MINUTES

- C24-18-02** **5.1 Council Meeting Minutes C24-15 of August 20, 2024**
Moved By: Councillor Somerville
Seconded By: Mayor Kendrick
- That the minutes of Council Meeting C24-15 of August 20, 2024 be approved as presented.
- CARRIED UNANIMOUSLY
-
- C24-18-03** **5.2 Special Council Meeting Minutes C24-17 of September 19, 2024**
Moved By: Councillor Spriggs
Seconded By: Councillor Pikálek
- That the minutes of Special Council Meeting C24-17 of September 19, 2024 be approved as presented.
- CARRIED UNANIMOUSLY
-
- 6 FINANCIAL & BUDGET REPORTS**
-
- C24-18-04** **6.1 Accounts Payables #24-16 to #24-19, Cheque #61102 to #61288 & EFT's**
Moved By: Mayor Kendrick
Seconded By: Councillor Somerville
- That Council acknowledges receipt of the Accounts Payables #24-16 to #24-19, Cheques #61102 to #61288 and EFT's, provided for informational purposes.
- CARRIED UNANIMOUSLY
-
- 7 SPECIAL MEETING, COMMITTEE, & DEPARTMENTAL REPORTS**
-
- C24-18-05** **7.1 Inaugural Meeting of Newly Elected Council- Schedule for October 29th, 2024**
Moved By: Councillor Somerville
Seconded By: Mayor Kendrick
- That Council approves scheduling the inaugural meeting of newly elected Council for October 29, 2024.
- CARRIED UNANIMOUSLY
-
- Mayor Kendrick declared a conflict of interest and left the meeting.
- 7.2 Budget Amendment RE: Retaining Wall-Main Motion**
Moved By: Councillor Somerville
Seconded By: Councillor Pikálek
- That Council accept the budget amendment as required for work conducted at 625 Eighth Avenue.
-
- C24-18-06** **7.2.1 Budget Amendment RE: Retaining Wall-Amendment of Main Motion**
Moved By: Councillor Spriggs
Seconded By: Councillor Somerville
- That the motion be amended to add the word "Capital" in front of the word "budget and add the following after the word "Avenue"; "in the amount of \$45,000 to be funded from the contingency reserve."
- CARRIED UNANIMOUSLY
-

- C24-18-07** **7.2.2 Budget Amendment RE: Retaining Wall-Amended Main Motion**
Moved By: Councillor Somerville
Seconded By: Councillor Pikálek
- That Council accept the Capital budget amendment as required for work conducted at 625 Eighth Avenue in the amount of \$45,000 to be funded from the contingency reserve.
- CARRIED UNANIMOUSLY
- Mayor Kendrick returned to the meeting.*
-
- C24-18-08** **7.3 Subdivision Application #24-087 Lot 1072, Quad 11B/03**
Moved By: Mayor Kendrick
Seconded By: Councillor Pikálek
- That Council postpone Subdivision Application 24-087 to the meeting of November 19, 2024.
- CARRIED 4-1
-
- 8 BYLAWS & POLICIES**
-
- C24-18-09** **8.1 Council Remuneration Bylaw (2024-10)**
Moved By: Councillor Somerville
Seconded By: Councillor Pikálek
- That Council give Bylaw 2024-10, being the Council Remuneration Bylaw, first reading, as amended.
- CARRIED UNANIMOUSLY
-
- C24-18-10** **8.1.1 Council Remuneration Bylaw (2024-10)-Amendment #1**
Moved By: Councillor Somerville
Seconded By: Councillor Pikálek
- That Section 4.01 be amended to replace \$18,846.39 with \$20,000 and 4.02 be amended to replace \$12,564.36 with \$14,000.
- CARRIED 4-1
-
- C24-18-11** **8.1.2 Council Remuneration Bylaw (2024-10) Amendment #2**
Moved By: Mayor Kendrick
Seconded By: Councillor Somerville
- That Section 6.01(b) be amended to read as follows: “in the case of late notice of the event or meeting, subsequent to the last meeting of council prior to the applicable event or meeting, has been approved by a majority of council via an email poll of council and identified as such at the next scheduled meeting of council for information purposes. Such polling to be administered by the Municipal Clerk” and that Section 7.02 be amended such that wording is consistent with 6.01(b): “In the case of late notice of the event or meeting requiring travel, subsequent to the last meeting of council prior to the applicable event or meeting, approval by a majority of council can be requested via email poll of council and identified as such at the next scheduled meeting of council for information purposes. Such polling to be administered by the municipal clerk.”
- CARRIED UNANIMOUSLY
-

C24-18-12 **8.1.3 Amendment #3**
Moved By: Councillor Spriggs
Seconded By: Councillor Pikálek

That Council direct administration to amend Section 4.03(a)(1) to change the annual increase from 2.5% to 5%.

CARRIED 4-1

C24-18-13 **8.1.4 Amendment #4**
Moved By: Councillor Somerville
Seconded By: Councillor Spriggs

That second reading of Bylaw 2024-10 have an interim review clause.

CARRIED UNANIMOUSLY

Mayor Kendrick left his seat declaring that he was a citizen and sat in the public seating area to participate in the public question period.

9 PUBLIC QUESTIONS

Cud Eastbound had questions regarding the City of Dawson suing a Dawson resident.

Diana Andrew had a question regarding Cheque #61143 Munisight Ltd.

William Kendrick had questions regarding his property dispute between himself and the City of Dawson.

Mayor Kendrick returned to his seat.

C24-18-14 **10 ADJOURNMENT**
Moved By: Mayor Kendrick
Seconded By: Councillor Pikálek

That Council Meeting C24-18 be adjourned at 9:33 p.m. with the next regular meeting of Council being November 19, 2024.

CARRIED UNANIMOUSLY

THE MINUTES OF COUNCIL MEETING C24-18 WERE APPROVED BY COUNCIL RESOLUTION #C24-XX-XX AT COUNCIL MEETING C24-XX OF NOVEMBER 19, 2024.

Stephen Johnson, Mayor

David Henderson, CAO



City of Dawson

Report to Council

Agenda Item	Council Travel & Training Approval- AYC Newly Elected Officials Training
Prepared By	Elizabeth Grenon, Municipal Clerk
Meeting Date	October 23, 2024
References (Bylaws, Policy, Leg.)	<ul style="list-style-type: none"> Council Remuneration Bylaw #2021-10 Travel Policy (#08-01)
Attachments	<ul style="list-style-type: none"> Travel Policy (#08-01) Council Remuneration Bylaw #2021-10

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council approves additional payments and expenses, as per Section 6.01 and 7.01 of the Council Remuneration Bylaw #2021-10, for members of Council to attend the Association of Yukon Communities Newly Elected Officials Training in Whitehorse from November 29th-30th, 2024.

Executive Summary

Prior approval is required for reimbursement

Background

Prior approval of Council is required for additional payments for training and travel of Council members.

Section 6.01 states:

“In addition to the annual remuneration provided pursuant to this bylaw, a member of council may be paid a per diem for each day the member of council is engaged in representing the City at any training session, event or meeting where such representation has been approved in advance by council resolution. The per diem shall be prorated as follows:”

Representation Entitlement		Amount
More than 4 hours	Full-Day	\$200.00
4 hours or less	½ Day	\$150.00

Section 7.01 states:

“Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with the travel of any member of council outside the City of Dawson.”

Discussion / Analysis

Prior approval is being sought with this RFD. Should consideration be deferred while council authority is clarified the recommendation will be put before council at a subsequent date and time.

Fiscal Impact

Funding will be covered from the 2024 operating budget

Alternatives Considered

na

Next Steps

Subject to confirmation of consideration date

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Nov 15, 2024



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

WHEREAS section 173 of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may, by bylaw, establish the amount and any criteria in relation to the remuneration of a member of council (including the type of or rate or conditions for remuneration) in relation to

- (a) attendance at a council meeting or a council committee meeting;
- (b) expenses incurred in the course of attending a council meeting or a council committee meeting; or
- (c) any other expenses incurred in the course of performing any duty required to be performed by a member of council.

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

PART I - INTERPRETATION

1.00 Short Title

1.01 This bylaw may be cited as the ***Council Remuneration Bylaw***.

2.00 Purpose

2.01 The purpose of this bylaw is to provide for remuneration to be paid to the Mayor and Councillors.

3.00 Definitions

3.01 In this Bylaw:

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



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

PART II – APPLICATION

4.00 Annual Remuneration

- 4.01 The base annual remuneration for the Mayor for the 2021—2024 term of office shall be \$17500.74 effective from November 1st, 2021 to October 31, 2024.
- 4.02 The base annual remuneration for each Councillor during the 2021—2024 term of office shall be \$11667.26 effective from November 1st, 2021 to October 31st, 2024.
- 4.03 (a) on an annual basis, the base annual remuneration shall be adjusted by applying a factor equal to the change in Consumer Price Index (Nov.- Nov.) calculated by Statistics Canada for Whitehorse, subject to the following:
- I. annual increase shall not exceed 2.5% in any given year; and
 - II. where the Consumer Price Index indicates a negative adjustment, no adjustment shall be applied.
- (b) the adjusted base annual remuneration shall become effective on January 1st of the following calendar year.
- 4.04 Annual remuneration shall be paid bi-weekly and, where a member of council fails for any reason to serve in the respective office for a full twelve months, the remuneration shall be prorated on a bi-weekly basis for the period served.

5.00 Remuneration Review

- 5.01 During the final year of council's term of Office, council shall schedule a review of the *Council Remuneration Bylaw* and proceed to amend it as deemed advisable at that time.

6.00 Additional Payments

- 6.01 In addition to the annual remuneration provided pursuant to this bylaw, a member of council may be paid a per diem for each day the member of council is engaged in representing the City at any training session, event or meeting where such representation has been approved in advance by council resolution. The per diem shall be prorated as follows:



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

Representation	Entitlement	Amount
More than 4 hours	Full-Day	\$200.00
4 hours or less	½ Day	\$150.00

6.02 The per diem provided pursuant to this bylaw shall be paid with respect to such day or days on which a member of council:

- (a) represents the City at an approved training session, event or meeting; or
- (b) is required to be absent from the municipality for four or more hours for the purpose of travelling to and from an approved training session, event or meeting.

7.00 Expenses

7.01 Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with the travel of any member of council outside the City of Dawson.

7.02 Members of council shall be reimbursed for travel expenses in accordance with the *City of Dawson Travel Policy*.

PART III – FORCE AND EFFECT

8.00 Severability

8.01 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.

9.00 Bylaw Repealed

9.01 Bylaw 2018-10, and amendments thereto, are hereby repealed.

10.00 Enactment

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



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

11.00 Bylaw Readings

Readings	Date of Reading
FIRST	July 13, 2021
SECOND	August 3, 2021
THIRD and FINAL	August 31, 2021

Original signed by:

Wayne Potoroka, Mayor

Presiding Officer

Cory Bellmore, CAO

Chief Administrative Officer



City of Dawson Report to Council

Agenda Item	Subdivision Application 24-087
Prepared By	Planning and Development
Meeting Date	November 19, 2024
References (Bylaws, Policy, Leg.)	Subdivision Bylaw, Municipal Act, OCP, Zoning Bylaw
Attachments	

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council not approve Subdivision Application #24-087, to subdivide Lot 1072, Quad 116B/03 into two lots, due to Zoning Bylaw compliance issues.

Executive Summary

Subdivision Application 24-087 proposes to subdivide Lot 1072, Quad 116B/03 into a larger lot (Lot A) and a smaller lot (Lot B) in order to facilitate the owner's intention to sell Lot B.

Background

The submission of Subdivision Application 24-087 was completed on September 10th, 2024.

This application was presented to Council on October 15, 2024, however the decision was postponed until the following council meeting.

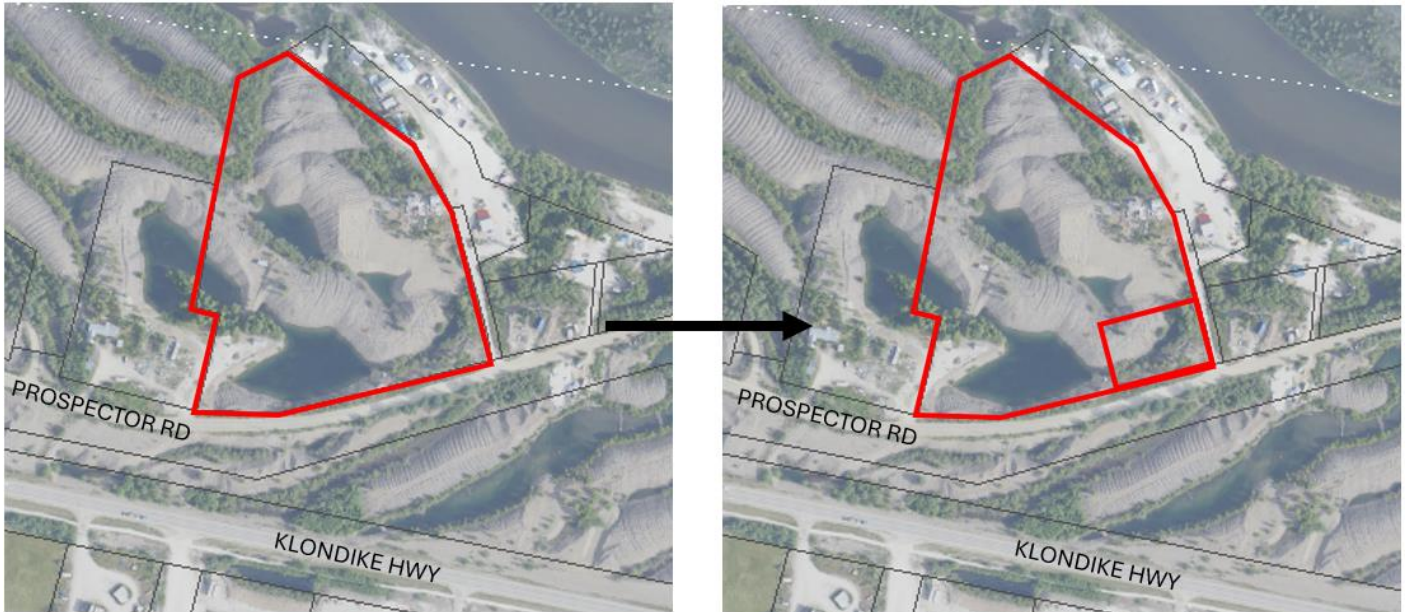


Figure 1: DP #24-087

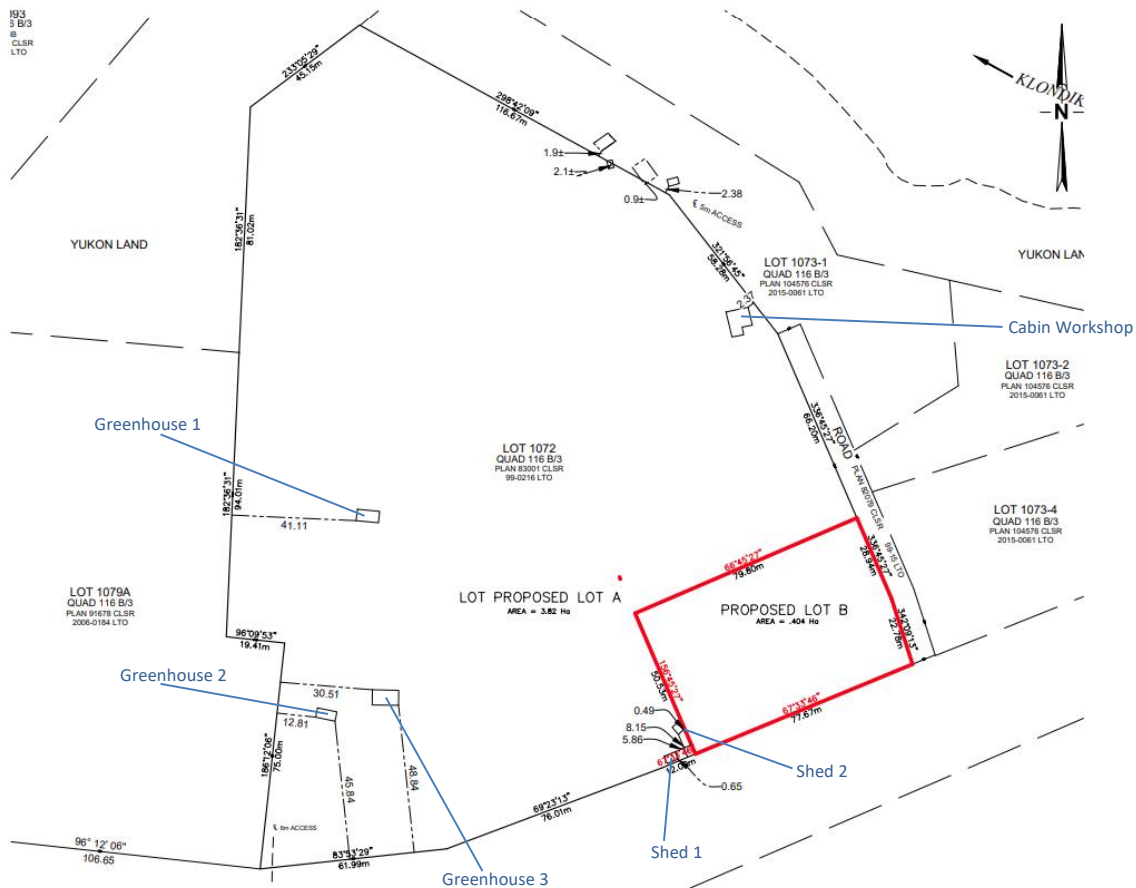


Figure 2: Labelled Preliminary Survey for DP #24-087

Discussion / Analysis

Subdivision Bylaw

Subdivision Control Bylaw s. 3.01 states that every subdivision of land must be made in accordance with the Municipal Act, the Official Community Plan, the Zoning Bylaw, and the Subdivision Control Bylaw. The Analysis/Discussion section of this report is intended to discuss the proposal’s conformity with the provisions outlined in the relevant legislation, policies, and plans.

Municipal Act

Municipal Act s. 314 details the requirements for any proposed plan of subdivision to have direct access to the highway to the satisfaction of the approving authority. In conformity with this provision, access to the proposed lots exist on Prospector Road and the road to the east side of the parcels.

According to S.319 (3) of the Municipal Act “Subject to any other provisions of this Act, if an approving authority is of the opinion that compliance with a requirement of any applicable regulation or bylaw is impractical or undesirable because of circumstances peculiar to a proposed subdivision, the approving authority may relieve the applicant in whole or in part from compliance with the requirement, but no relief shall be granted that is contrary to the provisions of an official community plan or zoning bylaw.”

Official Community Plan

The property is currently designated as CR- Country Residential. This area predominantly consists of low-density residential uses, small-scale open spaces and institutional uses. Residential lots in these areas do not necessarily rely on being connected to municipal water and sewer infrastructure.

The subdivided lots would retain the same designation and any new use or development on the proposed lot would be required to conform to the OCP designation, or else apply for an OCP Amendment.

Zoning Bylaw

The Zoning Bylaw is intended to implement the goals of the OCP. Lot 1072 is Zoned R3: Country Residential.

According to Table 11-3 of the Zoning Bylaw, the minimum and maximum parcel size requirements for the Country Residential zone are 1 acre and 4 acres, respectively. The proposed Lot A will be approximately 9.4 acres, exceeding the maximum parcel size and hence non-compliant. The proposed Lot B is one acre in size and will comply with the Zoning Bylaw.

Lot B would contain no structures. Lot A would contain 3 greenhouses (accessory structure), 1 “cabin workshop” (serves as the primary residence), and two sheds (accessory structure), all of which are compliant uses. Although requested by staff, the floor area of the primary residence on Lot A was not provided to determine whether it meets the minimum floor area of 900 ft². All setbacks for the three greenhouses are compliant, however, the other three structures on the lot contain the following non-compliant setbacks below the minimum of 4.57m:

- Shed 1: Front setback of 0.65m. All other setbacks are compliant
- Shed 2: East side setback of 0.49m. All other setbacks are compliant, and the owner has stated that they intend to demolish the structure.
- Cabin Workshop: East side setback of 2.37m. All other setbacks are compliant.
- Two structures encroaching from the adjacent Lot 1073-1 also exist on the Northeast side of Lot A, however, they are owned by the owners of Lot 1073-1.

S.5.1.1 of the Zoning Bylaw stipulates the following:

“At the sole discretion of Council, parcels with a pre-existing legally non-conforming use or structure may be subdivided so long as the subdivision does not increase the legally non-conforming nature of the use or structure.”

This provision applies to non-compliant setbacks and the principal dwelling unit (if it is less than the minimum size) because the existing subdivision plan does not add to non-conformity. Additionally, the owner stated that they aim to demolish Shed 2.

This provision, however, does not apply to proposed Lot A's non-compliant parcel size because it is unrelated to the lot's use or structure.

Section 301(1) of the Municipal Act sets out an owner’s entitlement to a non-conforming use as follows (emphasis added):

If the lawful use of land or of a building or other structure existing at the date of the adoption of an official community plan or zoning bylaw or amendments does not conform to the official community plan or bylaw, that use may be continued, but if the non- conforming use is discontinued for a period of 12 months, or any longer period as council may by bylaw allow, any subsequent use of the land or building or other structure must conform with the official community plan and zoning bylaw then in effect.

Therefore, the entitlement to lawful non-conforming use protection is in respect of use of land. A subdivision relates to a change in the size and configuration of a parcel of land, it is unrelated to use.

Also, as previously noted, S.319(3) of the Municipal Act specifies that “the approving authority may relieve the applicant in whole or in part from compliance with the requirement, but no relief shall be granted that is contrary to the provisions of an official community plan or zoning bylaw.” As a result, granting an exemption in this case would be contrary to the Zoning Bylaw and thus would not be permitted under the Municipal Act.

Furthermore, approving this subdivision as proposed may pose a few issues in the future. Proposed Lot A can be subdivided further to create additional lots (it can be divided into up to nine lots). The current subdivision application does not consider future lot configurations. This means it may cause problems with lot configuration or access to new lots in the future. For example, future lots may require access from proposed Lot B or a variance due to terrain or buildable area constraints imposed by the current Subdivision Application.

To comply with the Municipal Act and Zoning Bylaw and avoid future complications, it is recommended that Subdivision Application #24-087 be denied.

Fiscal Impact

N/A

Alternatives Considered

N/A

Next Steps

Following Council's decision, a decision letter will be provided to the applicant.

Approved by	Name	Position	Date
	<i>David Henderson</i>	CAO	Nov 15, 2024



City of Dawson Report to Council

Agenda Item	Council Remuneration Bylaw Review
Prepared By	David Henderson, CAO
Meeting Date	Sept 17, 2024
References (Bylaws, Policy, Leg.)	Council Remuneration Bylaw 2021-10 Travel policy #08-01
Attachments	Council remuneration in other communities DRAFT-Council Remuneration Bylaw 2024-10

x	Council Decision
	Council Direction
	Council Information
	Closed Meeting

Recommendation

That Council consider the draft Council Remuneration Bylaw 2024-10 and approve first reading.

Executive Summary

As per bylaw 2021-10 , during the final year of Council’s term, council shall schedule a review of the bylaw and proceed to amend it as deemed advisable at the time.

Council reviewed the existing Council Remuneration bylaw at committee for a second time on Sept 3 and directed administration to draft a number of changes.

1. A childcare allowance was added.
2. The Base payment was updated to reflect the current number.
3. Allowance for council approval via email poll due to timing.
4. Per diems were adjusted from \$150 per half day to \$200 per half day and from \$200 per whole day to \$300 per whole day.
5. Some language was added for clarity on when per diems would be paid.

The draft bylaw, with recommendations recommended by the previous council is now coming before the new council for consideration.

Consideration and determination of a municipal councils remuneration by the same municipal council to which the remuneration applies is specifically exempt from conflict of interest in the Municipal Act

Background

The previous reports to Council identified that the City of Dawson Remuneration is approx. comparable to other similar sized Yukon Municipalities and has annual indexing comparable to collective agreements and the management bylaw.

At committee, Council identified a number of areas of potential change with the intent of making the role of elected official more accommodating and thus more attractive to potential candidates

- Childcare support while attending council meetings. This may make the role more attractive to young parents.
- A method to approve travel and associated per diems and expenses more efficiently to ensure important meeting opportunities are not missed. Discussion focused primarily on enabling approval through the CAO based on existing room in approved annual budgets.
- An adjustment to the per diem rates given that the rates have not been adjusted for many years.
- An adjustment to the base rate to match the cpi for the past 3 years. The formula identifies a cpi adjustment annually but capped at 2.5% which does not reflect the actual cpi post pandemic. It was noted however that the current collective agreement and Management Bylaw reflects increases similar to the CPI with a cap formula

Discussion / Analysis

The cost of Council remuneration to the City is an important and necessary cost of ensuring good government and perceived as good value for taxpayers' dollars. Cost of living increases are included in the current bylaw, the time commitment involved in being a Councillor has increased over time and with increased funding and regulatory changes federally, territorially, and municipally, it isn't likely that the time commitment will be reduced.

The attached summary of remuneration practices in other Yukon communities provides an idea of how each community compensates members of council. As Noted above, the figures for other communities are for 2021 and are awaiting updated figures.

Dawson currently provides.

- A base remuneration for Mayor and Council which is adjusted annually for inflation, with increases capped at 2.5%
- Plus, a per diem for half or full days a member of council spends either travelling to/from or attending meetings.
- Plus, travel and accommodation for such meetings or events.

A childcare allowance recognizes that community members with young children face additional hurdles running for municipal office. The childcare allowance as drafted has been adopted from the City of Whitehorse.

The base payment has been updated based on the existing CPI capped formula.

Identifying a mechanism to ensure that important meetings or events identified on short notice can be accommodated and per diems / expenses authorized appears to have two possible routes – authorizing the CAO to approve within an approved annual budget or the mechanism identified herein of utilizing an email poll of council in short notice situations with reporting out to council. The latter method has been included here as more reflective of the will of council.

Per diem rates have not been adjusted for many years and will arguably now reflect lost wages for part time elected officials better.

Updated language has been added to provide greater clarity on when per diems are payable.

Some discussion at Committee focused on possibly reviewing the remuneration bylaw twice during the next term of council . This has not been added to the current draft based on efficiency as this would mean a review of the bylaw every two years and may not be the best use of time and resources

Fiscal Impact

2024 budgeted expense for Mayor and Council Wages & honoraria & benefits	\$76,055
2024 budgeted expense for Mayor and Council Training/Conferences/Travel/Accommodation	\$26,138

CPI increase estimates will be applied to these numbers.

The Childcare allowance will depend on the makeup of the new council

Per diem adjustments will represent a budgetary cost of approx. \$2-4,000, but are dependent on meetings / conferences / events attended and per diems applied for

Alternatives Considered

1. Consider adjusting the Base Remuneration Rate beyond the current rate. The current rate was arrived at through previous comparisons to other communities plus annual CPI related adjustments.
2. Utilize CAO approval of travel outside the Municipality for Per diems and travel expenses , from a preapproved annual budget.

Next Steps

If adopted for first reading go to next council meeting for 2nd reading

Approved by	Name	Position	Date
	David Henderson	CAO	11/15/2024

Mayor and Councillor Remuneration 2021 Revi

Village of Carmacks	<p>\$12,600.00 Mayor - annually \$6,600.00 Deputy Mayor - annually \$6,600.00 Councillors - annually</p> <p>By resolution may approve payment of travel, meals, accommodation & per diem (at YG rates)</p> <p>\$100.00 Mayor - per diem, meetings 3 hours or less \$75.00 Councillors - per diem, meetings 3 hours or less \$200.00 Mayor - per diem, meetings 3+ hours \$150.00 Councillors - per diem, meetings 3+ hours \$200.00 Mayor & Councillors - per diem, meetings in other communities \$100.00 Mayor & Councillors, per travel day separate from meeting days, 250km or less, within Yukon \$200.00 Mayor & Councillors, per travel day separate from meeting days, 250km or greater, within Yukon \$200.00 Mayor & Councillors, per travel day separate from meeting days, outside Yukon \$600.00 Mayor - annually, meetings with visitors to the community, to be reimbursed upon presentation of receipts \$25.00 Deputy Mayor - per diem if the mayor is absent and the DM is required to perform Mayor duties \$50.00 Deputy Mayor - per diem to chair a regular or special meeting of council if the Mayor is absent from the meeting</p>
City of Dawson	<p>\$17,500.74 Mayor - annually- adjusted to 2024 \$11,667.26 Councillors - annually- adjusted to 2024</p> <p>Adjusted annually by applying a factor equal to the CPI, not to exceed 2.5% in any given year and no adjustment if the CPI is negative</p> <p>\$150.00 Councillors - per diem, 4 hours or less when representing the City at any training session, event or meeting that has been approved by council \$200.00 Councillors - per diem, more than 4 hours Travel expenses reimbursed in accordance with the City of Dawson Travel Policy</p>
Town of Faro	<p>\$1,490.00 Mayor - monthly (\$17,880 annually) \$886.00 Councillors - monthly (\$10,632 annually)</p> <p>Adjusted annually based on the CPI</p>
Village of Haines Junction	<p>\$14,666.00 Mayor - annually \$11,733.00 Councillors - annually</p> <p>Adjusted annually based on CPI Travel reimbursed on the same basis as YG employees on travel status</p>
Village of Mayo	<p>\$200.00 Mayor - attendance at regular and joint council meetings \$150.00 Councillors - attendance at regular and joint council meetings \$150.00 Mayor - attendance at non-council meetings inside community less than 2 hours \$100.00 Councillors - attendance at non-council meetings inside the community less than 2 hours \$200.00 Mayor - attendance at non-council meetings inside community more than 2 hours \$150.00 Councillors - attendance at non-council meetings inside community more than 2 hours \$250.00 Mayor - full day meeting \$200.00 Councillors - full day meeting \$250.00 Mayor - attendance at meeting outside community, per day \$200.00 Councillors - attendance at meeting outside community, per day \$40.00 Mayor and Councillors - hourly rate for hours spent travelling to and from meetings outside the community within Yukon For travel to meetings outside Yukon the daily rate will apply (Mayor and Councillors) Travel expenses paid out per Village of Mayo travel expense policy</p>
Village of Teslin	<p>\$8,000.00 Mayor - annually. \$3,750 base and additional \$125 per regular or special meeting of Council attended \$7,300.00 Councillors - annually. \$3,000 base and additional \$125 per regular or special meeting of Council attended \$200.00 per day while attending meetings or performing other duties on behalf of the municipality in capacity of Mayor or Councillor outside of regular or special meetings of council \$150.00 half day, as immediately above Mayor and Councillors shall receive an honourarium when appointed as members of committees over and above their council indemnity (amount not specified)</p>
Town of Watson Lake	<p>\$10,000.00 Mayor - annually \$7,500.00 Councillors - annually</p> <p>\$125.00 Mayor and Councillors - per diem for attendance at out of town meetings, courses and conventions as required in the discharge of the duties of their office Travel expenses reimbursed as set out in the travel expense policy</p>
City of Whitehorse	<p>\$104,552.00 Mayor - annually \$37,639.02 Councillors - annually</p> <p>Adjusted annually based on CPI Mayor - benefit plan including health, dental, life insurance, AD&D, WI/LTD, time off with pay, EAP Councillors - benefit plan, same as Mayor, except for time off with pay, and additionally child care allowance (for care during council meetings)</p> <p>\$10,500.00 Mayor - annual, to reimburse for expenses incurred while performing duties \$3,750.00 Councillors - annual, to reimburse for expenses incurred while performing duties \$6,000.00 Councillors - to reimburse councillors for expenses incurred when an invitation or obligation of the entire council is delegated to one or more of its members. This \$6,000 is collective, not \$6,000 for each councillor. Travel expenses in accordance with the Travel Expense Administrative Directive.</p> <p>\$100.00 Councillors - daily, when representing City at a business function or event, attending non-regular meetings, or participating in training related to City business, 1-4 hours \$150.00 Councillors, as above, 4 hours or more Reimbursement for travel/meeting a representative on the AYC board</p>

Please note: this is for the 2021-2024 term



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

WHEREAS section 173 of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may, by bylaw, establish the amount and any criteria in relation to the remuneration of a member of council (including the type of or rate or conditions for remuneration) in relation to

- (a) attendance at a council meeting or a council committee meeting;
- (b) expenses incurred in the course of attending a council meeting or a council committee meeting; or
- (c) any other expenses incurred in the course of performing any duty required to be performed by a member of council.

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

PART I - INTERPRETATION

1.00 Short Title

1.01 This bylaw may be cited as the ***Council Remuneration Bylaw***.

2.00 Purpose

2.01 The purpose of this bylaw is to provide for remuneration to be paid to the Mayor and Councillors.

3.00 Definitions

3.01 In this Bylaw:

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



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

PART II – APPLICATION

4.00 Annual Remuneration

4.01 The base annual remuneration for the Mayor for the 2021—2024 term of office shall be \$17500.74 effective from November 1st, 2021 to October 31, 2024.

4.02 The base annual remuneration for each Councillor during the 2021—2024 term of office shall be \$11667.26 effective from November 1st, 2021 to October 31st, 2024.

4.03 (a) on an annual basis, the base annual remuneration shall be adjusted by applying a factor equal to the change in Consumer Price Index (Nov. - Nov.) calculated by Statistics Canada for Whitehorse, subject to the following:

- I. annual increase shall not exceed 2.5% in any given year; and
- II. where the Consumer Price Index indicates a negative adjustment, no adjustment shall be applied.

(b) the adjusted base annual remuneration shall become effective on January 1st of the following calendar year.

4.04 Annual remuneration shall be paid bi-weekly and, where a member of council fails for any reason to serve in the respective office for a full twelve months, the remuneration shall be prorated on a bi-weekly basis for the period served.

5.00 Remuneration Review

5.01 During the final year of council's term of Office, council shall schedule a review of the *Council Remuneration Bylaw* and proceed to amend it as deemed advisable at that time.

6.00 Additional Payments

6.01 In addition to the annual remuneration provided pursuant to this bylaw, a member of council may be paid a per diem for each day the member of council is engaged in representing the City at any training session, event or meeting where such representation has been approved in advance by council resolution. The per diem shall be prorated as follows:



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

Representation	Entitlement	Amount
More than 4 hours	Full-Day	\$200.00
4 hours or less	½ Day	\$150.00

- 6.02 The per diem provided pursuant to this bylaw shall be paid with respect to such day or days on which a member of council:
- (a) represents the City at an approved training session, event or meeting; or
 - (b) is required to be absent from the municipality for four or more hours for the purpose of travelling to and from an approved training session, event or meeting.

7.00 Expenses

- 7.01 Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with the travel of any member of council outside the City of Dawson.
- 7.02 Members of council shall be reimbursed for travel expenses in accordance with the *City of Dawson Travel Policy*.

PART III – FORCE AND EFFECT

8.00 Severability

- 8.01 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.

9.00 Bylaw Repealed

- 9.01 Bylaw 2018-10, and amendments thereto, are hereby repealed.

10.00 Enactment

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



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2021-10

11.00 Bylaw Readings

Readings	Date of Reading
FIRST	July 13, 2021
SECOND	August 3, 2021
THIRD and FINAL	August 31, 2021

Original signed by:

Wayne Potoroka, Mayor

Presiding Officer

Cory Bellmore, CAO

Chief Administrative Officer



Town of the City of Dawson

TRAVEL POLICY

#08-01

1. This travel policy shall apply to Members of Council; Members of City Boards and Committees; and City Employees.
 2. Where a conflict exists between this policy and a Bylaw or Statute, the Bylaw or Statute shall have precedence.
 3. City of Dawson Travel Policy 06-01 is hereby rescinded.
 4. Travel Approval
 - a. For travel budgeted for in Council approved budgets, the Chief Administrative Officer (CAO) shall be the approval authority.
 - b. For CAO travel, trips within the Yukon where travel budgets exist in Council approved budgets, the Senior Finance Officer may sign travel claim forms.
 - c. For CAO travel outside the Yukon, all travel must be approved by Council resolution.
 - d. For Mayor or Council travel within the Yukon not exceeding 5 days, CAO shall be the approval authority
 - e. For Mayor or Council travel within the Yukon exceeding 5 days, all travel must be approved by Council Resolution.
 - f. For Mayor & Council travel outside the Yukon all travel must be approved by Council Resolution
 - g. All travel claims shall be numbered and filed.
 5. Responsibilities of Person Traveling
 - a. Prior to the trip, a completed "Travel Authorization/Claim Form" attached hereto as Appendix "A", must be submitted to the appropriate approval authority.
 - b. Where more than one person is traveling to the same event, car-pooling shall be used whenever practicable.
 - c. Where car-pooling is practicable but declined, travel allowances will be prorated.
 7. Responsibilities of Approval Authority
 - a. The approval authority shall check that the trip has been budgeted for.
 - b. Where the trip has not been budgeted for, the approval authority shall:
 - ensure the trip is necessary for the good of the municipality
 - ensure that enough funds exist in approved budget account.
 - c. The approval authority shall approve/not approve trip as appropriate and sign the travel authorization form accordingly. If the trip is not approved, the approval authority shall indicate in writing the reasons for non – approval.
 8. Hotels

Hotels rooms shall be single rooms. Where the person traveling wishes a larger room or travels with a spouse or companion, the difference in rates shall be paid by the person traveling. When a stay exceeds two days a housekeeping room may be requested subject to approval as described in Section 4.
-

9. Airlines
Where travel is by air, office staff will book the tickets taking advantage of any reduced fares available based on consultation with traveler.
10. Child Care
Child Care will be provided to members of Council and City employees in instances where travel outside the City of Dawson is required.
11. Taxi / Buses
Travel to and from airports and as otherwise required, may be claimed.
12. Rates
As defined in Appendix "A", and consistent with Yukon Territorial Government Rates. Appendix "A" will be amended from time to time to remain consistent with Yukon Territorial Government Rates.
13. Claims
 - a. Hotels/airlines booked by the office shall be paid for directly by the City through normal City procedures.
 - b. Travel Claim forms will be processed according to the payable schedule.
 - c. Except for meals, private accommodation and mileage, no reimbursement will be provided for expenses not accompanied by a receipt.
14. Reporting
After completion of the trip, a summary report must be submitted to Approval Authority, which includes:
 - Details of the trip.
 - An evaluation of the benefits the travel provided to person traveling, to the City and to the community.
 - Any other report upon which approval was contingent;
 - Final cost of trip
15. Appendixes
 - i. Appendix "A" – Travel Authorization & Claim Form

POLICY TITLE: Travel Policy

POLICY #: 08-01

EFFECTIVE DATE: June 17, 2008

ADOPTED BY COUNCIL: Resolution # C08 14-15 on June 17, 2008

AMENDED BY RESOLUTION: C09 12-15 on May 19, 2009

Original signed by:
Mayor, John Steins

CAO, Eldo Enns



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2024-10

WHEREAS section 173 of the *Municipal Act*, RSY 2002, c. 154, and amendments thereto, provides that council may, by bylaw, establish the amount and any criteria in relation to the remuneration of a member of council (including the type of or rate or conditions for remuneration) in relation to

- (a) attendance at a council meeting or a council committee meeting;
- (b) expenses incurred in the course of attending a council meeting or a council committee meeting; or
- (c) any other expenses incurred in the course of performing any duty required to be performed by a member of council.

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

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3.00 Definitions

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THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2024-10

PART II – APPLICATION

4.00 Annual Remuneration

- 4.01 The base annual remuneration for the Mayor for the 2024—2028 term of office shall be \$18,846.39 effective from November 1st, 2024, to October 31, 2028.
- 4.02 The base annual remuneration for each Councillor during the 2024—2028 term of office shall be \$12,564.36 effective from November 1st, 2024, to October 31st, 2028.
- 4.03 (a) on an annual basis, the base annual remuneration shall be adjusted by applying a factor equal to the change in Consumer Price Index (Nov.- Nov.) calculated by Statistics Canada for Whitehorse, subject to the following:
- I. annual increase shall not exceed 2.5% in any given year; and
 - II. where the Consumer Price Index indicates a negative adjustment, no adjustment shall be applied.
- (b) the adjusted base annual remuneration shall become effective on January 1st of the following calendar year.
- 4.04 Annual remuneration shall be paid bi-weekly and, where a member of council fails for any reason to serve in the respective office for a full twelve months, the remuneration shall be prorated on a bi-weekly basis for the period served.

5.00 Remuneration Review

- 5.01 During the final year of council's term of Office, council shall schedule a review of the *Council Remuneration Bylaw* and proceed to amend it as deemed advisable at that time.

6.00 Additional Payments

- 6.01 In addition to the annual remuneration provided pursuant to this bylaw, a member of council may be paid a per diem for each day the member of council is engaged in representing the City at any training session, event or meeting where such representation:



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2024-10

- (a) has been approved in advance by council resolution or
- (b) When the municipality receives late notice of a training session, event or meeting occurring after the last council meeting but before the event itself, the Municipal Clerk may conduct an email poll among the council members to seek approval for a member to attend and represent the City. For the representation to be approved for per diem purposes, a majority of the council must respond to the email poll, and a majority of those responding must approve the request. This approval process and the results will be reported at the next scheduled council meeting for informational purposes.

6.02 The per diem shall be prorated as follows:

Representation	Entitlement	Amount
More than 4 hours	Full-Day	\$300.00
4 hours or less	½ Day	\$200.00

6.03 The per diem provided pursuant to this bylaw shall be paid with respect to such day or days on which a member of council:

- (a) represents the City at an approved training session, event or meeting; or
- (b) is required to be absent from the municipality for four or more hours for the purpose of travelling to and from an approved training session, event or meeting.
- (c) Serves as Deputy Mayor at a community event or function in the absence of the Mayor

6.04 The per diem shall not be paid for

- (a) Attendance at community meetings or events where the member is not in an official role.
- (b) Mayoral participation in community meetings, events or functions considered to be part of the Mayoral role.
- (c) Preparatory work for attendance at a meeting or event.



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2024-10

7.00 Expenses

- 7.01 Prior approval of council is required for funding or reimbursement of expenses incurred in conjunction with the travel of any member of council outside the City of Dawson.
- 7.02 When the municipality receives late notice of an event or meeting that requires travel, occurring after the last council meeting but before the event itself, the Municipal Clerk may conduct an email poll among the council members to seek approval for a member to attend and represent the City. For the travel to be approved, a majority of the council must respond to the email poll, and a majority of those responding must approve the request. This approval process and the results will be reported at the next scheduled council meeting for informational purposes.
- 7.03 Members of council shall be reimbursed for travel expenses in accordance with the *City of Dawson Travel Policy*.
- 7.04 Councilors with dependents living in their home who are younger than 13 years of age will be eligible to claim childcare allowance for all official meetings of council. For the purposes of this bylaw:
- (a) The childcare allowance will be payable for the identified time of the applicable meeting,
 - (b) The childcare allowance will be set at an hourly rate equal to the established Yukon hourly minimum wage at the time the claim is made; and
 - (c) Official meetings include Council Meetings, Committee of the Whole meetings training related to city business, and all local meetings, events or business functions where council or the mayor and CAO requires the attendance of council members.

PART III – FORCE AND EFFECT

8.00 Severability

- 8.01 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.

9.00 Bylaw Repealed

- 9.01 Bylaw 2021-10, and amendments thereto, are hereby repealed.



THE CITY OF DAWSON

Council Remuneration Bylaw

Bylaw No. 2024-10

10.00 Enactment

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

11.00 Bylaw Readings

Readings	Date of Reading
FIRST	October 15, 2024
SECOND	
THIRD and FINAL	

Stephen Johnson, Mayor

Presiding Officer

David Henderson, CAO

Chief Administrative Officer