



**MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF
CARMACKS ON August 5th, 2025, IN THE MUNICIPAL COUNCIL CHAMBERS**

PRESENT: Mayor: J. Lachance

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

Staff: Acting CAO A. Wylimczyk, P. Singh

Delegates: Jane Koepke, Arbor Webster

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

2. AGENDA: Council reviewed the agenda.

25-15-01 M/S Councillors D. Hansen / T. Wheeler motioned that the agenda be accepted as amended with addition under Delegation 4.2 Jane Koepke, under New and Unfinished Business 8.1 roofing quote for old firehall, 8.2 Balance Biogas and In-camera session.

CARRIED

3. MINUTES:

3.1 From the regular council meeting on July 22nd, 2025

25-15-02 M/S Councillors C. Bellmore / D. Hansen motioned that the minutes be accepted as presented.

CARRIED

4. DELEGATION

4.1 Delegation – Arbor Webster, Department of Community Affairs & Community Services
Arbor provided updates on:

- Advisory Committee – Terms finalized, representatives list compiled, first meeting expected in August.
- May Services Resolutions – Drafts received; final version pending.
- Leader's Briefings – Biweekly emergency updates from Minister Moston continue through August, next session next week.
- Sustainable Communities Forum – Oct. 7–8, Whitehorse; focus on flooding, climate adaptation, asset management; in-person (Zoom option to be confirmed). Finance and Public Works staff encouraged them to attend. February forum to focus on wildfires.



- NAMS Canada Workshops – 1.5-hour asset management sessions available until Mar. 31, 2026; open to elected officials and staff.

Action Items: Arbor to confirm Zoom option for October forum and provide registration links for Leader's Briefing and NAMS workshops.

4.2 Delegation – Jane K., Housing Incentives Policy Update

Jane provided an update on the draft Housing Development Incentives Policy, first presented July 18. The policy is funded through the federal Housing Accelerator Fund (\$2.2 M) and aims to increase local housing units by removing barriers and offering grants.

Key Points

- Two Grant Streams:
 - *Standard Housing* – single detached, secondary suites, 2–4 unit “missing middle” housing.
 - *Major Housing* – 5+ units on one property.
- Funding – Up to \$40,000 per unit; \$7,500 early-start bonus for permits issued before Dec 31 2025.
- Eligibility – Property must be in municipal boundaries; owner or agreement for sale; retroactive to Jan 9 2024 for builds not yet at occupancy.
- Major Grants – Flexible mix of cash, fee waivers, tax abatements, or pre-development cost support.
- Deadlines – Building permits by Dec 31 2026; completion by Nov 15 2027.

Public & Council Discussion

- Concerns raised about:
 - Land availability and cost; policy's applicability to non-landowners.
 - High building costs, short Yukon construction season, and limited trades.
 - Short-term rental restrictions (3-year no-STR requirement).
 - Need for higher funding to cover site servicing (wells, septic, power, access).
- Suggestions:
 - Allow earlier disbursement for site servicing.
 - Consider increased amounts for properties requiring full servicing.
 - Maintain flexibility to shift funds between streams.

Next Steps / Action Items

- Mark & Jane to explore options for:
 1. Addressing applications from those without current land.



2. Increasing grants for site servicing costs.
 3. Clarifying short-term rental clause.
- Schedule a special council meeting to review and pass updated policy.

5. CORRESPONDENCE

5.1 AYC Resolution Letter Response

5.2 AYC Resolution Responses

5.3 Ministerial Seniors Advisory Committee

Council reviewed and read the three correspondence items together: the AYC Resolution Letter Response, the AYC Resolution Responses, and the Ministerial Seniors Advisory Committee letter.

25-15-03 M/S Councillors C. Bellmore / D. Hansen motioned that all the correspondence to be filed as no action.

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 has nothing to report.

Councillor C. Bellmore has nothing to report.

6.2 Mayor Report

Mayor Justin Lachance announced the resignation of Chief Administrative Officer **Chantal Pelletier**, effective **July 22, 2025**, with a two-month notice period ending **September 12, 2025**. On behalf of Council and the community, the mayor expressed sincere gratitude for Ms. Pelletier's dedicated service and many contributions to the Village of Carmacks.

The mayor assured that municipal operations will continue without interruption during the transition and that a plan will be implemented to ensure a smooth handover of responsibilities. The Acting CAO during this period will be **Annette Wylimczyk (Finance Officer)**, and any matters requiring CAO attention should be directed to her.



6.3 CAO Report

Acting CAO Annette Wylimczyk presented the CAO Report. Key updates included:

- Carmacks Pool – Last day of operation will be August 17, 2025 due to lifeguards participating in summer games and returning to school. Efforts to recruit another lifeguard have been unsuccessful.
- Landfill Composting Program – Site preparation and tent installation underway; electric fence to be installed. Public engagement planned for late August for distribution of composting bins and public education.
- Scale Project – Tender awarded; work to commence late August/early September. Public Works will clear brush for Atco Electric to complete electrical upgrades.
- Hooter Revival – No volunteers to date.
- Property Tax – Missed amounts identified; Acting CAO to verify and update.
- Municipal Building Roof Replacement – Quotes obtained for both the Village Office and the old fire hall; to be discussed later.
- Housing Accelerator Fund – Public engagement materials distributed; updated policy to be presented August 19.
- Public Works Building Retrofit – PW and YG managers working on design phase.
- Lagoon – No progress to date; YG working with LSCFN.
- Civic Addressing – Updates underway with LSCFN input; bylaw to be added to September agenda.
- Arena Boilers – Awaiting arrival of fan for installation and boiler restart.
- Recreation Summer Programs – No further programs currently scheduled; options being explored for August activities.

6.4 Recreation Report

Recreation Director Chanel Johnnie provided a recap of recent and upcoming activities:

- Canada Day Event – Successful community celebration.
- Summer Camp Highlights – Multiple trips taken; campers making good use of the pool with high participation and enthusiasm.
- Photo Contest – Still underway.
- Tournaments – Upcoming pickleball tournament and softball tournament in partnership with LSCFN and the Recreation Centre this weekend.
- Facility Water System – Public Works staff and the Facilities Operations Manager have addressed several PLC issues; the system is now functioning properly.
- Security System – Updates and improvements underway.

6.5 Bylaw Report

Constable Liam Ferraz presented a summary of July activities:

- Dogs at Large – 5 incidents.



- Aggressive Dog Complaints – 1 incident.
- Traffic Violations – 2 incidents (parking and unsecured loads).
- Assistance to RCMP – 1 incident.
- Public Encounters – 15 recorded interactions.
- Open Space Infractions – 3 incidents.

The Constable also provided highlights of additional activities and community support work undertaken during the month.

6.6 Public Works's Report

Public Works General Manager Jens Wylimczyk reported the following:

- Water Treatment Plant – Operating at regular standard capacity.
- Arena – Boiler issues as noted in the CAO Report.
- Landfill – Normal operations; collection system fully operational.
- BST Road Work – Main work for redirection completed, sweeping of gravel to follow. Work under contract included culvert-related repairs, with some sections outside the contracted area not covered.

Any further questions on Public Works matters can be forwarded to the Acting CAO.

6.7 VIC Report

VIC Coordinator Jeremy Byers reported the following for July 2025:

- Visitor Statistics – 255 visitors recorded, averaging approximately 8.2 per day. Peak days were July 1–3 (Canada Day long weekend) and July 20–21.
- Merchandise Sales – \$233.35 in revenue. Top-selling items included local postcards, small souvenirs, local artisan jewellery, and clothing.
- Visitor Feedback – Most common complaint was the location and visibility of the VIC. Several visitors reported GPS misguidance and a lack of highway and wayfinding signage. Positive feedback highlighted the friendliness of the community and the scenic surroundings. Some visitors requested updated brochures/maps and a stronger online presence for Carmacks tourism.

6.8 Carmacks Volunteer Fire Department Report – July 2025 **Reported by Acting Fire Chief Dennis Mitchell**

- Incidents
 - *July 3* – Residential garage fire at 5 Tage Cho Road caused by a cutting torch. Fire was extinguished prior to arrival; CVFD confirmed the scene was safe.
 - *July 22* – Two separate early-morning callouts for gas odor at the Carmacks Hotel and an alarm at the Recreation Centre. Both scenes were inspected and deemed secure.



- **Training & Practices**
 - Multiple practice sessions are held throughout July, covering call-out procedures, pager/radio use, SCBA tank filling, equipment checks, ladder safety, and readiness drills.
 - July 8 session focused on truck maintenance and water refills.
 - Pumper One was loaded and transported to Whitehorse on July 17 for mechanical repairs.
- **Public Engagement**
 - Participated in the Canada Day Parade with three vehicles and five members, handing out candy and assisting with traffic control.

The Acting Fire Chief noted strong attendance and participation in practices, continued focus on equipment readiness, and steady incident response by the crew.

6.9 AYC Association of Yukon Communities (AYC)

Councillor Wheeler reported that the AYC held an Executive Directors meeting last week. Council was reminded of the upcoming AYC meeting scheduled for September 4 in Carmacks. Summer months are typically quiet, with the main current activity being the receipt of ministerial responses to resolutions.

7.0 BYLAWS

None.

8.0 NEW & UNFINISHED BUSINESS

8.1 Draft AYC Policy Position Council Feedback

Council reviewed the draft Association of Yukon Communities (AYC) policy positions and noted that AYC is seeking municipal feedback by **August 30, 2025**. As the material is extensive, Council agreed to set **August 19, 2025** as the date to provide consolidated feedback following further review.

8.2 Roof Repair – Old Fire Hall

Acting CAO Annette Wylimczyk presented two roof repair quotes:

- **Old Fire Hall** – Estimated cost of \$65,500 plus GST. Funding includes \$50,000 from Yukon Government under the cost-sharing agreement with the Village of Carmacks for renovations to the old fire hall. Due to significant leaks and deterioration, this repair is considered urgent.
- **Village Office** – Quote received for \$59,000, but due to lack of funding, this project will be postponed. Only gutter repairs will be undertaken at this time.



25-15-04 M/S Councillors D. Hansen / T. Wheeler motioned that Council approves the expenditure of \$65,500 plus GST to Alpha Roofing for the replacement of the Old Fire Hall roof, with funding to include the \$50,000 contribution from Yukon Government under the existing cost-sharing in rental agreement.

CARRIED

8.3 Balance Biogas Request

Council reviewed a request from contractor Jonathan Osborne for additional payment related to the composting program tent installation. The tent was erected with assistance from Public Works; however, under the contract, the contractor was responsible for the installation. An additional \$1,740 was requested to cover labour for two workers, as well as a proposal for a rear wall to protect the tent from damage during compost drop-offs.

The total additional amount requested was approximately \$4,040. As there is no budget allocation for this work, Council discussed options, including:

- Paying only \$1,740 for additional labour.
- Sourcing materials for the wall through other projects or budgets, rather than paying directly to the contractor.

It was agreed that the Acting CAO will work with the Public Works Manager to determine an approach, address only the eligible costs, and report back to Council on the outcome.

9.0 QUESTION PERIOD SUMMARY

None.

10.0 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.

25-15-05 M/S Councillor C. Bellmore / D. Hansen motioned to go in-camera at 08:28PM.

CARRIED

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

25-15-06 M/S Councillor D. Hansen / C. Bellmore motioned to go out of in-camera at 09:09 PM.

CARRIED



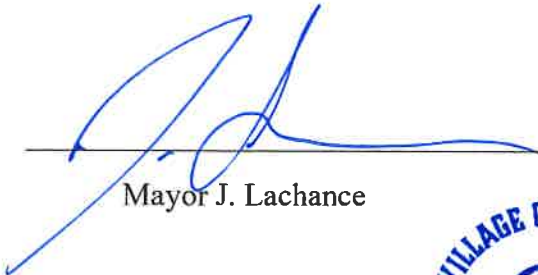
25-15-07 M/S Councillor D. Hansen / C. Bellmore motioned to CAO's resignation dated July 22, 2025 and instruct administration to proceed with ending the CAO's employment contract.

CARRIED

11.0ADJOURNMENT

25-15-08 M/S Councillor T. Wheeler motioned to adjourn the meeting at 9.15PM.

Mayor J. Lachance adjourned the meeting at 9.15 PM.



Mayor J. Lachance



CAO Annette Wylingzyk (Acting)

