



MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON June 17th, 2025, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: J. Lachance

Councillors: C. Bellmore , D. Hansen, D. Mitchell, T. Wheeler

Staff: CAO C. Pelletier, P. Singh

Delegation: Lauren Hanchar, Bonnie Dixon, Jordan Stackhouse, Arbor Webster, Mark Wickham, Jane Koepke

1. CALL TO ORDER: Mayor J. Lachance called the meeting to order at 7:00 PM.

2. AGENDA: Council reviewed the agenda.

25-12-01 M/S Councillors D. Hansen / T. Wheeler motioned that the agenda be accepted as presented.

CARRIED

3. MINUTES:

3.1 From the regular council meeting on June 4th, 2025

25-12-02 M/S Councillors D. Mitchell / D. Hansen motioned that the minutes be accepted as amended under AYC Report.

CARRIED

4. DELEGATION

4.1 AYC – Election Preparedness

Presenters: Lauren Hanchar, President, Association of Yukon Communities (AYC), Bonnie Dixon Executive Director AYC, Jordan Stackhouse, Consultant contracted by AYC.

Purpose of Visit:

To introduce AYC's 2025 Election Readiness initiative to council and gather initial feedback from the Village of Carmacks, with a formal response to follow.



Key Objectives:

- Update AYC's policy positions ahead of the 2025 territorial election.
- Ensure local priorities are reflected in advocacy efforts.
- Align AYC's positions with member municipalities' strategic plans, Official Community Plans (OCPs), and current challenges.

Policy Areas Being Reviewed:

1. Infrastructure Investment
2. Financial Sustainability
3. Emergency Readiness
4. Community Safety
5. Climate Change
6. Affordable Housing

Each topic includes:

- A statement of the current situation, especially as it pertains to northern realities (e.g., permafrost, limited capacity).
- Contextual challenges specific to Yukon communities.
- AYC's current position on the issue.
- Proposed actions and recommendations for advocacy, aligned with FCM's national positions where appropriate.

Why This Matters:

- This initiative builds on successful work done in 2022.
- There is concern about reduced infrastructure funding and the lack of new program announcements.
- The aim is to be well-positioned when new funding or opportunities arise.
- Strong policy positions will enable AYC to proactively advocate to candidates and government officials before and during the election.

Next Steps:

- AYC will send the full draft policy document to council.
- Council is asked to:
 - Review the draft positions.
 - Identify any community-specific priorities, language adjustments, or strategic alignment opportunities.
 - Submit a formal response to AYC in the coming weeks.



- The goal is to finalize and adopt these positions by early September 2025.

Closing Remarks:

Jordan emphasized the importance of face-to-face engagement, reaffirmed AYC's role as a member-driven advocate, and encouraged council to treat AYC as a close partner during this process.

4.2 HAF – Development Initiatives

Presenters: Jane Koepke & Mark Wickham

Purpose of Presentation:

To update Council on housing incentive planning under the Housing Accelerator Fund (HAF), share results of public engagement, and preview a draft policy that will be brought forward at the July 8 Council meeting.

Context and Background:

- The Village of Carmacks received HAF funding, with a target of 72 new housing units. Over 3 years—presenters acknowledge as ambitious and likely unachievable.
- Confirmation of ongoing HAF funding is still pending, though CMHC has indicated that *visible progress* on the action plan and building permits will be considered favorably.
- The Village has received two disbursements totaling approximately \$1.1 million.
- 16 building permits were issued in Year 1. Only new building permits are considered towards the HAF funding and *not* development permits.

Public & Survey Engagement Highlights:

- Public meeting held two weeks prior had low turnout but strong discussion.
- 13 survey responses collected:
 - Strong interest in single-family home incentives, primarily for personal occupancy.
 - Low interest in rental housing development.
 - Common barriers cited:
 - High construction costs
 - Land constraints
 - Lack of local contractors
 - Unfamiliarity with the development process



Incentive Policy Discussion:

Jane and Mark propose two separate incentive streams:

1. Small-Scale Projects (≤ 4 units):

- Modeled after successful programs in Watson Lake and Haines Junction.
- Proposed: \$40,000 per new unit cash incentive (details pending).
- Funds to be paid in stages: partial payment on permit, remainder on occupancy.
- Flexibility on use of funds: construction costs, permitting, tipping fees, etc.
- Emphasis on simplicity, clarity, and speed.

2. Major Projects (5+ units):

- Tailored, negotiated packages depending on proponent needs.
- Could include:
 - Land contributions
 - Property tax waivers (up to 10 years)
 - Fee waivers
 - Grants toward pre-development expenses (e.g. engineering, geo tech, architectural studies)
- Support will target pre-permit “soft costs”, which are often major hurdles for large builds.

Timing and Urgency:

Milestone	Deadline
Building Permits must be issued	Dec 31, 2026
All developments completed by	Nov 30, 2027
Final HAF disbursements completed by Jan 8, 2028 (Village's HAF expiry)	

Action is urgent. The time window is tight, especially for larger projects with long pre-development timelines. Delay risks losing a year (or more) of HAF funding.

Major Development Conversations:

- Carmacks Development Corporation: Considering a 32-unit project behind the 6-plexes.
- Project is in early stages; considerable work (zoning, engineering, servicing) is still required.
- Municipality encouraged to actively support large-scale proponents and remove procedural hurdles.



Recommendations from Presenters:

1. Act Fast – Time is running out.
2. Don't Reinvent the Wheel – Use proven models like Watson Lake.
3. Keep it Simple (for small builds), but Flexible (for large ones) – Recognize different needs.
4. Make Incentives Count – Offer meaningful grants that trigger real construction activity.

Next Steps:

- Draft Incentive Policy to be presented to Council on July 8.
- Policy to include:
 - Summary of survey/public engagement.
 - Overview of remaining HAF funding.
 - Scenario modelling of different commitment levels.
- Feedback from Council will shape final policy and rollout strategy.

Closing Notes:

- Jane and Mark emphasized the need for continued partnership, proactive support, and hands-on follow-up with proponents.
- Success hinges not just on cash, but technical assistance and local leadership.
- Council expressed appreciation for the strategic approach and will revisit on July 8th.

4.3 RCMP

RCMP were unable to attend the meeting due to being extremely busy with calls. Formal Monthly report was provided for May 2025.

4.4 Presentation – Community Services Update

Guest: *Arbor Webster, Community Advisor*

Arbor Webster thanked Mayor and Council members and provided updates from Community Services. Key points included:

1. Elected Officials Training – NAMS Canada

- A lunch-and-learn session is being offered by NAMS Canada (National Asset Management Strategy).
- The training is approximately 45 minutes long and aims to introduce elected officials—regardless of experience—to the basics of asset management and its importance in local governance.



- Topics include:
 - The role of elected officials in asset stewardship
 - How asset management supports strategic planning and informed decision-making
- The session is scheduled for noon tomorrow. Some councilors confirmed attendance. Additional sessions may be offered if there is interest.

2. Sustainable Communities Forum

- The next Sustainable Communities Forum is set for October 7, 2025
- This event is coordinated twice yearly and invites participation from municipal staff, First Nations governments, and other local organizations.
- This fall's theme will focus on:
 - Flood adaptation
 - Climate resilience
 - Disaster preparedness
- Invitations will be sent out to relevant contacts.

3. Municipal Act Review Committee

- In response to a 2023 AYC resolution, a joint review committee will be established to examine the Municipal Act.
- The committee will be developed in partnership between Community Services and AYC.
- While there is no formal mandate yet for legislative changes, the committee's role is to:
 - Facilitate discussions with stakeholders
 - Identify issues and opportunities
 - Develop findings and recommendations to guide future updates to the Act
- Participation is expected to include municipal staff, particularly those who work closely with the Act.

Closing Notes from Arbor:

- Arbor offered to visit communities directly to provide hands-on support for minor technical issues (e.g., email setting up or training).
- A follow-up link to the training session will be sent to council members who requested it.



5 CORRESPONDENCE

5.1 Environment & Climate Change Canada – Avian Influenza

Council reviewed correspondence received from Environment & Climate Change Canada regarding Avian Influenza.

- The letter was included in the council meeting package for information and review.
- No questions or comments were raised by council members at this time.

5.2 Product Care Stewardship Plan – Public Consultation

Council received correspondence regarding the Product Care Stewardship Plan related to Yukon Hazardous and Special Products (HSP) under the Extended Producer Responsibility (EPR) framework.

- The plan outlines future stewardship strategies for managing hazardous and special products in the Yukon.
- The purpose of the correspondence was to inform Council of the public consultation process currently underway.
- No questions or comments were raised by Council during the review.

6 REPORTS

6.1 Councillor Activity Reports

Councillor D. Hansen has nothing to report.

Councillor D. Mitchell has nothing to report other than attending the HAF public engagement.

Councillor T. Wheeler Councillor Wheeler shared that she had received a message from Stuart Harris, who had concerns regarding past public consultation on traffic bylaws and felt his input had been overlooked. She followed up with him directly and noted that even a response seemed to help.

She also expressed a desire for more clarity and cohesion around Council's current priorities and direction, suggesting that while much of the work has been based on past plans, there is value in ensuring Council is actively shaping its own goals moving forward.



Councillor C. Bellmore apologized for missing the previous meeting and provided a brief report on attending the FCM (Federation of Canadian Municipalities) conference.

- She attended several informative sessions, noting highlights such as discussions on inter-community relationships.
- One useful takeaway was a pamphlet from Traffic Logix, a company specializing in speed radar signs. The material included guidance on community speed changes and considerations for traffic bylaw updates. It also noted that some of their signs are already in use in the Yukon and include data tracking, which could be helpful for future traffic planning.

Councillor Bellmore also confirmed she had been in touch with Mr. Stuart Harris, directing him to submit his letter via email for inclusion in Council correspondence if he wished.

6.2 Mayor J. Lachance provided a detailed update on recent activities and community matters:

- **Federal Infrastructure Funding:**
Announced \$38 million in federal funding for flood mitigation infrastructure in Carmacks. The mayor noted the importance of public engagement and proposed a joint meeting with LSCFN and YG regarding next steps.
The Mayor requested clarification on the Village's current position regarding the flood mitigation options (1 and 2) mentioned in previous plans. It was also noted that a specific community area, previously affected by flooding, was not included in the final plan—prompting a request for possible opportunity to comment or amend.
- **Community Updates:**
 - Signed up for the NAMS Canada lunch and learn training hosted by Community Affairs.
 - About Trans Canada Trail Day celebrations, thanking volunteers and recognizing donations of flowers by Trails Canada.
 - Coaching Little League baseball and acknowledged local youth mentors George Skookum and Tristan Unterschute.
 - Attended the FCM Conference, appreciated northern community discussions alongside Councillor Bellmore.
 - Participated in a development incentives session about (HAF funding) organized by Jane and Mark and discussions on community planning.
 - Attended a biogas and recycling information session, tied to future solid waste management development.



- Operations & Support:
 - Assisting with pool operations and chemical safety with colleagues and thanks the staff for ongoing efforts.
- Recognition:
 - Attended a ceremony for Canadian Ranger Richard Newell, who received his Fifth Bar to the Canadian Forces Decoration for 62 years of service—an exceptional milestone as one of only five people to receive such recognition and only Canadian.

6.3 Recreation Report Recreation Director, Chanel Johnnie provided the monthly Recreation Department report for May 2025, which was reviewed by the Council. Councillor Bellmore raised concern regarding a line in the report stating the gymnasium was closed for external rental use "as directed by Council."

- Councillor did not recall such a direction being passed by this Council and requested further discussion at a future meeting.
- Expressed concern that such closures conflict with the intended recreational use of the facility and may reduce access for the public.
- Noted that the fitness room is a key revenue generator and closing it may negatively impact community health and financial viability.
- C. Hansen recalls the discussion of closing the gym during rental events.
- Mayor has stated that CAO and Recreation Director are working on a solution which may include building a wall to block off the workout room to the gym.

Regarding the concession:

- Councillor Bellmore supported public requests for healthier food options, particularly during events like hockey.
- Suggested that additional staffing needs should be weighed against the benefit to the community rather than being a barrier.

6.4 CAO Report

CAO Chantal Pelletier provided the following updates:

Important Dates

- July 1: Canada Day Pancake Breakfast & Community Activities
- July 8: Next Regular Council Meeting
- July 22: Rescheduled Council Meeting
- Pool Grand Opening: Date TBD (pending UV filtration repair & inspection)



Project & Operations Updates

Recreation & Pool

- Pool Opening Delay: UV filtration system damaged in shipping; replacement part is on route. Once installed, water must pass a 48-hour test followed by Environmental Health inspection before opening.
- Arena Elevator: Electrical and elevator repairs are being coordinated due to water pooling issues.
- Office Renovation: 90% complete, awaiting final electrical inspection.
- Roof Repairs: Awaiting one final contractor quote before proceeding.

Boardwalk/Trail Day

- Trail Day (June 7) had approx. 12 attendees. A drone video is posted on Facebook and the website.

Public Works & Infrastructure

- Stormwater: Waiting on contractor to install storm drain filter caps.
- Merv Tew Park: Cleaned up; bathrooms operational.
- Lagoon Site: Discussions ongoing with LSCFN regarding site specifics.
- New Fire Hall: Final generator inspection passed. Fire truck insurance claim ongoing.
- Landfill Scale Project: Tender closes June 30, 2025.
- Public Works Building: YG preparing a retrofit proposal.
- CRRC Greenhouse: Relocated to arena wall; programming can begin.

Composting & Waste Management

- Biogas Info Session: Held June 17th with Balance Biogas. Engagement was limited; more participation encouraged.
- Interim Landfill Agreements: Issued to communities; final agreements expected later in 2025.

Housing & Development

- HAF Initiatives: Development engagement session held June 5th. Jane and Mark are preparing a grant proposal.
- CHMC Meeting: Amended HAF priorities reviewed for remaining 18-month term.
- Land Development: YG gathering updated development info for Council review.



Budget & Recruitment

- Budget: On track; capital projects are progressing.
- Hiring: All positions for VIC and Pool filled. No current job openings.

Other Notable Updates

- Community Investment Grant Bylaw: Confirmed as follows:
 - Carmacks: 0.2%, Mayo: 0.2%, Teslin: Sliding scale
 - Faro, Dawson City, Haines Junction, Watson Lake: No extra community grant
- Carmacks Bypass Sign: Still awaiting replacement by YG.

6.5 AYC

Council received a brief update from President Lauren Hanchar and others regarding recent AYC activities.

- Carmacks is set to host an upcoming quarterly AYC Board Meeting, which is a positive opportunity for the community.
- Discussion included ministerial communication protocols, specifically regarding how responses from Ministers, including Minister Nils Clarke, Minister Richard Mostyn, and Minister Tracy-Anne McPhee, are managed and whether replies are being appropriately shared with member communities when received.
 - This follows the submission of three joint letters sent respectively to each Minister from the Council of Yukon First Nations (CYFN) and AYC. These letters were included in today's council meeting package for reference.
- It was also noted that Grand Chief Peter Johnston of the Council of Yukon First Nations has demonstrated improved engagement with AYC in recent meetings, a positive shift from previous concerns about limited responsiveness.

7. BYLAWS

None.

8. NEW & UNFINISHED BUSINESS

None.

9. QUESTION PERIOD

None.

10. ADJOURNMENT



25-12-03

M/S Councillor T. Wheeler / D. Hansen motioned to adjourn the meeting at 8:07PM.

Mayor J. Lachance adjourned the meeting at 8:07 PM.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke at the end.

Mayor J. Lachance

A handwritten signature in black ink, featuring a large, stylized 'C' and 'P' followed by a horizontal line.

CAO Chantal Pelletier

