

Agenda 23-19

Regular Meeting of the Council of the Village of Carmacks, Yukon to be held in the Council Chambers of the Carmacks Municipal Building at 7:00 PM on Tuesday, October 3, 2023.

1. CALL TO ORDER

2. AGENDA

(motion to adopt)

3. ADOPTION OF MINUTES

(motion to adopt)

3.1 Regular meeting of September 19, 2023

3.2 Special Meeting Minutes of September 26, 2023

4. DELEGATION

5. CORRESPONDENCE

5.1 – Garvice Rd – Children Playing Traffic Sign – Feedback & Discussion

6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 CAO Report

6.4 Public Works General Manager Report

6.5 Recreation Department Report

6.6 AYC

7. ACCOUNTS PAID AND PAYABLES

8. BYLAWS

8.1 Zoning Amendment By-law 292-23 (Lot #1092)

(motion to adopt)

9. NEW & UNFINISHED BUSINESS

9.1 VoC – Councilor Resignation

10. QUESTION PERIOD

11. INCAMERA

(motion to go in and out of session and recorded time)

12. ADJOURNMENT

MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON SEPTEMBER 18TH, 2023 IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Lee Bodie

Councillors: J. Lachance, K. Unterschute, H. Belanger

Staff: CAO M. Cybulski, L. Snyder

ORDER: Mayor L. Bodie called the meeting to order at 7:00 PM.

AGENDA: Council reviewed the agenda.

23-18-01 M/S Councillors H. Belanger/J. Lachance motioned that the agenda be accepted as presented.

CARRIED

MINUTES: From the regular meeting on Sept 5, 2023.

23-18-02 M/S Councillors J. Lachance/ H. Belanger motioned that the minutes be accepted as presented.

CARRIED

DELEGATION:

4.1. Rezoning Public Hearing – Lot #1092 – Public Forum – delegate cancelled

CORRESPONDENCE:

5.1. CIMCO Toromont Customer Support Agreement

This is for information only. The agreement is regarding the ice plant in the arena. It is a group plan through AYC and lowers the cost for each of the municipalities.

5.2. Yukon Quest – Letter of Support

The Yukon Quest requested the use of the rec center as a check in point for the race as they do each year.

REPORTS:

Councillor Activity Reports

Councillor J. Lachance commented on that it was really nice to have the Fire Hall grand opening and the bands at Merv Tew Park. He said the Amazing Race Carmacks was really good.

Councillor K. Unterschute has nothing to report.

Councillor H. Belanger also attended the grand opening of the Fire Hall and spent some time at Merv Tew park.

Mayor's Report

Mayor Bodie attended the Carmacks Klondike Days on the weekend. He apologized to the councillors for not using their names when he thanked council in his speech.

CAO Report

CAO M. Cybulski presented Council with a written report and broke it down verbally.

The Firehall Grand opening took place on Sept 16th. 72 Recreation Logo Surveys were completed during the weekend festivities.

CMHC HAF submission. If finalized, it will be submitted by Sept 25, 2023. Will know if VOC is granted the funding by Nov/Dec.

Will be delaying the effectivity date of By-Law 291-23 to allow for VoC Public Works department to develop an implementation plan working around the delays caused by the YTG Tender Date.

Provided an update regarding meeting with Minister Mostyn scheduled for the following day.

Recreation Department Report

New Rec-Director Meesha Wittkopf introduced herself to council and broke down written report verbally. She informed council about the variety of programming that are provided to school kids and youth.

The Rugged Apprenticeship days will be happening from September 14-16. The Klondike Culture Days will follow a week after. A lot of events have been planned and she hopes that everything goes smoothly.

Finance Report

Lisa Snyder provided a verbal update regarding the audit. She requested the council have a special meeting next week to approve the audit so it could be submitted before the Sept 30, 2023 deadline.

ACCOUNTS PAID AND PAYABLES

No report provided.

BYLAWS

NEW AND UNFINISHED BUSINESS

9.1 Yukon Housing Corp – board meeting October 26th

Yukon housing requested council to attend the meeting for approximately 45 minutes. Council decided they will write a letter with their concerns instead.

9.2 Carmacks Sanitary Sewer Repairs – Starting September 28th

Shared Workplan and timeline with VoC Mayor & Council regarding the sanitary sewer system repairs planned along River Drive throughout October 2023.

QUESTION PERIOD

No questions from the public.

IN-CAMERA

Motion to move into Closed Meeting in accordance with the Yukon Municipal Act, Section 213 (3) (a) if in the case of a council, the council decides during the meeting to meet as a council committee to discuss a matter;

23-17-08 M/S Councillors D. Hansen/ H. Belanger motioned to go in-camera at 7:48PM.

23-17-09 M/S Councillor D. Hansen motioned to go out of in-camera at 7:57PM.

ADJOURNMENT

23-17-12 M/S Councillor H. Belanger motioned to adjourn the meeting at 7:58PM.

Mayor L. Bodie adjourned the meeting at 7:58PM.

Mayor Lee Bodie

CAO Matthew Cybulski

**MINUTES FROM THE SPECIAL MEETING OF THE COUNCIL FOR THE VILLAGE
OF CARMACKS ON SEPTEMBER 26TH, 2023 IN THE MUNICIPAL COUNCIL
CHAMBERS**

PRESENT: Mayor: Lee Bodie
Councillors: D. Hansen, H. Belanger
Staff: L. Snyder

ORDER: Mayor L. Bodie called the meeting to order at 7:00 PM.

AGENDA: Council reviewed the agenda.

**M/S Councillors H. Belanger/D. Hansen motioned that the agenda be
accepted as presented.**

CARRIED

3.1 Financial statement review

**M/S Councillors D. Hansen/ H. Belanger motioned that the financial
statements be accepted as presented.**

CARRIED

3.2 By-law 291-23 “Landfill Service Fee By-law”

**M/S Councillors D. Hansen/ H. Belanger motioned to give the 291-23
Landfill Service Fee By-law - 1st reading**

CARRIED

**M/S Councillors H. Belanger/ D. Hansen motioned to give the 291-23
Landfill Service Fee By-law - 2st reading**

CARRIED

ADJOURNMENT

M/S Councillor H. Belanger motioned to adjourn the meeting at 7:36 PM.

Mayor L. Bodie adjourned the meeting at 7:36 PM.

Mayor Lee Bodie

CAO Matthew Cybulski



Village of Carmacks

P.O.Box 113
Carmacks, YT Y0B 1C0

To: Mayor & Council

Date: October 3, 2023

From: Matthew Cybulski, Chief Administrative Officer, Village of Carmacks

Re: CAO Debrief (September 19, 2023 to October 3, 2023 – CAO Vacation Period)

Hello Mayor & Council,

Major updates and minor debriefing of municipal service developments and administrative activities:

1. CMHC HAF Update

- \$4.2 Million submission finalized.
- Finalized draft submitted September 27th
- Submitted Application Overview attached.
- Decision to be shared by late November/Early December.
- High Density Housing Complex “Village Hub” plan in development.

2. Regional Landfill Update

- Bag Tags designed and ordered.
- VoC Landfill Townhall Meeting – October 19th & November 9th – Hosted at CRC
- Mail outs to be sent October 6th via Post Office to include service fee schedule, Landfill Town Hall invites, and all educational documentation.
- Landfill Service & Logistics Plan to be shared by CAO & PW GM during Landfill Special Meeting – October 10th
- Major logistical delays in sourcing of secondary gate and staff attendant station
- Project will not be tendered until December 2023
- Project completion to be anticipated for July 2024
- By-Law 291-23 “Landfill Service Rates” amended and re-read for changes to effectivity date

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

- PW GM has outlined a temporary plan for a restricted access transfer station and Staff Attendant facility – To be logistically coordinated by November 1st, 2023
3. Updates at a Glance
- Tier #2 CDF submitted for 24 Hour Key Fob Access to CRC and CCTV Upgrades (\$46,000)
 - Financial Statements and Auditors Report – Produced, Reviewed and Ratified during September 26th Special Council Meeting
 - Landfill Update Meeting (Mayor & Council) – October 10th, 2023
 - Land Management Branch has confirmed the Freegold Lot returned for permitting from Spring 2023 land lottery is subjected to 3-year development terms.
 - Special Council Meeting held with DM Matt King and Minister Richard Mostyn on September 20th, 2023
 - Updated CMG to include Municipal Roadway Transfer and should be shared with VoC by end of October.
 - VoC Gas Tax Application for Steam/Vac Truck Combo submitted September 25, 2023 (Attached)
4. Village of Carmacks Website Update
- Catalis Website Mock Design – Attachment Shared
 - To Be Launched for November 1st
 - Service Request Beta Test Period from October 7th to October 31st (Internal Agency Usage of Service Request System)
 - Website to include fillable PDF applications for VoC Careers, Demolition Permits, Development Permits, Rezoning Applications, and more
 - Website to include POS System for Landfill Service Fee Schedule and Recreation Service Fee Schedule
 - Service Requests include – Report of Fallen Tree, Potholes, Snow Removal, Vandalism/Graffiti, Landfill Inquiry, Street Light Inquiry, and More
5. Special Meeting Dates – Confirmation of Schedule

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113
Carmacks, YT Y0B 1C0

- Preliminary Capital Budget Planning Meeting – Select Meeting Date
- VoC Wage Scale Review Meeting – Select Meeting Date
- Public Works Gas Tax Proposal Meeting – Select Meeting Date
- CAO Performance Review – Select Meeting Date

6. On the Horizon

- The Premier's visit scheduled for October 17th during regularly scheduled council meeting.
- CAO Training continues in Asset Management Practices
- CAO & PW GM to Attend Geothermal Energy Workshop hosted by Geothermal Energy Yukon
- Landfill Service By-law 291-23 starts November 15th, 2023
- Joint Council Meeting potential dates shared with LSCFN – Awaiting reply.

Telephone: (867) 863-6271
Fax: (867)863-6606
Email: info@carmacks.ca



97.0° A Few Clouds | Air Quality: Fair

Facebook | Instagram | YouTube | Search Carmacks

- HOME
- BUSINESS ▾
- MUNICIPAL ▾
- RESIDENTS ▾
- VISITORS ▾



WELCOME TO THE VILLAGE OF CARMACKS

The Village of Carmacks, Yukon is located in a spectacular wilderness setting at the confluence of the Yukon and Nordenskiöld rivers.

[Learn More](#)

Service Request

Facility Rental

VoC Careers

Meeting Minutes & Agendas

Village Staff Directory

Documents & Permits



Geothermal Energy and Yukon

Friday October 13, 2023

AGENDA

- 8:30 – 9:00 Introduction and Opening prayer
- 9:00 – 10:00 Geothermal Fundamentals
- 10:00 – 10:30 Nutrition Break & Poster Discussions
- 10:30 – 11:30 Geothermal Research in Yukon: What have we learned so far?
- 11:30 – 12:00 Poster introductions
- 12:00 – 14:00 Lunch & Poster Discussions
- 14:00 – 15:00 Overview of Geothermal Research and Applications in the Canadian North
- 15:00 – 16:00 Panel Discussion: Geothermal Opportunities for Yukon Communities?
- 16:00 Closing Prayer
- 



Village of Carmacks

Public Works General Manger Report

03/10/2023

Report to CAO, Mayor and Council

Treatment Plant:

Normal operations, we have new UV sensors on the way and some new hardware that will be installed. We will have a rep from WSP to take the PW crew trough and show them some more troubleshooting steps and how we can do more in house. Looking into ways to better heat / insulate the lift station so it wont freeze up again.

Landfill:

Normal operations. We are billing contractor waste when we are able, we don't have any staff at this time to monitor who is coming and going. We are working on a plan to implement the pay system and looking into moving the old VIC over to be the temporary attendant station.

Collection System:

At the moment collection system is functioning normal.

Duplex:

Normal operations

Equipment:

Normal operations, looking into replacement equipment and to add equipment to our fleet.

Recycling:

Normal operations

Old Firehall:



The old firehall has some structural issues that will be expensive to address, and the furnace system would need to be replaced eventually.

New Firehall

The new building has some hiccups, we are having some lighting issues in the rental portion and have numerous lock issues. From what I can see the door were hung improperly and it is causing damage to the locking mechanisms, I am working with a locksmith and the builders to address the situation. The locks are on back order and it is taking awhile to source them.

Admin. Bldg.:

Normal operations. Work on the boiler upgrade is underway

Shop:

Looking into replacing the heating system with propane, the propane company will install a new tank as well. Our current fuel tank is damaged, and the furnace isn't operational currently.

Streets:

We have been working steadily on pot holes and brush clearing and this should be complete shortly. We will also do looking at doing some ditch work before winter if necessary.

Extra information

We have winterized the park and VIC facilities. We also worked with the Rugged apprentices to clean up the Pocket Park and do work at Merv Tew.

We are going to do a quick flush of the storm water system before winter to try to reduce blockage issues over the winter.

I have been working on a fleet update, lining up which equipment would work best for us. Looking into a larger Loader, steam and vac combo unit, a snowplow/ dump truck, a 8 ton excavator with proper attachments like a Flail mower so we can get work done more efficiently as well a vehicle fleet.

I have also been setting up training for VOC staff, both safety and operational.

I have been looking at the operation structure and our processes to find efficiencies o we can get more done from the operations side.

I have also been monitoring all engineering and contract work being performed for the village to make sure things stay in line budget wise and to get things done in a more timely fashion. I am also seeing things that we could do in house in the future so we wouldn't need to depend on contractor



services as frequently. As well as looking at work already contracted out and being done in our names to do the work as a subcontractor to get some of the spent money back as revenue.

Recreation Department: September Report to Council



Monthly Report to Council

September 2023

Recreation Department

Director, Meesha Wittkopf

Date: October 3, 2023

Table of Contents

Event & Project Reports -----	Pg 2
Financials -----	Pg 2
Upcoming Events & Announcements -----	Pg 3
Programming & Event Ideas -----	Pg 3
Needs from Council -----	Pg 3

Recreation Department: September Report to Council

Event & Project Reports:

*Please see digital photos in file in relation to event reporting

1. **Rugged Apprentices: September 12th- 15th**

- Volunteers from outside the Territory came to Carmacks for 3 days. Recreation Department hosted them. Volunteers helped prepare the community for Klondike Day the following weekend and cleaned up & landscaped on the Merv Tew Park and Pocket Park. They also supported preparation for the Firehall Grand Opening.

- Evaluations were given to participants—very pleased with input. Minor changes to next year's programming.

- Tourism & Culture Yukon mentioned Carmacks was the Yukon's MVP this year for the RA program. Lots of great feedback.

2. **Klondike Culture Day: September 16th**

- Approximately 150 people came out to see the live music, food truck, farmers market, free store, and Firehall BBQ. 8 families/individuals participated in the Scavenger Hunt. Overall, successful event with minimum costs.

3. **Youth Canoe Trip: September 23rd & 24th :**

- Yukon First Nation Education Directorate (YFNED) and LSCFN organized a trip from Tatchun Creek to Minto Landing. 6 youth camped overnight on the adventure and built sling shots at camp. They had an excellent time. Rec Department supported the event with a muster point and breakfast the day they left.

Financials:

Grant Applications Submitted:

- **New Horizons for Seniors: \$24, 980.00**

For: Volunteer youth & elder initiative. January- June 2024

Includes:

1. Series of workshops for youth & elders to learn about inclusion, Elder abuse, mentoring, and social participation.
2. Honorariums for participants
3. Painting of the recreation centre (pending community input)
4. Volunteer- led community dinner.

Funding Concerns:

- **Lack of Over Time Funding:**

Recreation Department: September Report to Council

We are doing our best to schedule workers within budgeted hours, but there is more funding required to commit our support to the various projects and events that are happening. For example, we were unable to support the RPAY Annual Gathering set-up yesterday (as promised in our rental agreement) because we are unable to pay workers for the stat holiday.

- **Funding for Special Events:**

There is no more funding for special events, including the Halloween event we will be holding. Events will follow scheduled work hours with no extra hours given to staff, (which has led to some staff volunteering their time to ensure events run smoothly). I am looking for additional funding to do more in the community and working with other organizations to acquire in-kind donations.

Upcoming Events & Announcements:

- Arena open for public use: October 16th, 2023
- Operation Nantook Tatigit (Mass Power Outage Simulation): October 23rd- 27th
- Halloween Haunted House: October 31st

Training Completed/In the Works:

- First Aid-C completion by Director, Senior Programs/CSR, & AFO
- Rec North Training by Director, Admin & CSR until May 2024

Needs from Council:

- **Approval of Recreation Logo**

Final tally of voting from Klondike Day: 12 for # 2 and 11 for # 3 (Please see below).

2.



3.



Final vote from community: # 2 (Option 1).

We would like to announce the new recreation logo tomorrow morning during the RPAY event.



VILLAGE OF CARMACKS
By-law 293-23

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO AMEND THE
ZONING BY-LAW 277-22

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 294 of the *Municipal Act* (R.S.Y. 2002), provides that Council may, by By-Law amend their zoning bylaw;

THEREFORE, pursuant to the provisions of the *Municipal Act* of the Yukon, the council of the Village of Carmacks in an open meeting duly assembled **ENACTS AS FOLLOWS:**

1.0 Short Title

1.1 This by-law may be known as the “Carmacks Zoning Amendment By-law”

2.00 Purpose

2.1 The map of the Zoning Plan shall be amended to change the designation of Lot 1092 Plan 84829 - CLSR 2001-0285 LTO as shown on the attached sketch from “Parkland– P” to “Commercial – C” as illustrated and annotated on the map attached to this by-law as “Appendix A”

3.00 Enactment

3.1 By-law 277-22 is hereby amended.

3.2 This by-law shall come into force and effect upon the final passing thereof.

Read a first time this 1st day of August 2023

Read a second time this 5th day of September 2023

Read a third time and passed the 19th day of September 2023

Lee Bodie, Mayor

Matthew Cybulski, CAO

