

Agenda 23-17

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, September 5, 2023.

1. CALL TO ORDER

1.1 Moment of Recognition for Outstanding Youth Achievement Award Winner –
Steven Domingo – Nominated by VoC Administration

2. AGENDA

(motion to adopt)

3. ADOPTION OF MINUTES

(motion to adopt)

3.1 Regular meeting of August 15, 2023

4. DELEGATION

4.1 RCMP

4.2 Rezoning Public Hearing – Lot #1092 – Jennifer (YukonBright & LSCFN)

5. CORRESPONDENCE

5.1 BDO Slideshow – Asset Retirement Obligations

6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 CAO Report

6.4 Recreation Department Report

6.5 Finance Report

6.6 Public Works General Manager Report

6.7 Fire Department Report

6.8 AYC

7. ACCOUNTS PAID AND PAYABLES

8. BYLAWS

8.1 **By-Law 292-23** Municipal Officer - Signing Authority By-law (motion to adopt)

8.2 **By-Law 293-23** Carmacks Zoning Amendment By-law

9. NEW & UNFINISHED BUSINESS

9.1 Transferring Municipal Streets & Roadways from YG Highways to VoC (O.I.C Motion)

9.2 Audit Extension Resolution & Letter

10. QUESTION PERIOD

11. INCAMERA

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

12. ADJOURNMENT

Remote Attendance at Council Meetings

Access Instructions for Regular Council Meetings:

Meeting ID: 719 907 0780

Passcode: 643780

Call In +1 253 215 8782

COMPUTER (*Participants do not need an account but will need to download the Zoom app when prompted.*)

To join through the computer, use this link:

<https://us02web.zoom.us/j/7199070780?pwd=NTlUOWRwZnFuNEc5ZzBKWVJuWFkrUT09>

**MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE
VILLAGE OF CARMACKS ON AUGUST 15, 2023, IN THE MUNICIPAL COUNCIL
CHAMBERS**

PRESENT: Mayor: Lee Bodie
Councillors: J. Lachance, D. Hansen
Staff: CAO M. Cybulski, A. Wylimczyk
Regrets: Councillors H. Belanger, K. Unterschute, RCMP
Delegation: S. Domingo

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

AGENDA: Council reviewed the agenda.

23-16-01 M/S Councillors J. Lachance/D. Hansen motioned that the agenda be accepted as amended.

CARRIED

MINUTES: From the regular meeting on August 1, 2023.

23-16-02 M/S Councillors J. Lachance/D. Hansen motioned that the minutes be accepted as presented.

CARRIED

DELEGATION:

S. Domingo from the Crusader Church informed council that their Overseas Minister will be visiting Carmacks this weekend and would like to meet with Mayor and Council while he is here.

Council said that it will be a good idea and will meet with the minister on Friday, August 18th at 10:00 am.

CORRESPONDENCE:

5.1. CAO M. Cybulski provided council with the VoC Landfill Handout draft for tomorrow's public meeting. This draft will also be presented to Braeburn and Drury Creek residents as their landfill will be closed once the Carmacks Landfill will be regionalized. Council approved the pamphlet.

5.2. The CAO presented the Landfill Powerpoint presentation to council. He provided the breakdown of costs that occur at the Landfill and the improvements that the regionalizing will bring for Carmacks residents.

5.3. CAO M. Cybulski provided an update on the CDF funding project. He applied for funding for a new Ice edger that the Arena needs to improve the ice surface along the board edges along the slab. This edger allows for proper ice shaving maintenance with the resurface and slabs that are properly edged to maintain a lifecycle of up to 25% longer than non tapered or edged ice surfaces. The purchase of the ice edger is critical as the VoC O&M budget does not include this purchase.

5.4. CAO M. Cybulski informed council about the Prospector Road Work update. Notices have been provided to residents about the scope of work and timeline of construction.

5.5. The CAO told council about the meeting with Mayor and YHC reps for the CMHC/HAF Funding application. Carmacks is the only northern community that applied for funding for housing, and it looks pretty good to receive funding.

5.6. CAO M. Cybulsky mentioned that the VoC didn't have much input in discussions with this project and nothing to include.

5.7. CAO informed council that as per Municipal Act the VoC has to set up a resolution to appoint a Municipal Officer Signing Authority which hasn't been done in the past.

23-16-03 M/S Councillors J. Lachance/D. Hansen motioned to set up a resolution to appoint a Municipal Officer Signing Authority.

CARRIED

REPORTS:

Councillor Activity Reports

Councillor D. Hansen has nothing to report. She will be attending the public Landfill meeting tomorrow.

Councillor J. Lachance attended the Fire fighter training at the new Firehall and informed council that a new member has joined the Volunteer Fire Department.

He will also be attending the public Landfill meeting tomorrow.

Mayor's Report

Mayor L. Bodie attending the Grand opening of the newest Yukon Housing Corporation's duplex and the HAF meeting together with the CAO and YHC on Monday.

He will be at the Landfill meeting tomorrow.

CAO Report

CAO M. Cybulski presented Council with a written report and provided updates on the Grand opening of the Firehall which is delayed until September 16th and will coincide with the Klondike Culture Days Festival that weekend.

He informed council of the latest Development Permit applications and told council that he and the PW General manger are going to review permitted and unpermitted developments within municipal boundaries.

The CAO provided an update on Gas Tax funding. The funds will be used for Public Works fleet upgrades as a Capital project. The upgrade is anticipated for late fall in 2023 or early 2024.

CAO M. Cybulski informed council that he is in discussions with Catalis, a website developer. The existing website needs upgrading. The upgrade will include additional features like Work request systems for municipal services, E-permitting system for Business Licenses, development and demolition permits, Business directory, Online Payment processing for property tax and other utilities and more.

Minister of Community Services, Richard Mostyn, is planning community visits to engage with Mayor, Council and CAO. He provided available dates. Mayor and council decided to meet with Minister Mostyn on August 22nd and 23rd, 2023.

Municipal Maintenance Report

No report

Fire Department Report

No report

AYC Report

Councillor D. Hansen reported that she attended the meeting on August 4th. Carmacks will be hosting the AYC Admin Board meeting on September 8th and 9th.

ACCOUNTS PAID AND PAYABLES

Council read the report provided.

BYLAWS

Bylaw 292-23 – Municipal Officer Signing Authority

- 23-16-04** M/S Councillors **D. Hansen/J. Lachance** motioned to give Bylaw 202-23 – Municipal Officer Signing Authority - First Reading.

CARRIED

- 23-16-05** M/S Councillors **J. Lachance/D. Hansen** motioned to give Bylaw 292-23 – Municipal Officer Signing Authority – Second Reading.

CARRIED

NEW AND UNFINISHED BUSINESS

9.1 Review of Carmacks Arena Business Case Draft

Council reviewed the draft and CAO M. Cybulski will implement the plan with Carmacks numbers.

9.2. Carmacks Parks and Recreation Plan Draft

Council reviewed plan and said that the plan looks good and asked the CAO to provide copies to Councillors Belanger and Unterschute so that Council can set up a resolution to approve the plan at the next meeting.

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;

23-16-06 M/S Councillor D. Hansen motioned to go in-camera at 9:33 PM.

23-16-07 M/S Councillor J. Lachance motioned to go out of in-camera at 9:52 PM.

ADJOURNMENT

23-16-08 M/S Councillor J. Lachance motioned to adjourn the meeting at 9:53 PM.

Mayor L. Bodie adjourned the meeting at 9:53 PM.

Mayor Lee Bodie

CAO Matthew Cybulski

**MONTHLY
MAYOR’S / CHIEF’S
POLICING REPORT
August 2023**

**Carmacks Detachment
“M” Division Yukon**

Canada 



| OCCURRENCES | <u>August 2023</u> | Year to Date 2023 | <u>August 2022</u> | Year Total to August 2022 |
|--|---------------------------|------------------------------|---------------------------|--------------------------------------|
| Assaults (All Categories) | 3 | 22 | 3 | 22 |
| Assistance/Suspicious Occurrence | 5 | 35 | 7 | 44 |
| Break and Enters | 0 | 4 | 1 | 3 |
| Cause Disturbance / Mischief/Breach of Peace | 9 | 68 | 7 | 55 |
| Drugs (all categories) | 0 | 14 | 1 | 3 |
| Fail to comply with conditions | 1 | 11 | 1 | 7 |
| False Alarms | 2 | 17 | 2 | 22 |
| Impaired Driving | 0 | 16 | 0 | 11 |
| Liquor Act | 2 | 7 | 0 | 2 |
| Mental Health Act | 1 | 23 | 4 | 16 |
| Missing Persons/Requests to Locate | 1 | 3 | 2 | 3 |
| Sexual Assault | 0 | 7 | 1 | 3 |
| Thefts (all categories) | 3 | 15 | 4 | 17 |
| Traffic (Speeding/Prohibited driver/etc) | 4 | 71 | 6 | 40 |
| Uttering Threats | 2 | 8 | 3 | 9 |
| Vehicle Collisions | 2 | 17 | 3 | 19 |
| Wellbeing check | 0 | 13 | 4 | 9 |
| Other | 7 | 63 | 13 | 65 |
| Total Calls for Service | 42 | 414 | 62 | 350 |

| | | | | |
|--|----|-----|----|----|
| Service Calls Involving Alcohol | 16 | 118 | 12 | 77 |
| Prisoners held locally | 1 | 11 | 2 | 11 |

Next Carmacks Circuit Court: September 13th, 2023

Annual Performance Plan (A.P.P.'S) Community Priorities

Community approved priorities are (1) Drug and alcohol enforcement

(2) Enhance road safety (speeders, impaired driving, and commercial vehicle enforcement)

(3) Youth and community involvement

1. Although call volume was down, over a third of calls members responded to had alcohol as a factor. A percentage of those calls can be attributed to one individual and RCMP have been making continual efforts to offer supports were possible, as it is an ongoing concern. On the enforcement side of things members remain as a steady presence at the Gold Dust Lounge and continue the use of Mandatory Alcohol Screening to deter and catch impaired drivers.
2. A Whitehorse Traffic member was bought in on overtime to assist with manpower coverage as well as commercial vehicle and speeding enforcement while regular members were away on leave or training.
3. Cst. Woodman was invited to and attended a headstone potlach with her family. Members also helped EMS with a BBQ for their pre-grand opening of the new station. School has now started and members have been speaking with teachers about the upcoming year and possible ways that the RCMP can engage with the youth in order to build trust. Cst. Beauchamp continued with his community fitness program but will be taking a break for the upcoming month.

Notable Occurrences:

On August 8th, RCMP were dispatched to a wellbeing concern for a female who hadn't been heard or seen in several days. The matter evolved into a missing persons investigation and extensive searches were conducted. The subject was found within two days from the time of initial reporting.

On August 24th, RCMP were contacted by a mine owner on Mt. Nansen who reported that one of his employees had shot himself. Members attended and investigated in conjunction with the Yukon Coroner. At present time the matter has been deemed non-suspicious with no charges anticipated.

Should you have any questions or concerns regarding this report, please feel free to contact me.

Cpl. David MacNeil

Carmacks RCMP

Telephone: 867-863-2677

Email: david.macneil@rcmp-grc.gc.ca



Little Salmon Carmacks First Nation

Together today for our children tomorrow.

July 11, 2023

Matthew Cybulski
Village of Carmacks C.A.O
143 River Drive
Box 113
Carmacks, YT, Y0B-1C0

RE: Rezoning Lot 1092

Dear Matthew,

Thank you for taking the time to meet with us regarding the Cultural Center project, the project started many years ago, much work has been completed since then including consultation with the community and LS/CFN regarding the program that will be delivered in the facility, what tenants will be part of the facility, design and where the building should be located for example.

The project site is in Lot 1092, please see the attached drawing. This site was chosen by the community, it is near the existing interpretive center. It can be seen by the highway and is close to the river, which are both important factors. LS/CFN has completed site assessments, topographical surveys and studied the site to ensure that it can receive a septic field and will soon undertake work to build a well on site, a YESAA permit application is in progress. During our investigation and review of the site we noticed that the site is zoned as Parkland and that it will need to be rezoned by Carmacks for the cultural center use.

At its heart the cultural center's goal is to protect, preserve, revitalize, and celebrate LS/CFN Northern Tutchone culture, heritage, and language in addition to this important benefit of the project the centre will attract travelers on the Klondike highway to stay longer in Carmacks. It will also provide local jobs during construction and once it is built through staffing the centre. In

Caring, Sharing, Respect and Teaching

Post Office Box 135, 52 Njnrò, Carmacks, YT, Y0B 1C0
Phone (867)863-5576 Fax (867)863-5710

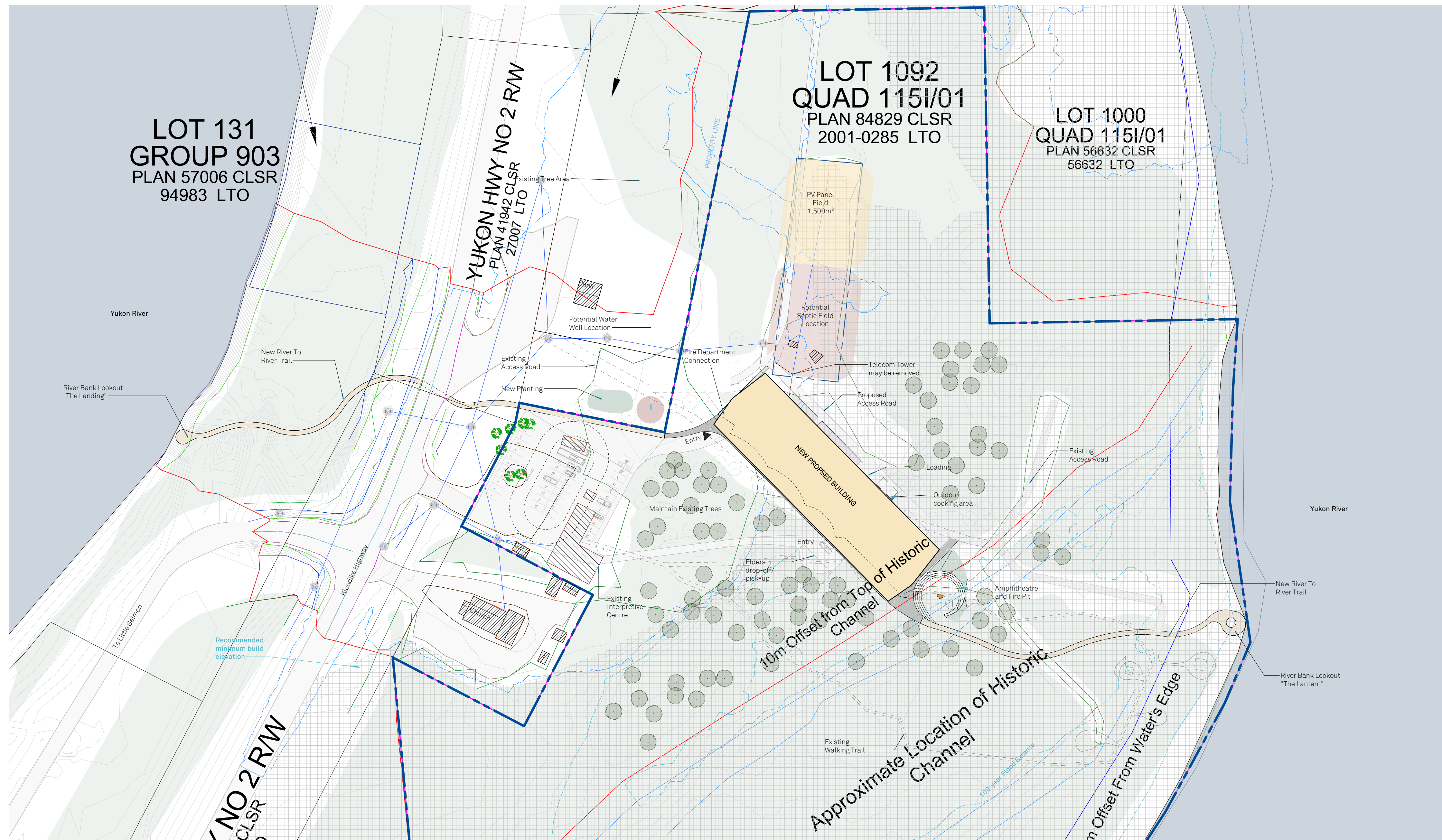
our call we discussed leasing space within the facility to house the Village of Carmacks Visitor's Information Center, the synergy between the Cultural Center and the Visitor Information Centre is strong and we agreed combining the two is a perfect fit. The Cultural Centre is also a space for people to learn, in addition to providing space for the Village of Carmacks, we will be providing space for Yukon University to hold classes and it's administrative offices.

Please consider this as our request to rezone Lot 1092. We will follow with a development and building permit as the project progresses.

Sincerely,

A handwritten signature in black ink that reads "Blanchard". The signature is written in a cursive, flowing style.

Toni Blanchard,
Heritage Manager



1 Site Plan - Proposed
 A1.02 1:1000

| DATE | REV | DESCRIPTION |
|------|-----|-------------|
|------|-----|-------------|

LSCFN CULTURAL CENTRE
 Little Salmon Carmacks
 First Nation
 HS0072

Site Location Plan
A1.02



ASSET RETIREMENT OBLIGATIONS

FOR NON-FINANCE PROFESSIONALS



TODAY'S SPEAKERS

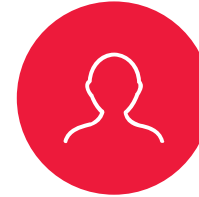
Please contact us, if you have any specific questions



MARIO PIRODDI, CPA, CA, CISA
PARTNER

Email mpiroddi@bdo.ca

Phone 250 434 4062



ANGELA SPENCER, CPA, CA
PARTNER


Email aspencer@bdo.ca

Phone 250 832 7171





AGENDA

- | | |
|---|--|
| 1 | WHAT IS AN ARO & INTRODUCTION TO PSAS 3280 |
| 2 | WHY AM I HERE? |
| 3 | WHAT ARE WE TRYING TO DO? |
| 4 | WHAT CAN I DO? |
| 5 | OPEN DISCUSSION / Q&A |
- 



WHAT IS AN ARO?

Asset Retirement Obligation - *a legal obligation associated with the retirement of a tangible capital asset*



PSAS 3280

What is it?

- New accounting standard in effect fiscal 2023
 - Established by the Public Sector Accounting Board
 - Asset retirement obligations
 - Record a liability for costs required to decommission an asset at its end of life or term of use
- Significant changes to the financial statements and underlying accounting for assets



ARO EXAMPLE

Gas Tanks

- **Situation**
 - Your organization has several above and underground fuel storage tanks
- **Legal Obligation**
 - Government legislation
 - Often requires removal of fuel storage tank in a specified manner at the end of service
- **Liability**
 - Cost of removal





SO WHY ME?

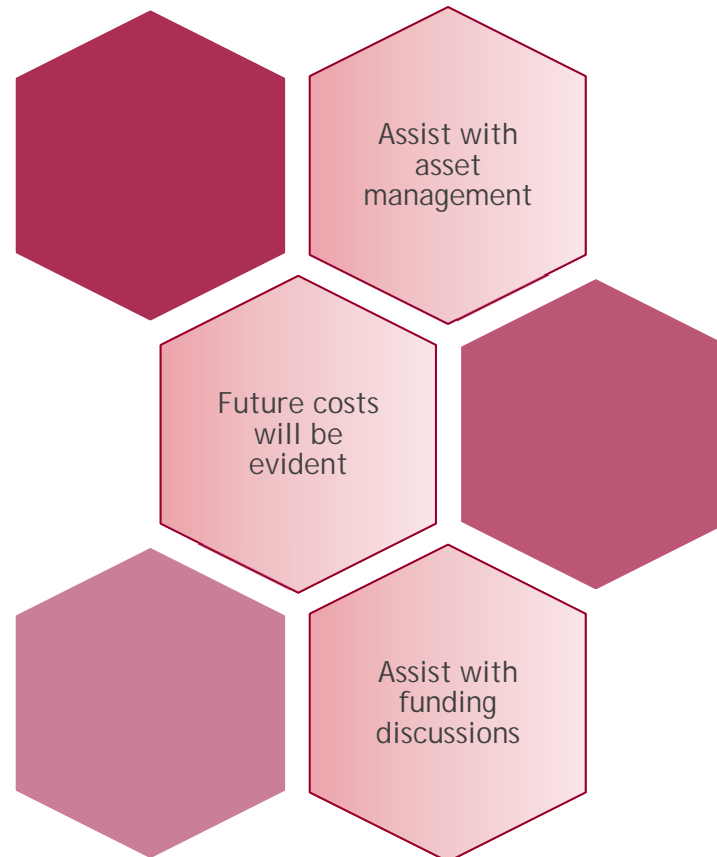
This sounds like an accounting problem!

- PSAS 3280 requires a team effort
 - Accounting staff won't know all the answers
- Different knowledge of assets
 - Adoption requires a variety of expertise
 - In some cases, external experts should be involved





ORGANIZATIONAL BENEFITS



IMPACT ON FINANCIAL STATEMENTS

| Statement of Financial Position—comparison | | |
|--|--------------------|--------------------|
| As at March 31 2x23 | ARO standard | PS 3270 |
| Financial assets | | |
| Cash and cash equivalents | \$ 600,000 | \$ 600,000 |
| Taxes receivable | 165,000 | 165,000 |
| Portfolio investments | 495,000 | 495,000 |
| | <u>1,260,000</u> | <u>1,260,000</u> |
| Liabilities | | |
| Accounts payable | 300,000 | 300,000 |
| Long-term debt | 2,000,000 | 2,000,000 |
| Asset retirement obligation—landfill | 295,532 | 29,451 |
| | <u>2,595,532</u> | <u>2,329,451</u> |
| Net financial debt | (1,335,532) | (1,069,451) |
| Non-financial assets | | |
| Tangible capital assets | 10,258,233 | 10,000,000 |
| Prepaid expenses | 15,000 | 15,000 |
| | <u>10,273,233</u> | <u>10,015,000</u> |
| | | |
| Accumulated surplus (deficit) | \$8,937,701 | \$8,945,549 |



ASSIST WITH ASSET MANAGEMENT

- Decision making going forward
 - Engrain the ARO side in future decisions
 - Getting money set aside going forward
 - Timeline for funding - Infrastructure GAP growing?
- Bringing Future Councils into Asset Management





FUTURE COSTS WILL BE EVIDENT

- Making ARO part of the process
 - Becomes part of the evaluation
 - Avoids surprises for Councils at tax time
 - Better decision making
 - Bring it into policy





ASSIST WITH FUNDING DECISIONS

- How often do you get a surprise abatement?
 - Boards are focused on budget overruns (as is media)
 - When accepting the grant, did you know all costs?





WHAT ARE WE TRYING TO DO?

Step 1

- Identifying all potential retirement obligations
 - What does the government control and what future costs are required to retire the asset?
 - Know what legislation and agreements impact controlled assets.

Step 2

- Value the obligation
 - Best estimate of the amount required to retire an asset
 - Is there information available?
 - Engineers or other experts likely needed for estimates

HOW CAN I HELP?

IDENTIFYING POTENTIAL ARO'S

What assets should I be worried about?

LANDFILL
CLOSURE AND
POST CLOSURE

END OF LEASE
REMOVAL/
RESTORATION
COSTS

WASTEWATER OR
SEWAGE
TREATMENT
FACILITIES AND
LAGOONS

REMOVAL OF
ASBESTOS





QUESTIONS TO CONSIDER

Are there any known assets that require retirement or remediation?

Does the entity control any buildings or structures that contain asbestos?

Are there any assets (including leased assets) with known contracts, agreements or legislation requiring clean up or retirement?

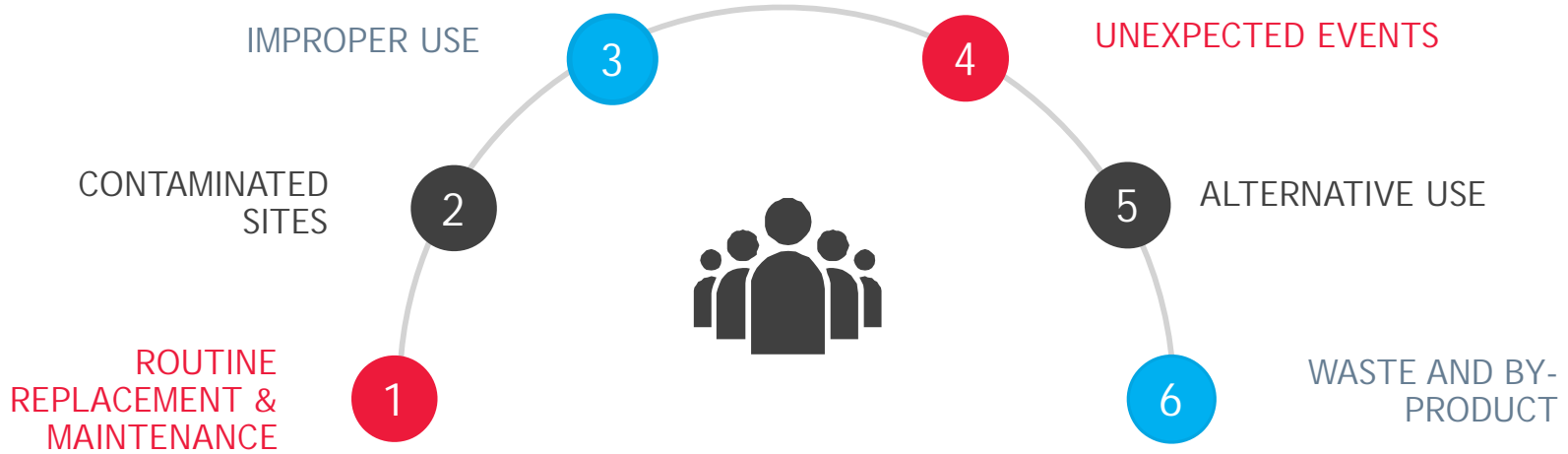
Are there any assets not in productive use that require clean up or retirement?

Has any new legislation come into effect that would require the retirement of any assets?

Are there any other items not yet included on the list where asset retirement obligations may exist?

WHAT ISN'T INCLUDED?

Where NOT to look





VALUE THE OBLIGATION

- Best estimate
 - Estimate should include all applicable costs
- **What information is available?**
 - Do you have previous experience with retiring a similar asset?
 - Have you received quotes for removal?
- **Do we need an expert?**
 - If expertise on the team and information available cannot provide an estimate



PRACTICAL TIPS

Valuations and quotes can be costly

- Consider obtaining one per asset group

Consult accounting before obtaining a valuation

- The obligation may not meet other recognition criteria

Do not forget to think about tomorrow

- This is an ongoing journey





YUKON GUIDANCE

Interpretation of Guidelines

- Finance Administration Manual

Listing of relevant AROs and Legislation

- Attached in invite





ANY QUESTIONS?



Village of Carmacks

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

To: Mayor & Council

Date: September 5, 2023

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

Re: CAO Debrief (August 15, 2023 to September 1, 2023)

Hello Mayor & Council,

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

1. Firehall Updates

- Facility Grand Opening delayed until September 16th - Political Dignitaries and Guests confirmed.
- Firehall Lifecycle Cost Analysis completed.
- Custodial Contractor progress meeting planned for late September (Firehall & CRC)
- First monthly safety meetings with Tenants planned for September 12th

2. Development Permit Overview

- Lot 192 (Urban Residential) Development – Lot clearing & Utility Development – Approved – Permit Approved
- Lot 1128/1129 – (Industrial) – Notice of Violation and Fine administered, paid, and reconciled – Permit Approved
- Lot 161 (Country Residential) Development – Lot Clearing and construction of single-family dwelling – Permit Approved
- Lot 65-67 (Urban Residential) – Development of secondary driveway – Permit Approved
- VoC CAO & PW GM to complete development permit review and compliance blitz of all unpermitted developments within municipal boundary
- Fine schedule to be actioned.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

3. Permitting Update

- VoC Rezoning Application process developed and updated (see appendices)
- VoC Demolition Application process developed and updated (see appendices)
- VoC Public Space and Special Use Permit process developed and updated (see appendices)
- VoC Special Event Permit process developed and updated (see appendices)
- All permitting updates researched and developed in process with VoC By-laws and policies.

4. Regional Landfill Update

- Bag Tags designed and ordered (See Appendices for design)
- VoC Landfill Townhall Meeting #2 – September 20th, 2023 at CRC
- Landfill staffing recruitment process starting early September.
- VoC & YTG landfill walkthrough being planned for early September.
- Meeting with Yukon Housing Corporation planned for mid September.
- Facility Logistics being scheduled for installation.
- Automatic Tire Spreader machine ordered for landfill/PW.

5. Website Update

- Catalis selected as provider for updated VoC municipal website
- 55% less expensive service than other quoted vendors
- VoC Permitting Portal to be launched October 1st
- New VoC website design mock will be shared in Mid-September.
- Municipal Service Request System includes:
 - Snow Removal (priority)
 - Road Maintenance/Conditions (priority)
 - Vandalism/Facility Concerns (priority)
 - Report of Flooding/Sewer Issues
 - Downed Tree/Tree Removal
 - Greenspace/Park Maintenance

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Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

- Animal Control/Dead Carcass
- Ditch Work/Stormwater
- Landfill Inquiry (priority)

6. Budget Development & Practices Update

- Budget Development meetings between PW, Finance, Recreation, and CAO start mid-September
- VoC Budgetary Review of 2023 fiscal budget and use of conditional reserves – CAO, Finance and AYC (Shelley) – September 6th
- Gas Tax Application development for VoC Fleet replacement
- 60% increase in PW revenues generated during month of August.

7. CAO Training Update

- Intro to Finance Management course completion delayed from Spring/Summer 2023 to Early Winter 2024 to allow for staffing challenges to be overcome and filled.
- CAO discussed pivoting from Finance Management Training to Asset Management Training to meet ARO obligations from the Federal Government by Dec 31, 2023
- CAO & PW GM are registered for the Asset Management 101 and Asset Management 102 course
- Timeline for completion of Asset Management 101 & 102: 2 to 4 months

8. On the Horizon

- The Premier's visit scheduled for October 17th during regularly scheduled council meeting.
- Minister Mostyn's Office yet to confirm date for proposed Fall Community visit.
- Joint Council Meeting potential dates shared with LSCFN – Awaiting reply.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca

| | | | |
|---|---------------------|--------------|--------------|
| Property | | | |
| Municipal Address: | #: | Street: | Postal Code: |
| Legal Description: | Lot: | Block/Quad: | Subdivision: |
| Property Owner | | | |
| Name: | | | |
| Phone Number: | Work/Home: | Cell: | Fax: |
| E-mail Address: | | | |
| Mailing Address: | #: | Street: | Postal Code: |
| Applicant Contact Information (If different from owner) | | | |
| Name: | | | |
| Phone Number: | Work/Home: | Cell: | Fax: |
| E-mail Address: | | | |
| Mailing Address: | #: | Street: | Postal Code: |
| Zoning | | | |
| Existing Zone: | | | |
| Requested Zone: | | | |
| Reason for Amendment: <i>(Additional information may be attached and/or requested by the Development Officer. List attachments.)</i> | | | |
| Important (Please read before submitting this application) | | | |
| Any person applying to have Zoning Bylaw 277-22 amended shall apply in writing on in this form to the Development Officer and may furnish additional materials in support of the application. | | | |
| A proposed amendment which has been rejected by Council within the previous 12 months shall not be reconsidered unless Council otherwise directs by Resolution. | | | |
| An amendment to Zoning Bylaw 277-22 shall conform to the Official Community Plan. | | | |
| Owner Authorization | | | |
| Signature: | | Date: | |
| Office Use (Rezoning Application Fee - \$100) | | | |
| Fee Received: \$ | Received by: | Date: | |



Village of Carmacks
Box 113 Carmacks, YT Y0B 1C0
PH: 867-862-6271 FAX: 867-863-6606
www.carmacks.ca

| OFFICE USE ONLY | |
|------------------|--|
| APPLICATION FEE: | |
| DATE PAID: | |
| RECEIPT #: | |
| PERMIT #: | |

DEMOLITION/MOVE PERMIT APPLICATION

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES, AND SUBMISSION REQUIREMENTS PRIOR TO COMPLETING FORM.

PROPOSED DEVELOPMENT

Demolition

Building Move

CURRENT LOCATION:

CIVIC ADDRESS: _____ VALUE OF DEVELOPMENT: _____

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ ESTATE _____ PLAN# _____

MOVE TO (if applicable):

CIVIC ADDRESS: _____ VALUE OF DEVELOPMENT: _____

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ ESTATE _____ PLAN# _____

Yukon Historic Sites Inventory ID (if applicable): _____

AGE OF STRUCTURE: *Please provide the age of the structure you wish to demolish/move and attach supporting evidence.*

RATIONALE:

PROPOSED RE-DEVELOPMENT: *Please provide a description of your redevelopment plan, and attach a development permit application for the redevelopment, if applicable.*



[Village of Carmacks](http://www.carmacks.ca)
 Box 113 Carmacks, YT Y0B 1C0
 PH: 867-862-6271 FAX: 867-863-6606
 www.carmacks.ca

| OFFICE USE ONLY | |
|-----------------|--|
| PERMIT #: | |

APPLICANT INFORMATION

APPLICANT NAME(S): _____

MAILING ADDRESS: _____ **POSTAL CODE:** _____

EMAIL: _____ **PHONE #:** _____

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

OWNER NAME(S): _____

MAILING ADDRESS: _____ **POSTAL CODE:** _____

EMAIL: _____ **PHONE #:** _____

It is the responsibility of the applicant to ensure that all plans conform to the provisions of the Village of Carmacks Zoning Bylaw and applicable territorial and federal legislation.

DECLARATION

- I/WE hereby make application for a Development Permit under the provisions of the Village of Carmacks Zoning Bylaw #277-22 and in accordance with the plans and supporting information submitted and attached which form part of this application.
- I/WE have reviewed all of the information supplied to the Village of Carmacks with respect to an application for a Development Permit and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the Village of Carmacks will rely on this information in its evaluation of my/our application for a Development Permit and that any decision made by the Village of Carmacks on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.

DATE SIGNED

SIGNATURE OF APPLICANT(S)

DATE SIGNED

SIGNATURE OF OWNER(S)



Village of Carmacks
 Box 113 Carmacks, YT Y0B 1C0
 PH: 867-862-6271 FAX: 867-863-6606
 www.carmacks.ca

| OFFICE USE ONLY | |
|-----------------|--|
| PERMIT #: | |

COMPLETE APPLICATION SUBMISSION REQUIREMENTS

As per s. 5.2.1 of ZBL #277-22, a permit will be granted, granted with conditions, or refused within 15 business days of receipt of a complete application. An application is not deemed complete until the following information is submitted to the satisfaction of a Development Officer.

- Application Form (completed in full)
- Application Fee & Redevelopment Deposit as per Village of Carmacks Fees and Charges Bylaw & Zoning Bylaw
- Site Plan that includes:
 - a north arrow and scale
 - property lines shown and labelled as per the most recent legal survey
 - all easements and rights of way shown and labelled
 - the location and labelling of all abutting streets, lanes, highways, road rights of way, sidewalks, water bodies, and vegetation
 - the topography and other physical features of the subject land
 - the location, size, type, and dimensions of all existing buildings and/or structures on the subject land, as well as the distance of the buildings and/or structures from the property lines
 - the location, size, type, and dimensions of all proposed buildings and structures on the subject land, as well as the proposed distance of the buildings and/or structures from the property lines
 - the location of retaining walls and fences (existing and proposed)
 - the location, dimensions, and number of onsite parking areas
 - the location of loading facilities
 - the date of the plan
- Certificate of Title (if owner does not match Assessment Roll)
- Other as required by the CDO: _____

OFFICE USE ONLY

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ ESTATE _____ PLAN# _____

ZONING: _____ DATE COMPLETE APPLICATION RECEIVED: _____

TYPE OF APPLICATION: _____

APPLICANT NAME(S): _____

OWNER NAME(S): _____

REDEVELOPMENT DEPOSIT AMOUNT: _____

APPLICATION REJECTED

APPLICATION APPROVED / PERMIT ISSUED

A letter [] has OR [] has not been attached to this permit explaining reasons and/or permit conditions. If a letter is attached, it constitutes a valid and binding component of this permit.

DATE: _____ SIGNATURE: _____



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|-----------------|--|
| PERMIT #: | |

INSTRUCTIONS AND GUIDELINES

IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE FOR REFERENCE ONLY. IN THE EVENT OF A DISCREPANCY WITH THE ZONING BYLAW, THE ZONING BYLAW PREVAILS.

1. Information Requirements:
 - a) An application shall not be considered to have been received until all application requirements have been submitted to the satisfaction of a Development Officer.
 - b) Notwithstanding a) above, a Development Officer may consider an application if, in a Development Officer's opinion, the development is of such a nature as to enable a decision to be made on the application without all of the required information.
 - c) Failure to complete this form and to supply the required support information may result in delays in the processing of the application.

2. Notification:
 - a) Within five working days after a decision on a development permit application, a Development Officer shall send a notice by regular mail of the decision to the applicant and indicating whether the application was approved or refused.

3. Validity of Permit:
 - a) When a permit has been issued by a Development Officer, the permit shall not be valid unless and until the conditions of the permit, save those of a continuing nature, have been fulfilled and no notice of appeal has been served on Council within a 14 day appeal period.
 - b) When a permit has been approved, the permit shall not be valid until the decision is issued in writing.

4. Permit Conditions:
 - a) A development officer has the authority to issue development permits and, when necessary, impose terms and conditions upon development permits that will bring the project into conformity with the OCP and all applicable bylaws, and will mitigate any undesired effects of the proposed development
 - b) A Development Officer may, as a condition of a permit, require the applicant to make satisfactory arrangements for the payment and supply of water, power, sewer and other services or facilities, or any of them.
 - c) A permit may be refused when, in the opinion of a Development Officer, satisfactory arrangements have not been made for the payment and supply of water, power, sewer or other services or facilities, or any of them or if taxes on the property associated with the permit application have not been paid.
 - d) A Development Officer may, as a condition of a permit, require that an applicant enter into a development agreement that may require the applicant to pay an offsite levy or redevelopment levy or both.

5. Expiry of Permit:
 - a) A development permit issued in accordance with the notice of decision is valid for a period of 12 months from the date of issue.
 - b) A development officer may grant an extension of the effective period of a permit prior to the expiry of the permit; the effective period shall not exceed 12 months and the development officer may only grant such an extension once.
 - c) When a development permit expires, a new application is required. Such application shall be dealt with as a first application and the development approving authority shall be under no obligation to approve it on the basis that a previous permit had been issued.

6. Appeals:
 - a) An applicant aggrieved by the decision of the development officer may appeal to Council within 30 days of the date of the decision.
 - b) Appeal applicants shall be limited to the original development permit applicant and landowner.
 - c) Council shall within 60 days of receipt of an appeal under this section grant permission, refuse permission, or grant permission with conditions.



Village of Carmacks
 Box 113 Carmacks, YT Y0B 1C0
 PH: 867-862-6271 FAX: 867-863-6606
 www.carmacks.ca

| OFFICE USE ONLY | |
|-----------------|--|
| PERMIT #: | |

7. Suspension or Revocation of Permit:

- a. A Development Officer may suspend or revoke a development permit where:
 - i. the applicant fails to comply with the conditions of the issuance of the permit; or
 - ii. any person undertakes or causes or allows any development on a site contrary to the terms or conditions of a permit.
 - iii. the permit was issued on the basis of incorrect information or misrepresentation by the applicant; or
 - iv. the permit was issued in error.

8. Demolitions

- a. Demolition of a structure will only be permitted if the proposed demolition and/or replacement would improve the quality of the built environment.
- b. All service connections must be removed before demolition begins.
- c. An acceptable security deposit of \$1.00 per square foot of the lot under consideration shall be posted by the developer upon issuance of a development permit for a demolition in order to ensure that the intended re-development proceeds.
- d. Demolition must be accompanied by an approved redevelopment plan to the satisfaction of the development officer.
- e. Demolition of a structure listed in the Yukon Government Historic Sites Registry shall occur only in extenuating circumstances, and must be approved by Council in consultation with the Yukon Government Historic Sites.

9. Building Moves

- a. When a structure is being moved off of a lot within the Village, the application must be accompanied by an approved redevelopment plan to the satisfaction of the development officer.
- b. When a structure is being moved off of a lot within the Village, an acceptable security deposit of \$1.00 per square foot of the lot under consideration shall be posted upon issuance of a development permit for the move to ensure that the intended redevelopment proceeds.
- c. Moving of a structure listed in the Yukon Government Historic Sites Registry will occur only in extenuating circumstances and in consultation with Yukon Government Historic Sites.
- d. No person shall move a mobile home from a location within the Village to another location within the Village without an approved development or redevelopment permit.
- e. In deciding on the moving of a building or buildings to a parcel within the Village, a development officer may:
 - i. refer the application to a Yukon building inspector for a recommendation confirming the structure's compliance to the National Building Code
 - ii. require such renovations and alterations as may be necessary for the building to conform to the requirements of the zone into which the building is proposed to be moved, and to conform to the territorial building and plumbing codes
 - iii. refuse to issue a permit if:
 - 1. there are any taxes or other charges due to the Village with respect to the building or the lot on which it is situated, unless arrangements satisfactory to the Village's chief administrative officer have been made for payment of such taxes or other charges
 - 2. the building fails to conform to the requirements of this bylaw, the OCP By-Law or the Sewer Bylaw
 - 3. the building is not compatible, in the opinion of the development officer, with the character and appearance of existing buildings in the area in which the building is to be located
- f. The development officer may require a performance bond to be posted or a certified cheque in the amount of the established cost of the required renovations or alterations.



STREET & PUBLIC SPACE USE PERMIT APPLICATION

The Village of Carmacks
PO BOX 113, Carmacks, YT Y0B1C0
P.867-863-6271
E. CAO@Carmacks.ca

Date of Application:

Date Application Accepted:

Business License Number:

Application Requirements Check list:

- Submit application a minimum of five (5) business days prior to project start date for review
- Active *Village of Carmacks Business License (if applicable)*
- Submit Traffic Accommodation Plan
- Read Street & Public Space Use Permit terms and condition and sign at the bottom
- The permit is not valid, unless signed and paid for in full 48hrs in advance**

| Applicant | |
|--|--|
| Name: | Company: |
| Email: | Cell Phone #: |
| Onsite Contact Person: | Onsite Phone #: |
| Billing Address | |
| Location/Work Description | |
| Address/Location(herein known as the Closure): | |
| Start Date (Month/Day/Year): | Between the hours of: |
| End Date (Month/Day/Year): | |
| Areas Affected by Work | |
| <input type="checkbox"/> Road <input type="checkbox"/> Parking Lane <input type="checkbox"/> Alley <input type="checkbox"/> Public Space <input type="checkbox"/> Other: | <input type="checkbox"/> Driving Lane <input type="checkbox"/> Sidewalk <input type="checkbox"/> Parking Lot <input type="checkbox"/> Parking Stall (# of Stalls:) |

Work Description:

Applicant to provide:

Traffic Accommodation Plan

Street & Public Space Use Permit Terms and Conditions

1. The applicant is required to submit a Street & Public Space Use (SPSU) Permit Application a minimum of five (5) business days prior to project start time.
2. Failure to abide by the SPSU Permit will result in a void permit and a stop-work order being issued by the Village of Carmacks.
3. All fees and the deposit (if required) must be paid in full for a SPSU permit to be valid.
4. All roads, construction, utility, and landscaping work affecting public property must be completed to Village of Carmacks standards. If the Applicant fails to do so, the Village may undertake such work and bill all costs of such work to the Applicant and collect such costs in the same manner as fees and taxes.
5. All work shall be done in compliance with Occupational Health and Safety regulations and applicable Municipal, Territorial and Federal bylaws, guidelines, acts or regulations.
6. Full access to the Closure area will be given to RCMP members, Peace Officers, Bylaw Enforcement Officers, Municipal Compliance Officers, Chief and Deputy Fire Chiefs and Public Health Officers. At no time shall these persons be hindered or obstructed in the course of their duties.
7. The permit holder must provide written notice one week in advance of the temporary closing of an access to a home or business to all property owners and/or residents who may be affected by the closure.
8. Vehicular and pedestrian access to properties shall be maintained at all times unless coordinated with affected property owners one week in advance of the permit start date.
9. If required, it is the responsibility of the permit holder to coordinate with adjacent property owners for the use of their land.
10. All road surfaces and sidewalks shall be kept clear of obstructions and/or debris, to avoid hazards or inconvenience to the public.
11. Signs, cones, barricades, and all other traffic control devices to protect and control pedestrian and vehicular traffic in the **Closure** area shall be used in accordance with the *Manual of Uniform Traffic Control Devices for Canada* (Transportation Association of Canada).
12. The permit holder shall be responsible for all loss and damage of any nature or kind caused or arising directly or indirectly from any temporary closure of public land.
13. The permit holder agrees to indemnify the Village of Carmacks against any and all claims for damage or injury.
14. The permit holder shall provide proof of insurance to the Village of Carmacks upon request.
15. When the permit holder requires an extension of the permit or a change to any of the conditions under which the permit was issued, the permit holder shall apply for such change at least 48 hours in advance.
16. In the event of unforeseen circumstances after work commences that require an extension of the permit or a change to any of the conditions under which the permit was issued, the Village of Carmacks Bylaw Enforcement service will evaluate on an individual basis the conditions of the permit and any additional fees.
17. The Public Works General Manager for the Village of Carmacks reserves the right to alter and make reasonable changes to written permit before said permit action commences.

Submission

By signing this application for a Street & Public Space Use Permit, the applicant submits that they have read and agree to all of the terms and conditions related to a Street & Public Space Use Permit and will abide by them.

Applicant Signature

Date

Submit Applications to:

Completed applications can be scanned and emailed to CAO@Carmacks.ca or in person at the Administration Office, 143 River Drive.



EVENT PERMIT APPLICATION

The Village of Carmacks
PO BOX 113, Carmacks, YT Y0B1C0
P.867-863-6271
E. CAO@Carmacks.ca

Date of Application:

Date of Application Accepted:

Business License Number:

Application Minimum Requirements Check list:

- Submit application a minimum of thirty (30) days prior to event start date for
- review Village of Carmacks Business License (if applicable)
- Submit Traffic Accommodation Plan
- Submit Emergency Response Plan
- Submit Detailed Site Map
- Submit Proof of Insurance

| Applicant | |
|--|-------------------------|
| Company/Organization name: | |
| Main Contact Name: | Alternate Contact Name: |
| Email: | Email: |
| Phone #: | Phone #: |
| Address: | |
| EVENT INFORMATION | |
| Locations: | |
| Start Date (Month/Day/Year): | Start Time |
| End Date (Month/Day/Year): | Start Time |
| Load-In/Set up Date (Month/Day/Year): | Load-In/Set up Time |
| Load-Out/Strike Date (Month/Day/Year): | Load-Out/Strike Time |
| Event Type: | Anticipated Attendance |

Detailed Description (include schedule of events. Attach additional page if needed).

Operational Assistance/Resource from Municipal Depts

- | | |
|--|--|
| <input type="checkbox"/> Recreation Services | <input type="checkbox"/> Washroom Access |
| <input type="checkbox"/> Traffic Control Signage/Equipment | <input type="checkbox"/> Potable Water |
| <input type="checkbox"/> Power | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Garbage Bins | |

Note: The Village of Carmacks cannot guarantee the requested resources/assistance. The Municipality will charge a fee to the Applicant for any resources/assistance provided.

Event Components and Requirements

| Activities | Applicable? (Yes/No) | Additional Documents Required if "Yes" |
|--|----------------------|--|
| Insurance(required for all events) | YES | Proof of Insurance naming the Village of Carmacks as additional insured(minimum \$2,000,000) |
| Food Concession | | Waste Management Plan Environmental Health Permit |
| Alcoholic Beverages | | VoC Liquor Event Permission YLC Liquor License Alcohol Management Plan |
| Raffles (or similar) | | Within Yukon Lotteries permitted activities |
| Fireworks | | Relevant Fireworks Handling Permit Carmacks Village Fire Department Permission |
| Amplified Sound | | Review the Village's Parks and Public Open Space Bylaw |
| Erecting Tents or Other Temporary Structures | | Public Works - General Manager Approval |
| Road Closure or Interruption | | Traffic Accommodation Plan Parking Plan Public Notice Relevant Neighbour Letter |

Event Permit Definitions and Terms & Conditions

1. Event Information:

- 1.1. **Full description of the event** – a detailed site map is required.
- 1.2. **Event Clean Up** -The applicant is required to organize clean-up of the area during and after the event. In the event that clean-up is not completed, an hourly fee will be charged for VoC staff time spent completing clean-up tasks. Failure to carry out an event clean-up may result in future applications being denied.
2. **Insurance:** The Village of Carmacks insurance requirements must be met and a copy of your insurance certificate must be provided. The certificate must indicate a minimum of \$2 million (2,000,000.00) in General liability insurance and must list "Village of Carmacks" as additionally insured. Other organizations may need to be included as additional insured depending upon the event or facility used. \$2 million of insurance is a minimum requirement, this may increase dependent on the type and scope of the Event.
3. **Providing Food Service:** All special events that include selling or providing food must obtain approval from Environmental Health Services. A copy of your approved permit/license must be submitted to the CAO
4. **Alcoholic Beverages** – Village of Carmacks requires that the applicant has liquor license at a special event if alcoholic beverages are available for purchase. Please visit Yukon Liquor Corporation website for more information and review the requirements for your type of event: A copy of your approved permit/license must be submitted to the CAO
 - 4.1.1. If serving alcohol, an Alcohol Management Plan will also be required.
5. **Raffle:** If you are hosting a raffle/draw as part of your event, you are required to ensure your lottery activity is allowed by Yukon Lotteries with a permit or license. Any permits required by Yukon Lotteries are the responsibility of the applicant.
6. **Fireworks:** If the Applicant wishes to hold a fireworks display during the Event:
 - 6.1. The Applicant must provide proof of safe fireworks handling certification for all persons associated with fireworks displays
 - 6.2. Written permission from the Carmacks Village Fire Department.
 - 6.3. Personnel organizing the display must provide proof that they are qualified to do so.
7. **Amplified Sound** – The use of Amplified Sound must comply with the Village of Carmacks "Parks and Public Open Space Bylaw"
8. **Sale of Goods:** Vendors wishing to sell goods at the Event must receive written permission from the CAO
9. **Erecting Tents or Other Temporary Structures:** Applicants wishing to use tents or temporary structures at their Event must ensure that they comply with the Village of Carmacks "Parks and Public Open Space Bylaw" and receive written permission from the Public Works General Manager.
10. **Road Closures** – To temporarily close all or a portion of a street, lane / alley or sidewalk for activity associated with the Event, Applicants must:
 - 10.1. provide a traffic accommodation plan/diagram of proposed interruption or closure of trail, road, sidewalk, parking
 - 10.2. If road closures are approved:
 - 10.2.1. **Public Notice** – Required for any event with a road closure or interruption. This is an advertisement in community social media and bulletins for 2 consecutive weeks prior to the event, notifying the public of the event, date(s), road closure/interruption and detour options, along with the event organizer's contact information.
 - 10.2.2. **Neighbourhood/Business Notice** – a letter that must be printed and distributed 2 weeks prior to the event to places of residents or businesses affected by the road closure or interruption. Notifying them of the Event, date(s), road closure/interruption and detour options.
11. **Emergency Response Plan:** – The Applicant is required to provide an Emergency Response Plan. This Emergency Response Plan:
 - 11.1. Assists in identifying risks or potential risks.
 - 11.2. Identifies what measures need to be put in place for the safety and well-being of the public and participants who will be attending the Event.
 - 11.3. Reduces the risk of loss of life and property damage resulting from an emergency.

- 12. Site Map:** A detailed site map indicating all structures that will be on site: i.e. tents, PA system, start & finish for races, etc
- 13.** The Applicant is responsible for ensuring that:
 - 13.1. the requested area is appropriate for the Event;
 - 13.2. the Event is conducted in a safe, orderly manner;
 - 13.3. the Event is restricted to the assigned area.
- 14.** The Applicant shall assume all costs associated with any repair or damage that may be caused to public or private property as a result of the Event and if the Applicant fails to do so the Village of Carmacks may undertake such work and bill all costs of such work to the Applicant and collect such costs in the same manner as fees and taxes
- 15.** The Applicant shall assume all costs and liabilities associated with the cleaning of affected areas after the Event is completed, this includes and is not limited to the removal of any paper, cans or any other garbage that is deposited as a result of the Event and if the Applicant fails to do so the Village of Carmacks may undertake such work and bill all costs of such work to the Permit Holder and collect such costs in the same manner as fees and taxes.
- 16.** The Village of Carmacks reserves the right to cancel any or all booked time should any portion of the Event be rendered unsafe/unusable due to mechanical/electrical or structural failure.
- 17.** The Applicant assumes all liability and responsibility for the Event in its entirety, including but not limited to any and all financial or legal liability or obligation that may arise as a result of said Event, and such liability or obligation is not limited solely to physical damage for either public or private property and may include punitive damages requested by an affected third party. The Applicant shall be responsible for the orderly behavior of all persons participating in the Event.
- 18.** The Applicant agrees that neither the Village of Carmacks nor any employee, representative, or agent of the Village of Carmacks shall be held liable for the accuracy of data or information relating to the Event or for participation in any portion of the Event, and the Applicant shall assume all liability and responsibility for the Event and shall be held solely responsible in any legal action that may arise as a result of the Event.
- 19.** The Applicant must ensure that any signs, placards, postings, pictures, flags, banners, or such similar things that may be displayed by the Permit Holder or the Event’s participants are appropriate and in good taste.
- 20.** The Applicant must ensure that the Event must be conducted in accordance with governing Occupational Health and Safety Regulations, and any and all applicable Municipal, Territorial and Federal bylaws, guidelines, acts, regulations and/or laws.
- 21.** The Applicant understands that the Village of Carmacks or its authorized agent or employee may at any time and without prior notice or compensation, order that the Event be stopped and/or delayed or revoke this permit and any person who fails to immediately comply with this discontinuance order may be charged for failing to comply and/or charged under any other applicable Municipal, Territorial or Federal legislation.
- 22.** Permits will be revoked without payment of any compensation in the event of a breach of the Terms & Conditions herein. Non-compliance may also result in fines, penalties, and additional charges.

Submission

By signing this application for an Event Permit, the Applicant submits that they have read and agree to all of the terms and conditions related to an Event Permit and will abide by them.

 Applicant Signature

 Date



VoC - SORTED WASTE BAG TAG



\$2 = Bags Smaller Than 30"X38"

\$4 = Contractor Size Bags



VoC - UNSORTED WASTE BAG TAG



\$5 = PER BAG

(under 44 lbs/20KG)



**Monthly Report to Council
August 2023
Recreation Department
Director, Meesha Wittkopf
September 1, 2023**

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Director's Update:

Dear Council,

CIMCO Training has been completed and we are excited for ice season! Jake from the CGC has been working with our crew to start preparing the arena for the system to be turned on mid-September. I am waiting for an update from CIMCO regarding their community visit here to announce a tentative date that the ice will be ready—we are planning for late September.

Our team has really come together in the past month to execute various events and help each other out. We all have talents we bring to the table, and it has been an interesting development in creating sub-committees with our staff in planning programs and events, and various staff taking leadership on projects that interest them. We are building a team full of community leaders here, and the enthusiasm and responsibility people are bringing has made a very big difference in our efficiency here at the complex.

I am very excited for our upcoming events and have been working closely together with external organizations to offer attention-grabbing activities here in the community. Please let me know if you have any ideas or things you would like to see!

Event & Project Reports:

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

1. Kids T-Ball BBQ (August 10th):
 - The community came out and celebrated the last T-ball day which included some batting practice, a BBQ, the bouncy house, and a draw for a free month-long membership at the Rec Complex.
 - Participation stats (approx.): 4 elders, 15 adults, 9 youth

2. D&D Movie Night (August 11th):
 - The projector was set up in the gym and chairs were set up to premier the Dungeons & Dragons movie. Free popcorn was given out, and everyone had a great time!
 - Participation stats: 3 adults, 4 youth

3. Trans-Canada Trail BBQ & Project Launch (August 12-September 30th):
 - The development of the Ridge Run Trail network (both 3km and 5km routes) are on way. Widening of the 3km trail, sign installation, and a look-out site with bench are being done by volunteers every Saturday from 10am-1pm.

Monthly Report to Council

- TCT representatives came on August 19th for a BBQ and to check the project out.
- Participation stats: N/A
- 4. KCD Community Planning Session—Pizza Dinner (September 6th):
 - Planning event for community members to bring in ideas and assist in event delivery.

Financials:

Funding applications to go out:

5. New Horizons (September 11th)
6. Culture Quest (September 15th)
7. Arctic Inspiration Prize

Upcoming Events & Announcements

- Rugged Apprentices Visit (September 12-15th)
- Klondike Culture Days (September 14th-16th)
- Firehall Grand Opening: September 16th
- Youth Canoeing trip to Mayo (end of September—date tbd)
- Ice plant ready by end of September—date tba.

Programming & Event Ideas:

1. Youth Night with CBYF Yukon (early October)
2. Halloween at the recreation complex (October 31)
 - Dance
 - Haunted house
 - Games

Staffing:

Updates:

- Training:
 1. CIMCO training completed by 3 REC staff & 2 AFO staff.
 2. Recreation North Leadership training starting on September 11th: to be completed by Bookings Clerk, Recreation Assistant and Director.
 3. Recreation North Management training starting September 11th: to be completed by Director.

Finance Office Report September 1st, 2023

Audit in its final stages:

75-80% done as of Monday, August 28th, 2023.

They need about another week to complete review of paperwork and then it will go to review by a manager. Stephen (Metrix Group) is pushing hard to meet an end of September meeting deadline which will be complete after a meeting with council.

We have requested another extension for September 30th, 2023.

This year's Finances

Lisa and I are working on Bank reconciliations, deposit clearing and Receivables for the next couple weeks. After that we should be ready to provide the first Budget update.

1st Budget 2024 meeting with Shelley from AYC on September 6th.



Village of Carmacks
Public Works GM and Foreman Report

01/09/2023

Report to CAO, Mayor and Council

Treatment Plant:

Normal operations, we got the new electrical Boards for the UV lights control. We are still waiting for the Electrician.

Landfill:

Normal operations. They did a nice job in the cleanig up the scrap metal and with the tree and brush removal.



Collection System:

At the moment collection system is functioning normal.

Duplex:

Normal operations

Equipment:



Normal operations, one Kubota is still in Town for the service.

Recycling:

Normal operations

Firehall:

Normal operations

New Firehall

The water pressure is finally fixed only need some parts for water level shut off for the water fill station. Normal operations.

Admin. Bldg.:

Normal operations.

Shop:

Still waiting for a Heater motor.

Streets:

We are still doing road repairs and weed whacking Ditches.

Extra information

We are still doing storm clean up from fallen trees at the VIC, Rawlinson drive, graveyard and Merv Tew Park.



Sincerely,

Jens Wylimczyk.

Foreman



Village PWGM Report

Capital Projects:

The boardwalk rebuild is well underway, it is steadily progressing, but I feel that the progress is not fast enough. I have been in contact with the project management company and have relayed my concerns about how long things are taking and how I and the Village would like to see the pace picked up.

Culvert and head wall at municipal office. I worked to get deficiencies in the work that was completed corrected and paid for by the General Contractor.

Landfill planning of new operations being completed.

Worked to make sure deficiencies in the new firehall are taken care of by the General Contractor.

Equipment and Fleet Gas Tax

I have been researching what equipment and what size of equipment would best suit our current and future needs.

I have priced out loaders and excavators with many different manufacturers and dealers, the quotes are currently rolling in. I also have been pricing out attachments and tires for current and future equipment that would make our PW team more efficient.

Pricing out fleet and upfitting. I have spoken to all the manufacturers who billed the type of vehicles we need and to numerous dealers to get the best pricing. I have researched what we need and what we currently have that can be kept or repurposed (Rec F450 into Garbage truck for ex.)

Looking into and pricing out a proper Steam and Vac truck.

Readying for Winter

Making sure our PW team has the equipment and gear ready for winter well in advance of snowfall. Getting blades fixed, ordering minerals, getting them set up with proper winter gear etc.

Safety of PW and AFO team

I would say our team in general are a safe and responsible team. But I would like to see the use of more standard PPE, I am implementing the use of safety glasses at all times and the use of hard hats at the necessary times. I am still receiving the PPE and it will take some time to get these new things



ingrained in our working culture. I am working on updating our handbook and getting some other processes in place.

Accountability

I am working on ingraining a sense of accountability with the 3rd party contractors who do work for and in the VoC, making it known that they will be expected to do work properly, fix defects and clean up after themselves. (Making sure the culvert situations was fixed, informing & billing Northwestel for clean up of cut brush, billing contractors for improper dumping at landfill ect.)

Landfill Fire

We had an underground fire at the landfill where the brushings and grubblings are put. Our PW team did a fantastic job as well as fire Captain Dennis in handling the situation. I also received emergency assistance from Pelly construction and am grateful for that help.

Billing and Invoicing

I have and will continue to make sure that our PW team is getting paid for additional work they must do that is outside of their normal scope. Billing NWTEL for ex. I am also looking into additional revenue streams. Big Picture things.

Thoughts After 1 Month

I have some work to do to get our fleet, our PPE and our equipment up to the standard that I would like to see. That being said, Our PW, AFO and Recycling team are fantastic, they have great timekeeping habits, are skilled, knowledgeable and work well with each other. They have all the right building blocks to create the best PW team in the territory.

Brian King

Public Works General Manager

CVFD MONTHLY REPORT AUGUST 2023

AUGUST 3: PRACTICE: CVFD: Gear checks and safety checks, truck checks. Communication; Delta 1 procedure and practice.

- Justin LACHANCE
- Blake VANDECAMP
- Dennis MITCHELL
- Brett SKOOKUM
- Elie BATTOUR

AUGUST 31: PRACTICE: CVFD: Gear checks and safety checks, truck checks. Grand opener prep. Water pump and acquisition.

- Blake VANDECAMP
- Shari WRIXON
- Trent BLACKJACK
- Dennis MITCHELL

AUGUST 2: CALL OUT: MITCHELL, MURRELL and VANDECAMP responded to a structural fire located at the coal mine campground canteen/restaurant. During the original dispatch, a person driving by observed flames through the window of the restaurant. Upon arrival, a coal mine restaurant worker was on site and provided keys to enter the back door. CVFD extinguished the fire by the means of extinguisher prior to using minimal water to ensure extinguishment while preserving and minimalizing damage to property. The owners were advised to have an electrician inspect prior to use.

AUGUST 17-18: CALL OUT: MITCHELL and LACHANCE responded to a fire located within the VOC landfill. Debris and brush that has been back hauled and stored from the various construction projects ignited. A VOC worker also actioned the fire on August 19.

Given the amount of debris/duff within, smouldering can occur for weeks/months. A burn plan would be recommended to completely burn the debris this winter or when practical and safe to do so.

AUGUST 28: CALL OUT: LACHANCE and VANDECAMP responded to an MVI located at McGregor Creek on the North Klondike Highway. CVFD responded based off of hearing of the incident within the construction, LADD radio. Upon arrival, RCMP, Nurse and a few citizens were on site of the incident on the north bound shoulder. The ATCO service truck caught the ditch and rolled several times. CVFD secured the scene, safety, traffic control and assisted with Aid on the individual. CVFD used new rescue truck to transport nurse and individual back to the health center. No EMS on call.







**Village of
Carmacks
BY-LAW #292-23**

A by-law to establish the position of Chief Administrative Officer and to make provision for appointment.

Whereas 186 Designated municipal officers (1) A council may, by bylaw, establish one or more designated municipal officer positions and appoint persons to those positions, and delegate powers, duties, and functions to those persons, and revoke the appointment of persons to those positions

Whereas 240 Signing authority(1) Cheques and other financial instruments must be signed by the mayor and the chief administrative officer or their designates. (2) A council may authorize by bylaw the mayor and the designated municipal officer to issue a single cheque, or authorize a transfer of funds, covering the total amount of payroll; the cheque or transfer of funds shall be deposited in the bank in a wages account and shall be paid out on cheques being signed by the designated municipal officer. (3) A signature under subsection (1) may be printed, lithographed, or otherwise reproduced if authorized by council. S.Y. 1998, c.19, s.240

Now Therefore, the Council of the Village of Carmacks, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

1. This by-law may be cited as the "Municipal Officer - Signing Authority By-law".
2. The listing of Authorized Municipal Officers with Signing Authority of the Village of Carmacks is hereby established.
3. The listing of Authorized Municipal Officers with Signing Authority shall be appointed by bylaw and shall hold authority at the pleasure of council and in accordance with such terms and conditions of employment with the Village of Carmacks
4. The Council of the Village of Carmacks approves authorized Signing Authority for the Village of Carmacks.
5. This listing is effective September 5th, 2023.
6. The listed officer shall have signing authority on behalf of the Village of Carmacks in-lieu of the CAO and the Mayor.

Read a first time this 15th Day of August, 2023.

Read a second time this 15th Day of August, 2023.

Read a third and final time this 5th Day of September, 2023.

Lee Bodie
Mayor

Matthew Cybulski
Chief Administrative Officer

Appendix 1: Authorized Signing Listing - Village of Carmacks:

Name & Signature

- Lee Bodie (Mayor)-
- Matthew Cybulski (CAO)-
- Justin LaChance (Councillor)-
- Jens Wylimczyk (PW Lead Hand)-
- Brian King (Public Works General Manager) -

Removal of the following Authorized Signers on behalf of the Village of Carmacks:

- Bill Tonnersen (Retired)
- Lisa Snyder (Contractor)



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

August 31, 2023

The Honourable Nils Clarke

Minister of Highways and Public Works
Government of Yukon
P.O. Box 2703
Whitehorse, Yukon
Y1A 2C6

Dear Minister Clarke:

The Village of Carmacks is expressing their interest in pursuing the transfer of all municipal streets and roadways from Yukon Government - Highways to the Village of Carmacks municipality.

This request is of great interest on behalf of Village of Carmacks' Mayor and Council based on the rationale of the following: Municipal operational scope of the roadways included in this request that are a service responsibility of the Village; the resulting financial benefit to the municipality as increased asset capacity on annual financial statements; and the resulting increase to our Comprehensive Municipal Grant through the asset maintenance factor.

Each specified rationale for this request would compliment the municipal need for an increased depth of resources concerning the operation and ongoing maintenance of this critical service infrastructure.

Therefore, as per section 5 of the Highways Act, we are requesting to *formally transfer the municipal streets and roadways from Yukon Government - Highways to the Village of Carmacks municipality.*

We respectfully request your consideration of this request.

Regards,

Lee Bodie - Mayor

Helena Belanger - Councilor

Kevin Unterschute - Councilor

Doris Hansen - Councilor

Justin Lachance - Councilor

August 30, 2023

The Honourable John Streicker
Minister of Community Services
Government of Yukon
P.O. Box 2703
Whitehorse, Yukon
Y1A 2C6

Dear Minister Streicker:

The Village of Carmacks had been without a Finance Officer since May 2022. The VoC was operating under the financial department direction of a finance contractor throughout this time. The new Finance Officer for the VoC started July 10th, 2023.

At this time, the audit has been submitted to the auditor however, the auditor has stated they require until September 30th, 2023 to complete all requirements.

Therefore, we are requesting to extend the date we are required to complete the VoC's audited financial statement to September 30, 2023 as per section 371 of the *Municipal Act*.

We respectfully request your consideration of this request.

Regards,

Lee Bodie - Mayor

Helena Belanger - Councilor

Kevin Unterschute - Councilor

Doris Hansen - Councilor

Justin Lachance - Councilor