

Agenda 24-04

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, February 27, 2024.

1. CALL TO ORDER

2. AGENDA

(motion to adopt)

3. ADOPTION OF MINUTES

(motion to adopt)

3.1 Rescheduled meeting of February 13th, 2024

4. DELEGATION

5. CORRESPONDENCE

5.1 YG Flood Mapping Analysis Presentation & Mayor/Council Feedback

5.2 Balance BioGas – Landfill Presentation

5.3 Escribe Civic Engagement and Online Meeting Manager Proposal

5.4 Tantalus School – Science Fair Request

6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 CAO Report

6.4 AYC

7. ACCOUNTS PAID AND PAYABLES

7.1 Attached Cheque Log

8. BYLAWS

8.1 Cemetery By-Law 296-23

(motion to adopt)

9. NEW & UNFINISHED BUSINESS

9.1 MainTainX & Limble Asset Management Software Review

10. QUESTION PERIOD

11. INCAMERA

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

12. ADJOURNMENT

MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON FEBRUARY 13th, 2024, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Lee Bodie
Councillors: D. Hansen, H. Belanger, D. Mitchell
Staff:
Regrets: J. Lachance
Delegation: None

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

AGENDA: Council reviewed the agenda.

24-03-01 M/S Councillors D. Hansen/H. Belanger motioned that the agenda be accepted as presented.

CARRIED

MINUTES: From the regular meeting on January 23rd, 2024

24-03-02 M/S Councillors H. Belanger/D. Mitchell motioned that the minutes be accepted as presented.

CARRIED

DELEGATION:

None.

CORRESPONDENCE:

5.1. YG Flood Mapping Analysis Presentation & Mayor/Council Feedback

No comments.

5.2. Escribe Civic Engagement and Online Meeting Manager Proposal

24-03-03 M/S Councillors D. Hansen/H. Belanger motioned to table this to the next meeting.

CARRIED

REPORTS:

Councillor Activity Reports

Councillor D. Hansen has nothing to report.

Councillor D. Mitchell went to the Fire Chief's conference on January 27/28, 2024, in Whitehorse.

Councillor H. Belanger mentioned that the stand-by wages for EMS personnel went up.

Mayor's Report

Mayor Bodie attended the Ministers Mayor's dinner. Mayors from Mayo, Dawson City and Whitehorse were also present. The Premier will deal with AYC regarding the Comprehensive Municipal Grant (CMG). He also talked to Myra Iles about the One Yukon Wastewater Monitoring MOU.

Mayor Bodie advised CAO to proceed ASAP with EOI for properties in Carmacks.

CAO Report

CAO Matt Cybulski presented Council with a written report.

Recreation Department Report

Council read report provided.

Municipal Maintenance Report

Council read the report provided.

Fire Department Report

Council read the report provided.

Finance Department Report

Council read report provided.

AYC Report

AYC supported a Youth application for the Arctic Inspiration Prize.

ACCOUNTS PAID AND PAYABLES

Council read the report provided.

BYLAWS

No bylaws.

NEW AND UNFINISHED BUSINESS

9.1 One Yukon Wastewater Monitoring – MOU

24-03-04 M/S Councillors D. Mitchell/D. Hansen motioned to sign the One Yukon Wastewater Monitoring – MOU.

CARRIED

QUESTION PERIOD

No questions from the public.

IN-CAMERA

ADJOURNMENT

24-03-05 M/S Councillor H. Belanger motioned to adjourn the meeting at 8:10PM.

Mayor L. Bodie adjourned the meeting at 8:10PM.

Mayor Lee Bodie

CAO Matt Cybulski

Flood Hazard Mapping for Yukon Communities

Overall Program Updates

2023-11-09

	Community	Status	Anticipated Completion
Phase 1	Carcross	On-going	April 2024
	Tagish	On-going	April 2024
	Marsh Lake	On-going	April 2024
	Lake Laberge	On-going	April 2024
Phase 2	Carmacks	On-going	April 2024
	Teslin	On-going	April 2024
	Ross River	Planning	April 2025
	Old Crow	Planning	April 2025
Phase 3	Dawson City	Planning	June 2025
	Klondike Valley	Planning	June 2025
	Upper Liard	Future	TBD (2026-2028)
	Mayo	Future	TBD (2026-2028)
Phase 4	Pelly Crossing	Future	TBD (2027-2029)
	Whitehorse	Future	TBD (2027-2029)

Project status reports follow below for flood mapping studies that are on-going.

Progress since last report:	<ul style="list-style-type: none"> Advanced study analyses to inform the preparation of draft flood maps Completed topographic and bathymetric survey data collection Worked with engagement consultant to develop engagement plans for each community where flood mapping is on-going Confirmed NRCan funding for 2024-25 to 2027-28
Upcoming activities:	<ul style="list-style-type: none"> Complete and publish draft maps for on-going studies Hold in-person engagement events and document input in What We Heard reports Tender next flood mapping studies to begin in April 2024

Background

- The Government of Yukon is developing flood maps to identify flood hazards and to help mitigate flood impacts to property, infrastructure and public safety across the territory.
 - Flood maps are critical tools for emergency response and coordination, infrastructure, community and land planning, and understanding the impacts of climate change.
 - The Government of Yukon is planning to produce flood maps for 14 flood-prone communities; this includes five lake communities and nine river communities.
 - Those communities are: Teslin, Carcross, Tagish, Marsh Lake, Lake Laberge, Upper Liard, Mayo, Pelly Crossing, Ross River, Whitehorse, Carmacks, Dawson, Klondike Valley and Old Crow.
 - With input from key partners, we have prioritized communities based on risk and readiness into four phases. We have communicated with municipal and First Nations governments regarding anticipated timelines.
-

Southern Lakes Flood Mapping Study

Overall Status:
On-going

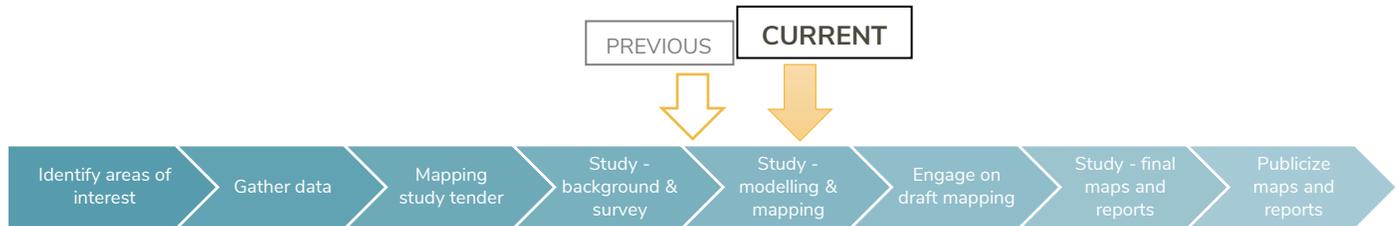
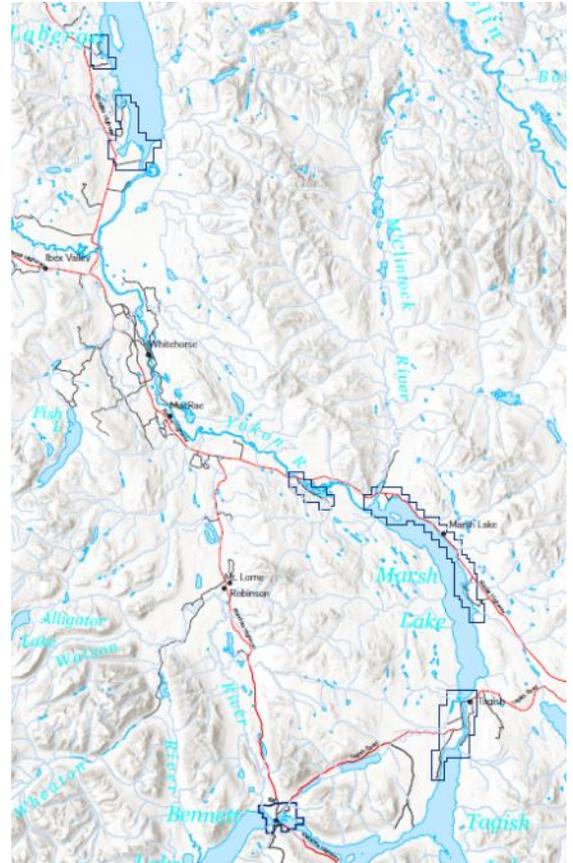
Project Status Report

2023-11-09

Flood hazard mapping will be completed for lakeshore communities in the Yukon's Upper Yukon River watershed including Bennett Lake, Tagish Lake, Marsh Lake, and Lake Laberge. The approximate areas to be mapped are shown in the figure (right) and the total length of shoreline to be mapped is approximately 150 km. Mapping will be completed in accordance with the *Canadian Federal Flood Mapping Guidelines Series*.

Project activities include:

- Background data gathering and surveys
- Hydrologic assessment
- Wind and wave analysis
- Joint probability analysis
- Climate and land use change assessment
- Flood hazard mapping
- First Nations and community engagement



KEY DATES

Activity	Date	Revised?
Start of study	2022-11-28	No
Draft maps for engagement	2023-12-15	Yes (originally 2023-09-30)
Completion of study	2024-03-31	No
Final maps available to public	2024-04-30	No

<p>Progress since last report:</p>	<ul style="list-style-type: none"> • Analysis delayed due to data discrepancies and consultant capacity, now completed • Preparation of draft flood maps in progress • Engagement activities postponed from November to January/February, based on mapping study schedule • Preparation for public communications and engagement ongoing • YukonU research ongoing to document local experiences with flooding
<p>Upcoming activities:</p>	<ul style="list-style-type: none"> • Complete draft flood maps and share by December 15 with First Nations governments and the public for comment • Plan January/February engagement on draft flood maps – online and in-person at events in each community; engagement specific to First Nations Citizens to be planned in collaboration with First Nations governments
<p>Risks identified:</p>	<ul style="list-style-type: none"> • The preparation of communications messaging, in advance of engagement on draft flood maps, requires input from other departments affected by flood map development

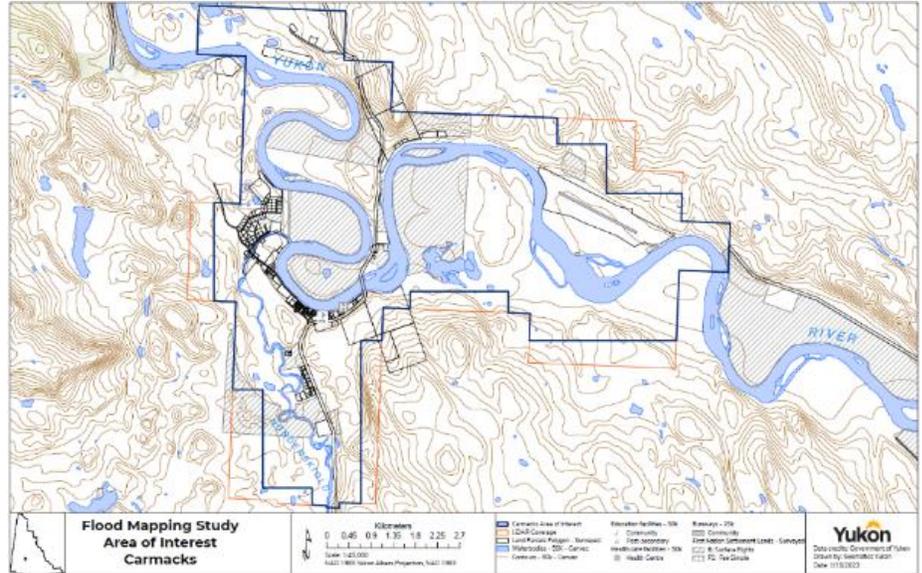
Carmacks Flood Mapping Study

Overall Status:
On-going

Project Status Report

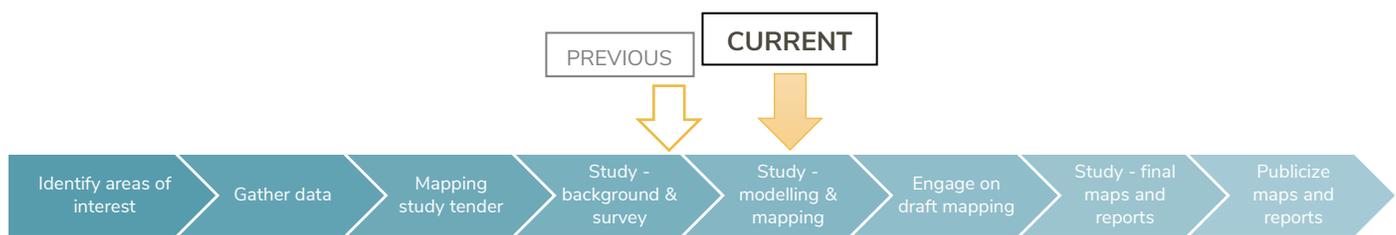
2023-11-09

Flood hazard mapping will be completed for the community of Carmacks (see figure). The total length of the rivers to be mapped is approximately 26 km and 9 km, for the Yukon River and the Nordenskiöld River, respectively. Mapping will be completed in accordance with the *Canadian Federal Flood Mapping Guidelines Series*.



Project activities include:

- Background data gathering and surveys
- Hydrologic assessment; river ice assessment
- Joint probability analysis
- Hydraulic analysis and modelling
- Climate and land-cover change assessment
- Flood hazard mapping
- First Nations and community engagement



KEY DATES

Activity	Date	Revised?
Start of study	2023-04-05	No
Draft maps for engagement	2023-12-15	Yes (originally 2023-10-27)
Completion of study	2024-03-31	No
Final maps available to public	2024-04-30	No

<p>Progress since last report:</p>	<ul style="list-style-type: none"> • Analysis delayed due to data collection challenges and consultant capacity, now near completion • Consultant developed innovative climate change assessment approach that can be used in future studies and shared as an Environment & Climate Change Canada case study • Engagement activities postponed from November to late-January, based on mapping study schedule • Arranged presentations with Little Salmon / Carmacks First Nation Chief & Council and Village of Carmacks Mayor & Council to inform them of the work prior to public engagement • Preparation for public communications and engagement on-going
<p>Upcoming activities:</p>	<ul style="list-style-type: none"> • Complete draft flood maps and share by December 15 with LS/CFN, Village of Carmacks, and the public for comment • Plan engagement on draft flood maps – online over several weeks and in-person at an open house in Carmacks on January 25
<p>Risks identified:</p>	<ul style="list-style-type: none"> • The preparation of communications messaging, in advance of engagement on draft flood maps, requires input from other departments affected by flood map development

Teslin Flood Mapping Study

Overall Status:
On-going

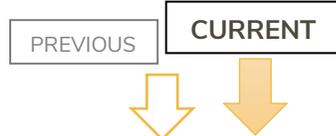
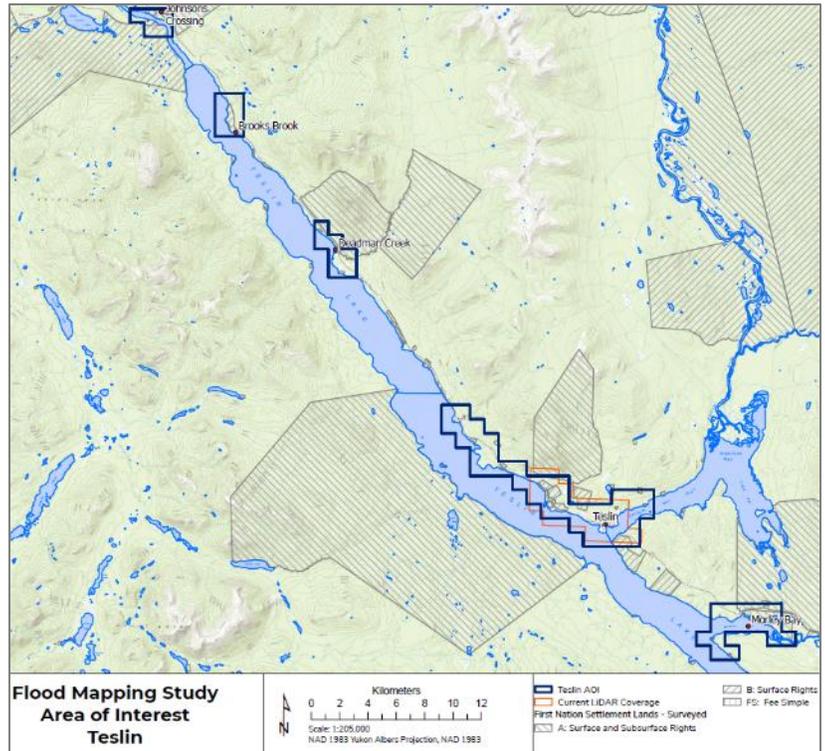
Project Status Report

2023-11-09

Flood hazard mapping will be completed for the community of Teslin and nearby flood-prone areas (see figure). The total length of shoreline to be mapped is approximately 65 km. Mapping will be completed in accordance with the *Canadian Federal Flood Mapping Guidelines Series*.

Project activities include:

- Background data gathering and surveys
- Hydrologic assessment
- Wind and wave analysis
- Joint probability analysis
- Climate and land use change assessment
- Hydraulic analysis and modelling
- Flood hazard mapping
- First Nations and community engagement



KEY DATES

Activity	Date	Revised?
Start of study	2023-05-08	No
Draft maps for engagement	2024-01-30	Yes (originally 2023-10-27)
Completion of study	2024-03-31	No
Final maps available to public	2024-04-30	No

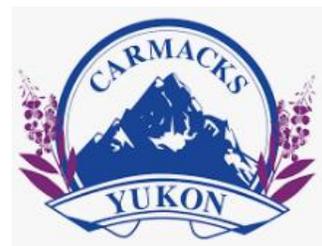
<p>Progress since last report:</p>	<ul style="list-style-type: none"> • Analysis delayed due to data collection and processing challenges • Engagement activities tentatively rescheduled from early January to February, though data validation is still on-going and schedule may be further delayed • Preparation for public communications and engagement on-going
<p>Upcoming activities:</p>	<ul style="list-style-type: none"> • Share LiDAR data collected in support of this study with TTC, once validated • Consultant to complete analysis and prepare draft flood maps • Complete draft flood maps and share in January with TTC, Village of Teslin, and the public for comment • Plan January engagement on draft flood maps – online over several weeks and in-person at an open house to be scheduled in Teslin
<p>Risks identified:</p>	<ul style="list-style-type: none"> • The preparation of communications messaging, in advance of engagement on draft flood maps, requires input from other departments affected by flood map development. • Delays with LiDAR collection and processing have cascaded into other project tasks, delaying engagement on draft maps until February, 2024. The current plan is to still meet the overall project/map publication timelines, however, the schedule is uncertain until the data are ready.



Village of Carmacks Meeting Management System Proposal

James Coulen
jcoulen@eScribemeetings.com
416-890-9808

Date: February 2 2024
Valid Until: April 2, 2024



Situational Analysis

The Village of Carmacks is looking to help improve efficiencies around their meeting processes, both internally and for public transparency.

Project Goals

Based on our discussions to date, it is understood that The Village of Carmacks is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Efficiently create and distribute paperless agendas to meeting attendees
- Provide an option for livestreaming of meetings for public transparency

High Level Timeline

The eScribe implementation plan is formulated with consultation between the Customer Project Team and the eScribe Implementation Consultant upon the finalization of the agreement. Below is a sample implementation schedule and may change depending on the modules selected and Customer's timelines.

Stage	Description	Target Date
PHASE 1		
1	Project Kick off - Agreement signed	Week 1
2	Pre-Configuration – Meeting, user and process information	Week 2
3	Configure eScribe settings for Customer	Weeks 3&4
4	User Adoption – Train and transition users to eScribe	Weeks 5-9
5	Live Meeting – First fully live meeting conducted using eScribe	Week 10
PHASE 2		
6	eScribe assists Customer with roll out plan for other areas of the organization	Week 11+
7	Roll Out Complete – transitioned to Account Management	

Our Recommendation

eScribe is a highly modular and scalable solution. You can mix and match features (modules) to build your own custom meeting management solution or save money and reduce onboarding times by taking advantage of one of our pre-configured meeting management bundles designed to solve common pain points.

Here is our recommended bundle to get you up and running quickly.

Transparency Bundle with Webcasting Plus

Modules included in the Transparency bundle:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities, and conducting meetings
- **Participant Portal** – Secure access for board and elected official
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website, without programming and fully supports evolving digital inclusion requirements
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings
- **Webcasting Plus** – An end-to-end storage and streaming solution with an integrated encoder



Optional Add-Ons:

- **Video Manager & YouTube Streaming** – Leverage YouTube's no-cost video storage and global content distribution with minimal configuration
- **Vote Manager & Request to Speak** – Rules-based electronic voting
- **Board Manager Lite or Plus** – Easily manage your boards and member details online
- **Closed Captioning** – Make your videos even more accessible
- **Public Comments** – Receive and publish comments from citizens
- **Delegation Request Management (DRM)** – Manage citizen requests to speak during public meetings

For more information on each of the recommended module(s) features and details, please refer to Appendix A.

Onboarding

While a few vendors have solutions with features to address some of the pain points associated with meetings, features on their own don't necessarily drive benefits. While features are an important consideration at eScribe, we've learned that the ultimate success of a meeting management solution implementation is driven more by end user buy in to the improved way of doing things. That is why more projects fail from lack of user adoption than virtually any other reason.

While training end users on proper system use is an important component, there are additional critical factors to consider. To ensure a successful implementation we assign a dedicated team and follow a repeatable framework that has been developed over hundreds of successful implementations spanning customers both large and small.

NOTE: The eScribe system does have minimum requirements to ensure it can run properly with a positive experience, please refer to appendix C of this proposal.

Your eScribe Team

Customer experience is very important to us. We understand it can be daunting to migrate to new software. That is why you will have access to a dedicated team of experienced eScribe professionals supporting you every step of the way, reducing the impact on your internal staff and IT department and ensuring a successful roll-out, including:

- ✓ *Corporate Project Sponsor*
- ✓ *Project Management*
- ✓ *Training & Process Workshops*
- ✓ *Technical Systems Analyst*
- ✓ *Realtime Technical Support*
- ✓ *Account Management*

Project Management

eScribe is a flexible cloud-based platform that can be personalized with the look and feel of an organization while still aligning with "best-practices" and automated processes to assist users before, during and after meetings.

Your Project Lead will guide you through the process of setting up your project for success and long-term satisfaction through the whole organization. Throughout a series of project meetings

you will be led through a tried and true process to take your organization from configuration, training, initial go live, and subsequent roll out to the rest of the organization.

Configuration

Your Project Lead will work with you to communicate with staff and coordinate the gathering of user, meeting and process information and configuring eScribe for first use, including:

- Project Planning and ongoing Coordination
- User and Permissions Configuration
- Meeting Types Configuration
- Agenda & Minute Templates & Workflow Configuration
- Report & Legislative Templates & Workflow Configuration
- Webcasting Configuration
- Internet Publishing Configuration
- Scheduling End User Training
 - Meeting Administrators
 - Site Administrators
 - Staff Contributors
 - Meeting Participants
- Maintaining project documentation and resolving open items

Training & Process Workshops

Training

eScribe is built to be user-friendly and with just a few training sessions, users will be quickly on their way to run their first live meeting independently and with confidence.

eScribe Academy

eScribe Administrators will be given a login to begin their training. Courses are assigned based on the tools their organization uses. Learning is self-paced with each session lasting approximately 2.5 hours, with the whole program taking approximately 8-10 hours. Each session includes quizzes to ensure viewers are understanding the content that they must pass in order to progress.

Each eScribe Administrator should have their own unique license for the system as they will receive an eScribe Certificate with their name after training is completed. Certificates can be downloaded and added to their resume and LinkedIn profile! Administrators will be eScribe Certified!

Train the Trainer

This method ensures there are always competent in-house power users available to help your team out with the new processes until the new skills become a habit. The other benefit to in-house power users who train other users is that they understand the organizational culture and needs, allowing them to share information and new knowledge in a way that will resonate with their staff.

Workshop Sessions

In addition to end user training, you will participate in optional one on one workshop sessions following your training session. Workshops are usually scheduled in 30-60 minutes increments, with the majority of Customers taking advantage of 4-5 hours of workshop time throughout the onboarding process.

These workshop sessions will focus on any specific processes that require further discussion, as well as any questions that have risen from practice following the training session.

These sessions are designed to compliment the training sessions to ensure that each Customer can use their eScribe system to it's fullest potential. It is recommended that to make best use of these workshop sessions, they are scheduled once users have had a chance to practice after training in order to have a basic understanding of the flow of information throughout the eScribe system.

Dedicated Go Live Support

In order to ensure that your first meeting gets off to a strong start, your eScribe Project Lead and Trainer will support you through agenda prep, conducting and recording your first live eScribe meeting to ensure administrative users are comfortable with all aspects of the meeting lifecycle.

Online Resources and User Forums

Educational Webinars

The eScribe Training team also leads educational webinars on topics as requested and voted on by customers offering how-to instructions and time saving tips to help users get the most from eScribe. There is no additional cost for these webinars. Sign up for one or as many as you like.

Customer Community Portal (CCP)

To further empower our customers, the CCP can be used to submit and track support tickets. There is also a Feature Request forum within it to share product ideas directly with the eScribe product management team and vote on ideas from other organizations. A General Discussion forum is also used for collaborating on meeting “best-practices” with other eScribe customers.

Some key features of CCP include:

- **Knowledge Base** – A library of user reference, and help articles
- **FAQ section** – “How-to” guides and technical trouble shooting assistance
- **Customer forum** – Chat with other eScribe customers and learn from each other
- **Feature requests** – Submit ideas to eScribe and vote/comment on proposed features from other users
- **Announcements** – Including product release notes, promotions, company updates

Realtime Technical Support

We are very proud of our solution, but even prouder of our post sale relationship with our customers.

Our support team is just a few clicks or call away and prides itself on their responsiveness and knowledge of both eScribe and the meeting processes we support.

eScribe customers can access our support in three ways:

- Customer Community Portal
- support@escribemeetings.com
- 1-855-299-0023

Standard support hours are from Monday to Friday, 8:30am to 8pm EST with extended phone support available until 11pm EST (Webcasting phone support is provided 24/7) excluding statutory holidays. Emergency and extended support are available by request. Key features of Technical Support include:

- Online access to eScribe's trouble ticketing portal to log and update service requests, communicate directly with support personnel and access eScribe's online technical repository
- Live answering and monitoring of customer tickets during regular support hours.
- Unlimited technical assistance by telephone or electronic mail for designated individuals
- Provide any updates to eScribe software and its documentation automatically at no additional charge.

Account Management

As your implementation of eScribe comes to an end, Customers will be transitioned to the Account Management team. Your Account Manager is your champion and single point of contact throughout your relationship with eScribe. Through proactively scheduled Account Management calls throughout the year you will always feel kept up to speed with any pertinent information and always have a friendly voice checking in to see how everything is going, and if there is anything that eScribe can do to further support you.

Optional Services

In addition to our core services, Customers may require additional services to assist with implementation and user adoption, which are available for additional fee.

Change Management Support

We understand that for many, change can be scary, and there many questions that need to be answered in order to effectively manage changing the way an organization manages its public meetings as we move to digital, including:

"How will we communicate this to our stakeholders?"

"Will our processes need to change?"

"How will we smoothly transition to the new system?"

The transition away from traditional paper is changing the way we create, consume and share information, requiring us to move away from established processes and adopt a more integrated workflow, that once in place will benefit internal and external stakeholders alike.

With many years of real-world public sector experience, our third-party change management consultants can help you identify any process, training or skills variances and develop a plan to help your users smoothly transition to eScribe.

One-on-One Training

For larger end user groups or in cases where the Customer would like to incorporate customized business process training into the curriculum, we offer one-on-one training sessions with a dedicated trainer. One-on-one training can be delivered remotely, or on site as required.

Legacy Data Migration

In many cases eScribe's robust platform can import legacy meeting information from internal or competitive systems to provide users with a seamless experience. We would be happy to provide a custom statement of work and quotation based on a review of available data and structure.

Document/Records Management Integration

At eScribe we realize that your public meetings are part of an overall content management strategy across your organization (ECM). That's why eScribe provides off the shelf "connectors" to many of the industry's leading ECM systems, including, Laserfiche, FileHold and SharePoint.

Chamber/Meeting Room Integration

Whether it's support for multiple screens or integrating with microphone and physical voting terminals, eScribe provides off the shelf "connectors" to several leading manufacturers, and in many cases can customize a solution to meet individual requirements.

Why eScribe?

With over a decade of experience in meeting management, spanning hundreds of person years, eScribe has become the go-to-choice for public sector boards, committees and councils looking to go digital. A Microsoft partner since day one, eScribe also partners with other best-of-breed technology companies to offer Customers trusted and reliable end-to-end solutions.



Key Differentiators

- **Customer Experience:** eScribe prides itself on the customer experience and support
- **Modular and Scalable:** End-to-end solution that you can add to over time to support the entire meeting lifecycle
- **Efficiency:** Process automation and workflow support before, during and after meetings
- **Digital Inclusion:** Industry leading WCAG 2.0 AA compliance reduces risk and user workload
- **Transparency:** Improved citizen communication and real-time access to meeting information through your organizations existing website with no programming
- **Security:** Built on the Microsoft Azure cloud, offering advanced security access and data protection services and guarantees.
- **Best of Breed Partnerships:** Relationships with complimentary industry leaders extending eScribe functionality before, during and after the meeting.
- **100% Public Meeting Focus:** At eScribe managing public meetings is all we do; That's why 100% of our resources and R&D budgets are dedicated to helping our Customers improve the efficiency and transparency of their public meetings

The Microsoft Azure Cloud Platform

Microsoft leads the industry in establishing clear security and privacy requirements and then consistently meeting these requirements.

Azure meets a broad set of international and industry-specific compliance standards, such as General Data Protection Regulation (GDPR), ISO 27001, HIPAA, FedRAMP, SOC 1 and SOC 2, as well as country-specific standards, including Australia IRAP, UK G-Cloud, and Singapore MTCS.



Rigorous third-party audits, such as those done by the British Standards Institute, verify Azure's adherence to the strict security controls these standards mandate.

Strengthen Your Security Posture with Azure

Organizations like yours continue to face challenges that increase your risk of significant financial loss, damage to reputation, and stakeholder satisfaction. Azure protects assets while reducing security costs and complexity. Built-in security controls and intelligence help you easily identify and respond to threats and security gaps, allowing your organization to rapidly improve your security posture.



Learn more about Azure security [here](#).

Own and Control Your Data

Our time-tested approach to privacy and data protection is grounded in our commitment to organizations' ownership of and control over the collection, use, and distribution of their information. We strive to be transparent in our privacy practices, offer you meaningful privacy choices, and responsibly manage the data we store and process. One measure of our commitment to the privacy of Customer data is our adoption of the world's first code of practice for cloud privacy, ISO/IEC 27018.

Learn more about privacy [here](#).

Pricing

eScribe is pleased to offer, the following annual subscription fees and one-time setup fees to meet the requirements as outlined. eScribe leverages a detailed onboarding approach developed over hundreds of successful customer implementations, allowing us to provide a fixed price, including: activation of the solution on the cloud, customer specific configuration of meeting types, content templates, and initial workflow configuration, administrator, contributor, and participant training, in addition to one on one workshop sessions and go live support for key initial meetings.

Option 1 – Efficiency Bundle:

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Efficiency Bundle	Annual	\$ 5,410	1	\$ 5,410
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Public Comments		\$ 750	1	\$ 750
eScribe Delegation Request		\$ 750	1	\$ 750
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 6,910
Implementation Fees		Service Fee	Quantity	Cost
eScribe Accessibility Setup/Training	One time	\$ 1,623	1	\$ 1,623
2 Meeting Types		INCL		
2 x eScribe Academy Licenses		INCL		
Total - One-time Implementation Fees				\$ 1,623

Option 2 – Digital Readiness Bundle

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Digital Readiness Bundle	Annual	\$ 8,725	1	\$ 8,725
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
eScribe Public Comments		\$ 750	1	\$ 750
eScribe Delegation Request		\$ 750	1	\$ 750
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 10,225
Implementation Fees		Service Fee	Quantity	Cost
eScribe Digital Readiness Setup/Training	One time	\$ 2,617	1	\$ 2,617
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
2 x eScribe Academy Licenses		INCL		
Total - One-time Implementation Fees				\$ 2,617

Option 3 – Transparency Bundle with YouTube Integration

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Transparency Bundle	Annual	\$ 10,935	1	\$ 10,935
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
eScribe YouTube Integration		INCL		
eScribe Public Comments		\$ 750	1	\$ 750
eScribe Delegation Request		\$ 750	1	\$ 750
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 12,435
Implementation Fees		Service Fee	Quantity	Cost
eScribe Transparency Setup/Training	One time	\$ 4,176	1	\$ 4,176
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
2 x eScribe Academy Licenses		INCL		
Total - One-time Implementation Fees				\$ 4,176

Option 4 – Transparency Bundle with Webcasting Plus (Encoder provided and Live Streaming on Village website)

eScribe Annual Service and Support Fees				
Module	License Type	License Fee	Quantity	Cost
eScribe Transparency Bundle	Annual	\$ 20,879	1	\$ 20,879
eScribe Meeting Manager		INCL		
eScribe Participant Access		INCL		
eScribe Internet Publishing		INCL		
eScribe Report Manager		INCL		
eScribe Webcasting Plus		INCL		
eScribe Public Comments		\$ 750	1	\$ 750
eScribe Delegation Request		\$ 750	1	\$ 750
Forms Authentication		INCL		
Total - Annual Software and Support Fees				\$ 22,379
Implementation Fees		Service Fee	Quantity	Cost
eScribe Transparency Setup/Training	One time	\$ 4,176	1	\$ 4,176
2 Meeting Types, 1 Report Template, 5 Workflows		INCL		
2 x eScribe Academy Licenses		INCL		
Total - One-time Implementation Fees				\$ 4,176

Pricing Notes:

- All fees are in \$CDN (exclusive of taxes), based on a three (3) year term and are valid for sixty (60) days from the date of this response.
- Implementation fees are for remote support. Onsite personnel can be arranged. Additional travel and living expenses would apply in addition to the Implementation Fees.
- Year 1 Subscription and Implementation Services Fees are invoiced upon commencement of the project.
- Subsequent year(s) Subscription Fees will be due on the anniversary date and will increase from the previous years Subscription Fees by five percent (5%).
- Payment Terms are Net 30 from date of invoice.
- Fees do not include the migration of any existing meeting content. Should you wish to migrate legacy data, eScribe would be happy to provide a separate statement of work and costs based on specific requirements.

- ADFS or Azure-AD single sign on capability can be provided – additional costs apply.
- eScribe Meetings Standard app for iOS is included in the bundle price (unlimited users). Meetings Professional for iPad and Windows 10 are available for download at the following annual rates (per user)
 - \$100 (1 – 10 users)
 - \$75 (11 – 50 users)
 - \$50 (51 – 100 users)
 - \$35 (100+ users)

Contact

We look forward to the potential of working on this important project with you. Should you have any questions about this proposal, please do not hesitate to reach out.

James Coulen
Senior Account Executive
416-890-9808
jcoulen@escribemeetings.com
<https://escribemeetings.com>

Appendix A – Module Details

Module Description



Meeting Manager

*Agendas, minutes,
and more*

Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eScribe functionality.

Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll call and manage member conflicts, record motions and actions. And with the addition of eScribe Meetings for the iPad or Windows 10, your board can go totally paperless.

Key Features

- Create & manage unlimited meeting templates and user groups
- Robust end-to-end pre- and post-meeting management, and user-configurable workflow support
- Fast Conduct Meeting mode to keep up with the flow of meetings
- Live meeting support, including roll call, quorum and conflict management, electronic recording of votes and minute capture
- Integrated action log for post-meeting follow-up and staff direction
- Comprehensive Report Center for meeting and attendee statistics



Participant Portal

Secure access for board and elected officials

Security-trimmed access for meeting participants to browse upcoming meeting agendas, access all related reports and supporting information, record personal comments, follow-up notes and tasks, access online resources, and search previous meetings.

Supports web browsers and eScribe mobile apps for iOS and Windows 10.

Key Features

- Join any meeting, from anywhere, with any device
- View upcoming agendas and support materials in advance
- Download meeting materials and work offline
- Secure access to confidential meetings



Internet Publishing Plus

Engage with your stakeholders and drive greater transparency

Internet Publishing Plus has a fully responsive WCAG 2.0 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving digital inclusion requirements.

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a click.

Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list and calendar views
- Can be added on top of Webcasting Plus or YouTube Integration module for automatic indexing and publishing of video/audio linked files for increased transparency



Public Comments

*Receive and publish
comments from
citizens*

An add-on to the Internet Publishing Plus module, Public Comments allows organizations to receive and publish comments from citizens before, during and/or after meetings.

Key Features

- Meeting administrators can track and post citizen comments by agenda item
- Configurable rules by meeting type
- Optional review and approval
- Comments can be retained as part of the public record or alternatively deleted after the meeting
- Fully integrated with the meetings agenda, minutes and video through your existing website



Delegation Request Management (DRM)

*Manage citizen
requests to speak
during public
meetings*

An add-on to the Internet Publishing Plus module, Delegation Request Management (DRM) allows organizations to efficiently manage citizens to speak during meetings through an online form on their existing website.

Key Features

- Manage delegations' deadlines by individual meeting type
- Automated delegation request and approval
- Customizable web form fields



Report Manager

*Manage templates,
automated
approvals and
submission of
reports and items*

Providing administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.

Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

Key Features

- Collaboration support, including version control, simultaneous multi-user document editing
- Manage permissions for public & private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, and minutes
- Comprehensive audit reports and workflow approval histories, including electronic signature options
- Draft agenda allows staff documents to automatically be added into the selected agenda when created



Webcasting Plus

*Unlimited live and
archival web
streaming and
content distribution*

An end-to-end storage and streaming solution with an integrated encoder, Webcasting Plus provides everything you need to capture video from cameras located onsite.

With the addition of Internet Publishing Plus, audio and video content are automatically indexed with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders.

Fully automated Closed Captioning service is available as an option. Cameras and installation sold separately.

Key Features

- Unlimited storage & streaming of meeting audio or video content
- Automatically detects device used to view the video stream, and loads a suitable video player
- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting & metrics of viewership
- Video feed can be provided by any video capture source, even from a cable company
- Optional closed captioning service



Vote Manager & Request to Speak

*Rules-based
electronic voting*

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet. Leveraging the enhanced Request to Speak add-on helps manage member debates in real-time during meetings.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus.

Key Features

- Supports multiple vote types: simple majority, majority present, weighted, two-thirds (present/members), $\frac{3}{4}$ majority, unanimous, tie breaker, multiple choice, and secret ballot
- Fully integrated with roll call, check in/out, pecuniary interest, voting areas
- Easily manage member debates with Request to Speak
- Graphical public display with configurable voting results

Add-On or Standalone Module Description



Board Manager –
*available in Lite or
Plus*

*Easily manage
boards, members,
vacancies and
appointments online*

Available as a stand-alone solution or integrated with eScribe's comprehensive meeting management suite, Board Manager lets municipalities, school districts and all public sector entities easily manage and publish their boards' and members' details – in addition to managing vacancies, applications and appointments – through an intuitive, responsive interface.

Key Features

- Easily track, manage and publish board and member data
- Review, search and action items through a fully-responsive interface
- Configurable email alerts and notifications sent automatically
- Fully-responsive publishing screens integrate seamlessly with your existing website
- Associates boards with eScribe to fully manage meeting agendas, minutes and attendees

Upgrade to Board Manager Plus

In addition to all the features of Board Manager Lite, upgrading to Board Manager Plus takes it a step further and allows administrators to manage the vacancy process. Create, post, receive and manage applications for vacancies all through your existing website.

Key Features

- Post vacancies online with just a few mouse clicks, and present them through pages on your existing website
- Review, search and action submitted applications for vacancies
- Customize applicant statuses to match your organization's process
- Easily export selected applicant information to include in meetings as part of the decision-making process

Appendix B – Mobile Applications



Meetings for Tablets

*Secure Access to
Meetings On-the-
Go (for meeting
participants)*

With digital content exploding, tablets and smartphones have evolved the way we live and work. eScribe Meetings is a real-time application for elected officials and meeting participants who actively participate in meetings. Users can securely access and sync with any authorized eScribe meeting portals to:

- Browse upcoming meeting agendas, download content for viewing offline
- Access related reports and supporting information easily
- Annotate comprehensively, with private and group comments support
- Use integrated e-voting and request-to-speak management for members (**If Vote Manager & Request to Speak module is enabled*)
- Search online resources library for non-meeting specific information; and more
- eScribe Meetings is available globally for Apple iPad's running iOS 11 or higher, through the Apple App Store, as well as for Windows 10 through the Microsoft Store
- Available in Standard or Pro



eScribe
Approval
Manager
for Smartphones

Never miss a deadline again, with Approval Manager for iOS and Android Smartphones. Now managers and report authors can easily access their Report Manager approval requests anywhere, anytime. With a few simple taps, users can review and prioritize awaiting approvals, open reports and supporting documents, and approve or reject with comments.

eScribe Meetings is available globally for Apple iPad's running iOS 9.0 or higher, through the Apple App Store, as well as for Android 4.4 or later through Google Play Store.

App Features

- Approval Management – Secure access to your workflow approval tasks from Report Manager
- Secure Access – No separate usernames and passwords are required
- Document Viewer – Built-in online viewer supports all major file formats, including Microsoft Office and PDF

Appendix C – IT Environment Checklist

In effort to facilitate an eScribe roll out to staff and meeting participants that thoughtful and proactive to ensure that all eScribe users will be working with equipment that is suitable to support their use of the system.

In a world of remote working and meeting participation, there has been a significant increase in the number of variables that need to be considered when running a remote or hybrid meeting.

The following is intended to be used as a check list for considerations to review prior to launching eScribe or as a troubleshooting guide in the event where issues have arisen in it's use.

NOTE: for the purposes of this document, the following terms are defined below:

- *A hybrid meeting* – where some participants join the meeting remotely, while others are in the meeting room
- *A remote meeting* – where all participants join the meeting remotely
- *eScribe Meetings Pro* – Pro applications are provided on a per licenses basis for both iPad and Windows 10 devices

Network Connectivity

1. Webcasting services requires the following required dedicated bandwidth
 - a. minimum level of available bandwidth- 3 Mbps upload speed
 - b. ideal recommendation of available bandwidth - 5 Mbps upload speed
2. Investigate what bandwidth requirements are required from the chosen video conference tools being used.
3. Conduct evaluation of the internet connection available at each participant's location to ensure ample bandwidth is available to support a real time connection with the meeting.
4. Roll out standard procedures for reducing consumption of internet bandwidth at the time of the meeting, especially for those working from home. This would include procedures like reduce other people in the home on video conference meeting or using streaming services.

5. In effort to ensure optimal quality for the webcasting feed, implementing Quality of Service (QOS) rules within your network you can ensure that the feed from the encoder and the eScribe website is prioritized within your available network bandwidth is STRONGLY recommended.
6. For an outline of internet bandwidth is required for eScribe users, please see chart in appendix A.

Hardware Devices

1. It is strongly recommended that participants who are attending a hybrid (or remote meeting remotely have dual monitors (one to participate in the meeting via video conference, and the other to use eScribe).
 - a. If the participant is using an iPad, or other device that doesn't support a dual monitor, it is recommended that a secondary device be provided.
2. The meeting administrator functions will likely need to be divided into multiple administrators in effort to not overburden a single computer or administrator given the increased responsibilities to support a video conference.
 - a. One administrator can conduct the meeting (take minutes, request to speak, open & close votes), while the other administrator can login to the video conference and manage the public display screens.
3. Meeting participants are required to have a quality peripheral headset and microphone.
4. See below for an outline of recommended device specifications.

Application	OS Supported	Minimum Dedicated Bandwidth	Minimum		Recommended	
			CPU	RAM	CPU	RAM
eSCRIBE	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	i3 gen7, or comparable	4 GB	i5 - Latest 2 generations	8 GB
eSCRIBE + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8GB	i7 - Latest 2 generations	16 GB
eSCRIBE Meetings Pro for Windows 10	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	10 Mbits/s	Dual Core	4 GB	Dual Core	4 GB
eSCRIBE Meetings Pro for Windows 10 + Video Conferencing (ex: Zoom, Teams, Webex)	Win 10 Pro version 14393.0 or higher Architecture: x86 x64 ARM required	15 Mbits/s	i5 gen7, or comparable	8 GB	i5 - Latest 2 generations	16 GB
eSCRIBE Meetings Pro for the iPad	iOS 12 to iOS 14	10 Mbits/s	n/a	n/a	n/a	n/a
Approval Manager app - iOS	iOS 12 to iOS 14	n/a	n/a	n/a	n/a	n/a
Approval Manager app - Android	Android 4.4 - Android 10	n/a	n/a	n/a	n/a	n/a

Browsers

1. Ensure that users are running the latest 2 version to any one of the following browsers:
 - a. Google Chrome

- b. Microsoft Edge
 - c. Apple Safari
 - d. FireFox
2. Browser Configurations:
 - a. JavaScript must be enabled
 - b. Cookies must be enabled
 - c. Local storage must be enabled
 - d. TLS v1.2 or above
 - e. eScribe must be setup as a trusted site
 - f. eScribe site URL must be white listed in any pop-up blockers & ad blockers
 - g. Enable the setting to “Automatic logon with current user name and password”
 - h. For more details on the recommended browser settings please see [this article](#) in eScribe’s Customer Community Portal
3. [Microsoft Upload Center](#) – enable setting in Upload Center cache to “Delete files from the Office Document Cache when they are closed”

Other Applications

1. What other applications will be running on the device at the time of the meeting? It is recommended where possible that applications that are not in use are shut down to avoid resource conflicts.
 - a. Example of this would be a VPN connection.
2. Ensure that there are no computer or network scans being done at one time (ex: virus scans, monitoring tools).
3. Windows 10 or greater is required.
4. Microsoft Office of 2010 or greater is required.

Good day Council Members,

Tantalus School students from K-12 will be participating in Tantalus School Science Fair on Thursday, March 7, 2024. Each GRADE will have 1st, 2nd, 3rd place (if there is only one student in a Grade, if he/she participated, they will automatically receive 1st place). There will also be an overall winner from K – Grade 7 and one overall winner from Grades 8-12.

We are requesting 3 members from your council to help with the judging. A rubric will be provided to the judges no later than Monday, March 4, 2024 to provide sufficient time for the judges to become familiar with the judging criterion.

Please submit your name to Mrs. Buyck as soon as possible. Thank you in advance for participating in this exciting event.

Kind Regards,

Ruth Buyck
Tantalus School Administrator

Azmay Aboulazm
Tantalus School Science Fair Coordinator

Roberta Berry
Tantalus School Science Fair Coordinator



Village of Carmacks

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

To: Mayor & Council

Date: February 20, 2024

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

Re: CAO Debrief (February 7, 2024 to February 20, 2024) – Report topics overlap previous meeting (CAO Vacation)

Hello Mayor & Council,

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

1. Staffing & Training Update

- Internal Development Options being explored for current Sr Management staff in Acting Management roles
- Current Open/Vacant VoC Roles:
 - Public Works General Manager (Sr Management)
 - Recreation Director (Sr Management)
 - Administrative & Municipal Clerk (Village Office - Administration)
 - Landfill Attendant (PW – PT/FT)
- Introduction to Asset Management Strategies training being completed by all VoC Sr Management Team
- Acting PW GM & PW Jr Foreman to complete following training programs:
 - ✓ Civil Engineering for Non-Civil Engineers
 - ✓ Municipal Road Asset Performance Condition Monitoring and Reporting
 - ✓ Solid and Hazardous Waste Management
 - ✓ Risk Management and Life-Cycle Planning for Municipal Road Asset Management
 - ✓ Successful Construction Project Administration and Scheduling
 - ✓ Fundamentals of Project Management

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

2. MACA Training Update

- VoC has a training partnership with GNWT – MACA for access to the online Municipal Staff Training Portal
- Municipal Services training range from Council/Governance, CAO/SAO School, By-Law Officer online training program, Finance & Administration, Public Works, and Recreation
- In-person courses available for high demand and high leverage courses
- VoC & MACA Training on the Horizon:
 - Chlorine Handling (AFO & PW Operations) – March 2025 (Hay River)
 - Solid Waste Management (SWANA) – Feb 2025 (Yellowknife)
 - Heavy Equipment Operator Course (PW) – Fall 2024
 - Parks & Sports Fields Level 1 & Level 2 (AFO) – June 2024 (Yellowknife)
 - Arena Operator Level 1 & Level 2 (AFO) – September 2024 (Inuvik)
 - Simply Accounting Level 1 (CAO) – May 2024 (online)
- The VoC has explored MACA training programs after reaching out the YG – Community Advisor Office, YG – Community Services Office, and AYC for similar training platforms with no Yukon based alternative or training provider available. VoC CAO reached out to GNWT MACA to discuss the potential of taking on the VoC as a training partner/participant.
- MACA has supported the VoC and GNWT training partnership.

3. Request for Proposal Updates

- Upcoming RFP's:
 - 1) Administration Building/Village Office Janitorial Services (Posted)
 - 2) CRC Concession RFP (Posted)
 - 3) Asset Management Plan – Registry RFP (March 2024)
 - 4) High Density Housing Plan – Workplan and Design RFP (April 2024)
 - 5) Splash Pad Design RFP (TBD)
 - 6) Animal Control RFP (Early Q2 2024)
 - 7) Diesel Fuel Services RFP (TBD)

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4. CAO Training Update

- AMSK Asset Management Training Completed in Oct 2024
- Upcoming Training:
 - (1) Northern Hiring Practices (MACA) - Completed
 - (2) CAO/SAO "A Team Resource" (MACA) – Completed
 - (3) Simply Accounting Level 1 (MACA) – May 2024 to September 2024
 - (4) Human Resources Management (MACA) – April 2024
 - (5) Civic Addressing Project Management (MACA) – April 2024
 - (6) Payroll Compliance Legislation (MACA) – June 2024
 - (7) Programs and Services for Municipal Council (MACA) – June 2024
 - (8) The Asset Register & Initial State of the Infrastructure Report (in progress)

5. Animal Control/Care Update

- Townhall Hosted in early Feb 2024
- Discussion with attendants about current animal control issues and potential options
- VoC Animal Control Survey open from February 1st to April 1st 2024
- Survey Details:
 - (1) Rationale is to gauge community temperature on animal control options available to the VoC
 - (2) Survey is available at the Tatchun Center, VoC Office, CRC, Post Office and will be mailed out to each PO Listing
 - (3) Survey asks respondents to distinguish their preferred animal control approach and enforcement option
 - (4) Survey is available on VoC website
 - (5) Results to be reviewed and shared in April 2024

6. CMHC – HAF Site Visit & Workplan Update

- CMHC HAF Delegation visited Carmacks on Feb, 1st
- Overview of CMHC HAF program requirements and execution plan
- Site visit of proposed high-density housing plans

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Village of Carmacks

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- Overview of additional CMHC funding programs applicable to the VoC and our housing needs.
- Meeting with Greenwood Engineering in mid February 2024 to determine proceeding actions and the required relationships for coordinating a project plan
- Village Hub high density housing workplan to be completed by May 2024

7. Website Update

- VoC redesigned website launched Feb 1st, 2024
- Please follow CAO presentation to overview new features and shortcuts.
- New Public Access features launching soon:
 - Service Ticket System/311 Resident Reporting (April 1st)
 - E-Permitting System (April 1st)
 - Integrated Recreation Rental and Registration (April 1st)

8. Cemetery By-Law 296-24 Update

- Preliminary Cemetery By-law work completed in 2021
- VoC currently has an operational cemetery without a principal guiding document such as a By-law outlining the activities of the facility.
- Cemetery By-law 296-24 includes:
 - Cemetery Plot Provisions
 - Plot Map
 - Internment and Plotting Documentation/Forms

9. Sewage Lagoon Update

- Introduction Workshop conducted February 15th, 2024
- Facilitated by Greenwood Engineering
- Activities on the schedule included:
 - Site Visits
 - Project Background and Context
 - Project Concerns

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Village of Carmacks

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- Service Agreement Workshop explanation
- Working Committee Composition Discussion

10. On the Horizon & General Updates

- Pool Scoping Report underway and update in coming weeks
- Budget By-law Drafts coming March 2024

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



Government of
Northwest Territories

CERTIFICATE OF COMPLETION

This certifies that

Matthew **Cybulski**

has successfully completed the requirements for

SAO - A Team Resource for Municipal Councils

Issued Thursday, February 15, 2024

A handwritten signature in black ink, appearing to read "Angela Wittkop".

Director, School of Community Government



Village of Carmacks

By-law 296-24

A By-law to establish and provide for the regulation of cemeteries plus the collection of cemetery fees.

WHEREAS The Village of Carmacks owns a cemetery for the benefit of its residents;

WHEREAS section 265 of the Municipal Act (2002) provides that Council may pass bylaws for municipal purposes, subject to the Cemeteries and Burial Sites Act, respecting cemeteries; and,

WHEREAS section 266 of the Municipal Act, provides that, without restricting section 265, Council may in a bylaw regulate, control, or prohibit, and provide for a system of licences, inspections, permits, or approvals; and,

WHEREAS the Cemeteries and Burial Sites Act (2002) provides for the regulation and restriction of use of lands identified as a cemetery,

NOW THEREFORE the Council of the Village of Carmacks, in open meeting assembled hereby ENACT AS FOLLOWS:

SECTION 1 - SHORT TITLE

1. This bylaw may be cited as the **“Cemeteries Bylaw”**.

SECTION 2 – DEFINITIONS

In this bylaw,

- (a) “ashes” means the cremated remains of a deceased human body.
- (b) “burial lot” means a piece of ground measuring 117 centimetres wide x 244 centimetres long, which has been designated for the interment of a casket or urn containing human remains.
- (c) “casket” means the container/coffin in which deceased human remains are interred.
- (d) “cemetery” means those areas of land within the municipality boundaries of the Village that are set aside for the interment of human bodies or ashes, as described in Appendix “A” to this bylaw.
- (e) “contract” means the written form of agreement that is required to purchase Interment Rights and which details the obligations of both parties and acceptance of this Cemetery By-law. For purposes of these by-laws, all purchasers of interment or scattering rights, or other cemetery services must receive a copy of the contract they and the cemetery operator have signed detailing the obligations of both parties, and acknowledging receipt and acceptance of the cemetery by-laws, and the Price List/Fee Schedule.
- (f) “holiday” means a statutory or declared holiday as well as any day designated by bylaw which the Village is party to.
- (g) “human remains” means a dead human body or the remains of cremated human body.

- (h) “immediate family” is defined as spouse, common-law partner, parent, spouse or common-law partner of the parent, children, children of spouse or common-law partner, grandchildren, sibling, grandparent, otherwise specified by deceased.
- (i) “interment” means the digging and preparation of the grave, placing of the casket or urn, filling the grave, levelling the ground, and re-establishing the grass.
- (j) “interment right” means a right, acquired by purchase, inheritance or transfer, for the interment of human remains or cremated remains in a grave space.
- (k) “lot” means an area of land in a cemetery containing, or set aside to contain, interred human remains.
- (l) “Manager” means the Chief Administrative Office of the Village of Carmacks, or designate.
- (m) “marker” means any monument, tombstone, plaque, headstone, cornerstone or other structure or ornament affixed to or intended to be affixed to a burial lot or other structure or place intended for the deposit of human remains.
- (n) “monument” means a memorial of stone or other material which projects above the level of surrounding ground to mark the location of an interment or lot.
- (o) “plot” means two or more lots in respect of which the rights to inter have been sold as a unit.
- (p) “scattering” shall mean the act of spreading cremated remains over a designated area within the Cemetery with the knowledge and permission of the Manager of Cemetery Services, and in keeping with this Cemetery By-law.
- (q) “scattering garden” means a designated area where cremated remains that have been removed from their container, can be mixed with or placed on top of the soil or ground cover, with appropriate permission.
- (r) “urn” means the container for cremated human remains.
- (s) “Village” means the municipality of the Village of Carmacks.

SECTION 3 – PUBLIC ACCESS

1. Cemetery shall be open to public access Monday to Sunday from 7:00 a.m. until 11:00 p.m., or as designated. Vehicle access shall be available Monday to Sunday, from 8:00 a.m. until 5:00 p.m.
2. No person shall drive an automobile or other vehicle, including off-road motorcycles, snow machines, or all-terrain vehicles, anywhere in a cemetery other than on a designated road or lane, with the exception of vehicles or equipment necessary for the operation and maintenance of the cemetery.
3. No person shall drive any vehicle through the cemetery at a rate of speed greater than 5 kilometres per hour.
4. No picnic, parties, or gatherings, except for ceremonies or observances permitted by the Manager shall be held or allowed within the cemetery.
5. No person shall play any game, recreational, sporting or play activity in the cemetery.
6. No person shall damage any tree, shrub or plant growing in a cemetery, not pick or destroy any flower growing therein, or write upon, mark or scratch or deface any monument or plaque within or around the cemetery.

7. No owner of an animal shall permit such animal anywhere in a cemetery other than on a designated road, lane or walkway. The animal shall be on a leash which is no longer than six (6) feet. The exception is support animals.

SECTION 4 – ADMINISTRATION

1. The Village of Carmacks shall operate, manage, and maintain the cemetery.
2. The records, plans, documents, and instruments relating to the cemeteries shall be under the supervision, charge and control of the Manager, or designate.
3. The Manager shall:
 - a. On application and payment of fees, make all sales of lots or plots;
 - b. On application by purchaser, make all cancellations or transfers of reserved plots and then refund any fees as outlined in the bylaws;
 - c. On application and payment of fees, issue interment permits;
 - d. Keep books or records of the name, plot location, and date of all persons buried in a cemetery, and such other books or records as they may deem necessary from time to time; and
 - e. Ensure that documentation required for statistical purposes is sent to the Village office for retention.
4. The maintenance of established plots or lots shall not be deemed to be the responsibility of the Village.
5. All applications for all acts contemplated in this bylaw shall be made in the forms prescribed and attached as Appendix “C” to this bylaw.
6. The Village shall provide care and maintenance for all cemetery land governed by this bylaw.
7. The Village is responsible for the complete care and maintenance of all designated roads, lanes or walkways in and around the cemetery.

SECTION 5 – LOTS

1. A grave in a cemetery shall be dug to a minimum depth of;
 - a. 183 centimeters for the interment of a casket;
 - b. 61 centimeters for the interment of an urn;
2. No body or ashes shall be interred in a cemetery unless it be that of a human for which interment permit has been issued pursuant to this bylaw.
3. Except as otherwise provided in this bylaw, no body shall be interred within twenty-four (24) hours after the issuance of an interment permit and forty-eight (48) hours from September 30th to May 1st.
4. Only the Medical Health Officer may order the immediate interment of a body.
5. No lot shall be defined by a fence, railing, curbing or hedge or by other markings save by a marker or monument as set out in the monument section of this bylaw.
6. Upon application a body buried in a cemetery may, with the written permission of the Manager, be disinterred and reinterred, subject to the terms of the Cemeteries and Burial Sites Act.

SECTION 6 – MONUMENTS

1. The Village of Carmacks shall be advised of the placement of any memorial tablet or monument prior to installation and such installation shall follow the standards as determined by the Village.
2. All monuments are considered to be the property of the purchaser and required care or repair is the responsibility of the purchaser. It is the responsibility of the purchaser to arrange for the delivery of the monument of memorial tablet to the cemetery for placement.
3. No work shall be done upon any monument, nor shall the monument be removed from any lot without permission from the Manager.
4. Any memorial installed shall be acceptable to the soil conditions within the cemetery.
5. The Manager of Cemetery Services will take reasonable precautions to protect the property of monument owner, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.
6. No marker may be wider than the lot/plot width.
7. Only one (1) headstone/monument per lot is permitted unless written permission is obtained from the Manager.
8. Plaques for the scattering garden monument must be purchased through the Village of Carmacks office.

SECTION 7 – LOT RESERVATION AND ASSIGNMENT

1. A person may apply to the Village for reservation of a plot within the cemetery and upon payment of the fee a proof of lot reservation shall be issued providing it is available.
2. The issuance of a lot does not grant the lot holder any rights regarding the lot, beyond the right to choose who may be interred in the lot.
3. A lot holder shall not allow or permit any interment in the reserved lot, and shall not transfer or dispose of the right to use the lot to another person, group or organization unless that interment, transfer or disposal is made pursuant to this bylaw and all other applicable legislation.
4. Where a particular lot has been reserved, and the lot holder wishes to transfer the reservation to a different lot in the cemetery, the Village may transfer the reservation upon a request being made to the Manager. To complete the transfer, the difference, if any, between the fee paid to reserve the original lot and the fee due on the date of transfer to reserve the new plot must be paid.
5. A lot holder may request a transfer of the right of interment in a plot to a spouse or other family member by submitting the request in writing to the Manager.
6. Where a lot holder wishes to cancel a reservation for a lot that has not yet been used for interment, they shall notify the Manager in writing requesting this cancellation.
7. Where a person has requested cancellation of a lot reservation pursuant to Section 7 (6), they shall be entitled to a full refund of the amount paid without interest.
8. In the event that an error on the part of the Village is discovered in a lot reservation prior to the use of the lot for interment, and that plot is no longer available, the Village shall:

- a. Amend the lot reservation so as to provide a lot of equal or greater value and similar location; or
 - b. Cancel the lot reservation and refund the full amount paid as evidence in the Village's records.
 - c. The lot holder shall notify the Village of the lot holder's preference within 30 days of the notification of error, otherwise the Village shall be entitled to make the decision.
9. The fees payable for all acts contemplated in this bylaw shall be in the amounts prescribed and attached as Appendix "B" to this Bylaw.
 10. No unauthorized person shall sod or move Corner Posts or Lot Markers.
 11. In the instance where family members want to be buried together, in separate lots, they must reserve individual lots side by side which will create a plot.

SECTION 9 – INTERMENTS, INURNMENTS AND SCATTERINGS

1. Each lot may be used for the interment of up to:
 - a. One (1) adult sized casket and five (5) urns; or
 - b. Five (5) urns.
2. Where the urns are to be buried in a lot with a casket, the urns shall be interred directly above the casket.
3. Caskets shall be covered by at least zero point eight three (0.83) metres of earth between the general surface level of the ground and the top of the vault.
4. No casket other than a casket containing deceased human remains shall be interred in the cemetery.
5. The interment rights holder must apply prior to an Interment or Scattering taking place. Should the Interment Rights Holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the Interment Rights Holder (i.e. Estate Trustee or Executor).
6. In the absence of an Estate Trustee and/or Executor, the City will recognize the immediate family, in the order of preference, as being the "personal representative" of the Interment Rights Holder:
 - a. Spouse of the deceased;
 - b. Children of the deceased (if more than one child, all must agree);
 - c. Grandchildren of the deceased (if more than one grandchild, all must agree); and
 - d. Great-grandchildren of the deceased if no child or grandchild is living.
7. In cases where the deceased has no children, the order of preference is:
 - a. Spouse of the deceased;
 - b. The parents of the deceased;
 - c. The siblings of the deceased, if they are over eighteen (18) years of age;
 - d. The grandparents of the deceased; and
 - e. The uncles, aunts, nephews, nieces and great grandparents of the deceased.
8. Scattering shall take place only within the contains of the Garden created for this purpose. Cremated human remains shall be scattered or placed in the ground without the use of urns or containers of any kind.

9. In addition to any of the requirements of this bylaw, no human remains shall be interred, cremated, or scattered prior to the issuance of a burial permit by a district registrar of vital statistics under the Vital Statistics Act.
10. No casket or urn shall be interred in the cemetery prior to the approval of the Village of Carmacks.
11. Where no lot has been previously reserved for an interment, or transferred pursuant to this bylaw, a lot must be reserved through the application form and concurrent application process for an interment.
12. An application for an interment shall include the following information:
 - a. The name and date of birth of the deceased;
 - b. The date and time of the funeral;
 - c. The cause of death;
 - d. And special instructions including any received from the Medical Health Officer relative to that interment;
 - e. A copy of the burial permit; and
 - f. Any other information necessary to comply with this bylaw and any other applicable legislation.
13. Urns may be interred in a burial lot which:
 - a. Contains the human remains or ashes of a member of the deceased's immediate family; or
 - b. When sold was designated by the purchaser to be used for the interment of the ashes of specified individuals in addition to the casket or urn of the person for whom the first lot was purchased.
14. A Scattering rights contract must be completed, and the payment of the Scattering fee must be received before the Scattering of cremated human remains can take place.
15. A Scattering rights contract will also require the purchase of a commemorative plaque the Village will have made and will add to a wall made for this effect.
16. In case of transmission of ownership of a lot or plot by will or bequest, the Village will require the production of a notarial copy of the will or other satisfactory evidence sufficient to prove transmission of ownership and, where there has been no disposal of a lot or plot in the Interment Rights Holder's or owner's will or when an Interment Rights Holder dies intestate, the Village will recognize the person(s) acquiring the residue of the deceased owner's estate as the rightful Interment Rights Holder(s). The Village reserves the right to request any documents needed to satisfy them of lot ownership.
17. Once scattered, cremated remains are non-recoverable.

SECTION 10 – RULES FOR MONUMENT DEALERS, CONTRACTORS AND WORKERS

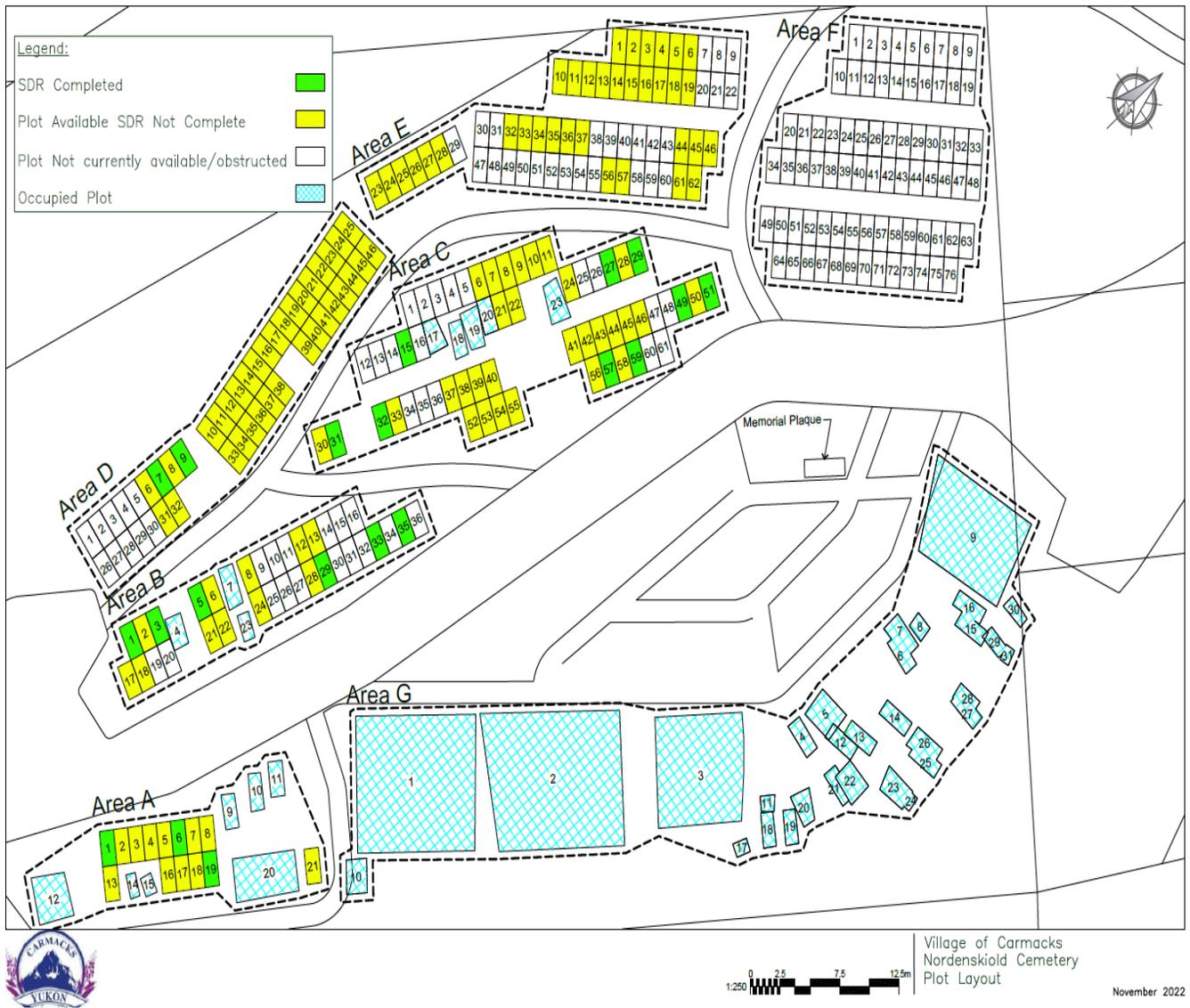
1. Every contractor employed to erect monuments, markers or cornerstones or to do any work in the cemetery shall first present an application to the clerk signed by the interment rights holder of the lot, requesting permission to employ such contractor to do the work therein specified. This application shall designate the burial lot.

- Contractors who have received permission to do any work in the cemetery shall leave the area in a neat and orderly condition.
- Any worker who damages any lot, monument, marker or corner-stone or other structure or otherwise does any injury in the cemetery, shall be personally responsible for such damage or injury and in addition thereto, his employer shall also be liable.

SECTION 11 – ENFORCEMENT

- Every person who violates any provision of this bylaw is guilty of an offence and is liable to a fine not exceeding Five Hundred Dollars (\$500.00) or to imprisonment for a term not exceeding six (6) months, or to both fine and imprisonment as set out in the Summary Convictions Act of the Yukon.

Appendix A – Map



Appendix B – Fees

By-Law ****

Appendix “B”

SCHEDULE OF CEMETERY FEES

(1) Purchase of a burial lot:	\$350.00
(2) Purchase of a scattering permit:	\$150.00
a. Cost of 4” x 6” bronze plaque	\$315.00

Price to be re-assessed every two years

Appendix C – Forms



Village of Carmacks

P.O. Box 113

Carmacks, YT Y0B 1C0

Cemetery Lot Reservation Form

Date: _____

Name of Applicant: _____

Address: _____

Phone Number: _____

Email: _____

For Lot Number: _____

Requested for: _____

Relationship with the person: _____

Description of Purchase:	Amount:
_____	_____
_____	_____
Total:	_____

Upon submission of this form and payment, the applicant has the interment rights for the specified lot. Once the time comes to use the lot, a burial permit must be presented to the Village prior to interment. The use of the below mentioned lot in the Cemetery is subject to all bylaws, policies, rules, and regulations lawfully in force in the said cemetery. Keep this copy in your records as proof of reservation.

Signature of Owner: _____ Date: _____

VOC representative: _____ Date: _____



Village of Carmacks

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

Interment Right Form

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship to Deceased: _____

Name of Deceased: _____

Cause of Death: _____

Date of Birth and Death: _____

Date & Time of Interment: _____

Lot Number: _____

Pre-Reserved Lot? Yes No Copy of Burial Permit Attached? Yes No

Description of Purchase (if no lot has been reserved, one must be paid for): _____ Amount: _____

Total: _____

Upon payment, if necessary, a license is hereby granted, permitting the burial in the above-mentioned lot in the Cemetery, subject to all bylaws, policies, rules, and regulations lawfully in force in the said cemetery.

Signature of Owner: _____ Date: _____

VOC representative: _____ Date: _____



Village of Carmacks

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

Scattering Rights Contract

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship to Deceased: _____

Name of Deceased: _____

Cause of Death: _____

Date of Birth and Death: _____

Date & Time of Scattering: _____

Copy of Burial Permit Attached? Yes No

The burial permit must be provided for scattering rights to be granted.

If a memorial plaque is wanted, please also provide 'Plaque Ordering Form'.

Description of Purchase: _____ Amount: _____

Total: _____

A license is hereby granted, permitting the spreading of the ashes in the Garden provided for this purpose, subject to all bylaws, policies, rules, and regulations lawfully in force in the said cemetery.

Signature of Owner: _____ Date: _____

VOC representative: _____ Date: _____



Village of Carmacks

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

Plaque Ordering Form

Date: _____

Name: _____

Phone number: _____

Email: _____

Text on plaque (*typically, name and DOB&DOD. Every line represents a change of line on the plaque.*)

Description of Purchase: _____ Amount: _____

Total: _____

Signature of Purchaser: _____ Date: _____

VOC representative: _____ Date: _____



Village of Carmacks

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

Lot Transfer or Cancellation

Date: _____

Transfer Cancellation

Name of current lot owner: _____

Phone Number: _____

Email: _____

Currently Owned Lot Number: _____

In case of Transfer:

New Lot Number: _____

In the case of a transfer, the difference between the cost of the lot at the time of initial reservation and its cost now must be paid in order to complete lot transfer.

In the case of a cancellation, any payment made to secure lot must be fully reimbursed.

Description of Purchase: _____ Amount: _____

Total: _____

Upon payment, if necessary, the transfer or cancellation is hereby granted, subject to all bylaws, policies, rules, and regulations lawfully in force in the said cemetery.

Signature of Owner: _____ Date: _____

VOC representative: _____ Date: _____



Village of Carmacks

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

Disinterment or Reinterment Right Form

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship to Deceased: _____

Name of Deceased: _____

Reason for disinterment/reinterment: _____

Cause of Death: _____

Date of Death: _____

Date & Time of disinterment or reinterment: _____

Lot Number: _____

If reinterment: Copy of reburial certificate attached? Yes No

If disinterment: Order authorizing disinterment from Vital Statistics registrar? Yes No

Upon payment, if necessary, a license is hereby granted, permitting the reinterment or disinterment in the above-mentioned lot in the Cemetery, subject to all bylaws, policies, rules, and regulations lawfully in force in the said cemetery.

Signature of Owner: _____ Date: _____

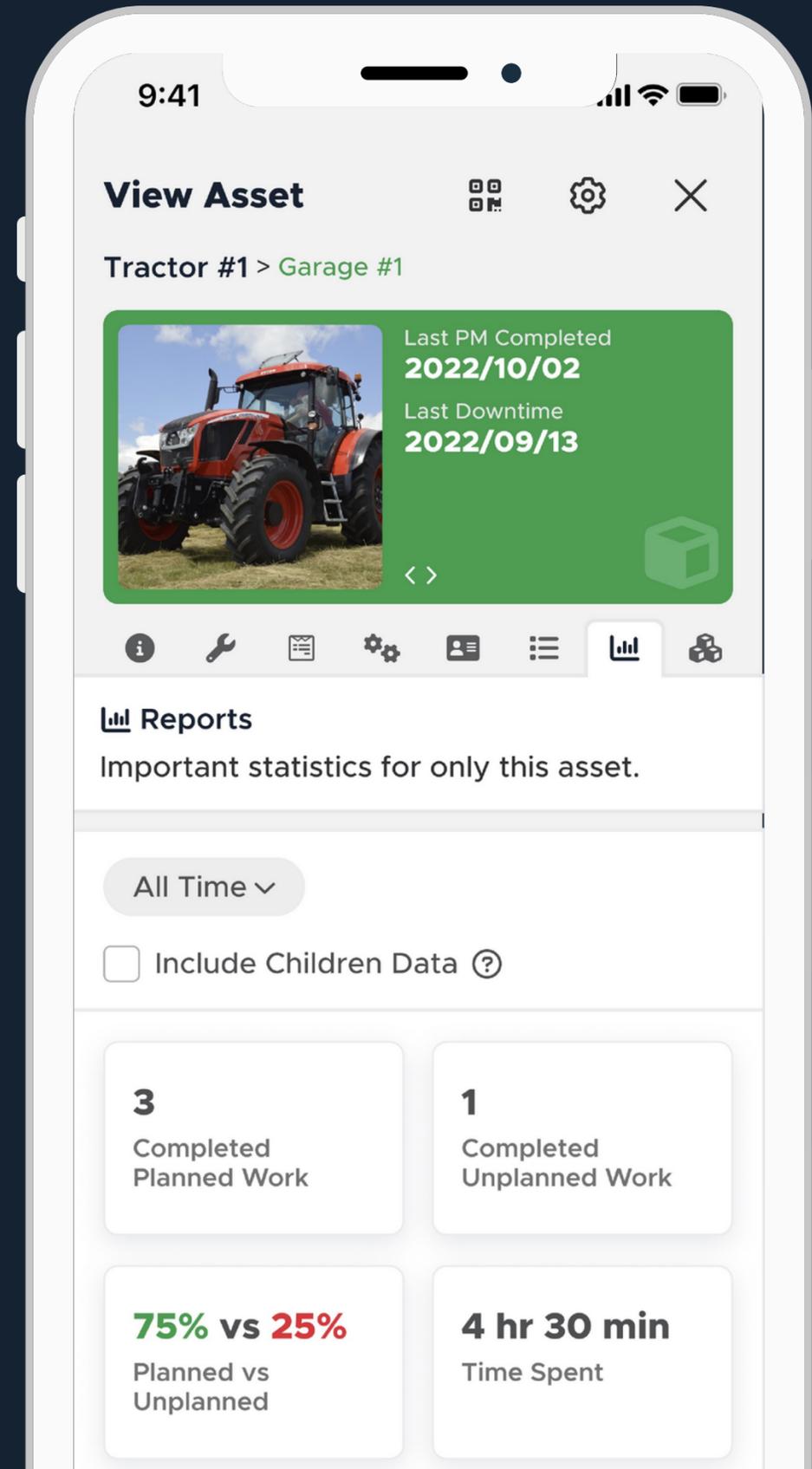
VOC representative: _____ Date: _____

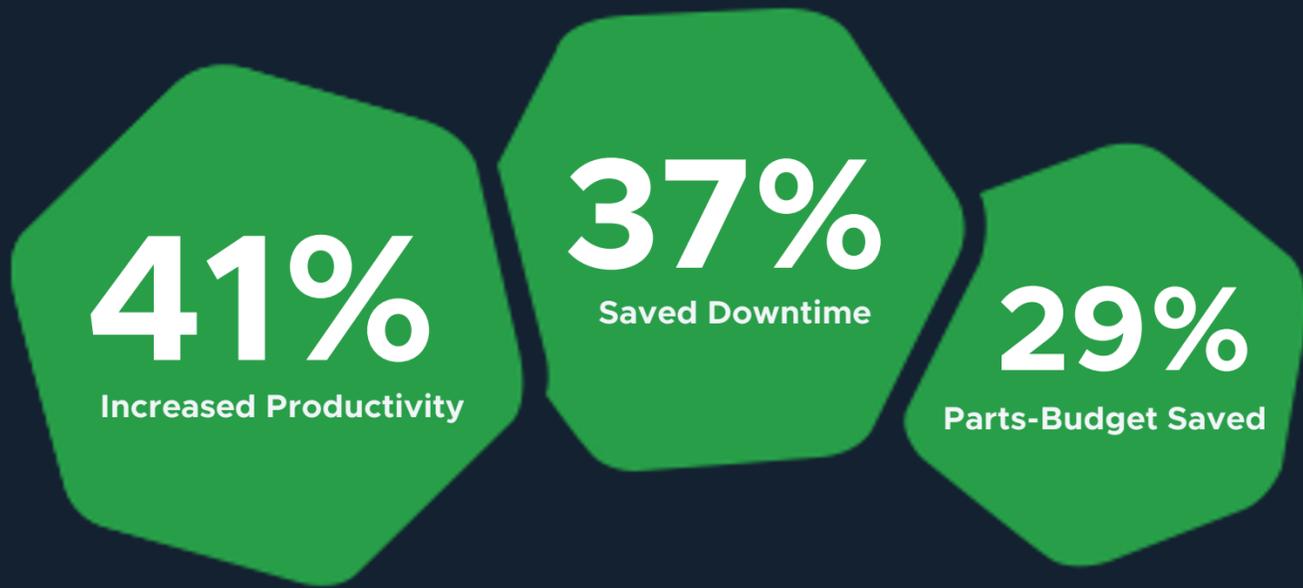


Limble

Software designed
by maintenance professionals
for maintenance professionals

Award-Winning CMMS





TRUSTED BY **50,000+** PROFESSIONALS AROUND THE WORLD



9.9M
Tasks
Completed

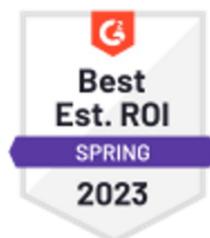
4.8M
Hours
Saved

460K
Parts &
Equipment Added

5.4K
Locations
using Limble

BENEFITS & ROI

Leaders in the industry



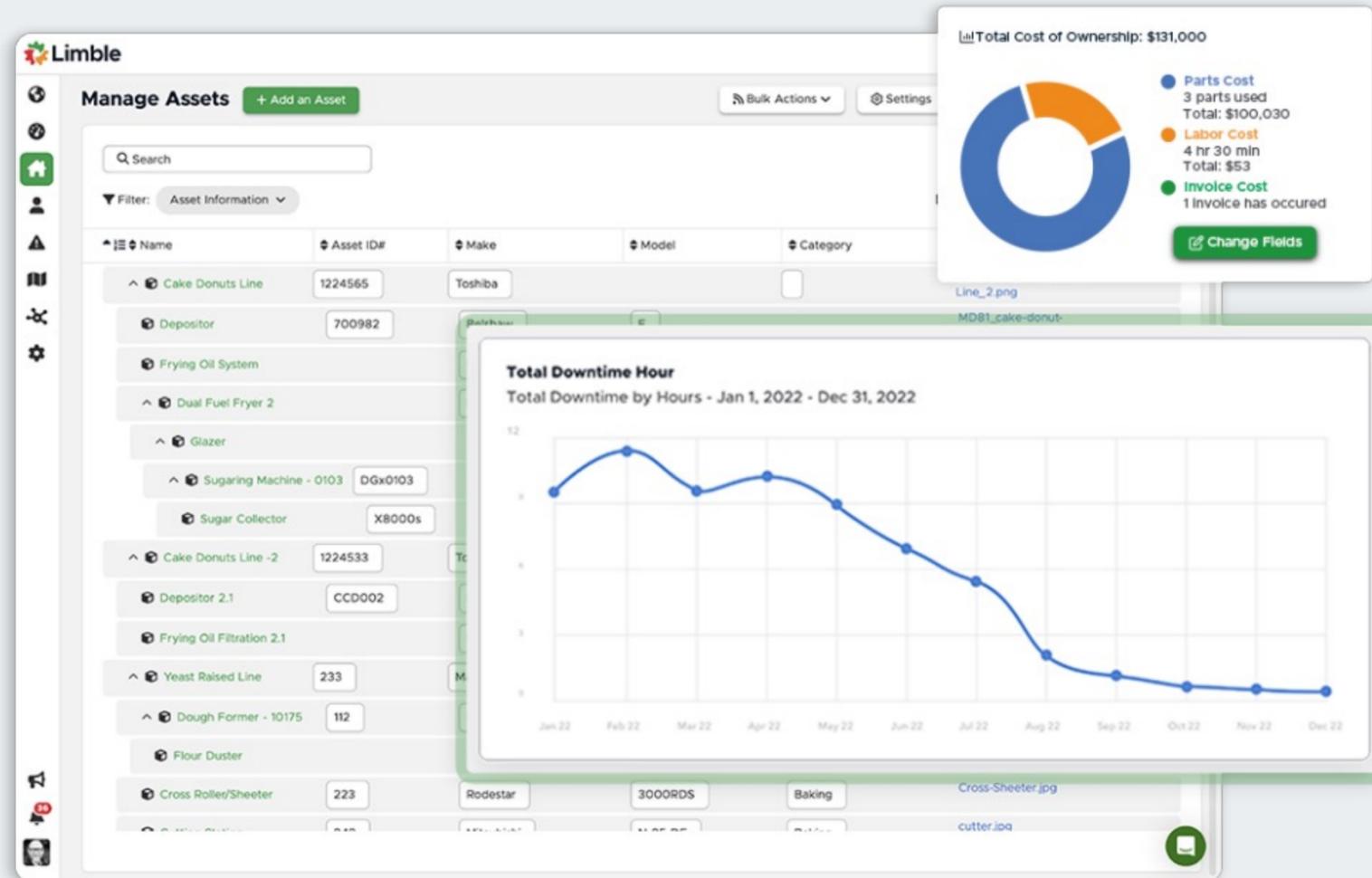
Limble is an award-winning, enterprise maintenance management platform that empowers maintenance professionals and operations executives with a seamless digital interface to perform and review all operations and analytics across the maintenance lifecycle.

The world's largest organizations rely on Limble to streamline the cycle of all of their maintenance operations across one, easy-to-use, flexible and centralized hub.



Asset Management

Limble's asset tracking functionality can help you manage 10 to 10 million assets, with the flexibility to track exactly what you want, the way you want.



- ✓ Know the health of your assets at a glance
- ✓ View full Asset work histories
- ✓ Know the total cost of ownership for each Asset
- ✓ Set and see key maintenance KPIs, such as MTTR (mean time to repair) and MTBF (mean time between failures)
- ✓ Make actionable decisions based on real-time data

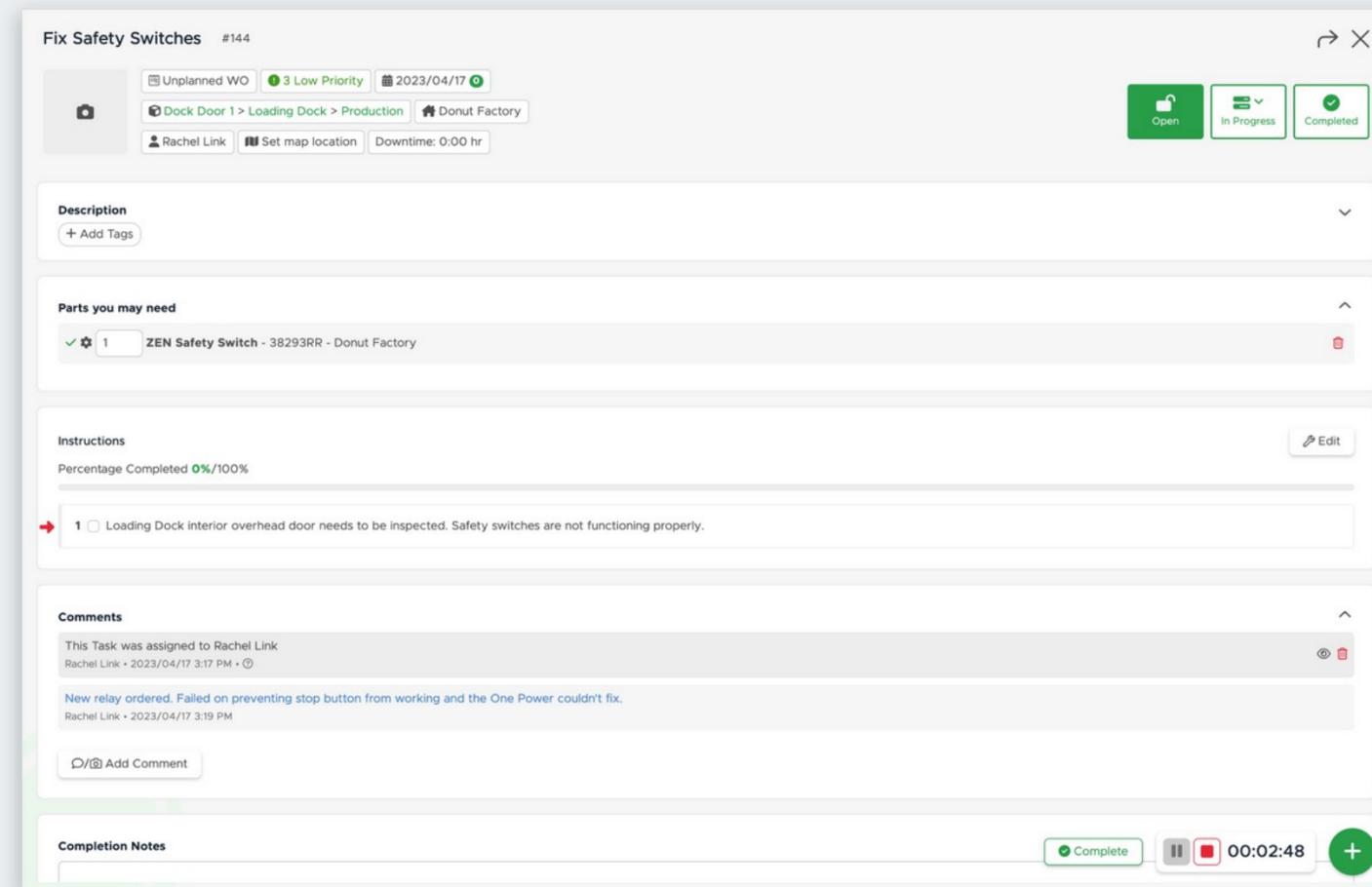


Work Orders

Sick of the piles of paperwork and lost work orders?

With Limble you can easily and quickly organize and assign all of your work orders, PMs and other maintenance tasks from one central location.

- ✓ Get rid of paper or excel work orders
- ✓ Build work orders with complete asset information, due date, priority and more
- ✓ View and prioritize all of your tasks, including WOs, PMs, and work requests



The screenshot shows a mobile application interface for a work order titled "Fix Safety Switches" with ID #144. At the top, there are status tags: "Unplanned WO", "3 Low Priority", and the date "2023/04/17". Below this, the location is identified as "Dock Door 1 > Loading Dock > Production" at "Donut Factory", assigned to "Rachel Link". A "Downtime" of "0:00 hr" is shown. On the right, there are three buttons: "Open", "In Progress", and "Completed".

The main content area is divided into sections:

- Description:** Includes a "+ Add Tags" button.
- Parts you may need:** Lists "1 ZEN Safety Switch - 38293RR - Donut Factory".
- Instructions:** Shows "Percentage Completed 0%/100%" and a task list with one item: "1 Loading Dock interior overhead door needs to be inspected. Safety switches are not functioning properly." There is an "Edit" button.
- Comments:** Contains two entries: "This Task was assigned to Rachel Link" and "New relay ordered. Failed on preventing stop button from working and the One Power couldn't fix." There is an "Add Comment" button.
- Completion Notes:** At the bottom, there is a "Complete" button, a timer showing "00:02:48", and a "+" button.

- ✓ Increase technician productivity by 12% to 25% (1-2 hrs a day)
- ✓ More accurately track Time Spent and Downtime
- ✓ Send and receive instant team communications via push notification and email

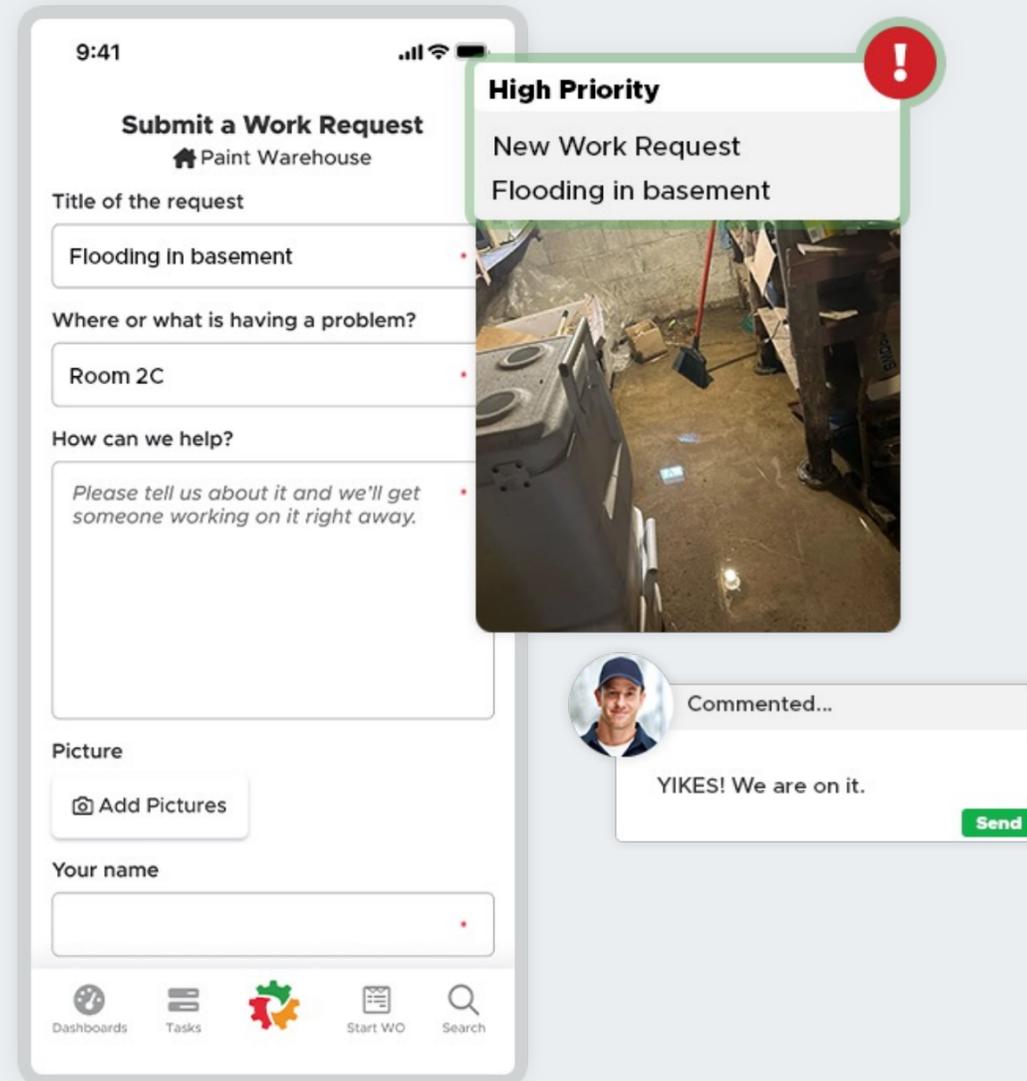


Work Requests

No more lost tickets. No more responding to requests for updates.

Limble CMMS's Work Request System allows anyone you authorize to submit a problem to your maintenance department by simply scanning a QR (bar code) code or visiting a URL.

- ✓ Never lose a submitted Work Order again
- ✓ Reduce time spent handling Work Requests by 34%
- ✓ Reduce time communicating with Requesters by up to 41% (calls, emails, texts).



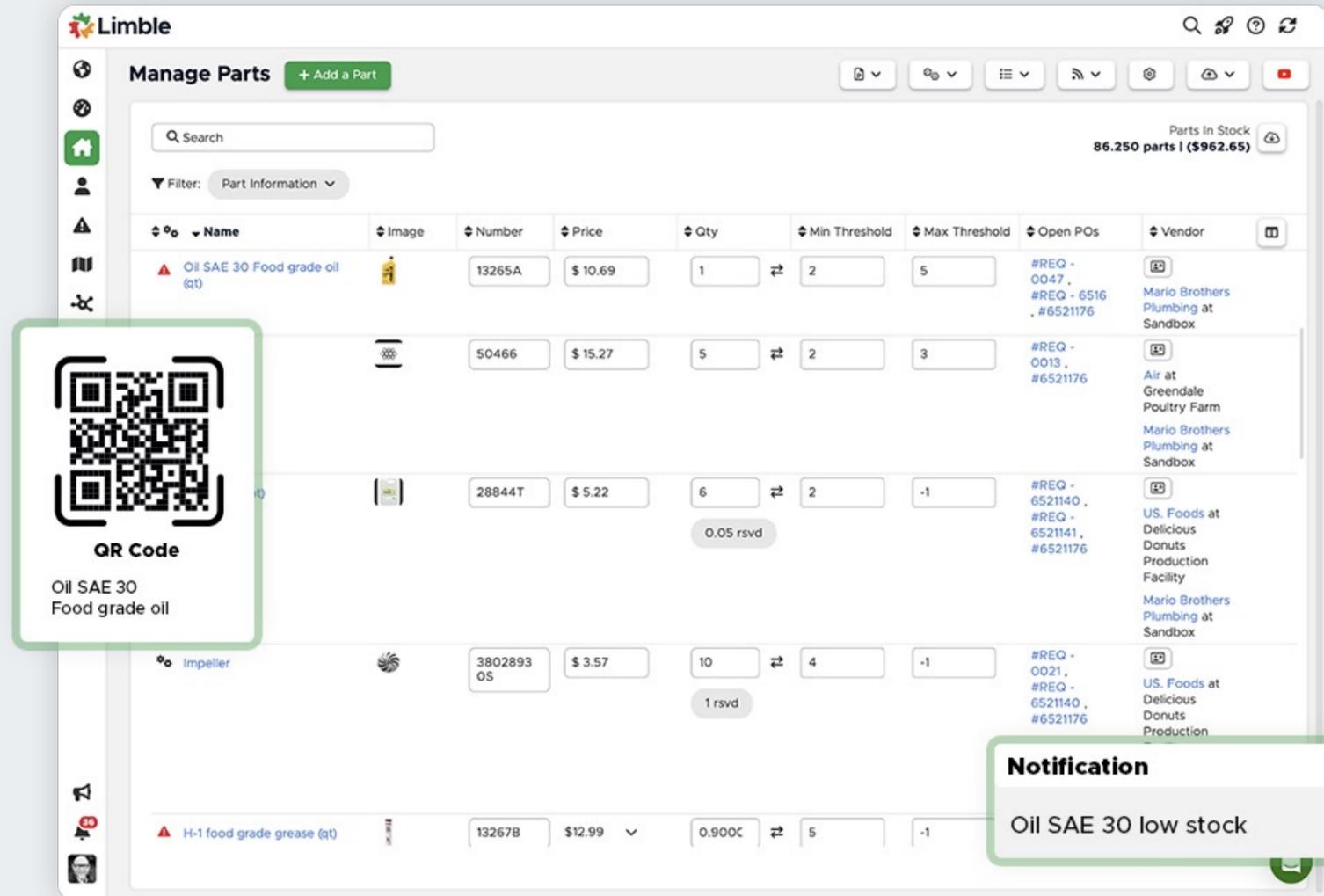
The screenshot displays the 'Submit a Work Request' form in the Limble mobile app. The form is titled 'Submit a Work Request' and is for 'Paint Warehouse'. It includes fields for 'Title of the request' (filled with 'Flooding in basement'), 'Where or what is having a problem?' (filled with 'Room 2C'), and 'How can we help?' (with a placeholder text: 'Please tell us about it and we'll get someone working on it right away.'). There is an 'Add Pictures' button and a 'Your name' field. A 'High Priority' notification is overlaid on the form, showing a 'New Work Request' for 'Flooding in basement' with a photo of a flooded basement. Below the form, a comment bubble shows a user's profile picture and the text 'Commented... YIKES! We are on it.' with a 'Send' button.

- ✓ Provide real time communication between your team and those requesting work
- ✓ Reduced downtime and increased productivity
- ✓ Send and receive instant team communications via push notification and email



Parts & Inventory Management

Organize your spare parts to know what is in stock, where it is, and when it will run out to ensure your technicians have the parts they need to do the job.



Name	Image	Number	Price	Qty	Min Threshold	Max Threshold	Open POs	Vendor
Oil SAE 30 Food grade oil (qt)		13265A	\$ 10.69	1	2	5	#REQ - 0047, #REQ - 6516, #6521176	Mario Brothers Plumbing at Sandbox
		50466	\$ 15.27	5	2	3	#REQ - 0013, #6521176	Air at Greendale Poultry Farm
		28844T	\$ 5.22	6	2	-1	#REQ - 6521140, #REQ - 6521141, #6521176	Mario Brothers Plumbing at Sandbox
		3802893 05	\$ 3.57	10	4	-1	#REQ - 0021, #REQ - 6521140, #6521176	US. Foods at Delicious Donuts Production Facility
		13267B	\$ 12.99	0.900C	5	-1		Mario Brothers Plumbing at Sandbox

- ✓ Instant notifications when critical parts are running low
- ✓ Visibility on historic parts spend
- ✓ Automatic parts usage tracking
- ✓ Usage and inventory forecasting to optimize stock levels and plan for future parts needs
- ✓ Barcode lookup to easily check part stock and location

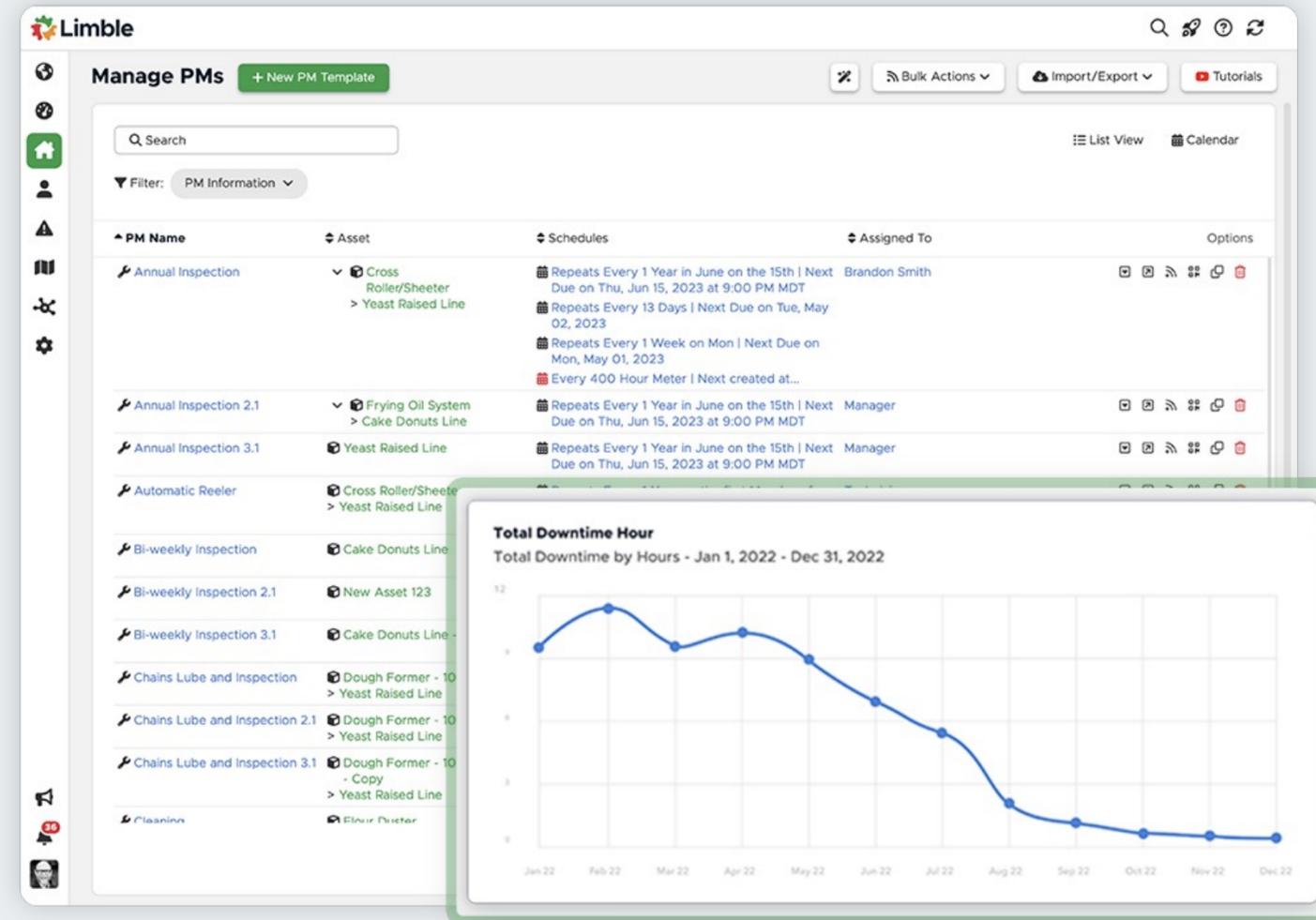


Preventive Maintenance

Building a preventive maintenance program has never been so simple.

Our powerful work order management system allows you to build out customized standard operating procedures and set custom schedules with ease.

- ✓ Setup user-friendly preventive maintenance templates with SOPs, checklists, photos and more
- ✓ Automate preventive maintenance scheduling and assign tasks to the right people at the right time
- ✓ Reduce capital expenditures and extend asset life

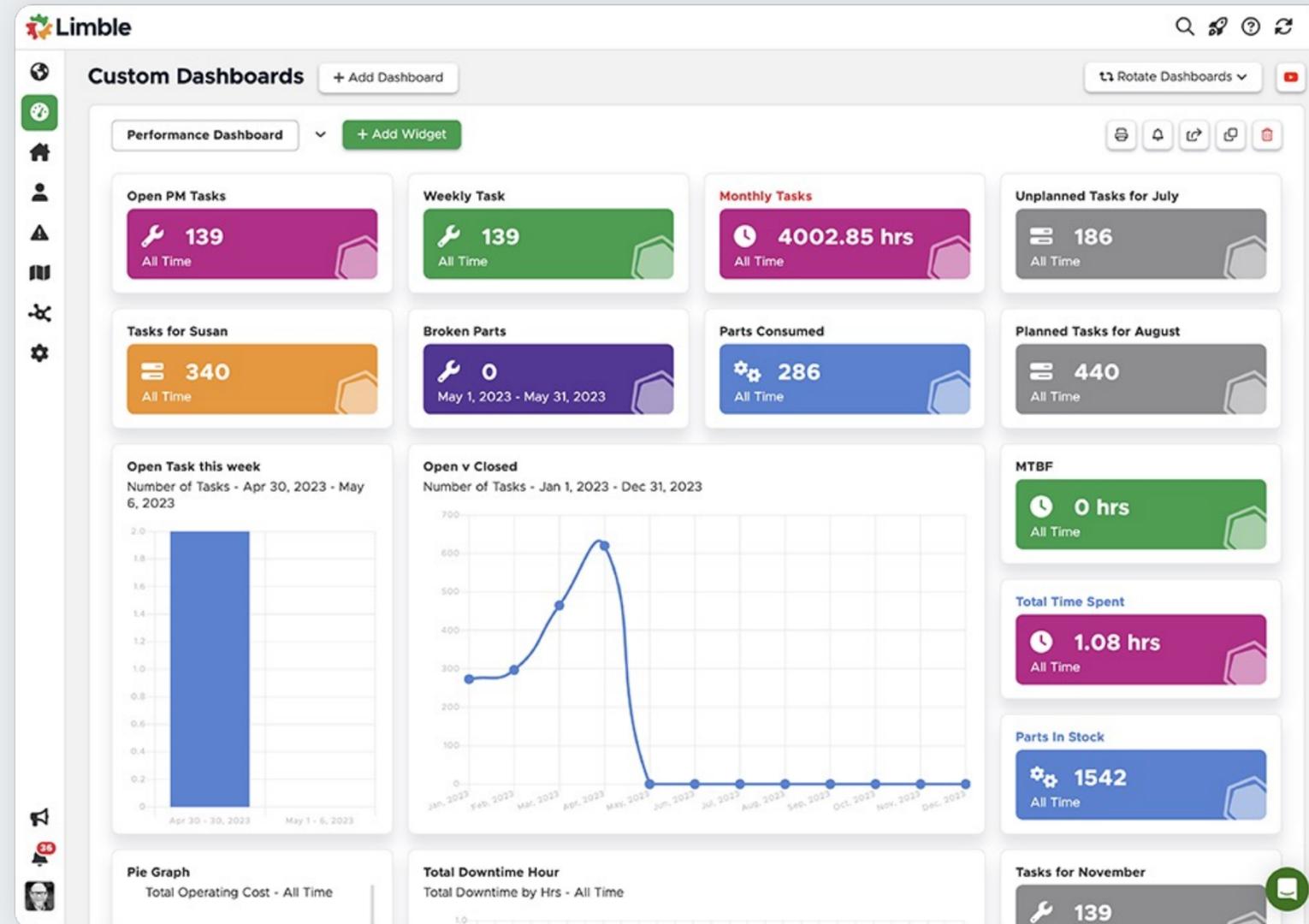


- ✓ Collect metrics like MTTR & MTBF just by completing PMs and work orders
- ✓ Optimize PM scheduling and equipment maintenance activities with data
- ✓ Report on user performance KPIs to reduce reactive maintenance and increase uptime



Reports & Dashboards

No more making due with pre-built CMMS reports that don't work for you. Build custom dashboards and reports tailored to your specific needs.

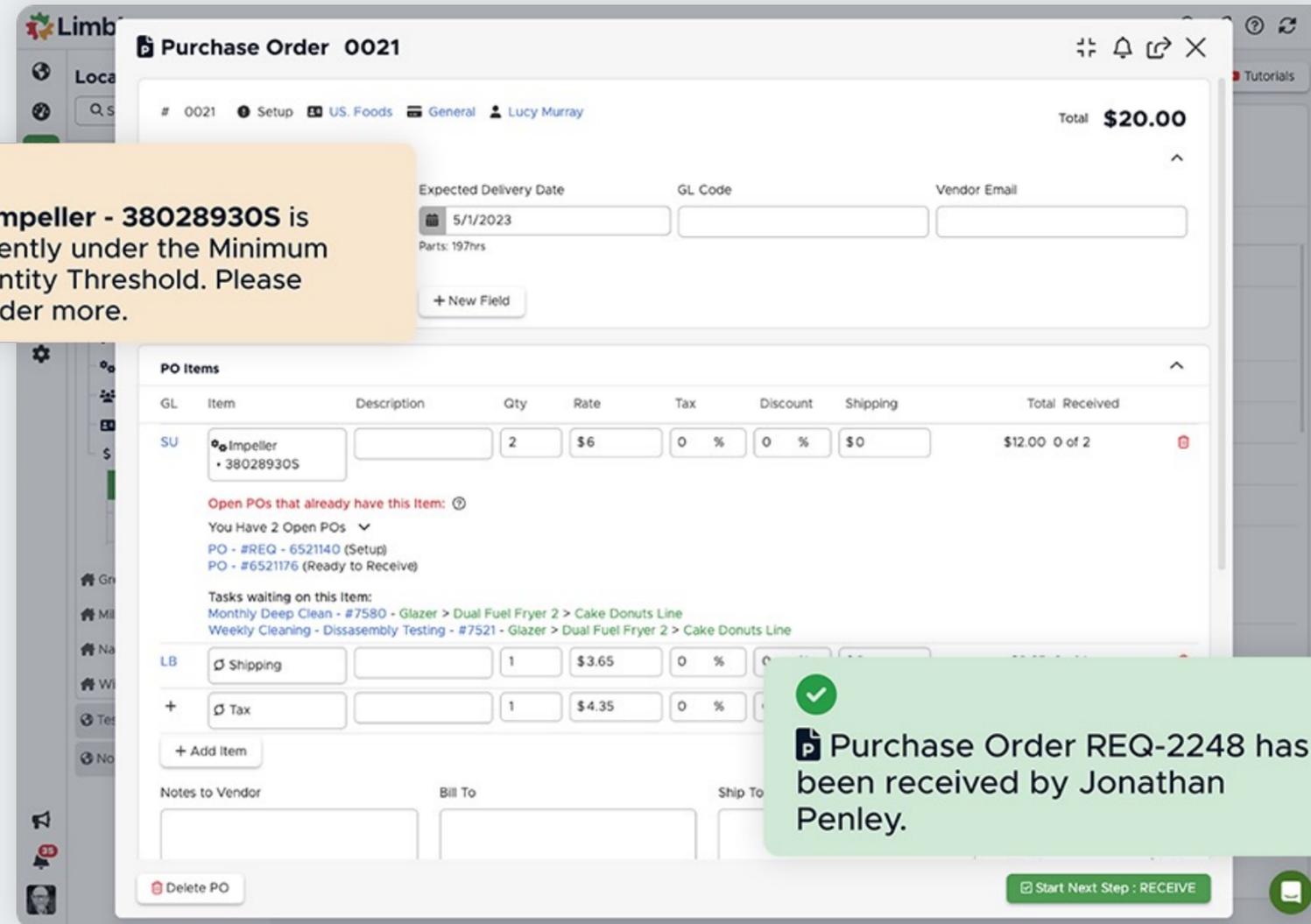


- ✓ Report time, parts, and money spent by asset to understand where resources are being drained most
- ✓ Dashboard maintenance KPIs critical to your organization
- ✓ Share reports instantly via Excel, PDF or within Limble
- ✓ Build dynamic reports and calculate custom metrics
- ✓ Analyze and forecast usage of maintenance resources



Vendor Management

Custom purchasing workflows to streamline your approval process and automatically send POs to vendors



- ✓ Track all Vendors and contractors in one easy spot
- ✓ Know which vendors service what equipment and their rates
- ✓ Know which vendors you purchase which parts from
- ✓ Compare vendor to vendor so you are always getting the best deal
- ✓ Ensure your vendors are giving you quality service



★★★★★ Apr 05, 2023

"The most user friendly CMMS I could find."

What do you like best about Limble CMMS?

Limble is the most user-friendly CMMS I could find. The ability to customize work instructions with survey level detail, add yes/no, option lists, and drop downs all with drag and drop customization is amazing. Furthermore, the drag-and-drop functionality is also in the asset hierarchies making it super easy to rearrange our assets. Even before we started negotiating team their chat support was completely unrivaled always answering my questions and helping me understand precisely how Limble fits our needs.

What do you dislike about Limble CMMS?

There are a few features that are likely on their roadmap but not realized yet including no ability to add interactive maps of floorplans (they do have interactive satellite maps you can make, but no ability to upload custom maps yet.) While their custom dashboards are super accessible and customizable, there is currently no ability to choose multiple options from a drop-down menu, their tagging feature is great but would be better if you could customize them separately for each area. Lastly, I wish it had revision control for work instructions. While you can attach documents for version control, it's not generated automatically.

★★★★★ Jan 30, 2023

"We love this software"

What do you like best about Limble CMMS?

Our company really loves this software. The stuff that Limble does is really unbelievable. I mean the parts, the ordering, or even the help you get from the Limble team. The response time from the chat feature is less than 10 min.

What do you dislike about Limble CMMS?

I've maybe had one issue but that was really operator error. Even then Limble was right there to help.

★★★★★ Feb 21, 2023

"Limble makes me look like a hero"

What do you like best about Limble CMMS?

You guys make me look like a hero. I'm always telling everybody I know about how great Limble is. One of the best things about it is your customer service. You guys are amazing, the fact that it's so easy to get a hold of you guys. Anytime I need help it seems there is always someone available. It's been amazing. To me Limble has got everything that i've ever needed and like i said the customer service is great

What do you dislike about Limble CMMS?

Nothing. I'm definitely an expert at using Limble. I love it and It's so helpful. Limble actually makes me look great.

★★★★★ Feb 15, 2023 (Original Jan 25, 2023) 

"We should've gone with Limble 5 years ago"

What do you like best about Limble CMMS?

I'm big on data, I am data management, so it was really hard to want specific data and not be able to get it before. To see in a company that you pretty much set up what you want to see and how you want to see for me it makes Limble a no brainer. Thank you guys for being the company that you are.

What do you dislike about Limble CMMS?

I have no complaints. The only question I have for you guys is, is it usually this seamless?? Honestly it was a seamless integration. We should've gone with Limble 5 years ago.



**Best
Est. ROI**

SPRING

2023



**Best
Support**

SPRING

2023



**Best
Usability**

SPRING

2023



**Users Most
Likely To
Recommend**

SPRING

2023



Rite Aid

90% of work completed on time

Rite Aid was using Maximo as their CMMS but they found it to be outdated, inflexible, and expensive. It could only be customized to their unique needs by hiring expensive third-party consultants.

They struggled with delays and repeat work because they could not access information about equipment while they were working on it. And Maximo's outdated and overly complex interface made it difficult to use for the staff.

Limble empowered Rite Aid's team to transition from reactive to preventive maintenance, earning them numerous benefits. They are now completing 90% of their work on time which is a dramatic improvement over their operations with Maximo.

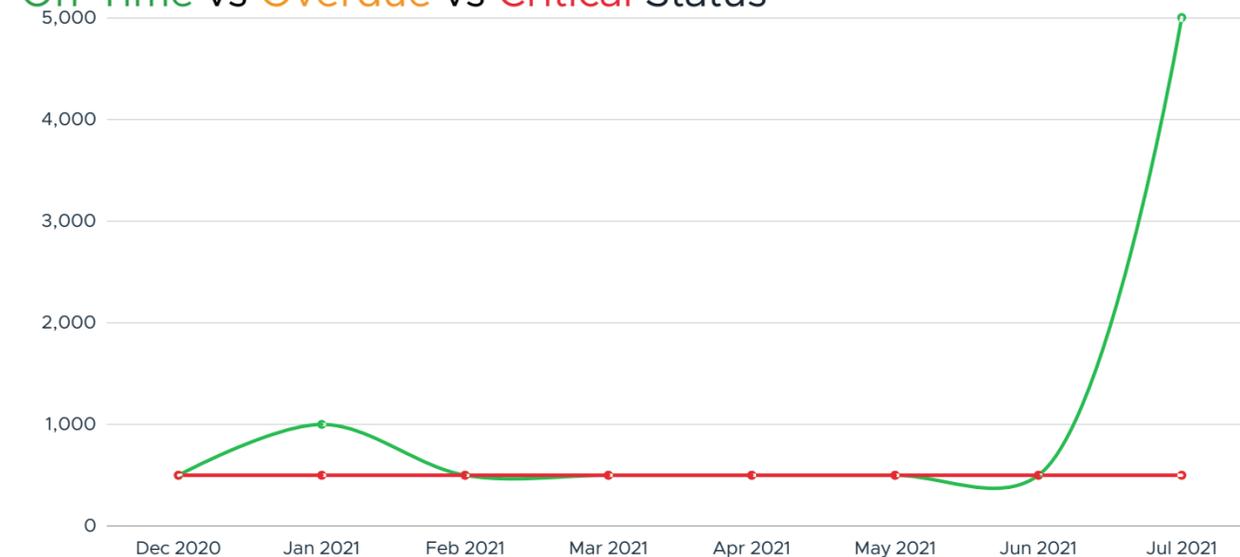
This was all possible because the team was able to create automations that matched their workflow and unique needs. All their information is centralized in one always-available location — Limble. They are more efficient and have trusted customer support when they need it. No matter where a team member is, they'll have all the information they need at their fingertips.



If we wanted a feature, we knew Limble could help us create it.

Donny Craven
Assistant to the Director of Facilities

On-Time vs Overdue vs Critical Status



Tara Manufacturing

An industry-leading manufacturer of vinyl pool liners, safety covers, and shades. Specializing in industrial cutting and sewing, radio-frequency welding, and plastic fabrication, they have committed themselves to modern equipment, process efficiency, and technical innovation.

Before Limble, there was no maintenance program. Equipment would run until it broke down, inflating their downtime rate to 90%. This led to a high degree of stress, overtime costs, and lost production. "Before we had Limble, downed machines were a much bigger issue because we didn't have a maintenance program. The machines were really not taken care of."

"We got it and we haven't looked back. It is the best decision we have ever made." - Carlos Melendez, Maintenance Supervisor

Now, operating at a 15% downtime rate — down from 90% — they have experienced significant financial benefits as well. In one month, they saved \$10,000 in downtime, adding up to over \$100,000 in the first year after implementation.

 Limble

**"We saved
\$10,000
just last
month!"**



**4 Weeks to
See Results**



**83% Reduction in
Downtime rate**



**100,000 Saved
in the First Year**





Schedule a demo and learn more today!

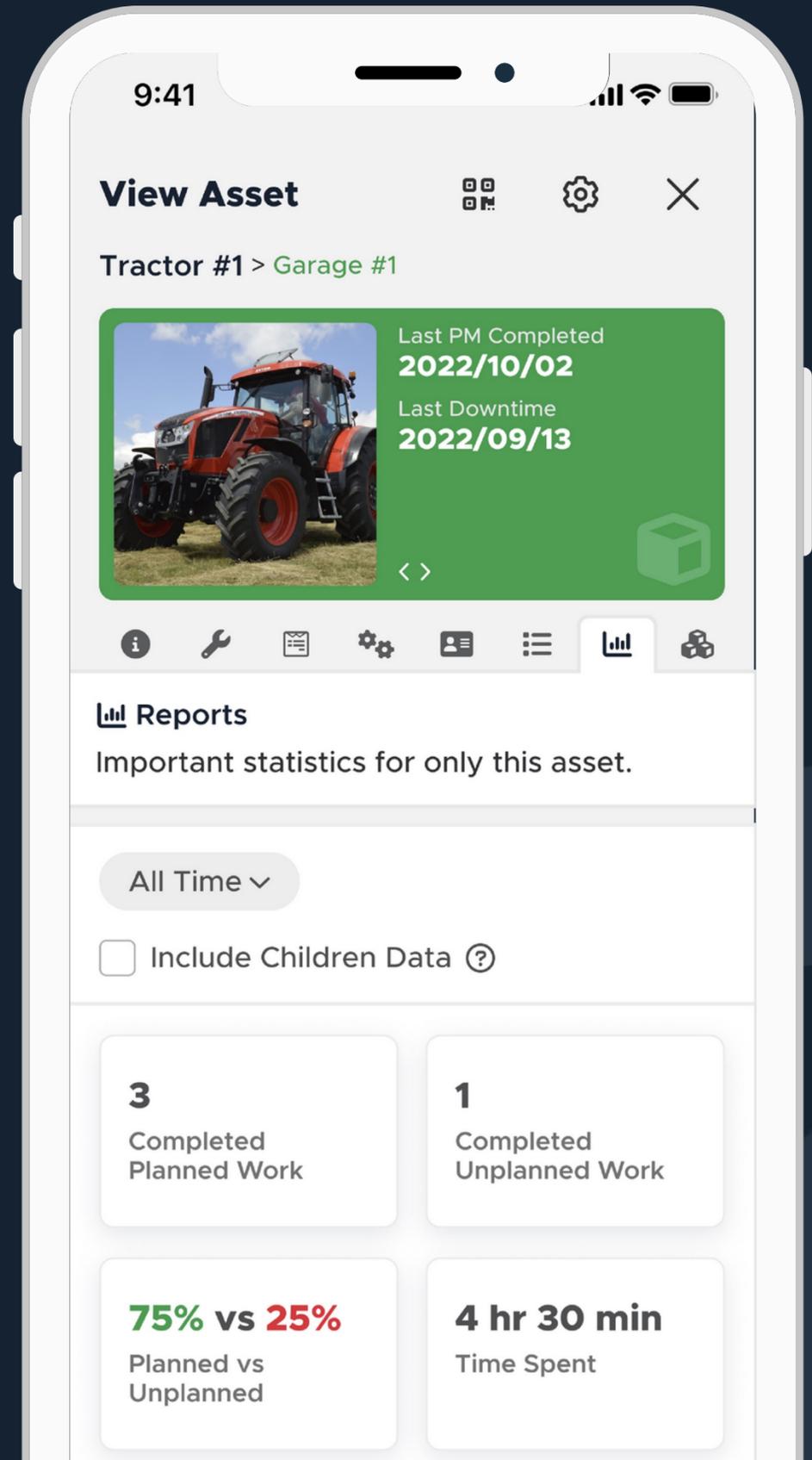
www.limblecmms.com



Watch



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Carmacks

Matthew Cybulski
Chief Administrative Officer
cao@carmacks.ca

Shipping Info

PO BOX 113
Carmacks | Yukon | Y0B 1C0
CAN

Initial Term 12 months

Proposal Expiration Date February 06, 2024

Initial Term Period February 06, 2024–February 05, 2025

PO Number

Payment Terms Net 15

ID 0

Subscription

Product	Quantity	Price per Unit	Price per Month	Total Price
Unlimited Remote Implementation, Training, and Support Limble's #1-rated customer support including unlimited access to a direct point of contact at no additional cost for the life of the subscription. Live phone support, web chat support, and auto-upgrades are also included.	1	\$0.00 / unit	One-Time Fee	\$0.00
Enterprise - Annual Payment Optimize maintenance operations across multiple locations with advanced controls, integrations, and customization.	20	\$1,020.00 / unit	\$1,700.00	\$20,400.00
Subtotal for Subscription				\$20,400.00

Overall Total \$20,400.00

General Terms

Terms of Service

The Terms of Service located at <https://limblecmms.com/terms-of-service/> govern Limble's provision of, and Customer's use of, the products and services ordered by Customer under this Order Form. This Order Form together with the Terms of Service (collectively, the "Agreement") constitute a binding contract by and between Limble and Customer. In the event of any conflict between this Order Form and the Terms of Service, this Order Form will govern. Capitalized terms used, but not defined, in this Order Form have the meanings given them in the Terms of Service.

Contract Renewal

At the end of the Initial Term, the Subscription Term and this Agreement will continue on a year-to-year basis until one Party gives notice of termination or non-renewal to the other Party at least 30 days before the beginning of the next renewal year.

Sales Tax

The prices stated above do not include sales tax or other applicable taxes. The final total to be paid by Customer, including any applicable taxes, will be reflected in the invoice.

Marketing Permissions

During the Term of the Agreement, Customer grants permission to Limble to identify Customer as a Limble customer using Customer's name or logo in any marketing, sales, public relations, or financial materials.

Signatures

Agreed to and accepted by the entity listed below ("Customer") and Limble Solutions, Inc. ("Limble"):

Carmacks

Name: **Matthew Cybulski**

Title: **Chief Administrative Officer**

Email: **cao@carmacks.ca**

Signed Date: _____

Signature: _____

Limble Solutions, Inc.

Name: **Caleb Frischknecht**

Title: **General Counsel**

Email: **caleb.frischknecht@limblecmms.com**

Signed Date: _____

Signature: _____

DRAFT

DRAFT

MaintainX

How The Town of Sussex Runs On MaintainX

CASE STUDY



“MaintainX has vastly helped improve our work output and created a more efficient way of managing our maintenance schedule.”

JASON THORNE

Community Services Director, Town of Sussex



RESULTS

6k+

Work Orders Completed
since November 2019

SOLUTIONS

Operations and Maintenance Management Software

- Streamlined SOPs
- Enhanced Safety
- Improved Decision Making Abilities
- Increased Efficiency
- Improved Productivity
- Maintenance Request Portal

Customer

Town of Sussex

Town of Sussex's three municipal departments: Community Services, Public Works, and Fire Department—consist of 35 employees responsible for a variety of tasks. Community Services Director Jason Thorne is responsible for managing a team of four who help maintain the town's playgrounds, trail systems, and public facilities.

Challenge

Manually tracking paper work orders and internal communication

While visiting the Sussex Regional Library, Community Services Director Jason Thorne found himself on the receiving end of a disturbingly familiar question: *Do you remember the conversation we had about fixing that? What's the status?*

Though Thorne remembered the conversation, the associated work request had indeed fallen through the cracks—the details of which could have been communicated via napkin, sticky note, text message, or voicemail. During increasingly frequent moments like these, the director realized the department's analog workflow needed to change.

However, Sussex's analog work request system wasn't the only problem. Since the emergency of COVID-19, the Canadian government has asked municipalities to follow strict safety and sanitation regulations. Unfortunately, many questions remain regarding the legal implications involved should a department be challenged to prove adherence to new regulations.

For these reasons, Thorne sought an audit trail that would leave no question about which work requests and daily checklists had been completed. Recognizing digital work order software as a potential solution, the director did what modern professionals do when facing unfamiliar challenges: he turned to Google and discovered MaintainX.

“

“MaintainX holds everyone accountable for solving resident requests in a timely fashion.”

Solution

Operations and Maintenance Management Software

Thorne’s search request led him to MaintainX—the world’s first work order software and inspection checklist app with chat. Within minutes, the director had downloaded the app to his smartphone, created his first work order, and invited team members to join his organization.

“Initially, I didn’t know to what extent we could use the app, but I knew it beat the hell out of sticky notes,” Thorne says. “Since adopting MaintainX, staying on top of things has become infinitely easier. Having information recorded in real-time, using photos to describe asset issues—it’s been huge for us.”



One of the first maintenance tasks Thorne used the work order software for was daily plant room inspections. He showed his team how much easier it was to run through the checklists on their smartphones versus the old binder. Much to his amazement, they adapted to using it right away.

Over the coming months, the Community Services Department found several additional uses for MaintainX, including:

Project Management Organization: The Community Services Department often partners with outside contractors who perform corrective maintenance on critical town assets. Thorne uses the app's work order feature to document parts updated, changes made, and dates serviced.

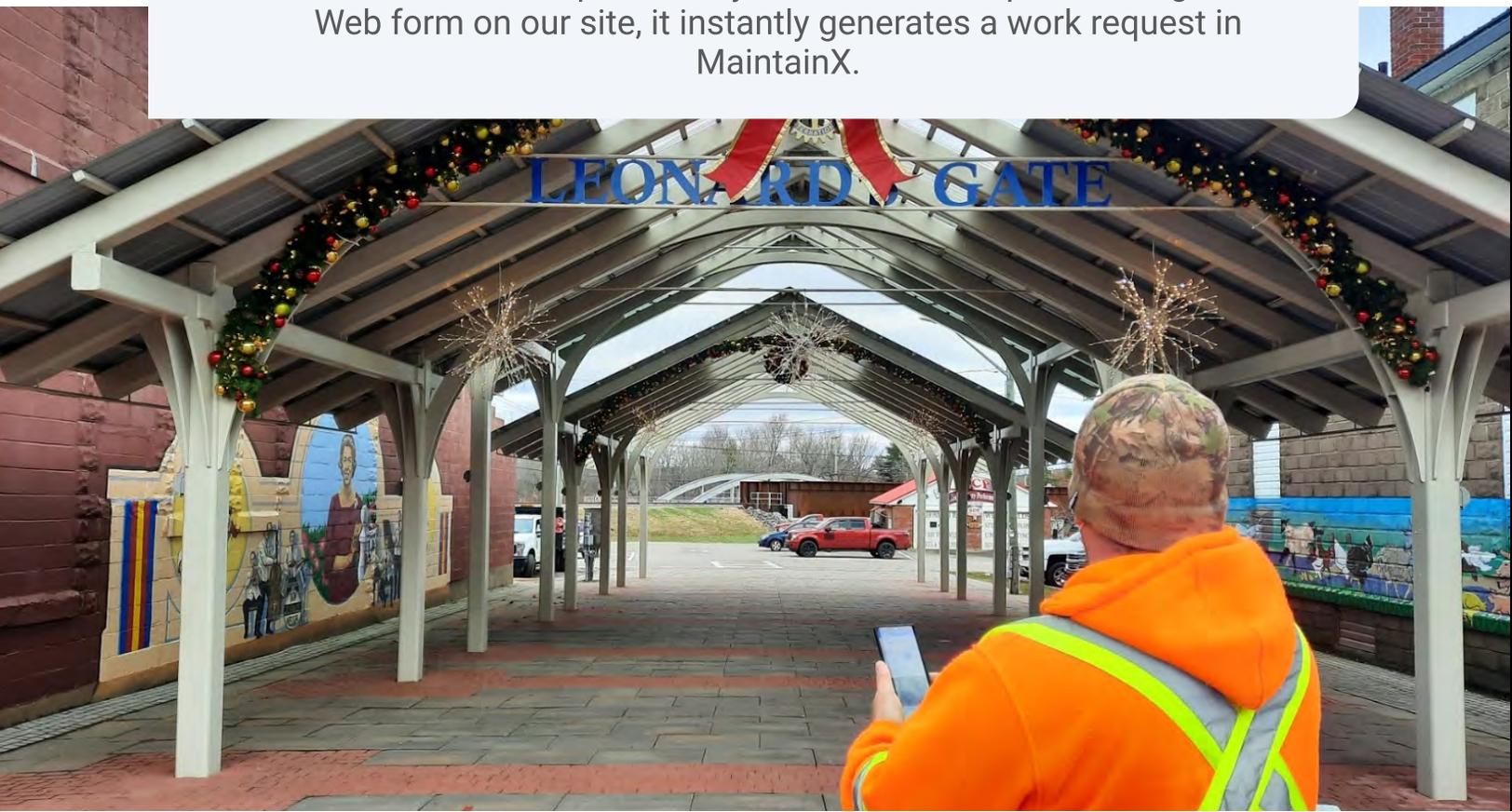
Digital Safety Binder Configuration: Occupational Health and Safety laws require Sussex to maintain an accessible material and safety data-sheet binder. The team found an innovative use for MaintainX's asset database by inputting safety information as individual assets. Staff members can now scan asset QR codes using their smartphones to find relevant material and safety information within the app.

Team Communication: Both the Community Service Department and the Public Works Department use the app's work order commenting feature as a "central point of truth" to relay important information.

One of Thorne's proudest achievements is the community requester portal on the town's website. After installing a web form, he hired a local programmer to connect MaintainX using the app's API functionality. The Web portal was up and running within 2 hours!

“

When a resident reports a city maintenance request through the Web form on our site, it instantly generates a work request in MaintainX.



Result

Complete Digital Transformation

Since starting with MaintainX, the small town has created 6,000+ work orders, documented 100+ procedures, and cataloged 120+ assets. MaintainX also helps Jason manage 45+ unique vendors.

Thorne says he will continue using the app to “set things up for his future self.”

By taking the time to create new digital asset entries, outline more standard operating procedures, and further streamline department workflows, the director expects to be rewarded with an even smoother daily routine next year.

Jason can now manage:

- ➔ **Requester Accounts for Community Partners:** Before MaintainX, there was no centralized platform to communicate maintenance issues with one another. Partners can now make requests using MaintainX and monitor their progress from request to completion.
- ➔ **COVID-19 Sanitation Checklists:** Thorne and his team now have several digital sanitation checklists for various town rooms and facilities. He now has a digital audit trail of who completed which checklist and when.
- ➔ **Digitally Documented SOPs:** Thorne is now digitally documenting all standard operating procedures to quickly acclimate new employees.

“

Maintaining a paper trail of what you’ve done and how you’ve done it is becoming increasingly important. And communicating with team members will always be critical. MaintainX consolidates all of that into one platform, which is like a digital sticky note



SEND CHECKS TO:
382 NE 191st PMB 98008
MIAMI, FL 33179-3899

SALES QUOTE

Q-46183

PREPARED FOR

Village of Carmacks

,,, CA
Matthew Cybulski

TERM START DATE

2024-02-29

EXP. DATE

2024-02-29

TERM END DATE

2025-02-28

ITEM	Charge Type	QTY	UNIT PRICE	DISC (%)	Net Price	SUB-TOTAL
Premium Subscription - Annual Users (Full Users + Admin Users)	Recurring	15.00	\$588.00	10.00	\$529.20	\$7,938.00
Expert-Led Implementation	One-Time	1.00	\$2,000.00		\$2,000.00	\$2,000.00
						Total
						USD: \$9,938.00

You may have to pay Taxes on your MaintainX Service and Implementation Service, depending on the billing zip code or country associated with your account. Any applicable Taxes will appear as a line item on your billing invoices and receipts.

THIS QUOTE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Any additional Users added to your account must be paid for within 30 days or risk deactivation. Pricing listed in this quote will be honored for additional Users during the initial Subscription Term and can be prorated based upon the outstanding length of your initial payment.
2. MaintainX's Terms of Service located at www.getmaintainx.com/terms-of-service as well as the MaintainX Privacy Policy located at <https://www.getmaintainx.com/privacy-policy/> are incorporated herein and apply to this quote. Upon acceptance, this quote will be deemed an Order Form as defined in the Terms of Service. Capitalized terms not defined in this quote will be as defined in the Terms of Service.
3. Subject to your agreement to the terms and conditions of this quote, you may accept this quote by paying with any of the following options:
 - a. Via credit card or ACH through your billing page at app.getmaintainx.com/settings/billing
 - b. Issuance of a check or money order (Annual Contracts Only) to MaintainX referencing this quote prior to the expiration date above.
4. Alternatively, you may accept this quote by sending MaintainX written notice of acceptance, subject to your agreement to the terms and conditions of this quote.
5. If you have purchased Implementation Services set forth in this quote, the following terms and conditions apply to the provision and use of the Implementation Services:
 - a. For Guided or Expert-Led Implementation Services, MaintainX will provide the Implementation Service for the applicable plan described at software.getmaintainx.com/implementation.
 - b. For Custom Implementation Services: MaintainX will provide the Custom Implementation Services specified and as described in the Statement of Work entered into between You and MaintainX referencing this quote. In the event of any conflict between the terms of this quote and the Statement of Work, the Statement of Work shall control, solely with respect to the applicable Custom Implementation Services.

Upon acceptance of this quote, the Terms of Service and Privacy Policy listed above, including any MaintainX ordering document, supersede the terms in any purchase order or other non-MaintainX document and no terms included in any such purchase order or other non-MaintainX document apply to the services ordered. If you do not agree to the foregoing, this quote is withdrawn.

The Parties have caused this Agreement to be executed by their duly authorized officers or representatives with intent to be bound as of the Effective Date.

Village of Carmacks

MaintainX, Inc.

By

Signature

Name

Name

Title

Title

Date

Date