

Agenda 24-02

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, January 23rd, 2024.

1. CALL TO ORDER

2. AGENDA

(motion to adopt)

3. ADOPTION OF MINUTES

(motion to adopt)

3.1 Regular meeting of January 9th, 2024

4. DELEGATION

4.1 Carmacks Archery Club

5. CORRESPONDENCE

5.1 AYC – CCBF Proposal Review

5.2 One Yukon Wastewater Monitoring Package

6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 CAO Report

6.4 AYC

7. ACCOUNTS PAID AND PAYABLES

7.1 Attached Cheque Log

8. BYLAWS

(motion to adopt)

9. NEW & UNFINISHED BUSINESS

9.1 VoC – Summer Student Application – Completed

9.2 Animal Control Contract – Preliminary Draft Review

9.3 Landfill Townhall Meeting Review (Slideshow)

9.4 Animal Control Townhall Meeting Review (Slideshow)

10. QUESTION PERIOD

11. INCAMERA

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

11.1 In-Camera (CAO Requested)

12. ADJOURNMENT

MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON JANUARY 9th, 2024 IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Lee Bodie

Councillors: J. Lachance, D. Hansen, H. Belanger (phone), D. Mitchell

Staff: CAO Matt Cybulski, A. Wylimczyk, Rec-Director J. Bentley,

PW Foreman J. Wylimczyk

Delegation: RCMP Cpl. D. MacNeil

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

AGENDA: Council reviewed the agenda.

CAO M. Cybulski requested to move up Rec-Director J. Bentley before the RCMP report.

24-01-01 M/S Councillors D. Hansen/ J. Lachance motioned that the agenda be accepted as amended.

CARRIED

MINUTES: From the regular meeting on December 19, 2023

24-01-02 M/S Councillors motioned that the minutes be accepted as presented.

CARRIED

DELEGATION:

RCMP Cpl. D. MacNeil provided written report and broke it down verbally.

CORRESPONDENCE:

5.1. FCM – MAMP Compliance Letter

Council read letter.

5.2. Morrison Hershfield – Carmacks Preliminary Flood Mitigation Study

YG provided report to Council.

5.3. ATCO Brush Work

Council read report.

5.4. YG Environment – Our Clean Future Annual Report 2022 Summary

CAO M. Cybulski presented report. YG asked if council would be interested in a public presentation and council agreed.

5.5. Minister Mostyn – Mayor’s Dinner Invitation

Mayor Bodie informed council that the meeting will be postponed or cancelled.

REPORTS:

Councillor Activity Reports

Councillor D. Hansen attended the Propane Delivery Contract award meeting last night and mentioned that the fireworks were amazing.

Councillor J. Lachance reported that he attended/helped with the fireworks and flooding of the school ice rink. He mentioned that he helps the Carmacks Minor Hockey Association with organizing the tournament.

Councillor D. Mitchell helped with the fireworks and flooding the ice rink at the school.

Councillor H. Belanger mentioned that the fireworks were great and has nothing further to report.

Mayor’s Report

Mayor Bodie is busy at work and attended the Mayor’s Rock and Skate event on New Year’s Eve. He is looking forward to attending the Landfill discussion meeting on January 26th and the Animal bylaw meeting on February 1st.

CAO Report

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

Recreation Department Report

Rec-Director J. Bentley provided council with written report and broke it down verbally.

Municipal Maintenance Report

PW foreman J. Wylimczyk provided report to council.

Finance Department Report

Finance Officer A. Wylimczyk provided report to council.

AYC Report

Councillor D. Hansen reported that Minister Mostyn's invitation letter was discussed at the last meeting.

Deadline for Council Resolutions will be April 1st, 2024.

ACCOUNTS PAID AND PAYABLES

Council read the report provided.

BYLAWS

No bylaws.

NEW AND UNFINISHED BUSINESS

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;

24-01-03 M/S Councillor H. Belanger motioned to go in-camera at 8:43PM.

An in-camera discussion by Council regarding a Human Resources matter.

CARRIED

24-01-04 M/S Councillor D. Mitchell motioned to go out of in-camera at 9:51PM.

CARRIED

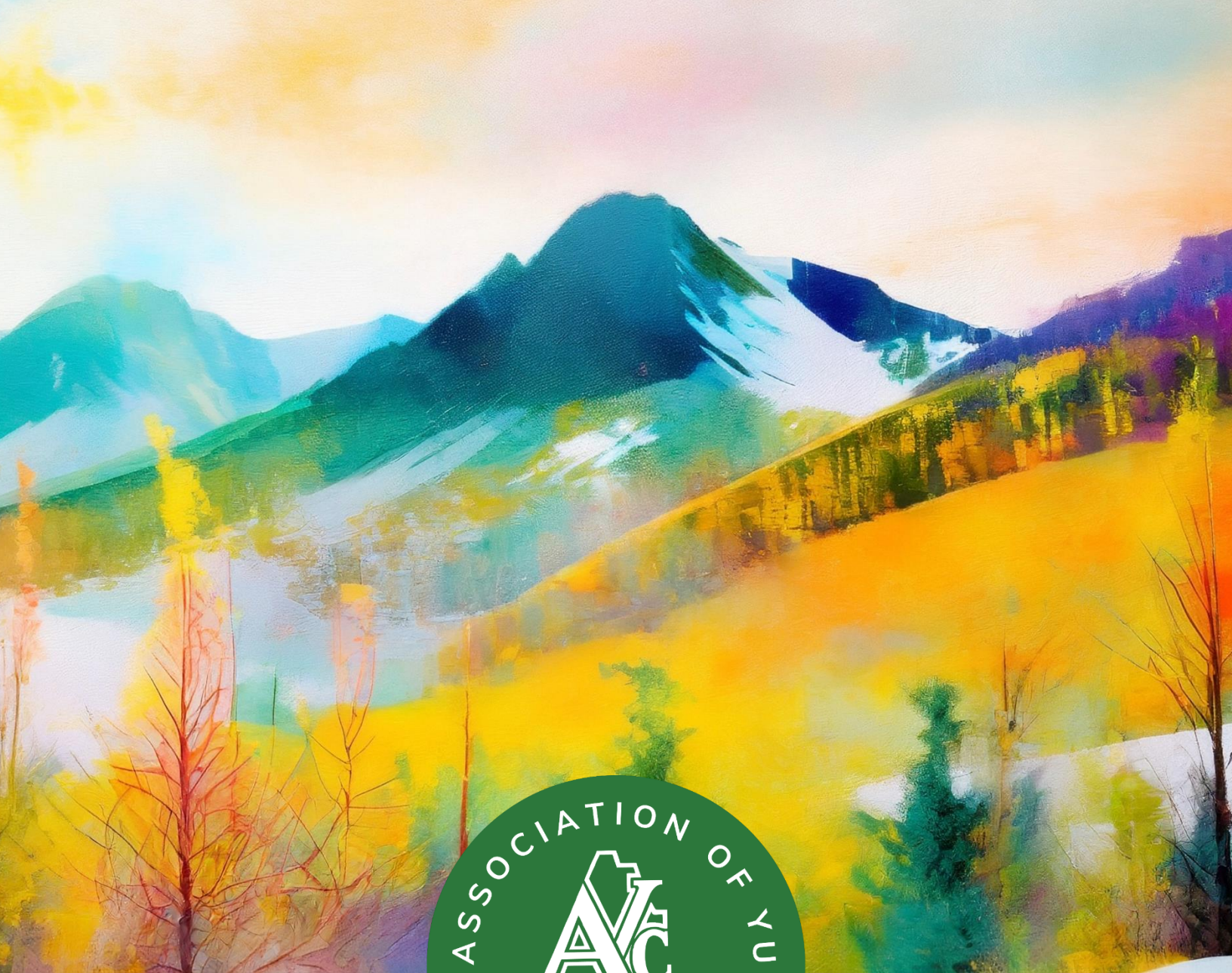
ADJOURNMENT

24-01-05 M/S Councillor H. Belanger motioned to adjourn the meeting at 9:52PM.

Mayor L. Bodie adjourned the meeting at 9:52PM.

Mayor Lee Bodie

CAO Matt Cybulski



CANADA COMMUNITY-BUILDING FUND

SUPPORT PROPOSAL

SUMMARY OVERVIEW

The Government of Canada (GOC) will be renewing the Canada Community-Building Fund (formerly the Gas Tax Fund — CCFB) for another 10-year period in 2024 and has identified improved communication as a crucial area to be addressed heading forward. The draft formal agreement has been shared with the Government of Yukon (YG) and is currently under review. While the Association of Yukon Communities (AYC) is not yet privy to the formal agreement shared, it is our understanding that an important focus point will be elevating nationwide understanding of CCBF, the projects funded through it, as well as their individual importance.

The Association staff have internally drafted this conceptualized framework proposing the establishment of an internal support role for the CCBF, which would be administered by AYC and funded out of YG's portion of the administrative allotment (1.94%). The pecuniary side has not yet been firmly established — only its foundational outline — to identify what level of benefit and value this proposal can have to our members (i.e., Ultimate Recipients).

We seek to propose a system that doesn't just address specific needs, and which isn't only accountable to you directly, but one that also weaves a tapestry of efficiency, engagement, and innovation across Communications, Database/Portal Development, Support Resources, and Grant Proposal Support. We aim to propose a thorough service which enriches Ultimate Recipients' experience; to support and simplify the way in which CCBF funding can be applied for and reported on. Each category of the framework is intended not as an isolated function but rather as an integral part of a unified program that's poised to provide you with adaptability. Our proposal seeks to begin addressing the identified gaps in the program and its servicing. This is a broad vision of how the Association could utilize some of the CCBF to support YG in supporting our members.

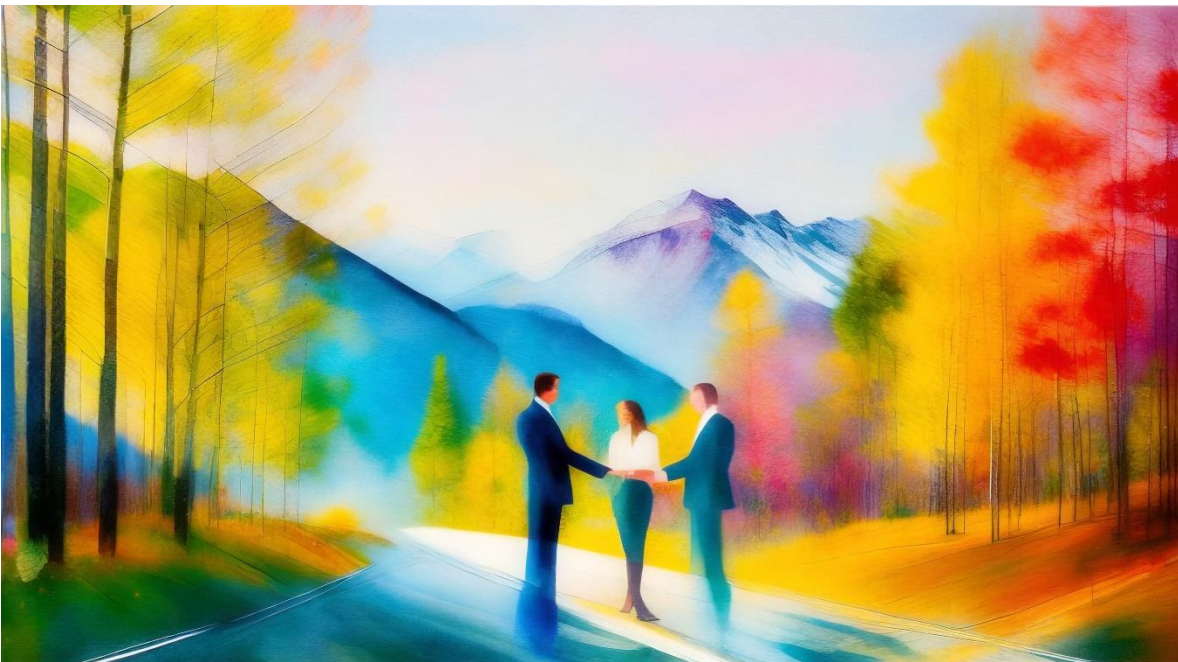
LEGEND

CCBF	Canada Community-Building Fund
FCM	Federation of Canadian Municipalities
GOC	Government of Canada
ICIP	Investing in Canada Infrastructure Program
MVP	Most Valuable Player
UR	Ultimate Recipients
YG	Government of Yukon

COMMUNICATION

Our communication strategy goes beyond mere information sharing. Clarity is paramount – it's not just about the diction but ensuring a mutually shared understanding. We strive to establish easy-to-understand instructions, and straightforward processes during both application and reporting to better accommodate given the short window for construction in Yukon. We aim to have our success stories firmly take centre stage, so that they may propel us forward and fill us with extra motivation to continue forging a bright future ahead. Coordinated signage establishes a unified identity and brand; an ability to ubiquitously signal the arrival of positive developments. Through YG's reporting, we can unveil the pecuniary and project outcomes, disclosing where and how investments are enhancing life across our Territory.

Through communication support appended to YG's administration, one of our goals is to offer you the maximum encouragement to get involved with CCBF as well as develop effective goal-crushing strategies that streamline the experience without compromising any of the reporting requirements of the Federal Government.



WHERE THE VALUE LIES

- Clarity in communication eliminates guesswork and redundancy helping to offset delays and easing the process of correcting a proposal which needs amending.
- Spotighting success stories is our way of celebrating victories and inspiring others.
- Coordinated signage ensures the message is consistently impactful.
- Annual reports are our transparent report cards, showcasing responsible funding allocations.
- Newsletters are your periodic dose of updates and positive news.

PERCEIVED BENEFITS

- Minimize confusion; provide clearer direction so URs can navigate with better clarity.
- Motivate, inspire and recognize hard-earned achievements via success stories.
- Establish an indelible mark through signage that acts as a beacon of community progress and development.
- Enhance the working relationship between URs and funders; make CCBF less onerous.
- Establish predictable, circulated updates to keep URs apprised of useful and crucial information.

MERITS & VALUES

CRYSTAL CLEAR COMMUNICATION

Less confusion, more connectedness. We want to make sure everyone is on the same page – clear, simple, and easy to understand. Let's make sure we're all keeping up, effectively.

SPOTLIGHTING SUCCESS

Success stories aren't just anecdotes; they're motivational tools and EVERY community has heroes. Let's shine the spotlight on them, boast our community's achievements, and elevate our success stories into a powerful force driving inspiration and encouraging others to act.

COORDINATED SIGNAGE

Consistency is how we build brand awareness. By presenting through a unified visual identity across CCBF, we create a clearer link between the program signage and our communities' commitment to their development. It's a simple way of ensuring messages of progress are cohesive, memorable, and always on-point.

TRANSPARENT REPORTING

YG's annual reports go beyond numbers; they narrate a system of responsible financial stewardship, building trust and accountability. It's like a report card, showing how responsibly every bit of support received was used.

ONGOING CONNECTION

A newsletter can help foster continual connection through updates (*and who doesn't love spreading positivity*). Keep citizens engaged with predictable releases, making sure they're well-informed about ongoing projects and initiatives in their communities.

ADVANTAGES

EFFICIENCY AMPLIFIED

Clear communication streamlines processes reducing the need for back-and-forth clarifications. This frees up more time for exciting community projects.

ENHANCED MORALE

Success stories boost morale, fostering a positive and motivated environment. Highlighting our triumphs enhances the sense of community pride and connectedness. Let's celebrate our wins together!

MEMORABLE BRANDING

Coordinated signage establishes the brand, making community initiatives more recognizable and attractive; helps assure the message is not just heard -- *but remembered*.

TRUST AND TRANSPARENCY

Transparent annual reports build the necessary trust necessary that strengthens relationships and showcases all parties' commitment to responsible fund utilization.

CONTINUOUS ENGAGEMENT

Newsletters maintain ongoing engagement, keeping everyone informed and involved. Predictable circulation helps maintain ongoing community momentum, supporting sustained progress on projects.

DATABASE & PORTAL

To truly enter the digital age, data collection must be done online and in perfect harmony with the Government of Canada's reporting standards and requirements. Centralized data isn't just a storage solution; it's the structured backbone facilitating comprehensive reporting. Imagine this online portal as the grand library packed with information, resources, and the stories that narrate our journey. Making information easier to find, and more readily accessible.

In the world of community funding and development, a Database/Web Portal is more than a tech marvel – it's a strategic must-have for efficient management, project tracking, and knowledge swapping. This database/portal is intended to be devised as a user-friendly support which helps fuel the success of CCBF from all sides.



WHERE THE VALUE LIES

- Collect all the data necessary to fulfil reporting requirements as set out by the Government of Canada. New requirements could be amended as needed, so users would always be informed of the latest information when applying and reporting.
- Certify information electronically (i.e., digital signatures).
- Enable the centralization of data resources, as well as continuity in the organization of the data, lessening the need to manually sort or handle data further.
- House all program information and support in a single place, making it easier to find and access.

PERCEIVED BENEFITS

- One-stop-shop for data submission, reports generation, UR fund information, and support resources.
- Lessen frustration through the enhancement of clarity with regards to reporting criteria and its required format.
- Provide more insightful data reports by establishing a digital system for amalgamation and storage.
- Enhance the experience of URs when utilizing CCBF.

MERITS & VALUES

DATA CONTINUITY

An online portal can facilitate the reliable exchange of pertinent information ensuring data sings in perfect tune with Government of Canada's reporting criteria. With data accuracy and consistency, a reduction in the risk of errors in project reporting can be achieved.

STRUCTURED FOUNDATION

Centralized data isn't just organized; it's the backbone for robust and insightful reporting, saving time and improving accuracy. Data centralizing can provide more comprehensive reporting capabilities, and in turn allows for better discernment of project impact. No more hunting through digital jungles for information.

GRAND LIBRARY

The portal is more than a mere digital space. It's the grand hub where information and the heart of the program converge, ensuring everything is in one accessible place. It acts as your repository; fostering collaboration, knowledge sharing, and efficient communication among connected parties.

EFFICIENCY AMPLIFIER

With more data at the ready, extrapolating insights gets easier helping to more quickly innovate strategies and enable working smarter while also working harder.

ESSENCE PRESERVED

Of course, it's not just about data. We aim to also preserve the essence of community projects by documenting their stories and impact within the portal, creating a digital legacy and archive.

ADVANTAGES

TIME SAVED AND ACCURACY GAINED:

Centralized data reduces the time spent on data management, extrapolation, and manipulation allowing for more focus to be spent on strategic initiatives and project completion. Less data chaos equals less time spent data searching.

INSIGHTFUL REPORTING:

Data centralizing supports more insightful reporting through amassing valuable metrics in a more easy-to-handle way. This enables more comprehensive project insights, better demonstrating the impact of the investments made.

ACCESSIBLE KNOWLEDGE:

The portal becomes a knowledge vault, empowering users with easily accessible and appropriate information based on their function or role with CCBF.

OPERATIONAL STREAMLINING:

Efficiency in data collection and reporting streamlines operations, improving the program's user experience. Less confusion means less frustration, and that's also a win-win.

COHESIVE PROGRAM STORY:

Every project has a story. Preserving these stories supports a cohesive narrative, visibly strengthening the CCBF identity and its impacts. This could serve to establish a digital legacy for future generations' use in generating inspiration and insights, as well as archive Yukon history.

SUPPORT RESOURCES

Engagement is key in molding a well-informed foundation; user feedback can sculpt a system that's not only responsive but evolving when necessary. Through the development of guides, templates, and samples to act as trusty roadmaps, we can better assure the journey is smooth from kick-off to victory lap. It isn't just about lending a hand; it's about developing cost-conscious and effective goal-crushing support strategies.

Envision with us a space where recipients can come and feel better supported, empowered as they learn and grow. Where program processes are as seamlessly streamlined as they are simplified. Somewhere everyone is able to find recent program information from a verified source. The kind of place you'd come to find learning modules enabling continuous staff development, or resources to direct newcomers to when teaching them about CCBF.



WHERE THE VALUE LIES

- User engagement is a strategic necessity; enriching service requires diverse perspectives.
- Guides and templates act as navigational aids, ensuring a smoother journey from start to finish. Shared and consistent training tools help sustain top-tier results.
- Embracing modern technology isn't just a trend; it's a prudent and cost-effective approach to achieving objectives. Let us help you gain exposure to what might be a new option or an unheard-of solution.
- Our support is intended to be designed to provide the tools and resources needed to improve onboarding and enhance the obtaining of CCFB program knowledge.

PERCEIVED BENEFITS

- Feedback/Experience-based improvements to provide new solutions to your issues.
- Greater confidence by working with an organization that's directly accountable to you.
- Ultimate Recipient-centric support from a community-centric organization, developed in partnership with you.
- An unyielding incentive to provide quality service for the lowest possible cost.

MERITS & VALUES

STAKEHOLDER EMPOWERMENT

User engagement transforms URs into more active contributors, enriching the program through their diverse input. Empower users by leveraging their feedback for continuous improvement.

GUIDED JOURNEY

Make onboarding a less onerous experience. Guides and templates seek to ensure a smooth and directed journey, reducing the learning curve for new staff. This can help maintain consistent quality and results during/after a role transition.

STRATEGIC TECH INTEGRATION

Modern tech isn't a buzzword, but a strategic choice. One which can save money and ensure favorable results, while raising productivity. It can also free up more time via automation. It's also possible to embrace efficiency without breaking the bank by choosing smart solutions to achieve smart outcomes.

EFFICIENCY REDEFINED

Modernizing the approach isn't just about keeping up with the times; it's about setting the pace for efficient achievement without burdening results. Adopting appropriate technology to streamline processes ensures that communities achieve more with fewer resources.

CONTINUOUS EVOLUTION

Engagement isn't something static. Things inevitably change and so too must the system to the evolving needs, leveraging novel solutions to overcome new and exciting challenges.

ADVANTAGES

COMMUNITY INVOLVEMENT

UR involvement builds a sense of community and helps in fostering cooperation as well as boosting collaboration within CCBF.

EFFICIENT ONBOARDING

Easy-to-use, functional guides and templates reduce the learning curve for new staff, enabling them to meaningfully contribute regardless of their experience level with CCBF.

COST-EFFECTIVE TECHNOLOGY

Strategic technology integration can maximize impact without unnecessary financial burdens.

PRODUCTIVITY BOOST

Efficiency gains from technology adoption translate into increased productivity without a proportional increase in workload. This allows you to enhance productivity without overextending resources.

ADAPTIVE PROGRAM

Continuous engagement ensures CCBF stays agile, evolving in response to emerging obstacles.

GRANT PROPOSAL SUPPORT

As the final pillar of the framework, the possibility exists for the establishment of an internal grant-writing support position within the Association – a dedicated resource to assist members in locating and securing funding. A noteworthy example is the Green Municipal Fund, an initiative by the Federation of Canadian Municipalities (FCM). This fund, established to support sustainable practices for prosperous futures, is not viewed as municipal funding, and provides a stackable option for financial support. Notably, it stands out as a valuable resource for projects in the North.

With the Investing in Canada Infrastructure Program (ICIP) no longer accepting new applications and the uncertainty surrounding what 'ICIP 2.0' might look like, diversifying funding avenues becomes more vital. Our objective would be to support the enhancement of the financial feasibility of projects through exploring eligible grant opportunities. The greater the number of grants which can be applied for, the greater the likelihood of securing crucial funding to initiate or complete a project. Through the support of an in-house, grant-writing specialist, we also feel your staff will achieve the increased support you desire.



WHERE THE VALUE LIES

- Opens a new resource to explore diverse funding sources via an internal agent dedicated in helping you navigate through eligible opportunities.
- A grant proposal support position provides adaptability; ensures our membership is better prepared to navigate evolving funding landscapes. This will help them stay better informed concerning alternative funding options, and optimize the likelihood of securing financial support.
- Through demystifying grant applications, members can seize opportunities to start or finish projects more efficiently. A grant specialist maximizes the chances of success by ascertaining eligibility and identifying requirements so you don't have to do it alone.
- As an internal position of the Association, it is not affected by the staffing limitations you may experience during departure, onboarding, vacancy, absence, or illness.

PERCEIVED BENEFITS

- With a dedicated grant expert, Members can gain a better understanding of the funding landscape and its possibilities. This includes not only awareness of grants but also insights into potentially emerging opportunities.
- This specialized professional can enhance the quality and competitiveness of your grant applications, increasing the chance of approval.
- Help members strategically align their projects with available funding opportunities.
- Further establishes AYC as a supportive and resourceful entity, reinforcing its irreplaceable role advocating on behalf of the Yukon.

MERITS & VALUES

STRATEGIC RESOURCE OPTIMIZATION:

The support position would enhance efficient use of resources through its centralization of grant-related activities. This strategic approach minimizes potential redundancy and helps maximize the impact of available resources.

HOLISTIC FUNDING LANDSCAPE UNDERSTANDING

Through such an expert you'd have a new resource to uncover eligible funding streams, in addition to having easy access to information regarding the present grant environment (i.e., what's available and what's upcoming).

MEMBER TRAINING

The position could foster Member training through equipping your staff with the knowledge and tools they need to better navigate the complex world of grants, but without incurring additional training costs.

INCREASED FUNDING DIVERSITY

Minimize dependency on a single funding source through diversification. An internal support role could help provide Members with improved financial resilience through pursuing mixed funding streams.

COST-EFFICIENCY IN GRANT ACQUISITION

Their expertise reduces the time and resources spent on trial-and-error approaches, leading to a more efficient use of resources when attempting to secure project funding.

ADVANTAGES

DIVERSIFICATION OF FUNDING SOURCES

Creates a new resource dedicated to navigating diverse funding sources. This strategic move minimizes reliance on a single funding stream, providing members with flexibility.

ENHANCED ADAPTABILITY TO EVOLVING FUNDING LANDSCAPES

In the face of an ever-evolving funding landscape, this support position can help your staff to be better prepared when navigating changing scenarios, staying updated on alternative funding options, or optimizing the chances of securing financial support.

EFFICIENT PROJECT INITIATION AND COMPLETION

The position aims to make grant applications more straightforward, assisting newcomers and seasoned pros alike to get a handle on a grant's components more easily. This in turn can result in more quickly ascertaining eligibility, identifying requirements, and receiving support.

STABILITY AMID STAFFING CHALLENGES:

As an internal position of the Association, the grant writing support role remains unaffected when you experience changeover. This accommodates stability and ensures better continuity with grant-related activities regardless of personnel changes you may experience.

COST-EFFICIENT MEMBER TRAINING

Through equipping staff with the knowledge and tools needed to navigate the complex world of grants, our grant-writer fosters skill development among the Association's members through having an in-house specialist that is well-versed in the needs of the North.

Wastewater Monitoring

for Yukon First-Nation communities & municipalities



INDEX

1. One Yukon Coalition
2. What is wastewater monitoring?
3. How does it work?
4. Wastewater monitoring in the Yukon territory
5. Partnership and what it means for communities



The Community-Level Data Gap



- **Community-level health data** is critically lacking and represents a major gap in public health understanding.
- Care and healthcare avoiding behaviours rooted in fears of **stigmatization** limit availability of individual-level data that can be aggregated to represent Yukon First Nation communities. In many cases, this data may be **absent entirely**
- In Canada, this **data gap** is pervasive in Indigenous communities due to systemic issues in **health equity** and lack of **cultural safety**
- To tackle health inequities and ensure **informed decisions at the community level during our health system transformation**, we must overcome these embed systemic biases in public health data

One Yukon Coalition

- ❖ One Yukon started as a CYFN-driven program during COVID-19
 - Dialogue between CYFN, FNs and municipalities about health, led by FNs
- ❖ Building on these grassroot efforts, One Yukon is now a not-for-profit organization advancing community health and wellness priorities in the Yukon
 - Board Chair: Math'ieya Alatini with membership/staff from YFNs
 - Local, territorial and federal dialogue and support
 - Data and information owned and shared by FNs

✓ Data Sovereignty

OCAP

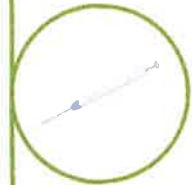
✓ Health Equity

Truth and Reconciliation Calls to Action

✓ Independent Health Advice

What is wastewater monitoring ?

- Wastewater-based monitoring is an approach based on the analyses of wastewater (i.e., sewage) to generate information on human populations on a community scale
- It has been used since the 1940s to monitor pathogens (e.g., bacteria, poliovirus, respiratory viruses etc.) as well as substances and human exposure to industrial chemicals



What is wastewater monitoring ?

Early Detection

Rapidly identifying the presence and spread of pathogens, enabling timely interventions.

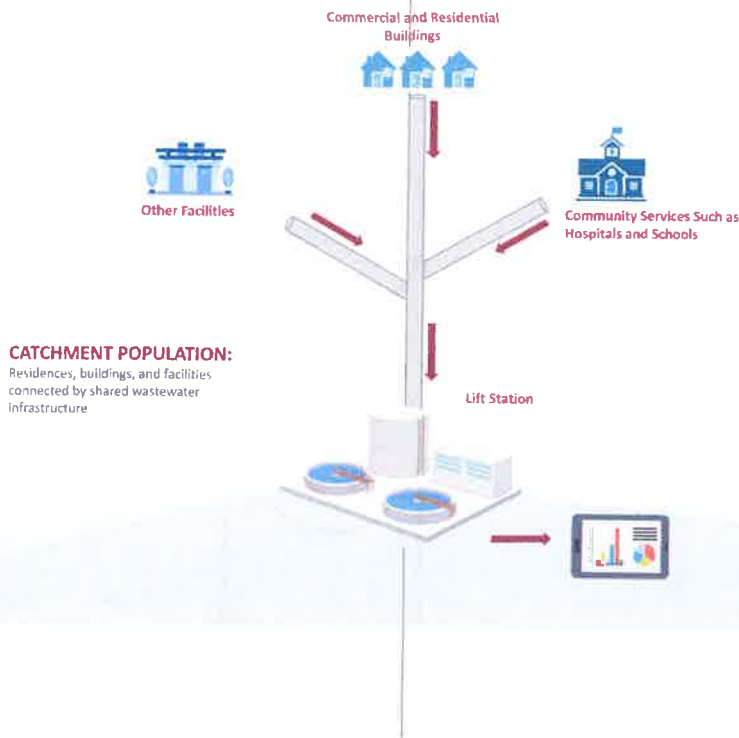
Strategic Response

Assisting in devising effective strategies, such as allocating testing supplies and crafting targeted community messages, to prevent outbreaks and limit transmission. Rapidly identifying the presence and spread of pathogens, enabling timely interventions.

Continuous Monitoring

Providing quick and updated reports on the evolving health situation, helping to track the effectiveness of interventions and plan future actions.

How does it work ?



- Community **wastewater flows** into shared infrastructure where it is combined (e.g. **lift stations** or wastewater treatment plants).
- **Samples** collected at these points **contain pooled waste carrying biomarkers** (e.g., genetic material from infectious pathogens) that can reflect community health.
- **Data on these biomarkers provide** high-level, **anonymous community specific data on the status of public health concerns** without relying on healthcare interactions that may lead to individual stigmatization.

How does it work ?

Depending on the desired target, different laboratory technologies are used to analyse the wastewater:

Chemical-Based

Identifies and/or quantifies chemicals in wastewater based on their structural properties

- Methods: Quadrupole Time-of-Flight Mass Spectrometry (Q-TOF-MS)
- Monitoring Target Example: Illicit substances

Genetic-Based

Provides relative quantification of genetic material in wastewater from pathogens

- Methods: Real-Time Quantitative Polymerase Chain Reaction (RT-qPCR)
- Monitoring Target Example: SARS-CoV-2

- Currently monitoring respiratory viruses in Whitehorse, Haines Junction (Sars, RSV, Flu)
- Communities chose to keep their data confidential, or share on the national dashboard
- Possibility to expand and include other targets (substances, pathogens) to meet community needs

The National Dashboard



Federal

- ~25% Canadian Population Coverage
- 65 Sites
- Territorial / Federal
- PHAC / Statistics Canada

British Columbia

- ~63% Population Coverage
- 17 Sites (12 Cities)
- Provincial / Federal
- BC CDC

Alberta

- ~82% Population Coverage
- 22 Sites (42 Cities / Communities)
- 2 Indigenous Communities
- Provincial / Academic / Federal
- Alberta Precision Labs / U of Alberta / U of Calgary

Saskatchewan

- ~55% Population Coverage
- 11 Sites (11 Cities / Towns)
- 7 Indigenous Communities
- Academic / Federal
- U of Saskatchewan / U of Regina

Northwest Territories

- ~61% Population Coverage
- 4 Sites (4 Cities / Villages)
- Municipal / Territorial / Federal
- Government of NWT

Yukon

- ~81% Population Coverage
- 2 Sites (2 Cities / Villages)
- First Nation / Municipal / Federal

Ontario

- ~75% Population Coverage
- ~170 Sites (~80 Cities / Regions)
- Provincial / Academic / Federal
- OMECP / 13 Academic Institutions

Nunavut

- 27% Population Coverage
- 2 Sites (2 Cities / Hamlets)
- Territorial / Federal
- Government of NT

Québec

- ~48% Population Coverage
- 22 Sites (17 Cities)
- 1 Indigenous Community
- Cent-BAU-COVID, INSPQ (LSPQ), MSSS, DSP, Québec, MELCC (CEAEG), McGill, CCAEQ, LSPQ, UQAR

Newfoundland & Labrador

- ~49% Population Coverage
- 19 Sites (15 Cities / Towns)
- Provincial / Federal
- Government of NL / Eastern Health

Prince Edward Island

- ~39% Population Coverage
- 5 Sites (5 Cities / Towns / Villages)
- Municipal / Provincial / Federal
- PHAC

Nova Scotia

- 38% Population Coverage
- 5 Sites (2 Municipalities)
- Academic / Municipal / Provincial / Federal
- Dalhousie U / Halifax Water / Research NS

New Brunswick

- ~26% Population Coverage
- 5 Sites (3 Cities / 2 First Nation Communities)
- Provincial / Federal
- Vitalité Health Network / Federal

Wastewater Monitoring in the Yukon Territory

The CAFN/ Haines Junction, and KDFN/Whitehorse **success stories:**

- Early detection
- Targeted communication and test distribution (facilitated by One Yukon)

One Yukon is currently collaborating with Liard First Nation/Watson lake, and Tr'ondëk Hwëch'in/ Dawson City on program implementation

March

Whitehorse's wastewater being tested for COVID-19 virus

Yukon gov't considering testing specific buildings in Whitehorse

Source: [CBC News - Reported from CBC, 2021-03-04 AM MST](#) | Last updated: February 15, 2021

March

Wastewater monitoring shows COVID-19 uptick in Haines Junction, Yukon

Samples are collected from sewage 3 times a week

Source: [CBC News - Reported from CBC, 2021-03-03 AM MST](#) | Last updated: October 15, 2021



Source: [CBC News - Reported from CBC, 2021-03-03 AM MST](#) | Last updated: October 15, 2021



Source: [CBC News - CBC](#)

Partnering with One Yukon

- One Yukon has secured federal support from the Public Health Agency of Canada and the National Microbiology Laboratory to expand the program across the territory in collaboration with communities and municipalities, aiming to understand and meet their unique needs
- **There is no cost to participate in the program**
- **One Yukon collaborates with participating communities to ensure that** implementing the program does not impact their capacity and that **all necessary supports are in place** (e.g., wastewater sampling, communications support)
- Communities always own their data



Implementation Options

Autonomous



- Autonomous insulated box system designed to collect and analyse samples onsite
- Installed at the lift station, it automatically sends the results to authorized data users
- No local operator required. Supplies last >1 month before restocking the box.

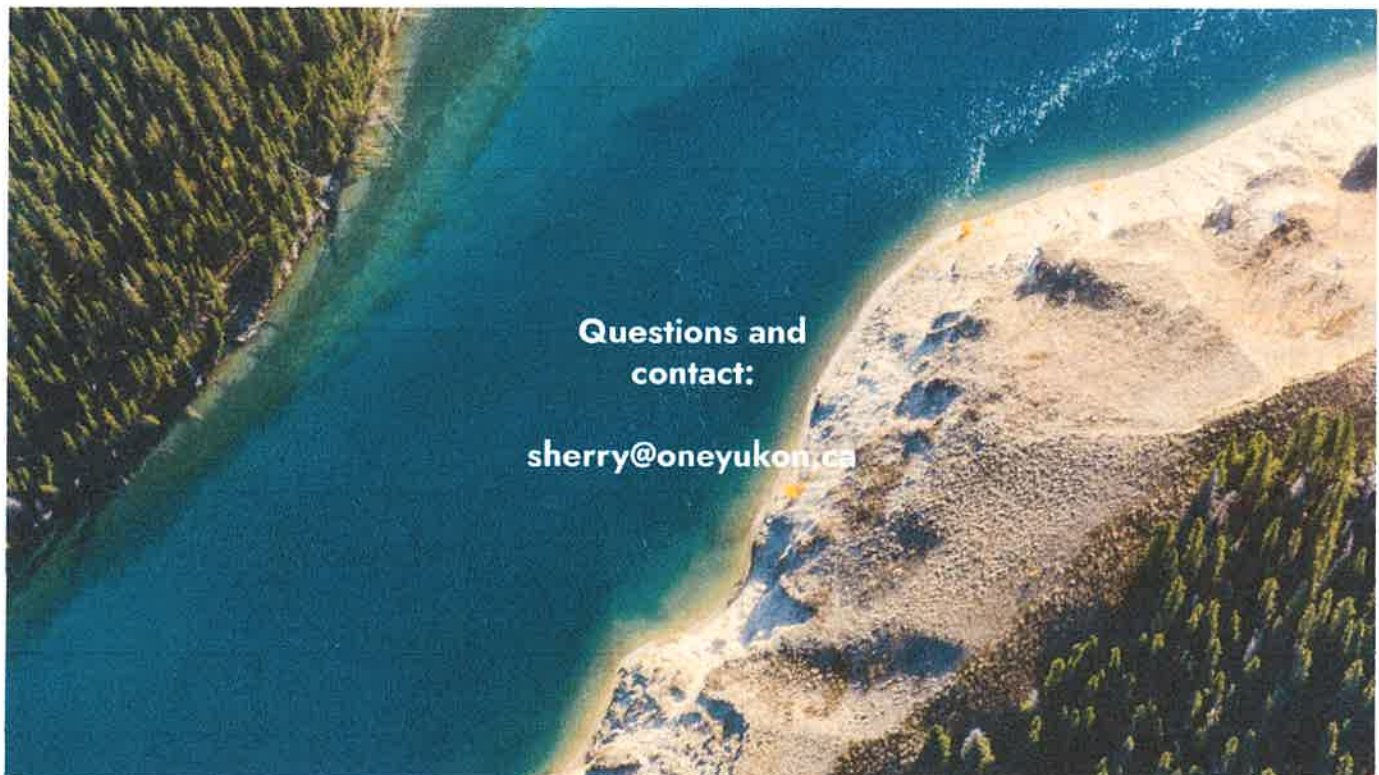
Local Wastewater Testing



- Samples are collected using an autosampler installed at the lift station and analyzed nearby
- Requires a dedicated workspace with sink access ("mini-lab" setup)
- Requires a local operator three times a week

The Process

- One Yukon meets with eligible communities (based on their wastewater system) and municipalities to discuss the program
 - Site eligibility, desired implementation option, supports needed
- Once all parties have addressed everyone's questions and mutually agreed upon the goals, they work together to sign a collaboration agreement.
 - Term, supports provided, stakeholders
 - Data safeguards: follows OCAP principles, communities always own their data





Village of Carmacks

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

To: Mayor & Council

Date: January 23, 2024

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

Re: CAO Debrief (January 9, 2024 to January 22, 2024)

Hello Mayor & Council,

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

1. Summer Student Application

- VoC Summer Student application completed and submitted by CAO on January 10th, 2024
- 5 Total Positions requested for 2024 intake period
- 3 positions requested for previous 4 intake periods
- Summer Student Positions included in VoC application:
 - Public Works (Operations)
 - Public Works (Landfill)
 - Clerk's Assistant/Visitor Information Center Attendant (Village Office)
 - Recreation (Summer Camps)
 - Recreation (AFO)

2. Funding Applications Update

- Gas Tax Submission – Regional Waste Management Facility Project; Under Review from CCBF Review Committee
- CDF Applications Submitted:
 - Asset Management Software Implementation and VoC Website Development
 - Aquatic Center – Pool Scoping Report
 - VoC – Basketball Backboards and Gymnasium Upgrade
- Funding Applications in-progress:
 - (a) YHC – Housing Development Program

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

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

- (b) Village Hub Splash Pad (CRC) – Community Tourism Destination Development Program (Due Feb 15th)
- (c) Inclusive Diversification and Economic Advancement in the North (IDEANorth) – CanNor – Commercial Space Development at Commercial Space Village Hub (Due November 2024)
- (d) FCM Green Municipal Fund – Facility Footprint Assessment
- (e) CVPST Funding Application – Due Feb 15th
- (f) Truth & Reconciliation Day Funding Application – Due Jan 23rd
- (g) Gas Tax Application – Boardwalk Completion

3. Request for Proposal Updates

- Propane services RFP selected in January 2024
- Upcoming RFP's:
 - 1) Administration Building/Village Office Janitorial Services (Jan 2024)
 - 2) Asset Management Plan – Registry RFP
 - 3) High Density Housing Plan – Workplan and Design RFP
 - 4) Splash Pad Design RFP
 - 5) Animal Control RFP
 - 6) Diesel Fuel Services RFP

4. Landfill Townhall Update

- Date: January 26th, 2024
- 7PM at the Carmacks Recreation Complex
- Agenda includes:
 - (1) Background & Context from YG – Dave Albisser & Riel Allain
 - (2) Phase #2 Overview
 - (3) Ongoing Discussions w/ LSCFN
 - (4) Landfill – On the Horizon
 - (5) Community Feedback
 - (6) Prize Draws

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



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

5. Animal Control Townhall Update

- Date: February 1st, 2024
- 7PM at the Carmacks Recreation Complex
- Townhall forum regarding community animal control options
- Topics to include:
 - (1) Discussion with YG Animal Control Reps (Department of Environment – Animal Health Unit)
 - (2) Current Animal Control Issues
 - (3) Overview of Animal Control Options
 - (4) LSCFN & VoC Collaboration
 - (5) Animal Control By-law & Animal Control Contract
 - (6) Resident Feedback

6. Canoe Procurement Membership

- VoC membership in Canoe Procurement finalized (Largest Group Purchasing Program for municipalities in the country)
- Membership confirmed through Association of Yukon Communities
- Membership features include RFP Development and Posting Board, Supplier Procurement, Discounts on Procurement averaging 15-20%
- Major suppliers include Grainger, Finning Cat, Kal Tire, Staples, Stryker EMS, John Deere, Becker Arena Products, ATS Traffic Supplies, and more

7. Civic Addressing & Census Project

- VoC to complete civic addressing project with YG – Land Development – Project starting February 2024
- Last updated listing of Carmacks Civic Addressing was in 2020
- VoC Mayor & Council motioned to approve up to \$5,000 towards the Civic Addressing Project.
- VoC to completed updated Voter Eligibility List as part of this initiative.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

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

8. On the Horizon & General Updates

- Arena Pipes Bursting Issue & Siemens Licensing Issue – Brief from CAO – More info from PW GM next council meeting
- HomeCare Lease at the CRC is being finalized
- All VoC SR Managers are completing the Asset Management training for February 2nd, 2024

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



Government
of Canada

Gouvernement
du Canada

Grants and Contributions Online Services

Online Version - For Review Purposes Only – Must be Submitted Online

Project Information

Project Title: Village of Carmacks - Summer Jobs Application

Start Date: April 22, 2024

End Date: August 31, 2024

Organization Identification

Organization Identification

Legal Name

Village of Carmacks

Operating (Common) Name (if different from legal name)

Village of Carmacks

Business or Registration Number

108176231RT0001

Organization Type

Municipal Governments and Agencies

Year Established

1984

E-mail Address

cao@carmacks.ca

Telephone Number

867-863-6271

Website

<https://www.carmacks.ca/>

Organization Address

PO Box 113
143 River Drive
Village of Carmacks, Yukon Territory Y0B1C0

Organization's Mandate

The Village of Carmacks provide a variety of direct municipal services ranging from Recreation Services to Public Works Operations. The VoC is a municipality in Yukon of just over 600 persons that is centrally located along the North Klondike Highway between Whitehorse and Dawson City. Known affectionately as "The Hub of the Yukon", the Municipality of Carmacks works diligently through action plans such as their 2030 OCP to identify, realize, and actualize practical services and experiences that mitigate the service barriers gap between Carmacks and larger communities or urban sprawls

Signatories

How many signatures are required to submit an Application for Funding to ESDC (Employment and Social Development Canada)?: 1

Program Selection

Program Group

Youth

Program

Youth - Canada Summer Jobs

Project Title

Village of Carmacks - Summer Jobs Application

Number of Full-Time Employees Working in Canadian Locations of your Organization

12

Privacy Notice Statement

[View Privacy Notice Statement](#)

Mailing Address

Please select the mailing address for this application. All correspondence will be sent to this address, including any payments.

PO Box 113

143 River Drive

Village of Carmacks, Yukon Territory Y0B1C0

Organization Contacts

Matthew Cybulski

Given Name

Matthew

Surname

Cybulski

Position Title

CAO

Contact Type

Primary Contact

Preferred language of communication - Written

English

Preferred language of communication - Spoken

English

Address Line 1

PO Box 113

Address Line 2

143 River Drive

City or Town

Village of Carmacks

Province or Territory

Yukon Territory

Postal Code

Y0B1C0

Telephone Number

867-863-6271

Fax Number**E-mail Address**

cao@carmacks.ca

Annette Wylimczyk**Given Name**

Annette

Surname

Wylimczyk

Position Title

Finance Officer

Contact Type

Financial Contact

Preferred language of communication - Written

English

Preferred language of communication - Spoken

English

Address Line 1

PO Box 113

Address Line 2

143 River Drive

City or Town

Village of Carmacks

Province or Territory

Yukon Territory

Postal Code

Y0B1C0

Telephone Number

867-863-6271

Fax Number

E-mail Address

finance@carmacks.ca

Amounts Due

Project Locations

Location Details

Main Location

Yes

Will the address of the location of the proposed activities be different from the mailing address?

Different (include below)

Explain why the location of the proposed activities will be different from the mailing address

Majority of Summer Student Employment is hosted at the Carmacks Recreation Complex (131 River Drive) and the Public Works Compound (Miller Road) as operational activities of the municipality are not centralized to one location.

Address Line 1

131

Address Line 2

River Dr

City or Town

Carmacks

Province or Territory

Yukon Territory

Postal Code

Y0B1C0

Job Description

Job Details

Job Title

camp counsellor

Tasks and Responsibilities

Under the direction of the Recreation Director, the Recreation Assistants, and the SR Program Leader; the JR Program Leader is responsible for the assisted delivery and execution of all municipal special events, recreation and leisure programs, and for the supervision of after-school program participants. The goal of this position will be to provide and promote recreational opportunities to municipal residents and visitors, LSCFN members and to promote a healthy, active, and involved lifestyle in Carmacks.

The position work week will average between 10-15 hours and will require flexibility to be scheduled during special events, excursions, and other specialty dates.

The JR Program Leader will work and communicate with community members and Municipal staff to:

- Assist in delivery of current recreation and event programming;
- Assist with the organization and implementation of all scheduled programming, including supervision of participants
- identify, develop, and implement programming
- Maintain a clean facility
- Maintain accurate membership, attendance, and incident records
- Communication with all parents and participants
- Communication with supervisor on a regular basis about program progression and/or concerns and issues with participants, parents,

programs and staff members

- Attend all staff meetings and professional development opportunities as assigned.
- Understanding and daily usage of the Book King Recreation Management Software
- Deal effectively with incidents, problems, and emergencies as outlined in Municipal policies and procedures;
- Respond to inquiries from parents/guardians, participants, and the public; and
- Deal courteously and effectively with the general public and Municipal staff.
- Required to have great initiative; be a self-starter in developing and monitoring daily tasks, duties and responsibilities.

What skills will the participant develop during this placement?

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Digital skills
- Numeracy
- Problem solving
- Technical skills

Language required for job

English

Supervisor job title

Director

Identify the type of your supervision plan

On-Site

Frequency

Daily

How much experience does the supervisor have in a supervisory role?

More than two years

Type of feedback to be provided to youth

Formal (Scheduled, Written)

Supervisor will provide

- Job-Specific Training
- Work Instructions and Tasks
- Evaluation of Work

Mentor job title

Executive Director

Type of mentoring plan

Team

Frequency

Weekly

Does the mentor have previous experience in a mentorship role?

More than two years

Mentor-mentee relationship

Formal (Regular meetings, goals established)

Mentor will provide

- Support for Skills Development
- Career-related training
- Access to learning materials

Preferred level of Education of the Participant

Secondary

Will this job provide a career-related work experience for the youth?

Yes

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

Yes

Does this job support a national priority?

Yes

If yes, indicate which national priority(ies)

- Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities
- Opportunities for youth that are underrepresented in the labour market, including: Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth
- Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities

- Opportunities that provide exposure or experience related to the skilled trades, which may include opportunities in the residential construction sector
- Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes

Does this job support one or more of your Member of Parliament's local priorities?

No

Number of participants requested for this job title

2

Anticipated start date

June 3, 2024

Number of weeks requested for each participant

12

Number of hours per week requested for each participant

37

Hourly wage rate to be paid to each participant

\$17.70

Hourly wage rate requested

\$8.85

Job Details

Job Title

public works labourer

Tasks and Responsibilities

Duties and Responsibilities

Facility Maintenance:

- Perform general maintenance duties which may include light carpentry work, mechanical repairs, replacement of washers, taps, light bulbs and similar small fixtures, ensuring safety lighting, smoke and heat detectors and ensure that other safety equipment is in good working order;
- Paint fences, handrails, trims and other similar structures;
- Identify and make recommendations to the Municipal Works Foreman where maintenance activities require journeyman skills;

- Operate light and heavy equipment;
- Service equipment and maintain gas and lubricant levels on a before and after basis;
- Ensure that all tools, equipment and unused materials are returned to storage each day;
- Inform Municipal Works Foreman when supplies and equipment inventory levels are reaching lowlevel;
- Pick-up and deliver parts, materials and supplies;

Environmental Health:

- Regularly inspect municipal collection and treatment systems including conducting tests onsewage, dissolved oxygen, etc, and logging and reporting all test results to Municipal WorksForeman as required in accordance with the Environmental Health and Safety Act;
- Perform daily maintenance of all machinery and equipment involved in collection and treatmentsystems;
- Inspect, maintain and monitor sewage disposal pit, holding tanks and manholes;
- Clean culverts and sewers and repair broken pipes and sewer lines as directed;

Perform general road maintenance functions when needed and directed by the Municipal WorksForeman;

- Performing general cleaning activities around work sites, such as stacking material, removing debris,collecting tools and small equipment, shifting barriers and warning signs;
- Remove ice and snow from walkways, stairs and roofs;
- Move boxes of paper and supplies, furniture, small machinery and equipment as necessary;
- Maintain confidentiality of municipal affairs as directed by council;
- Bring respect, tact and diplomacy to all interactions with the Mayor and Council, members of the public,municipal employees, officials of other orders of government, including First Nations, and contractors;
- Bylaw enforcement as it relates to animal control;
- Segregation of waste and general cleanliness at the landfill;

What skills will the participant develop during this placement?

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Problem solving
- Technical skills

Language required for job

English

Supervisor job title

Director

Identify the type of your supervision plan

On-Site

Frequency

Daily

How much experience does the supervisor have in a supervisory role?

More than two years

Type of feedback to be provided to youth

Formal (Scheduled, Written)

Supervisor will provide

- Job-Specific Training
- Work Instructions and Tasks
- Evaluation of Work

Mentor job title

Executive Director

Type of mentoring plan

Team

Frequency

Weekly

Does the mentor have previous experience in a mentorship role?

More than two years

Mentor-mentee relationship

Formal (Regular meetings, goals established)

Mentor will provide

- Support for Skills Development
- Career-related training
- Access to learning materials

Preferred level of Education of the Participant

Secondary

Will this job provide a career-related work experience for the youth?

Yes

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

Yes

Does this job support a national priority?

Yes

If yes, indicate which national priority(ies)

- Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities
- Opportunities for youth that are underrepresented in the labour market, including: Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth
- Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities
- Opportunities that provide exposure or experience related to the skilled trades, which may include opportunities in the residential construction sector
- Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes

Does this job support one or more of your Member of Parliament's local priorities?

No

Number of participants requested for this job title

2

Anticipated start date

June 3, 2024

Number of weeks requested for each participant

12

Number of hours per week requested for each participant

40

Hourly wage rate to be paid to each participant

\$17.70

Hourly wage rate requested

\$8.85

Job Details

Job Title

visitor information counsellor

Tasks and Responsibilities

Welcome all visitors to the Visitor Centre and/or mobile activations.

Determine needs

and service visitors by providing complete and accurate information;

- Assist visitors in a professional, prompt and friendly manner via email, social media, phone, mail, and in person;
- Assist visitors with accommodations, tours, ferry reservations etc. in response to visitor requests as needed/requested;
- Maintain high level of community knowledge on activities and attractions;
- Research relevant community information (events, services, facilities) that may be of interest to visitor;
- Keep brochure racks, retail displays and storage organized and well-stocked. Re-order brochures when necessary;
- Accurately record visitor statistical data in accordance with Tourism Carmacks specifications;
- Maintain and update files and reference materials for the Visitor Centre on a continual basis;
- Post current information of interest to the visitor (Road Reports, Tourist Alert, Weather, Fisheries, etc.);
- Make sales transactions for merchandise sold and do daily cash-out reports;
- Provide visitor services at special events or festivals;
- Wear clean and well-maintained designated uniform and nametag while on shift;
- Attend monthly meetings and training events such as: in-service

training, product
knowledge, familiarization tours, and site visits;

What skills will the participant develop during this placement?

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Digital skills
- Numeracy
- Problem solving
- Technical skills

Language required for job

English

Supervisor job title

Director

Identify the type of your supervision plan

On-Site

Frequency

Daily

How much experience does the supervisor have in a supervisory role?

More than two years

Type of feedback to be provided to youth

Formal (Scheduled, Written)

Supervisor will provide

- Job-Specific Training
- Work Instructions and Tasks
- Evaluation of Work

Mentor job title

Executive Director

Type of mentoring plan

Team

Frequency

Weekly

Does the mentor have previous experience in a mentorship role?

More than two years

Mentor-mentee relationship

Formal (Regular meetings, goals established)

Mentor will provide

- Support for Skills Development
- Career-related training
- Access to learning materials

Preferred level of Education of the Participant

Post-secondary

Will this job provide a career-related work experience for the youth?

Yes

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

Yes

Does this job support a national priority?

Yes

If yes, indicate which national priority(ies)

- Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities
- Opportunities for youth that are underrepresented in the labour market, including: Black and other racialized youth, Indigenous youth, 2SLGBTQI+ youth
- Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities
- Opportunities that provide exposure or experience related to the skilled trades, which may include opportunities in the residential construction sector
- Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes

Does this job support one or more of your Member of Parliament's local priorities?

No

Number of participants requested for this job title

2

Anticipated start date

May 17, 2024

Number of weeks requested for each participant

12

Number of hours per week requested for each participant

37

Hourly wage rate to be paid to each participant

\$19.50

Hourly wage rate requested

\$8.85

Job Details**Job Title**

administrative assistant

Tasks and Responsibilities

Provides ongoing support for the village office (Mayor and CAO) and with general office duties and other related responsibilities on behalf of the CAO, the Mayor, and members of council

- Answers and directs telephone calls, emails, faxes, and scans documents and carries out other correspondence related to the village office
- Provides administrative and technical support for the Finance Officer and assists with various projects and assignments as requested
- Coordinates ongoing repairs and maintenance of telephone systems and maintains contracts (such as copying machines) and other support systems on behalf of the Village
- Assists the CAO and Finance Officer with special files and priority projects identified and supported by Council
- Carries out research, attains data, and generally provides administrative support for various projects and events as directed
- Helps prepare for special Village functions and Village sponsored events as scheduled
- Assists the CAO prepare for meetings of council (public and committees) and special meetings involving the Mayor and/or CAO
- Provides scheduling and maintenance of the Council and CAO's calendar and scheduling of events
- Attends public Council meetings and meetings of related committees

and prepares minutes, documents, and agendas for meetings of Council and other committees as required

- Compiles information and data and completes research and supporting documentation as directed by CAO
- Reviews news headlines and various government announcements and media releases which might have an impact on the Village and forwards this information to the CAO or Mayor as appropriate
- Assists in implementing recommendations for improvements to policies, protocols and procedures to improve the overall effectiveness of the administrative offices
- Provides information and directs inquiries to assist the CAO in running the day-to-day operations of the Village
- Opens, sorts and distributes mail and correspondence to the CAO (and other senior staff) as necessary
- Greets and welcomes guests to the administrative offices and ensures that all guests are treated respectfully and professionally when visiting the CAO or the Office of the Mayor

What skills will the participant develop during this placement?

- Adaptability
- Collaboration
- Communication
- Creativity and Innovation
- Digital skills
- Numeracy
- Problem solving
- Technical skills

Language required for job

English

Supervisor job title

Executive Director

Identify the type of your supervision plan

On-Site

Frequency

Daily

How much experience does the supervisor have in a supervisory role?

More than two years

Type of feedback to be provided to youth

Formal (Scheduled, Written)

Supervisor will provide

- Job-Specific Training
- Work Instructions and Tasks
- Evaluation of Work

Mentor job title

Executive Director

Type of mentoring plan

One-on-one

Frequency

Weekly

Does the mentor have previous experience in a mentorship role?

More than two years

Mentor-mentee relationship

Formal (Regular meetings, goals established)

Mentor will provide

- Support for Skills Development
- Career-related training
- Access to learning materials

Preferred level of Education of the Participant

No preference (including non students, recent graduate, etc.)

Will this job provide a career-related work experience for the youth?

Yes

Does your organization intend to retain the youth as an employee following the end of the Canada Summer Jobs agreement?

Yes

Does this job support a national priority?

Yes

If yes, indicate which national priority(ies)

- Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities
- Opportunities for youth that are underrepresented in the labour market, including: Black and other racialized youth, Indigenous

youth, 2SLGBTQI+ youth

- Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities
- Opportunities that provide exposure or experience related to the skilled trades, which may include opportunities in the residential construction sector
- Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes

Does this job support one or more of your Member of Parliament's local priorities?

No

Number of participants requested for this job title

1

Anticipated start date

June 3, 2024

Number of weeks requested for each participant

12

Number of hours per week requested for each participant

37

Hourly wage rate to be paid to each participant

\$19.50

Hourly wage rate requested

\$8.85

Project Details

Identify the health and safety practices you have implemented.

- Workplace Hazardous Materials Information Systems (WHMIS)
- Listing Workplace Hazards
- Demonstrating Workplace Safety
- Providing Necessary Certifications
- Providing Job-Specific Safety Training
- Conducting Regular Safety Checks
- Providing Safety Equipment

- Emergency Preparedness and Response Plan
-

Identify the policies and practices you have implemented to provide a work environment free of harassment and discrimination.

- Hiring Policies / Practices
 - Discrimination Policies / Practices
 - Harassment Policies / Practices
 - Conflict Resolution Policies / Practices
 - Employee and/or Management Training
 - Accessibility and Accommodation Policies / Practices
 - Employment Equity Policies / Practices
 - Privacy Policies / Practices
-

Describe your organization's activities

The Village of Carmacks provide a variety of direct municipal services ranging from Recreation Services to Public Works Operations. The VoC is a municipality in Yukon of just over 600 persons that is centrally located along the North Klondike Highway between Whitehorse and Dawson City. Known affectionately as "The Hub of the Yukon", the Municipality of Carmacks works diligently through action plans such as their 2030 OCP to identify, realize, and actualize practical services and experiences that mitigate the service barriers gap between Carmacks and larger communities or urban sprawls.

- Recreation Services
 - Public Roadways
 - Parks and Greenspace
 - Permits
 - Waste Management
 - Visitor Information Services
 - 2 KM Boardwalk
-

Are the proposed activities directed at members of an Official Language Minority Community?

No

Will you require an advance payment to pay the youth should your application be approved?

Yes

Have you applied or will you apply for other sources of funding for the job

requested?

No

Articles of Agreement

Canada Summer Jobs Articles of Agreement

[Canada Summer Jobs Articles of Agreement](#) 

Screen Identifier: CSJ-Summary-PrintSummary

Version: 10.0.0



Government
of Canada

Gouvernement
du Canada

Grants and Contributions Online Services

[GCOS \(Grants and Contributions Online Services\)](#) > [Applications and Projects](#) > [Application](#)

> [Review & Submit](#)

Confirmation

Project Information

Project Title: Village of Carmacks - Summer Jobs Application

Start Date: April 22, 2024

End Date: August 31, 2024

Your submission was successful. Your confirmation number is **A001067072**.

Any questions or concerns should be directed to: NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca referencing the above confirmation number.

[Return](#)

Help and Support

[Program Applicant Guide](#) 



[User Guides](#) 



[Contact Us](#) 



Screen Identifier: CSJ-Summary-Confirmation

Version: 10.0.0

THIS AGREEMENT made in duplicate this ### day of ### 2024

BETWEEN

The Village of Carmacks, a municipal corporation in the Yukon Territory

Box 113, Carmacks, YT, Y0B1C0

(hereinafter called the "Village")

AND

XXXXContractor NameXXXX

(hereinafter called the "Contractor")

WHEREAS the Town requires assistance with enforcement of Animal Control Bylaw 252-18 and all amendments

NOW THEREFORE the parties hereto agree as follows:

A. The Contractor shall provide:

1. Animal Control enforcement services, in compliance with all Village of Carmacks bylaws.
2. A list of all personnel that will require access authorization to the Animal Shelter, along with an up-to-date security records check. Unauthorized individuals performing work on behalf of the contractor will be viewed as a breach of contract.
3. A list of personnel (maximum of 2) that will be appointed as Animal Control Officers for the Village of Carmacks. Officers will be authorized to pursue and catch animals, enter lands for inspection and other tasks as authorized through bylaw. Personnel not appointed as a Animal Control Officer will be restricted to animal care and transportation only. For clarity, Animal Control Officers will also be considered authorized personnel, will require an up-to-date security records check and will have access to the Animal Shelter.
4. A cellular phone to be used for Village staff and residents to contact for animal control concerns.
5. A camera (this may be a smart phone camera) to be used for evidentiary requirements.
6. Updates to the Village within one hour of an animal being removed from or placed into the shelter.
7. Updates to the appropriate record keeping system within one day of enforcement actions taken, including any evidentiary photographs taken.
8. An invoice to the Village for the previous months' activity within 14 days of the end of the month.
9. Proof of general business liability insurance covering the general duties of an Animal Control Officer.
10. The base monthly fee will include:
 - a. 8 routine patrols per month
 - b. A vehicle to be used by the contractor for transportation of animals and patrols. Animals shall always be transported in a safe enclosure, such as the interior of the vehicle or a pet carrier, never in the open box of a truck.
 - c. Administrative services such as phone calls and record keeping.
11. Additional (hour or per-service) rates will cover:
 - a. On-call (weekend/evening/holiday) service
 - b. Service during regular business hours (8a-5p, M-F)
 - c. Daily care of animals in the shelter
 - d. Attendance at council meetings as required

- e. Attendance at court hearings as required
- f. In-office meetings with Village staff as required

B. The Village shall provide:

1. General supplies such as animal food, treats, bedding, soaps, disinfectant, cat litter, medications, leashes, collars, garbage bags, cleaning gloves and any other general supplies as agreed upon by the Village and Contractor.
2. Capture devices such as traps, catch poles, transport cages, pet carriers and any other such devices as agreed upon by the Village and Contractor.
3. A safe and comfortable shelter building for the care and temporary housing of animals.
4. Veterinarian costs as outlined in the Village of Carmacks Animal Shelter Procedure.
5. Identification for each authorized contract personnel, identifying them as an individual authorized by the Village to transport, capture and care for animals.
6. Direction on acceptable costs for unexpected expenses.
7. Direction on unexpected situations not addressed in bylaws or procedures.
8. Ticketing and letter writing services as required.

C. Contract Terms

1. Where all Animal Control Officers employed by the contractor will be absent for a period exceeding 12 hours or a greater distance from Carmacks than 150 km, the CAO or PW GM for the Village of Carmacks shall be given notice 14 days prior to the absence. In the case of an emergency absence, notice shall be given as soon as reasonably possible.
2. Where all authorized personnel employed by the contractor will be absent for a period longer than one day (24 hours), the CAO or PW GM for the Village of Carmacks shall be given notice 14 days prior to the absence. In the case of an emergency absence, notice shall be given as soon as reasonably possible.
3. This term of the contract shall be for two (2) years, with the option to renew the contract for a further two (2) years at the end of the term.
4. At all times, the Contractor must strictly abide by the provisions as laid out in relevant bylaws or procedures. Where the Contractor is unsure, the CAO or PW GM, as employees of the Village, shall be contacted and will have the final say. Any contraventions of the Village bylaws or procedures may result in an immediate review of the contract.
5. This agreement may be renegotiated or cancelled by either party at any time, subject to thirty (30) days written notice of the intention to renegotiate.

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement.

Contractor

Matthew Cybulski, CAO

Lee Bodie Mayor

Schedule A – Animal Control Contract Services Rates

Service	Description	Fee
Routine Patrol Scope	Minimum of 8 routine patrols per Month Scope includes: - Animal Care for up to 4 heads per month - 4 Hours of Shetler Care per month - 4 Service Calls per month	\$800.00 per contracted month
Bylaw Services	Calls for service from the Village of Carmacks, resident requests or emergency RCMP requests	\$30.00 per hour (minimum of 1 hour) outside of the 4 service calls included per month
Animal Care	Daily animal care for animals in shelter	\$7.00 per head per day (must be approved by CAO)
Shelter Care	Cleaning and general care of shelter building.	\$15.00 per hour (3 hours or more per month, depending on shelter usage) outside of the 4 hours of shelter care per month (must be CAO approved)
Animal Collection Fee (For the Owner)	Animal collected or surrendered as requested	\$25.00 per animal
Vehicle Fee - Use of Contractor Vehicle	Per Kilometre rate as paid to staff	\$0.69 per kilometre
Delivery Fee	Transport of animals from shelter to animal rescue centres	\$25.00 per hour (plus vehicle fee)

Schedule B – Authorized Individuals

As per the contract, Sections A.2 & A.3, all contract individuals performing work on behalf of the contractor must be identified to the Village before access is granted to the Animal Shelter. This schedule may be updated separately from the contract, if changes to authorization are required by either party.

A.2 – Authorized Individuals

Individuals listed below are given authorization to care for animals in the shelter. This would include tasks such as feeding, walking, general care and transportation of animals to other approved rescue centres and care facilities. Individuals listed below must make sure that their actions always comply with the Village of Carmacks bylaws.

A.3 – Authorized Enforcement Officers

Individuals listed below will be appointed as Animal Control Officers for the Village of Carmacks. Individuals listed below are responsible for ensuring that they follow the requirements of the Village of Carmacks Animal Control bylaw (252-18). If breaches of this bylaw are observed or suspected, disciplinary actions as specified in the bylaw will be followed. Animal Control Officers for the Village of Carmacks are authorized to pursue and catch animals, enter lands for inspection, release animals to owners that have paid all applicable fines and fees and any other tasks as authorized through bylaw.

Contractor

Matt Cybulski
CAO

Date of Last Update