



## ASSOCIATION OF YUKON COMMUNITIES

### - BOARD OF DIRECTORS MEETING -

Date: Mar 4, 2023 @ 09:00 - 16:00

Location: Virtual Meeting

### MINUTES

#### In Attendance:

##### Executive and Directors

Councillor Ted Laking - President  
Councillor Lauren Hanchar - 1<sup>st</sup> Vice President  
Councillor Doris Hansen - 2<sup>nd</sup> Vice President  
Mayor Gord Curran - Immediate Past President  
Mayor William Kendrick - City of Dawson  
Mayor Bruce Tomlin - Village of Haines Junction  
Councillor Joann Aird - Village of Mayo  
Councillor Denina Paquette - Town of Watson Lake  
Councillor Mellisa Murray - City of Whitehorse  
Councillor Michelle Friesen - City of Whitehorse

##### Members

CAO Matthew Cybulski - Village of Carmacks  
CAO David Henderson - City of Dawson  
CAO Margrit Wozniak - Village of Mayo  
CAO Chad Thomas - Village of Teslin  
CAO Cam Lockwood - Town of Watson Lake

##### Staff

Shelley Hassard - Executive Director  
David Rozsa - Manager of Operations

##### Yukon Government

Ranj Pillai - Premier  
Nils Clarke - Minister  
Richard Mostyn - Minister  
Catherine Hardwood - Deputy Minister, Highways and Public Works  
Justin Ferby - Deputy Minister, Economic Development

Matt King - Deputy Minister, Community Services  
Ben Yu Schott - Director of Community Services  
Janet Kalbfleisch - A/Director of Health & Social Services  
Michael Curtis - Regional Advisor, Yukon Government

### Guests:

Samantha Salter - President of Humane Society  
Heather Leduc - Secretary of Humane Society  
Pat Weins - Treasurer of Humane Society

### Regrets

Mayor Lee Bodie - Village of Carmacks  
Councillor Leif Nyland - Town of Faro  
Councillor Jeff Myke - Village of Teslin  
Councillor Bonnitta Ritchie - Tagish Advisory Council (LACs)  
CAO Larry Baran - Town of Faro  
CAO Vacant - Village of Haines Junction  
A/City Manager Jeff O'Farrell - City of Whitehorse

## 1. *Premier's Update:*

Premier Pillai addressed members:

- Better Buildings program is progressing nicely; 30 homeowners have applied along with 5 commercial building owners. All municipalities have agreements to participate in the Better Buildings program.
- YG acted quickly on the AYC resolution for the increasing of council terms to 4 years, commending Minister Mostyn and President Laking for the initiative and their efforts.
- Looking forward to the upcoming AYC AGM in Watson Lake.
- Concern expressed by Mayo about developing lots; younger generation cannot afford to build due to the high costs; may increase the populations in outer Yukon if these costs were down. Premier Pillai is cognizant of these impacts on communities, believes there needs to be discussion with Ministers on this.
- Unable to change established lot prices in Mayo but feels there are other opportunities that can be explored; there may be openness to open work up to the private sector. Understands high costs may discourage residents to remain in the community and build.
- Budget briefing included a \$50m contingency for emergency (*floods, fires, etc.*); AYC has interest in learning more about the funding (*i.e., criteria, regulations, etc.*). Premier expressed the contingency is intended for when the

season has begun, and is assessed on where it would have greatest efficacy. It is not structured as an adaptation piece to be leveraged.

## *2. Ministerial Update:*

Minister Clarke updated members on Yukon Government Capital Projects and 5 Year Capital plan:

- Work has begun on Whistle Bend Elementary School. Completion anticipated by 2023-2024; planning replacement of Whitehorse Elementary School in downtown Whitehorse.
- Yukon Resource Gateway program to provide funding for approximately 650 km of upgrades to roads and transportation infrastructure.
- Improvements made to Dawson City, Mayo, and Watson Lake airports.
- Our Clean Future initiative: focusing on reducing emissions on Yukon Government builds; studies underway to this effect.
- Renewal Energy District Heating system being built in Haines Junction is one example; construction anticipated for next year.
- Three buildings heated via biomass currently. Working to expand correctional centre biomass facility.
- 19 fast charging stations installed within Whitehorse and communities; 7 more planned to be installed along highways.
- The lead on the relocation decision will be with the Dept. of Education regarding the rebuild of Whitehorse Elementary School. There is desire for an elementary school to remain in downtown Whitehorse.
- There is approx. 100m of low points on the dyke in Dawson City, but no definitive information is available on its immediate remedy. YG will investigate and get back to Mayor Kendrick.
- March 16<sup>th</sup> conversation regarding future of river crossing in Dawson City will be a broad discussion. Highways and Public Works not yet able to touch on solutions until after engagement has occurred.
- Vehicles abandoned on the roadside receiving comments from tourists each year; the RCMP has a role to play in their clean up but the definitive answers on the process are not known at this time. YG will reach out to AYC after investigating.

### 3. Highways and Public Works:

Technical presentation provided by DM Catherine Hardwood touching base on: **Motor Vehicle Act Update:** Large piece of legislation, rewriting and modernizing it has proven to be a challenging and extensive task. Intended for the fall sitting of 2024. When it began in Spring of 2019, they conducted a 60-day broad public engagement; current stage is engagement with stakeholders and FNs. They'll be out in the Spring 2023 doing more broad engagement too.

Revised Act intended to allow for more flexible / tailored traffic safety regulations; enabling municipalities to address their own priorities and issues.

- Mandatory helmet provisions for cyclists.
- Broadening and increasing penalties for distracted driving legislation.
- Offroad regulations intended for a separate piece of legislation.
- Tightening vehicle equipment rules to increase vehicle road worthiness.
- Updating drivers licensing.
- More information anticipated to be available in the Spring 2023.

#### **Ongoing Capital Projects in Each Community:**

##### **Dempster Fibre Line:**

50% complete, the trickier engineering sections have been finished. Horizontal drilling has been completed last Summer. To be substantially completed in 2024 with cleanup after that. Operational sometime in 2024 is the aim.

##### **Dempster Highway Maintenance:**

Investing to ensure safety and reliability. Replaced crooked creek bridge; tender issued in January 2023 for more work to occur between Stuart Crossing and Dawson City. Highway closures without good redundancies can cause significant delays, complications arose due to landslides. Form of redundancy intended for Dawson City for emergencies and the like, but not necessarily for commercial purposes.

##### **Robert Service School:**

- Updating mechanical and HVAC. Work intended to continue for a couple of years.

##### **Old Territorial Administration Building:**

- Phase 3 of 4 to be completed in 2024-2025
- Phase 3 estimated to cost 2.5 million.

##### **Mayo Airport:**

- 2.7 million runway lighting upgrade was completed in August 2021.

#### Silver Trail Road:

- Supporting residents of Mayo, Keno, Eagle Gold Mine and other mineral properties
- Rehabilitation of Mayo River bridge road reconstruction and spot repairs from KM 0 to KM 110 between Mayo and Keno City.

#### Robert Campbell Highway:

- Project agreement signed in 2020
- Covers km 354.9 to km 414.4
- Estimated cost of 55 million

#### Carmacks Bypass:

- Construction of 5.1 km length of road bridge over the Nordenskiold River
- Contractor is Pelly Construction
- Majority of project completed in past construction season
- Entire project to be complete in 2024

#### Carmacks Grade Station:

- Demolition of the grade station will be completed in 2023
- Project costs estimated at \$500,000
- Soon to be put out for tender

#### North Alaska Highway

- Grant app submitted in February 2023 to RAISE grant program in collaboration with Alaska, USA
- Grant will restore sections of North Alaska Highway

#### Renewable District Heating System in Haines Junction:

- Plans underway to move ahead with design of renewable energy district and heating system
- Engineering work will begin Spring 2023, follow by construction in 2024.

#### Kets'adan Ku (Burwash Landing School)

- Funding allocated for planning / construction
- In design phase currently

#### Village of Teslin

- New bridge includes pedestrian walkways and will be earthquake resistant.
- One of the largest projects via dollar value
- Crews receiving materials on site over winter; 5/10 are TTC citizens
- Work to resume Spring 2023

- Completion anticipated for 2026

### Town of Watson Lake

- Pedestrian activated beacons at Alaska Highway / Robert Campbell Highway
- Street Lighting for Robert Campbell Highway
- Airport airfield lighting and electrical systems in next fiscal

### City of Whitehorse

- Safety improvements to Alaska Highway, to continue Summer 2023
- Safety upgrades between Lodestar and Whitehorse weigh station
- Airport:
  - upgrade to parallel runway to be completed in 2023
  - Realignment, paving and lighting of Taxiway G to be completed in 2023
  - Food services to reopen Spring 2023
  - Planning underway for replacement of airport maintenance facility
  - Runways rebuilt
- Whistle Bend School:
  - Expected to be completed in Winter 2023-2024
- Ecole Whitehorse Elementary School:
  - Early planning phase
  - Working with stakeholders to determine exact location
- Selkirk School:
  - New parking lot to be completed in 2024 at estimated cost of \$2mil
- Elijah Smith School
  - Siding replacement, re-roofing
- Yukon University
  - Replacement of campus roof at estimated cost of \$15mil
  - Estimated completion in 2026

### Brush and Roadway Safety Improvement Program:

- \$3.7 mil of work for 2023 (approx. 1,000km)
- Letters to be sent to property owners by Mar 31, 2023
- Projects offered by direct award, invitational, or open tenders based on size of project

### Our Clean Future:

- Electrifying Yukon highways - putting in proper charging capacities so electric vehicle owners have confidence moving along highway system. Approx every 100kms there would be charging abilities.
- Upgrading government buildings
- Prioritizing climate resilience and energy efficiency

### 5-Year Capital Plan:

Released Mar 2, 2023, available online. Annual total of \$2.155bil over next 5 years, slight reduction from what was planned last year; felt the plan was pushing out too much work at once, so they've "leveled it off."

Still intend to spend at historically high levels.

Targeting major drivers: health care, housing, education infrastructure as well as strategic transportation projects.

There are 6 major projects for 2023-2024.

**Action Item - Highways and Public Works:** Catherine Hardwood to provide a copy of Highways and Public Works presentation.

### 4. Humane Society:

President Salter addressed members on the work of the Humane Society:

- **Hired:** executive director; part-time officer manager; full-time kennel manager and two full-time kennel attendants.
- **Recent improvements:** streamlining adoption process and making it less prone to discriminatory practices; improving cleaning, infection, deworming and control protocols; increasing transparency and consistency in medical decision-making; shifting hours of operation to balance staff capacity with the need to be open to the public.
- **Current State:** experiencing repeated crises due to current model of relying on volunteers and low wage workers; 70% of revenue generated is through fundraising and donations.
- Asking for AYC's support in creating a resilient and sustainable organization; having the robustness to no longer experience such fragility when misfortune occurs (*such as loss of a donor, or equipment malfunction*). Possibly in the form of a resolution by AYC.
- There must be a sustainable path forward; someone must be there to help communities with these animals and if the Humane Society is not there to facilitate these services it will simply shift the responsibility to another. Their service helps combat animal control issues.
- Councillor Friesen suggested future discussion regarding another spay / neuter clinic if they felt that had a significant impact.
- **Upcoming Fundraiser:** Klondike Gold Ruff Virtual Run.

## CONTACT

HUMANE SOCIETY

Samantha Salter, President

[PRESIDENT@HUMANESOCIETYUKON.CA](mailto:PRESIDENT@HUMANESOCIETYUKON.CA)

[WWW.FACEBOOK.COM/HUMANEYUKON](https://WWW.FACEBOOK.COM/HUMANEYUKON)

[WWW.HUMANESOCIETYUKON.CA](https://WWW.HUMANESOCIETYUKON.CA)

**Action Item - Humane Society:** Samantha Salter to provide a copy of Humane Society presentation.

### 5. *Bridges to Home:*

[www.bcpsqc.ca/bridges-to-home](http://www.bcpsqc.ca/bridges-to-home)

Janet Kalbfleisch addressed members on Bridges-to-Home program:

- Partnership between BC Patient Safety & Quality Council and Healthcare Excellence in Canada; based on successes in Ontario and across Canada.
- Goals are to improve patient and partner care experience between hospital and home-community and to lessen occurrences of hospital re-admittance; improving care experience.
- Program timeline runs from Oct 2022 to Oct 2023 with four learning phases and a wrap up session.
- Seed funding for eight teams to participate; challenging to participate for some due to capacity; Yukon is one of two teams that are being supported.
- Bundle consists of: Patient Oriented Discharge Summary (PODS); Effective Patient and Caregiver Education; Welcoming Caregivers as Partners in Care; Post-Discharge Follow Up.
- Looking to engage with those who have had lived experience; input on new processes; evaluation of new processes once implemented.

### Yukon Team

- The Yukon team has representation from Health and Social Services and Whitehorse General Hospital
  - Stephanie Gionet Dufour, Director of Nursing (YHC)
  - Krystal Olito, Manager First Nations Health Program (YHC)
  - Janet Kalbfleisch, Director Community Care (YG)
  - Heidi Croucher, Manager Strategic Operations (YG)
  - Todd Pryor, Manager Mental Wellness and Substance Use Services (YG)
  - Jane Boutette, Assistant Director, Community Nursing (YG)
  - Alison Sisson, Quality Improvement and Assurance Project Lead (YG)

## CONTACT

TO SHARE YOUR EXPERIENCE REACH OUT TO

[ALISON.SISSON@YUKON.CA](mailto:ALISON.SISSON@YUKON.CA)

(867) 335 - 5374

**Action Item:** Janet Kalbfleisch to verify permission, and if approved to supply presentation.

### 6. *Arctic Inspiration Prize:*

Councillor Mellisa Murray addressed members on the Arctic Inspiration Prize:

- In its 11<sup>th</sup> year, funding up to \$3.7 mil and is intended *for the North, by the North*, providing varying award amounts.
- Its intended affect is to encourage, enable and celebrate achievements of people in the North of Canada, bringing people together and inspiring inclusivity.
- Use seed money as risk capital; leverage it with additional funds to make projects sustainable.
- Yukon has had an AIP Laureate every year from 2015-2022; many have been First Nation communities.
- Vast amount of partners, co-owners & ambassadors in Yukon.
- Nominations are currently open for 2023, closing in October 2023.

## CONTACT

Councillor Mellisa Murray  
AIP Yukon Region Manager  
[YUKON.RM@ARCTICINSPIRATIONPRIZE.CA](mailto:YUKON.RM@ARCTICINSPIRATIONPRIZE.CA)

### 7. *Call to Order - President Ted Laking*

The meeting was formally called to order at **11:33 a.m.**

## 8. Changes to or Adoption of Agenda – President Ted Laking

### Change:

1. Include discussion regarding territorial budget (13.4)

Motion **BD23-01** It was duly moved by 1<sup>st</sup> VP Hanchar and seconded THAT the Agenda be accepted as amended.

**Carried Unanimously**

## 9. Adoption of the Minutes from the Dec 2, 2022 Board Meeting

Motion **BD23-02** It was duly moved 2<sup>nd</sup> VP Hansen and seconded THAT the Minutes of the Dec 3, 2022, Board Meeting be adopted as presented.

**Carried Unanimously**

## 10. President's Report – President Ted Laking

Members were directed to the report provided. President Ted Laking updated members on:

- Wrote to Housing Minister, now Premier, stating where AYC stands; desiring a rural land strategy be developed.
- Following board direction, President Laking has reached out to various Ministers to attend and speak with our membership.
- Traveled to Ottawa for FCM SCC with ED Hassard, met with Minister of Rural Ec. Dev; put on Federal Minister's radar that Yukon communities are fond of the current CCBF model but would like an increase in the funding.
- Met with MP at the conference as well, spoke about CCBF and climate mitigate and the need for more federal dollars for infrastructure.
- Met with MP Bob Zimmer, Official Opposition Critic for Northern Affairs; discussed CCBF and ICIP — putting on his radar that ICIP is expiring and a new initiative is planning to be established and municipal governments in the North would like it to be more streamlined.
- Looking to establish AYC as the administrator for CCBF to reduce the administrative burden and put more funds in the hands of municipalities.
- Preparations underway for AGM in Watson Lake; sponsorship goals reached based on commitments and higher than the previous year.
- High uptake in senior government officials requesting to attend AGM.
- High level briefing of budget attended this past Thursday; appreciative of the invitation.

Motion **BD23-03** It was duly moved by Past President Curran and seconded THAT the President's Report be accepted as presented.

**Carried Unanimously**

## 11. Executive Director's Report - Shelley Hassard

Members were directed to the report provided. ED Hassard updated members on:

- Financial Management: *small surplus this year has resulted in a small deficit due to need for additional entries after year-end payroll and the ongoing audit; approximately \$3,000. Will be reported in May.*
- CGM: Cory Bellmore has been hired; report on adequacy of grant and formula being developed with first working draft provided; anticipated to be completed by month's end.
- Manitoba, BC, and Alberta have all increased their grants to municipalities for CGM. Hoping this trend continues in the North; good for discussion with the government as well.
- Draft Interim Regional Landfill Agreement created for all municipalities aside from CoW and ToF (*as they own their landfills*) to get money flowing while the final agreements are being completed. Gating and managing facilities is required to receive the full amount; happy to attend as a delegate, with Dave Albisser, for any desiring Councils.
- Community of Practice for AGM anticipated to have workshops by Christina Benty with costs shared with Yukon Government.
- Draft Agenda created for our AGM, many presenters requesting a time slot; full agenda but a small amount of shuffling room is being maintained as a contingency.

Motion **BD23-04** It was duly moved by Mayor Kendrick and seconded THAT the Executive Director's Report be accepted as presented.

**Carried Unanimously**

## 12. Finance and Administration

### 12.1 Reports to Jan 31, 2023 - David Rozsa

After some discussion, the financial reports to Jan 31, 2023, were accepted as presented.

Motion **BD23-05** It was duly moved by 1<sup>st</sup> VP Hanchar and seconded THAT the Jan 31, 2023 financials report be accepted as presented.

**Carried Unanimously**

### 12.2 CTTS Update - David Rozsa

Members were updated on the activities of the Community Training Trust Society as presented in the provided report.

## 13. Ongoing Business

### 13.1 Award Policy

Draft policy has been established and provided in the documents package. Initially there was not an existing policy for all awards, only individually, so it has been amalgamated into one document.

#### DESIRED CHANGES:

- Expanded section on renaming awards, with more direction; concern that it is currently too vague:
  - SUGGESTIONS:
    - who awards can be named after
    - what kind of awards AYC may want to include in the future.
- Some expression of caution was given with regards to making the policy too prescriptive; flexibility should be maintained for future boards to provide them the ability to amend direction based on future desires.
- It was brought forward to possibly mandate the review of the policy at set intervals to ensure it is meeting its obligations in the future.

**Action Item:** Staff to review awards policy and make amendments based on Board suggestions.

### 13.2 Staff Administration and Benefits Policy

Drafted policy for review to assist with establishing an all-encompassing policy on staff and recruiting based on current experiences.

#### MAIN CHANGES:

- Hiring Committee will have the final say on hiring of new Executive Director.
- Hours of Work now established within the job offer or employment contract.
- Added exacting stipulations (*i.e. leave without pay doesn't accrue vacation time; AYC discourages an absence beyond 90-days regardless, etc.*).
- Cost of Living Adjustment included to remain competitive and to improve staff retention; formula for calculating COLA depicted.

- Included that outside employment is not an issue if there is no conflict of interest and does not interfere with AYC employment.
- Include section for long service to reward staff for their dedication and loyalty.

Motion **BD23-06** It was duly moved by Councillor Aird and seconded THAT the Staff Administration and Benefits Policy be accepted as presented.

**Carried Unanimously**

### 13.3 Round Table: Member Check In

**ToWL:** 1<sup>st</sup> VP Lauren updated members on the official grand opening of their municipal services and fire hall building; working on their budget; working toward in-ground infrastructure work with anticipated tenders going out next week; they believe there will be a lot development announcement coming soon; working with AYC Staff on AGM preparations.

**VoC:** 2<sup>nd</sup> VP Hansen updated members on the recent hiring of a CAO, Matthew Cybulski; new rec. centre to open soon; new fire hall also coming online soon; fire hall has rental space allowing for the recapture of costs; recent snow reports indicate impending flooding.

**VoHJ:** Mayor Tomlin updated members on lot development planning, hoping some to be ready by end of year; concerns with lot pricing echoing concerns expressed by Councillor Aird in Mayo; conducting needs assessment and asset management planning has been contracted out; working on zoning bylaw.

**VoT:** Past President Curran updated members on the recent appointment of CAO Chad Thomas: planning on permanent berm construction after the snow has melted; community engagement done over winter to ascertain their approval; water delivery costs have increased; reviewing rates and fees for viability; expansion in the works following passing of TTC resolution; housing assessments ongoing for the last year and hoping to conclude this year; looking at water system upgrades; some energy upgrades to Rec. Plex; hoping to host a BBQ celebrating teamwork for the first time in three years, a tradition since 2015.

**VoM:** Councillor Aird and CAO Margrit Wozniak updated members on things in the Village of Mayo: reduced reservoirs almost saw them run out of water; winter carnival coming up next weekend; trying to get two warm water wells drilled to avoid using the permanent boiler in the water treatment plant to reduce costs;

another cold well also to be drilled and tied into the existing system; seeking new public works manager; finalizing OCP.

**CoW:** Councillor Murray updated members on Whitehorse: Council held two town halls with another planned for next work, good turn out so far; operating budget process ongoing with public engagement happening next week; hoping to open Robert Service Campground year round; working on asset management; experienced water leaks; reassessing escarpment with regards to landslide mitigation; looking at funding for a main sewer line; lots of rezoning in town; recently put a TKC and KDFN flag within Council Chambers; adding offices to operations building; working on transportation master plan.

**CoD:** Mayor Kendrick updated members on Dawson City: they've got a brand new council creating some challenges; diversion centre set to open in a week; new garbage / recycling truck with a plan for curb side recycling within about a year; water metering project moving forward with more water meters installed this Spring; vacant resident land policy not yet been fully implemented; planning ongoing for "bottom of the dome" road; EMS challenges being experienced and worked on; appears they'll likely have to increase tax obligations for residents and it's challenging when others in close proximity pay lesser amounts; hoping to have Town Halls in the future or a radio show to update their population; New CAO David Henderson has begun meeting with Tr'ondëk Hwëch'in regularly to move forward on some projects; they've also got a new electric Zamboni.

Mayor Kendrick provided some details regarding the Yukon Climate Change Committee for Adaptation (YCCCA), and funding that can be obtained through it. In addition to the Climate Change Preparedness in the North (CCPN). Suggested to add it as an agenda item for the AGM to spread awareness.

**ToF:** No representative was available to speak on behalf of Town of Faro at the time of the Round Table.

### 13.4 Territorial Budget:

President Laking has been approached by media for comment, looking for direction from Board on position of AYC regarding the budget and any concerns so that a response can be issued by Mar. 6, 2023.

#### CONCERN:

Comparing *2023 budget* against the *2022 budget* there is a \$7mil funding cut to rural land development and a \$1.4mil funding cut to land analysis and planning.

#### CELEBRATORY NEWS:

Government's fiscal summary for 2022-24 includes a \$50mil contingency fund for expected, but presently undefined, expenditures. Likely to be used for responses to emergencies such as fires and floods.

Board expressed no concern with the direction of President Laking's response.

## 14. *Other*

14.1 Next board of directors meeting, in **Watson Lake**, on **May 14, 2023**.

## 15. *Business Meeting Adjourned*

15.1 Meeting adjourned at 1:38 pm

Moved and duly seconded to adjourn the business meeting.  
*As witness to the approval of these minutes.*

Ted Laking  
Ted Laking (Jun 17, 2023 10:33 PDT)

President

Lauren Hanchar  
Lauren Hanchar (Jul 1, 2023 15:35 PDT)

1<sup>st</sup> Vice President

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## List of Action Items

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- 3.0 **Action Item - Highways and Public Works:** Catherine Hardwood to provide a copy of Highways and Public Works presentation.
- 4.0 **Action Item - Humane Society:** Samantha Salter to provide a copy of Humane Society presentation.
- 5.0 **Action Item - Bridges-to-Home:** Janet Kalbfleisch to verify permission, and if approved to supply Bridges-to-Home presentation.
- 13.2 **Action Item - Award Policy:** Staff to review awards policy and make amendments based on Board suggestions.











# Signature Required - Minutes from Mar 4 2023 Board Meeting

Final Audit Report

2023-07-01

|                 |  |
|-----------------|--|
| Created:        | 2023-06-17                                   |
| By:             | David Rozsa (ayc@ayc-yukon.ca)               |
| Status:         | Signed                                       |
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## "Signature Required - Minutes from Mar 4 2023 Board Meeting" History

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-  Document emailed to ted.laking@whitehorse.ca for signature  
2023-06-17 - 4:58:05 PM GMT
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2023-06-17 - 5:33:39 PM GMT- IP address: 50.117.155.195
-  Signer ted.laking@whitehorse.ca entered name at signing as Ted Laking  
2023-06-17 - 5:33:55 PM GMT- IP address: 50.117.155.195
-  Document e-signed by Ted Laking (ted.laking@whitehorse.ca)  
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-  Signer lauren.hanchar@icloud.com entered name at signing as Lauren Hanchar  
2023-07-01 - 10:35:55 PM GMT- IP address: 104.28.116.6



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