



**MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE  
VILLAGE OF CARMACKS ON July 22<sup>nd</sup>, 2025, IN THE MUNICIPAL COUNCIL  
CHAMBERS**

**PRESENT:** Mayor: J. Lachance

Councillors: D. Hansen, D. Mitchell, T. Wheeler, C. Bellmore (via Zoom)

Staff: CAO C. Pelletier, P. Singh

Delegation: J. Stackhouse, D. Eastland, M. Ukrainetz

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

**2. AGENDA:** Council reviewed the agenda.

**25-14-01 M/S Councillors D. Hansen / T. Wheeler motioned that the agenda be  
accepted as amended with In-camera addition.**

**CARRIED**

**3. MINUTES:**

**3.1** From the regular council meeting on July 8<sup>th</sup>, 2025

**25-14-02 M/S Councillors T. Wheeler / D. Hansen motioned that the minutes be  
accepted as amended under AYC Report.**

**CARRIED**

**4. DELEGATION**

**4.1 Public Works Building Retrofit**

David Eastland and Mike Ukrainetz from the Community Services Infrastructure Development Branch delivered a presentation regarding the revised scope for the Public Works Building Retrofit project.

A background of the project was provided, noting that it originated as part of a joint initiative with the Carmacks Firehall under the Small Communities Fund (SCF). The Firehall component was prioritized after the initial 2019 tender came in over budget, and the Public Works portion was deferred. Following the substantial completion of the Firehall in March 2023, approximately \$3.8 million remains allocated for the Public Works facility.



The original new-build design for Public Works was retendered in early 2024 but again came in over budget, with the lowest bid exceeding \$4.8 million. As a result, the project was cancelled, and a retrofit approach is now being pursued.

The proposed **retrofit scope** includes:

- Addition of a new pull-through bay for larger equipment.
- Installation of electric access gates (new and replacement).
- Covered parking and well-house connection to utilize the newly installed well.
- Testing of existing in-floor heating system and potential reuse.
- Installation of a new heating system with redundancy (forced air or boiler).
- Ceiling fans for heat circulation.
- Electrical upgrades to improve safety and load capacity.
- Insulation of skylights and building envelope enhancements to reduce heat loss.
- Replacement of the sanitary holding tank and restoration of the washroom.
- Installation of a small vehicle lift and investigation of floor drain and oil-water separator options.

Council was advised that cost estimating will follow and, pending approval of a revised scope by the Government of Canada, the project would then move into detailed design and tendering.

**25-14-03 M/S Councillors T. Wheeler / D. Hansen motioned to approve proceeding with costing and design planning for the proposed Public Works Building Retrofit project as presented.**

**CARRIED**

#### **4.2 Strategic Planning – Presentation by Jordan Stackhouse, Elevator Yukon**

Jordan Stackhouse from Elevator Yukon attended the meeting to discuss a proposal to facilitate a strategic planning process with the Village of Carmacks Council.

Mr. Stackhouse provided background on previous efforts, noting that although a strategic plan was initiated under former CAO, it was never formally adopted. The new proposal offers Council an opportunity to re-engage in strategic planning, tailor it to their current term, and establish a shared vision and set of priorities.

Key points of the proposal:

- Facilitation of Council discussion to establish a medium-term strategic plan aligned with:
  - The current Official Community Plan (OCP)
  - Existing operational and sustainability strategies
  - New priorities and input from the current Council



- Focus on:
  - Operational priorities: capital projects, service delivery, infrastructure
  - Legislative priorities: Bylaws, policy reviews, and governance
- The outcome will include a clearly defined plan, with roles, timelines, costs, and accountability
- The process will aim to consolidate existing planning documents, community priorities, and new ideas into a realistic and actionable strategy
- The work would begin in mid-August and include at least one in-person workshop, with the remainder completed through remote collaboration
- The project cost is estimated at \$5,000, and no public engagement is anticipated at this stage unless requested

Mr. Stackhouse confirmed he would work closely with the CAO and staff to ensure alignment between Council priorities and operational capacity.

**25-14-04 M/S Councillors D. Hansen / D. Mitchell motioned to approve engaging Jordan Stackhouse from Elevator Yukon to facilitate a strategic planning process with the Village of Carmacks.**

**CARRIED**

## **5. CORRESPONDENCE**

### **5.1 AYC resolution letters (9 in total)**

Council reviewed a package of nine AYC resolution letters.

**25-14-05 M/S Councillors T. Wheeler / D. Hansen motioned to accept the AYC resolution letters for correspondence and action as appropriate.**

**CARRIED**

### **5.2 SARU Risk Assessment and Recommendations – Lot 1133**

Council reviewed the risk assessment and recommendations report regarding Lot 1133.

Concerns were raised over contradictory information:

- The property was previously indicated as suitable for residential use.
- The current report recommends it should not be used for residential purposes and discourages reliance on groundwater, suggesting existing community water supplies be used — despite there being none in the area.
- The report also includes caution regarding indoor air quality and water use considerations.

Councillor Wheeler questioned the discrepancy between the groundwater treatment recommendations and current usage on adjacent properties. It was agreed that clarification would be sought from the consultants (SLR).



CAO Chantal noted that a question regarding any reclamation work done on the site has been added to the follow-up list.

**25-14-06 M/S Councillors T. Wheeler / D. Hansen motioned to SARU Risk Assessment and Recommendations – Lot 1133 for correspondence and action as appropriate.**

**CARRIED**

## **6. REPORTS**

### **6.1 Councillor Activity Reports**

**Councillor D. Hansen** has nothing to report.

**Councillor D. Mitchell** has nothing to report.

**Councillor T. Wheeler** reported a quiet period with no municipal business to report. Noted that the recent wedding in the community was lovely and appreciated having such an event in town.

**Councillor C. Bellmore** attended the pool grand opening but did not stay long. No other municipal business to report currently.

**6.2 Mayor J. Lachance** Also attended the pool grand opening and had no further updates to report. Noted it has been a relatively quiet period in the community.

**6.3 Recreation Report** Recreation Director, Chanel Johnnie provided the monthly Recreation Department report for June 2025, which was reviewed by the Council.

- **Programs & Events:**
  - *Hoops for Life* was a hit with local youth.
  - *Father's Day Hike* and *Canada Day* were well attended and successful.
- **Facility Updates:**
  - Front door access control is being addressed.
  - Elevator repairs are complete.

Chanel thanked all staff and volunteers for their help with Canada Day.

**No questions** were raised by Council. Chanel was thanked for her report.

### **6.4 Finance 1st Quarter Report**



The Finance Report was submitted by Annette for Council's review.

No questions or comments were raised by Council during the meeting.

### **6.5 Arena Report**

Jerson, Arena and Facility Operations Manager, provided a report highlighting the following:

Park Maintenance: Ongoing tasks including retaining park features.

Art System Issues: Technical issues with the arena's artificial refrigeration system have been identified and are being followed up on.

Equipment Repairs: General maintenance and repairs are underway.

Curling Rocks: Jerson and George are exploring refinishing options ahead of the upcoming winter season.

Council thanked Jerson for the update.

### **6.6 CAO Report**

CAO Chantal Pelletier provided an update including:

Important Dates:

- Public Engagement on *Business License Bylaw 314-25* open from July 15 to August 15. Comments may be submitted via survey, email, phone, or in person.
- CAO Vacation: August 2 to 24; returning August 25.
- Upcoming Council Meetings: August 5 and August 19.

Project & Operational Updates:

- Carmacks Pool: Adjusted schedule based on attendance stats; grand re-opening held July 21. Thanks, extended to staff, CCBF, and YG.
- Landfill Composting Program: Site prepared; electric fence in progress. Public engagement to occur in August; bin distribution in September with full program launch by October.
- Scale Project: Tender review held week of July 21. Construction expected to begin in August.



- Hooter Revival: Organizer withdrew. VOC is seeking a replacement.
- Property Tax Correction: Letters sent to recover approx. \$1,000 in missed tax from undeveloped lots. No penalties will be applied.
- Landfill Title: Still in progress; Carmacks will be added via legislation amendment.
- Council Wall Map: Nearing completion by Challenger Geomatics.
- Soundproofing Container: Installation scheduled for July 24 in Council Chambers.
- Curling Rocks: Quotes being collected for resurfacing and shipping ahead of winter.
- Lease Agreements: YG leases signed for municipal office and rec center spaces, effective September 1.
- HAF Engagement: Mailouts being prepared to gather feedback on the Development Incentive Policy.
- Pocket Park: Vandalized on July 15 after recent cleanup. Repairs underway.
- Lagoon Project: Ongoing coordination with YG and LSCFN.
- BST Road Work: VOC prep begins July 26, YG resurfacing to follow July 28. A road maintenance plan will be shared with the public.
- Arena Boilers: Still awaiting fan delivery from manufacturer.

## **6.7 AYC**

Councillor Wheeler reported that there were no additional updates or activities from AYC at this time beyond the resolution letters sent to the ministers, which were already addressed earlier in the meeting under Correspondence (Item 5.1).

## **7. BYLAWS**

### **7.1 Business License Bylaw 314-25 (Public Input)**

Council discussed the Business License Bylaw 314-25, which is currently in the public input phase.

CAO Chantal Pelletier clarified that while the original public engagement period was listed as July 15 to August 15, the letter shared with the public indicates an extended deadline to August 27, 2025.

Public input methods include:

- Online survey (available on the Village website)
- Submissions via email, in person, or by mail



- A secure comment lockbox will also be installed at the front entrance to allow anonymous submissions

## **8. NEW & UNFINISHED BUSINESS**

### **8.1 Interim Acting CAO**

Council reviewed the recommendation to appoint an Acting CAO during the CAO's vacation period.

Recommendation:

That Annette Wylimczyk, Finance Officer, be appointed as Acting CAO from August 2 to August 22, 2025, to cover CAO duties during Chantal Pelletier's absence.

**25-14-07 M/S Councillors T. Wheeler / D. Hansen motioned to appoint Annette Wylimczyk as Acting CAO for the period of August 2 to August 22, 2025.**

**CARRIED**

## **9. QUESTION PERIOD**

None.

## **10. 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.

**25-14-08 M/S Councillor T. Wheeler / D. Hansen motioned to go in-camera at 07:48PM.**

An in-camera discussion by Council regarding a labour and land matter.

**25-14-09 M/S Councillor D. Hansen / T. Wheeler motioned to go out of in-camera at 08:30 PM.**

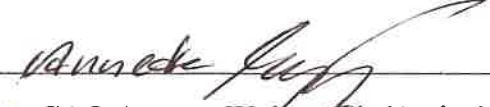
## **11. ADJOURNMENT**

**25-14-10 M/S Councillor T. Wheeler / D. Hansen motioned to adjourn the meeting at 08:30PM.**



Mayor J. Lachance adjourned the meeting at 08:30 PM.

  
Mayor J. Lachance

  
CAO Annette Wylinczyk (Acting)

