

Agenda 24-06

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, March 19, 2024.

1. CALL TO ORDER

2. AGENDA (motion to adopt)

3. ADOPTION OF MINUTES (motion to adopt)

3.1 Regularly scheduled meeting of March 5th, 2024

4. DELEGATION

4.1 Carmacks Renewable Resource Council

5. CORRESPONDENCE

5.1 AYC Resolutions & Nominations Package

5.2 LSCFN/VOC Joint Sub-Division Planning Letter (motion to adopt)

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 Cheque Log

8. BYLAWS

8.1 Cemetery By-Law 296-24 (First Reading) (motion to adopt)

8.2 VoC O&M Budget 2024 - By-Law 297-24 (First Reading) (motion to adopt)

8.3 VoC Capital Budget 2024 – By-Law 298-24 (First Reading) (motion to adopt)

8.4 VoC Recreation Master Plan – By-Law 299-24 (First Reading) (motion to adopt)

8.5 VoC Rates of Taxation – By-Law 300-24 (First Reading) (motion to adopt)

9. NEW & UNFINISHED BUSINESS

9.1 Annual CPI Increase (Resolution Attached)

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 MARCH 5th, 2024 IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Lee Bodie

Councillors: J. Lachance, D. Hansen, D. Mitchell, H. Belanger (Phone)

Staff: CAO Matthew Cybulski, A.Wylimczyk

Delegation: Alex Hill – YG Community Advisor

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

AGENDA: Council reviewed the agenda.

24-05-01 M/S Councillors J. Lachance/H. Belanger motioned that the agenda be accepted as amended.

CARRIED

MINUTES: From the regular meeting on February 27, 2024

24-05-02 M/S Councillors H. Belanger/J. Lachance motioned that the minutes be accepted as presented.

CARRIED

DELEGATION:

CORRESPONDENCE:

5.1. Play-Quest – Carmacks Splash Pad Desing Options

Council will review options once the Aquatic Centre Assessment has been received.

REPORTS:

Councillor Activity Reports

Councillor D. Hansen has nothing to report.

Councillor J. Lachance attended the Pancake breakfast and some events at the Winterlude and the Archery tournament on Sunday. It was a success for the first event of the Carmacks Archery Club. He also attended the Housing Summit last week and said that it was very informative. Councillor Lachance is looking forward to the next housing meeting on Thursday, March 7th, 2024.

Councillor D. Mitchell was busy with fire practice and attended the breakfast at the Winterlude.

Councillor H. Belanger has nothing to report.

Mayor's Report

Mayor Bodie attended the Housing Summit and the breakfast. He is going to attend the Housing meeting on Thursday to get information on how to find partners for our housing project.

CAO Report

CAO Matt Cybulski presented Council with a written report and broke it down verbally.

Municipal Maintenance Report

Council read the report provided.

Finance Department Report

Finance Officer A. Wylimczyk provided council with a report.

AYC Report

Councillor D. Hansen reported that AYC is concerned. The next AYC meeting will be held in Dawson City from May 9-12th, 2024. There is still time to submit resolutions.

ACCOUNTS PAID AND PAYABLES

BYLAWS

8.1. Cemetery By-law 296-24

Council discussed bylaw review and modifications and tabled it for first reading to the next meeting.

8.2. Variance Application of Lot 146

Council moved discussion to In-camera.

NEW AND UNFINISHED BUSINESS

9.1. Carmacks Recreation Master Plan

24-05-03 M/S Councillors J. Lachance/D. Hansen motioned to approve the Carmacks Recreation Master Plan.

CARRIED

9.2. AYC and FCM – Council Registration Plan

Mayor and council will attend the AYC meeting in May in Dawson City and agreed that Councillors H. Belanger and J. Lachance attend the FCM meeting in June in Calgary.

24-05-04 M/S Councillors D. Hansen/D. Mitchell motioned that Councillors H. Belanger and J. Lachance will attend the FCM meeting.

QUESTION PERIOD

No questions from the public.

IN-CAMERA

Motion to move into Closed Meeting in accordance with the Yukon Municipal Act, Section 213 (3) (a) if in the case of a council, the council decides during the meeting to meet as a council committee to discuss a matter;

24-05-05 M/S Councillor J. Lachance/D. Hansen motioned to go in-camera at 9:02PM.

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

24-05-06 M/S Councillor D. Hansen motioned to go out of in-camera at 9PM.

ADJOURNMENT

24-05-07 M/S Councillor H. Belanger motioned to adjourn the meeting at 9:26PM.
Mayor L. Bodie adjourned the meeting at 9:27PM.

Mayor Lee Bodie

CAO Matt Cybulski

Spokesperson

As the Chief Executive officer of the Association, the President is spokesperson for the Association and in his/her absence the Vice-President.

Directors or members may comment on issues or matters that may be of particular interest to their communities or on matters related to their area of endeavour or expertise.

The Executive Director may respond to media enquiries provided that where and when possible he/she will refer enquiries to the President and/or appropriate Executive or Board members.

General Guidelines

Press releases and/or any other media contact initiated by the Association are initiated at the discretion of the President, Vice-President, Board of Directors or Members-in-Convention.

In general, any media contact, initiated or responsive, should be confined to matters of policy decided by the Board of Directors and/or Members-in-Convention.

It is generally not wise to speculate or respond to hypothetical questions posed by interviewers.

When asked to comment on issues for which the Association does not have a developed policy, spokespersons are generally well advised to refer the matter to the President or other person with particular expertise.

The Executive Director will not comment on matters where no policy exists. The Executive Director's primary role in media relations is to provide accurate information on current Association policies or programs.

Resolutions – Preparation and Presentation (Policy 3.7)

Adopted:

Reviewed: December 2018

Retired:

Purpose

To detail a procedure to be followed by member communities in presenting resolutions for consideration at general meetings.

Policies

Preparation of Resolutions

Resolutions are formal presentations of a call for action on the part of the organization passing the resolution or on some other body, organization or government. They are, in their simplest form, written motions that are placed before a deliberative body.

In the accepted style of resolutions, there are two types of clauses. The first type of clause is a preamble that begins with the word "WHEREAS". These clauses are not required but they are frequently used because they can be helpful in describing why a particular action is being sought. They are factual statements that are not subject to debate and are not voted on.

The second type of clause is the operative clause. It contains the specific action being called for and identifies who is being called upon to act. This type of clause is preceded by the words "THEREFORE BE IT RESOLVED THAT". Occasionally, there is an additional request for action within the same resolution and these are preceded by the words "BE IT FURTHER RESOLVED THAT".

The operative clause is subject to debate, may be amended and is the only portion of a resolution that is voted on.

Preamble:

It is usually not advisable when submitting a written motion to attempt to include reasons for a motion's adoption within the motion itself. To do so may encumber the motion and weigh against its adoption; since some members who approve of the proposed action may disagree with any or all of the written reasons.

A preamble permits the resolution to contain information that supports the action being called for without requiring those voting on the matter to be in support of the rationale.

When circumstances require some statement of the background of a motion, it should be cast in the form of a resolution with the background or reasons incorporated in a preamble.

A preamble consists of one or more clauses beginning "WHEREAS." To avoid detracting from the force of the resolution itself, a preamble generally should contain no more clauses than are strictly necessary. The preamble provides the opportunity to highlight the present situation and any inadequacies that exist, and that logically lead to understanding and support for the action called for in the operative clause(s).

Where complexity requires more background than can be reasonably contained in a preamble, a brief memo outlining the background of the issue shall be submitted with the resolution, for distribution to the members prior to the meeting.

Operative Clause(s):

The operative clause(s) of a resolution begins with the words "THEREFORE BE IT RESOLVED THAT" and identifies a specific action that follows from any preamble. This clause should be as short as possible but, most important, it must clearly describe what specific action is being requested and the person or body being requested to act.

Subsequent operative clauses would begin with "BE IT FURTHER RESOLVED THAT" and must be equally specific in the request or demand and the person or body being called upon to act. Any additional clauses must be related to the original operative clause and the drafters should ask themselves if the requested action is best presented as a separate resolution or as an addition to the current one.

Drafting of a Resolution:

The language of a resolution should be simple, clear, direct and free of ambiguous terms. A resolution that contains well-chosen words will provide the greatest understanding, be more likely to be adopted and to succeed in achieving its goal.

Each resolution should address one specific subject. Since the author seeks to influence attitudes and actions, the resolution should directly state the desired action. Persuasive communication is unlikely if the audience does not have a common notion of what is to be supported or opposed.

Resolutions should be accompanied by factual information in the form of a briefing note. Even the most perfectly constructed resolution may fail to clearly indicate the rationale for the action being requested. Any supporting information that was used at the time that the resolution was recommended for submission to the Association may be included with the resolution in the form of a briefing note (format available from AYC office). This will assist the Resolutions Committee (and later the membership) in understanding the problem, but it, like any preamble, will not be subject to the final vote. Resolutions should be properly titled. A resolution is never quite complete, no matter how well constructed, without giving it the final touch – the inclusion of an appropriate short title. A title will assist in identifying the intent of the resolution and reduce the possibility of misinterpretation. A title is usually determined from the operative clause of the resolution.

Resolutions should contain accurate references. The author of the resolution should ensure that the jurisdictional responsibility has been correctly identified (e.g. ministry or department within the Federal or Territorial Governments). When references are made within the resolution to particular legislation, the correct Act and Section(s) must be identified.

Procedure for Submitting Resolutions

It is the practice of the Association that a call for resolutions is issued prior to the Annual General Meeting. A municipality sponsoring a resolution must ensure that the following criteria are met:

1. Resolutions must address a topic of concern to municipalities throughout the Yukon. Specific local concerns may be addressed by the Board of Directors;
2. Resolutions may only be submitted by a member municipality, the AYC Executive, or AYC Staff and each resolution must bear the official endorsement of the sponsoring municipality's Council;
3. Resolutions must be forwarded to the Executive Director no later than 30 calendar days prior to the date of the General Meeting or other such date as may be directed by the Executive Director; and

4. Proposed resolutions must be distributed by the Executive Director to all member municipalities no later than 21 calendar days prior to the General meeting.

Late Resolutions

Resolutions dealing with matters of urgent concern that have come to light following the deadline for receipt of resolutions may be accepted as late resolutions 30 days prior to the start of the AGM, provided they are accompanied by supporting documentation that demonstrate both the importance of the issue or concern and the reason why it could not have been submitted prior to the deadline and the official endorsement of the sponsoring municipality's Council.

Late resolutions will be processed by the Resolutions Committee as time permits but all late resolutions must be approved, as late resolutions, by the membership at the Annual General Meeting before they can be placed on the agenda for debate.

Disposition of Resolutions

The Executive Director on behalf of the Resolutions Committee may return any submitted resolutions, including late resolutions, to have deficiencies corrected. Deficiencies may include:

1. The lack of a clear description of the rationale for the specific solution being sought;
2. The lack of a specific remedy or responsible party to take the requested action; and
3. Ambiguous or contradictory language in the supportive or operative clause(s).

The Resolutions Committee shall review all resolutions intended for submission to each Annual General Meeting and shall refer back to the originator any resolutions deemed inappropriate, with reasons why, for redrafting, resubmission or withdrawal of the resolutions.

In conducting its review, the Resolutions Committee may:

1. Amend the grammar or format of a resolution;
2. Consolidate resolutions of similar intent or subject matter;
3. Provide comments on each resolution with regard to its background; and
4. Recommend refinements to make the resolution actionable; and
5. Inform the sponsoring municipality when the resolution is deemed to be inappropriate.

The Resolutions Committee shall categorize all appropriate resolutions as A, B or C Resolutions with recommendations from Councils as follows:

Category A describes resolutions dealing with issues of major concern to many of the member municipalities. They will be presented for debate;

Category B describes those resolutions with a narrower focus, impacting some member municipalities. These resolutions will be presented for debate if time permits;

Category C includes resolutions of a technical or housekeeping nature and may be debated if time permits or referred to the Board of Directors for action without debate at a General Meeting;

A second level of identification describes the organization or body that is called upon to act on the resolution and includes the following categories.

- Federal Government- F
- Federal/Territorial- FT
- Territorial Government- T
- Association- A
- First Nations- FN

Late resolutions shall be categorized by the Resolutions Committee.

Resolutions which are not debated at a General Meeting may be presented to the next meeting of the Board of Directors or a Special Meeting at the discretion of the membership.

Recommended Procedure for the Resolutions Committee

The Chair of the Annual General Meeting will turn the meeting over to the Resolutions Committee. The Committee Chair shall be the Chair of the Resolutions portion of the Annual General Meeting.

The Chair will, beginning with 'A' resolutions, introduce each resolution by number, title and sponsoring member and will read the operative clause. The members will move and second each resolution to simply put the resolution on the floor as a motion for debate.

The Chair or a designated Committee member may report on the resolution and may provide a recommendation.

The Chair will then call for a representative from the sponsor to speak to the resolution and open the debate. The opening speaker will close debate when they speak to the motion a second time.

The opening speaker will be allowed two minutes for the opening comments and one minute for a closing statement. All other speakers to the motion will be limited to two minutes and shall not speak more than once on any motion unless and until all other delegates have had an opportunity to speak.

Duly moved and seconded friendly amendments will be accepted from the floor but must be submitted in writing when requested to do so by the Chair. The Chair is the final arbiter of 'friendly'. Debate on the amendment to the motion will be governed by the procedures outlined above.

Voting shall be by a show of hands, or when necessary, by a standing vote.

Motions to refer or table a resolution will be in order at any time. Motions to refer are not debatable and must be put to a vote immediately.

ASSOCIATION OF YUKON COMMUNITIES

HOW TO COMPLETE YOUR BRIEFING NOTE

SUBJECT

Provide a brief statement/title regarding the subject to be discussed.

SUBMITTING COMMUNITY

Name of municipality / community who is bringing the issue forward.

DATE AND VERSION #

Supply the date the note was drafted, and its version number for tracking.

ISSUE

In one paragraph provide overview of issue to be discussion/considered.

BACKGROUND

Within a couple paragraphs provide key background information; if required, additional information can be added as appendices.

ANALYSIS / DISCUSSION

Within a couple paragraphs provide analysis of the issue, highlighting the key considerations, impacts, and concerns.

RECOMMENDATION - OPTIONAL ENTRY

If appropriate, provide abridged recommendation for the next step / action.

WHEN TO USE A BRIEFING NOTE?

Briefing notes provide a means for Councils or CAOs to bring issues forward for discussion at the Association's Board of Directors meetings, or for general information updates. Extend the briefing notes' form boxes as needed to make adequate room for your entries.

WHAT IS THE PURPOSE OF A BRIEFING NOTE?

To succinctly provide the Executive and Board Members an effective way of informing themselves regarding an issue in advance of the meeting. Through their retention, Briefing Notes allow for better tracking of issues by AYC Members and its staff.



BRIEFING NOTE

SUBJECT

SUBMITTING COMMUNITY

VERSION #

DATE (DD/MM/YYYY)

ISSUE

BACKGROUND

ANALYSIS / DISCUSSION

Empty rectangular box for analysis and discussion.

OPTIONAL: **RECOMMENDATION**

Empty rectangular box for optional recommendation.



RESOLUTION FORM

SUBMITTING MUNICIPALITY

RESOLUTION TITLE

WHEREAS

Empty text area for the first 'WHEREAS' clause.

WHEREAS

Empty text area for the second 'WHEREAS' clause.

WHEREAS

Empty text area for the third 'WHEREAS' clause.

THEREFORE BE IT RESOLVED

[Empty rectangular box for resolution text]

BE IT FURTHER RESOLVED

[Empty rectangular box for further resolution text]

ELECTED OFFICIAL'S SIGNATURE

DATE (DD/MM/YYYY)



Village of Carmacks

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

To: Mayor & Council

Date: March 19, 2024

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

Re: CAO Debrief (March 5, 2024 to March 19, 2024)

Hello Mayor & Council,

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

1. New Public Works Shop - Update

- Preliminary Concept and Design reviewed by VoC and PW GM
- Concept Submissions Shared:
 - Office Requirements
 - Training Room & Staff Requirements
 - Bay Door Dimensions for Heavy Equipment Clearance
 - Required Turning Radius

2. Sewage Lagoon Update

- Service Agreement workshop facilitated by Kristen Hogan
- Attended by VoC (CAO & PW GM), LSCFN Lands & Capital, YG - IDB
- Site Selection shortlist reviewed
- Operational needs discussion
- Preliminary discussion and scoping of collaborative service agreement between YG, VOC, and LSCFN.

3. Request for Proposal Updates

- Upcoming RFP's:
 - 1) Administration Building Janitorial Services – to be reviewed March 20th
 - 2) CRC Concession RFP (Posted) – to be reviewed March 20th

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Village of Carmacks

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- 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)

4. Asset Management Update

- AMSK Asset Management Training Completed by CAO, Finance Officer, PW GM, and PW Foreman
- Next Asset Management Steps
 - (1) Complete the State of Infrastructure Report
 - (2) Preliminary Staff Onboarding of MaintainX AM Software
 - (3) Discuss with AM Consultant about VoC Asset Register needs
 - (4) Design RFP for Asset Grade Condition Assessment & Asset Register
 - (5) Tender RFP/Contract for AM Activities
 - (6) Review RFP and Select Partner
 - (7) Review Asset Register and Populate Data Entry for MaintainX
 - (8) Daily Usage of AM Plan at VoC

5. Next LSCFN/VOC Joint Council Meetings

- Mayor & Council discussion for Quarter 2 Joint Council Meeting w/ LSCFN
- Week of April 15-19th has been identified as potential target timeline
- Potential Agenda Items:
 - (1) Land development
 - (2) Sewage Lagoon

6. Board of Variance

- OCP Requirement for all variance applications
- Public Hearing for variance application (lot 146) scheduled for March 27th
- Board of variance to include at least 3 representative

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- VoC Mayor & Council are excluded from sitting on the board of variance (Municipal Act)
- CAO to verbally share shortlist for BoV delegates.

7. CPI Increase - 2023

- CPI increase shared for 2023 (4.9% -YT)
- CPI Increase for YT allocated at 1% higher than national average
- VoC CPI Increase Resolution Options:
 - 2.5% (Capped in employment by-law; not reviewed in 5 years)
 - 4% (ratified and passed through motion and resolution by Mayor/Council w/ direction for CAO to review Employment By-law 261-19)

8. Upcoming By-Law Review

- VoC Administration, Mayor, and Council will be starting a By-law Review period from April 2024 to June 2024
- Periodical review of By-laws required for service point cost changes, documentation review, and review of all service fee schedules.
- Review list includes:
 - Employment By-Law 261-19
 - Emergency Measures By-law 266-20
 - Animal Control By-law 252-18
 - Parks & Open Spaces By-law 249-18
 - Council Indemnity By-law 272-21
 - Recreation Committee By-law 272-21
 - Recreation Service Rates By-law 289-23

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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

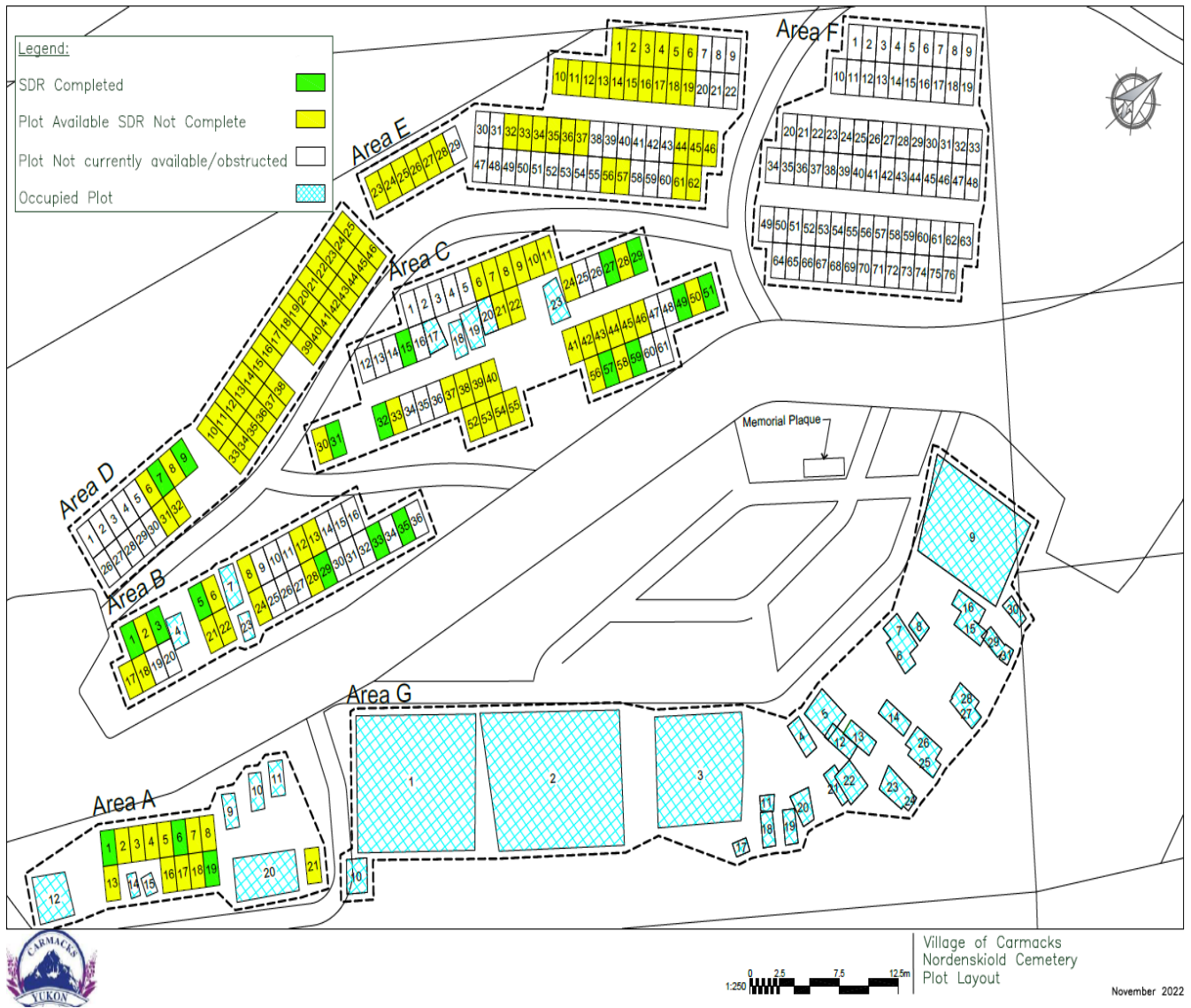
1. Every contractor employed to erect monuments, markers or cornerstones or to do any work in the cemetery shall first present an application to the clerk signed by the interment rights holder of the lot, requesting permission to employ such contractor to do the work therein specified. This application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

Cemetery	Description	Fee	Fee w/ GST
Purchase of Burial Plot	Includes Min Plot Size, Staking, Marking, Earthworks, and Administration.	\$333.33	\$350
Purchase of a Scattering Permit	Includes Administration, & Scattering Area. Required Memorial Plaque must be purchased through VoC.	\$142.86	150
Memorial Plaque	Includes procurement and installation of Plaque. Required for Scattering Permit.	\$300	\$315

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: _____



Village of Carmacks

By-law 297-24

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO PROVIDE FOR THE ADOPTION OF THE 2024 ANNUAL OPERATING BUDGET.

WHEREAS Section 238 (1) and (2) of the Municipal Act 2002, being Chapter 154 of the Revised Statutes of the Yukon and amendments thereto, requires Council to have prepared and adopted an Annual Operational Budget, and

WHEREAS Section 239 (1) of the Municipal Act 2002, being Chapter 154 of the Revised Statutes of the Yukon and amendments thereto, requires that no expenditure shall be made that is not provided for in the Annual Operational Budget, as adopted or amended by Council;

WHEREAS Section 13 (3) of the Municipal Finance and Community Grants Act 2002, being chapter 155 of the Revised Statutes of Yukon and amendments thereto, allows Council to decide allocation of the comprehensive grant required, for a specified fiscal year, to be spent on infrastructure projects and operation and maintenance expenses.

NOW THEREFORE the Council of the Village of Carmacks in an open meeting duly assembled enacts as follows:

1. SHORT TITLE
This by-law shall be known as the Annual Operating Budget By-law 2024; and
2. BUDGET ATTACHED
The Budget attached hereto as Schedule "A", and forming part of this By-law are hereby adopted
3. COMPREHENSIVE GRANT ALLOCATION
The allocation for the comprehensive grant for the 2024 budget shall be 95.75% for operational activities and 4.25% for capital reserves.
4. ENACTMENT
This by-law shall come into force and effect upon the final passing thereof.

By-law 284-23 is hereby repealed.

Read a first time this 19th day of March 2024.

Read a second time this 19th day of March 2024.

Read a third and final time this 2nd day of April 2024.

Lee Bodie, Mayor

Matthew Cybulski, CAO

Schedule "A"

Description	2023	2023 Actual	2024 BUDGET
	Budget	(un-audited)	Budget
Revenues			
Tax Revenues	551,705.00	557,631.31	552,236.35
General Revenues	386,290.00	453,684.08	623,500.00
Conditional Transfers/Grants	1,624,600.00	925,281.18	1,599,268.60
Unconditional CMG	1,526,201.00	1,526,201.00	1,634,886.00
Transfer from Reserves - Capital & Operational	680,619.96	559,404.10	379,809.05
Total Revenues	4,769,415.96	4,022,201.67	4,789,700.00
Expenditures			
Administration	638,804.75	414,970.57	654,500.00
Administration Building	35,572.00	28,439.86	55,850.00
Council	153,600.00	119,423.81	135,300.00
Duplex	13,740.00	13,845.51	15,700.00
Environmental Health	232,300.00	226,332.58	321,000.00
Fire Department	152,654.00	189,311.80	217,350.00
Maintenance	608,061.39	698,378.60	720,750.00
Recreation Centre	1,286,788.94	664,089.43	786,750.00
Arena	0.00	538,598.39	537,600.00
Visitor Services	57,894.87	56,041.82	67,400.00
Total Operating	3,179,415.95	2,949,432.37	3,512,200.00
Capital Expenditures	1,590,000.00	1,072,769.30	1,277,500.00
Transfer to (from)			
Total Expenditures	4,769,415.95	4,022,201.67	4,789,700.00



Village of Carmacks

By-law 298-24

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO PROVIDE FOR THE ADOPTION OF THE ANNUAL CAPITAL EXPENDITURE PROGRAM FOR THE THREE-YEAR PERIOD COMMENCING IN THE YEAR 2024.

WHEREAS Section 238(2) of the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon 2002 and amendments thereto, requires Council to have prepared the annual capital budget for the current year and the Capital Expenditure Program for the next three financial years;

WHEREAS Section 13 (3) of the Municipal Finance and Community Grants Act 2002, being chapter 155 of the Revised Statutes of Yukon and amendments thereto, allows Council to decide allocation of the comprehensive grant required, for a specified fiscal year, to be spent on infrastructure projects and operation and maintenance expenses.

NOW THEREFORE the Council of the Village of Carmacks in an open meeting duly assembled enacts as follows:

1. SHORT TITLE

This by-law shall be known as the 2024 Capital Expenditure Program By-law; and

2. BUDGET ATTACHED

The budget attached hereto as Schedule "A", and forming part of this by-law in the total amount, showing estimates of the expenditure of funds for Capital Projects for each year of the program commencing in 2024 are hereby adopted; and

3. COMPREHENSIVE GRANT ALLOCATION

The allocation for the comprehensive grant for the 2024 budget shall be 95.75% for operational activities and 4.25% for capital reserves; and

4. ENACTMENT

This by-law shall come into force and effect upon the final passing thereof.

By-law 286-23 is hereby repealed.

Read a first time this 19th day of March 2024.

Read a second time this 19th day of March 2024.

Read a third time and finally passed this 2nd day of April 2024.

Lee Bodie, Mayor

Matthew Cybulski, CAO

Schedule "A"

Village of Carmacks Three Year Capital Plan 2023-2025

	Department		2023	2024	2025
5511	Administration	Furniture	\$ 5,000.00	\$ -	\$ 5,000.00
5512		Technology/Computer Upgrade	\$ 5,000.00	\$ 20,000.00	\$ -
		Village Hub - Project Workplan	\$ -	\$ 20,000.00	\$ -
		Security Server	\$ -	\$ -	\$ -
Total			\$ 10,000.00	\$ 40,000.00	\$ 5,000.00
		Roof Upgrades	\$ -	\$ 75,000.00	\$ 75,000.00
5513	Admin Bldg	Retrofit (pushed to 2023)	\$ 468,500.00	\$ -	\$ -
		Flooring/Upgrades (Main Floor)	\$ -	\$ -	\$ 15,000.00
		GIS Council Mapping	\$ -	\$ -	\$ 7,500.00
Total			\$ 468,500.00	\$ 75,000.00	\$ 97,500.00
5514	Duplex	Foundation/Bachelor Upgrades	\$ -	\$ -	\$ 75,000.00
		Bathroom Upgrade	\$ -	\$ -	\$ -
		HVAC	\$ -	\$ -	\$ -
		Fence Gates/Backyard	\$ -	\$ -	\$ 5,000.00
Total			\$ -	\$ -	\$ 80,000.00
		Garbage & Recycling Collection	\$ -	\$ -	\$ 600,000.00
5544	Enviro Health	Cemetery	\$ -	\$ -	\$ -
		Landfill - Upgrades w/ Generator	\$ 31,500.00	\$ -	\$ -
		Village Hub - Collection System	\$ -	\$ 125,000.00	\$ -
		Landfill - Pit expansion	\$ 100,000.00	\$ -	\$ 100,000.00
Total			\$ 131,500.00	\$ 125,000.00	\$ 700,000.00
			\$ -	\$ -	\$ -
5522	Protective Services	FireTruck	\$ -	\$ -	\$ -
		Rescue Truck	\$ -	\$ -	\$ -
		Rescue Equipment	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
		new Firehall Furniture/Shelving	\$ 25,000.00	\$ -	\$ -
Total			\$ 50,000.00	\$ 25,000.00	\$ 25,000.00
		Fleet - Heavy Duty	\$ -	\$ 450,000.00	\$ 450,000.00
5562	Public Works	Streetlights (20 light expansion plan)	\$ -	\$ -	\$ 150,000.00
		Stormwater System	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
		Heavy Duty Fleet Accessories	\$ -	\$ -	\$ 25,000.00
		Village Hub - Roadway Development	\$ -	\$ 125,000.00	\$ -
		AFO Greenspace Equipment	\$ -	\$ -	\$ 10,000.00
		Fleet - Light Duty Leasing	\$ -	\$ -	\$ 60,000.00
Total			\$ 50,000.00	\$ 625,000.00	\$ 745,000.00
			\$ -	\$ -	\$ -
5553	Parks	Splash Pad	\$ -	\$ -	\$ 250,000.00
		Tew Park Phase 1	\$ -	\$ -	\$ -
		Tew Park Phase 3/Voluntourism	\$ -	\$ -	\$ 25,000.00
		Boardwalk Extension	\$ 700,000.00	\$ 50,000.00	\$ -
		Playground Equipment	\$ 50,000.00	\$ -	\$ 75,000.00
Total			\$ 750,000.00	\$ 50,000.00	\$ 350,000.00
		Hydrotherapy/Sauna Retrofit	\$ -	\$ -	\$ 150,000.00
5552	Recreation Center	Paving of CRC Parking Lot	\$ -	\$ -	\$ 200,000.00
		Aquatic Center Application	\$ -	\$ 7,500.00	\$ -
		Aquatic Center Redevelopment	\$ -	\$ 75,000.00	\$ -
		Technical Upgrades/24 Hour Fitness Center/CCTV Upgrades	\$ 5,000.00	\$ 45,000.00	\$ -
		Arena - Heat Reclaim Assessment	\$ -	\$ 210,000.00	\$ -
		Basketball Backboards	\$ -	\$ -	\$ 15,000.00
		Arena Equipment	\$ 125,000.00	\$ -	\$ -
Total			\$ 130,000.00	\$ 337,500.00	\$ 365,000.00
			\$ -	\$ -	\$ -
5574	VIC/Ec Dev		\$ -	\$ -	\$ -
		Telegraph Office	\$ -	\$ -	\$ -
		Heritage Buildings	\$ -	\$ -	\$ -
Total			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Cumulative Total			\$ 1,590,000.00	\$ 1,277,500.00	\$ 2,367,500.00

Department	2023	2024	2025
Administration	\$ 10,000	\$ 40,000	\$ 5,000
Administration Building	\$ 468,500	\$ 75,000	\$ 97,500
Duplex	\$ -	\$ -	\$ 80,000
Environmental Health	\$ 131,500	\$ 125,000	\$ 700,000
Protective Services	\$ 50,000	\$ 25,000	\$ 25,000
Public Works	\$ 50,000	\$ 625,000	\$ 745,000
Parks	\$ 750,000	\$ 50,000	\$ 350,000
Recreation Centre	\$ 130,000	\$ 337,500	\$ 365,000
Visitor Services	\$ -	\$ -	\$ -
Total	\$ 1,590,000	\$ 1,277,000	\$ 2,367,500

Major Capital Budget Plan Scope of Work:

- Vehicle Replacement: The VoC PW and Landfill Services Department will be procuring a heavy equipment fleet including Dump Truck with Belly Plow and Grader Attachments, Excavator, and Payloader.
- Village Hub Development Projects: The VoC will be including three Village Hub Development Projects in the 2024 Capital Budget. These projects include the development of Village Hub Workplan/Business Plan, Development and installation of the Hub collection system, and Development of the Hub Municipal Roadway additions.
- Recreation Complex: Green Municipal Fund Facility Assessment for Heat Reclaim Technology in the CRC to offset or reduce utility costs of the ice plant and boiler systems. Other capital projects include an operational assessment of the existing Aquatic Center, and upgrades to the CRC CCTV surveillance system including implementation of 24 Hour Access System to the CRC Fitness Center.
- Administration: Roofing upgrades and re-shingling of the Village Office, Computer Upgrades for all Service Points, and Manager Workstations. Public Works General Manager computer will not be included in this upgrade. Upgraded in 2023.



Village of Carmacks

By-law 299-24

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO PROVIDE GUIDANCE TO RECREATION DEPARTMENT PRIORITIES, OBJECTIVES, AND CAPITAL PROJECT GOALS OUTLINED IN THE VoC PARKS & RECREATION MASTER PLAN (PRMP) OVER THE NEXT 10 YEARS OF DEFINED LEVELS OF SERVICE.

WHEREAS Section 279 (1) of the Municipal Act provides that a Council may, 279(1) An official community plan must address (a) the future development and use of land in the municipality (including parks); (b) the provision of municipal services and facilities; including recreation services and official planning documents.

VoC OCP 2021 included priority projects outlining the development and practice of a Parks & Recreation Master Plan.

NOW THEREFORE the Council of the Village of Carmacks, in open meeting assembled, hereby enacts as follows:

1. Title: This bylaw may be referred to as the “Parks & Recreation Master Plan”.
2. Conditions:
 - a. The The Parks and Recreation Master Plan attached as Schedules A are made part of this Bylaw, and is designated and adopted as the Parks and Recreation Master Plan for the entire area within the jurisdiction boundaries of the Village of Carmacks.
 - b. The term of this Master Plan is 10 years from the date of adoption.
 - c. All rates shall be billed on a one-hour minimum basis and on half hour increments.
 - d. Goods and Services Tax must be added to the following rates unless otherwise specified.
 - e. All rentals are subject to the Village of Carmacks – Rental Agreement

ENACTMENT

This bylaw shall come into full force and effect upon the final passing thereof.

Read a first time this 19th day of March 2024.

Read a second time this 19th day of March 2024.

Read a third and final time this 2nd day of April 2024.

Lee Bodie, Mayor _____ Matthew Cybulski, CAO _____

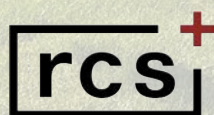


Carmacks Parks & Recreation Plan



GROUNDSWELL
PLANNING

In association with



LEES
ASSOCIATES

MARCH 2023



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Image credits: Groundswell Planning, Google Earth (this page)

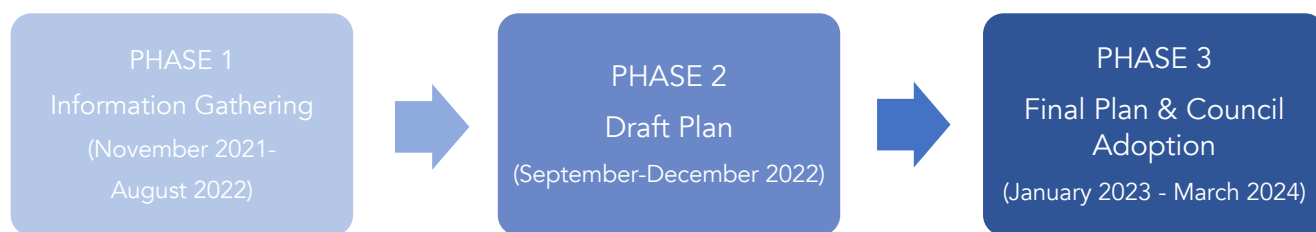
1.0 Introduction

A Parks and Recreation Master Plan (PRMP) sets the high-level, strategic direction for how a municipality delivers parks and recreation programs and infrastructure. Following the direction of the Village of Carmacks 2021 Official Community Plan, the Village set out to create a PRMP, in so doing re-examining and confirming its approach to parks and recreation.

The PRMP creates a 10-year blueprint for the Village of Carmacks that:

- Sets out a **vision** and **guiding principles** for parks and recreation consistent with community needs and Council priorities;
- Establishes key **goals** and **objectives** for municipal recreation services, programs, facilities and events;
- Considers Village capacity and budget implications; and,
- Sets out a course for **implementation** and **performance evaluation**.

The Plan was developed over a x-month timeframe and was developed by a team led by Groundswell Planning in partnership with the Village and Carmacks Recreation Committee. Organized into three distinct phases, the team’s planning process involves compiling background research, engaging the community and stakeholders, working with staff and Council to chart direction and strategy, and drafting the plan document.



VOC Council adopted the final plan in March 2024.

Please note that the background and analysis sections of this document are a summary of the planning team’s comprehensive background report, entitled “State of Play”, which is available from the Village.

2.0 Why Parks and Recreation Matters

Recreation is defined as “the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community well-being.”¹ Governments have a long history of providing parks and recreation to citizens, stemming from a guiding philosophy that views recreation as a “public good” available to all, akin to schools, roads, drinking water, and law enforcement. This ongoing public investment into recreation has tangible benefits both at an individual and societal level. The graphic below depicts a summary of recreation benefits as compiled by The National Benefits Hub².



¹ Interprovincial Sports and Recreation Council and the Canadian Parks and Recreation Association, 2015. Framework for Recreation in Canada: Pathways to Wellbeing.

² National Benefits Hub. www.benefitshub.ca

3.0 Community Context

Carmacks is an incorporated community of approximately **601 residents** situated in the Traditional Territory of the Little Salmon Carmacks First Nation (LSCFN) near the junction of the Yukon and Nordenskiöld rivers. Referred to as the “**Hub of the Yukon**”, Carmacks hosts a range of government and private sector services and infrastructure such as a grocery/general store, year-round recreation centre, Royal Canadian Mounted Police detachment, K-12 school, Yukon University campus, parks and playgrounds, and a riverfront boardwalk.

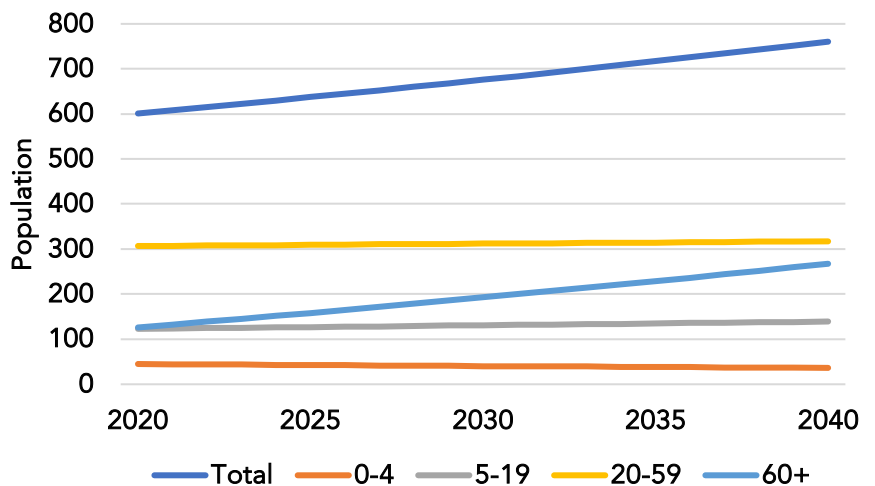
For millennia, the Carmacks region has been an important traditional fishing, hunting, and trapping area for the Northern Tutchone people, the ethnographic group to which the modern-day LSCFN people belong. The area around Carmacks was also an important trading hub for many generations of other Yukon First Nations preceding contact with European people. Carmacks’ modern settlement history can be traced back to George Carmack’s discovery of coal and establishment of a trading post at Tantalus Butte in 1893. After the Gold Rush, it also became an overnight stop along the winter overland trail between Whitehorse and Dawson.

The main economic drivers of Carmacks are public administration, education and health care/social assistance. Construction and accommodation/food services are the largest private sector employers. Its proximity to Whitehorse and small size means that Carmacks is not large enough to support extensive full time employment, the level of competition or the desired range of goods and services.

According to the 2021 census data, Carmacks’ population has grown by over 19% over the last five years, making the community one of the fastest growing in rural Yukon. Men represent 49% of the population and women 49%, and First Nation residents account for almost 71% of the population. According to available 2021 and 2016 census data, the community, compared to the Yukon as a whole, has a:

- Much higher proportion of First Nation residents;
- Lower immigrant population;
- More stable population (i.e., less in-migration);
- Slightly lower average household size (2.2 persons/household);
- Higher growth rate;
- Much lower income; and
- Higher cost of living.

Figure 4. Carmacks Population Projection 2020-2040 (Low Growth Scenario)*



The 2040 low growth population forecast predicts that the population will increase by 179 residents and become increasingly older, with 84% of the population growth happening in the 60 & over demographic and no growth in the preschool-age demographic.

4.0 Service Delivery Overview

The Village of Carmacks delivers a range of direct and indirect parks and recreation services to residents of the community, as illustrated at right. The department’s name is somewhat misleading given its responsibilities around parks and playgrounds.

Department Structure

The Village’s Recreation Department is based out of the Recreation Centre on River Drive and currently consists of five full-time and two part-time staff, in addition to a fluctuating number of volunteers.

The Recreation Director reports to Council and the Chief Administrative Officer on a regular basis about departmental activities.

Pursuant to the *Municipal Act* and *Recreation*

Committee Bylaw, Council has delegated some of its “powers, duties, and functions related to recreation services” to a Recreation Committee consisting of 5-10 members. The Board is supposed to meet at least six times a year. There is currently a six-member Committee in place that meets on a regular basis.

Policy Framework

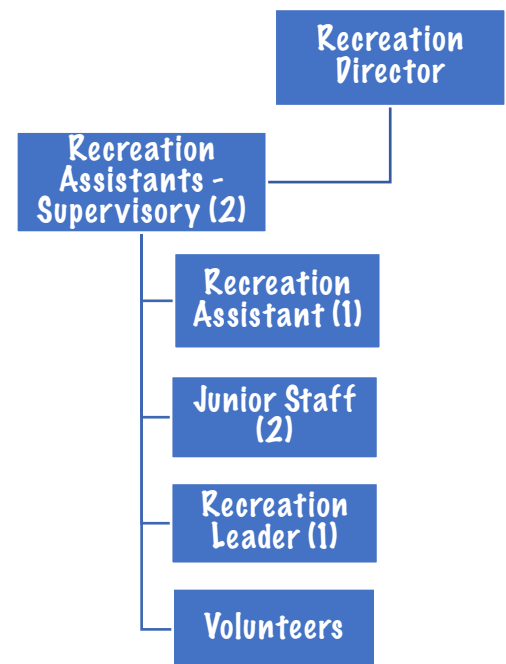
Numerous municipal and Recreation Department policies guide the delivery of recreation in Carmacks, including:

- *Official Community Plan*
- *Parks and Open Space Bylaw*
- *Fees and Services Bylaw*

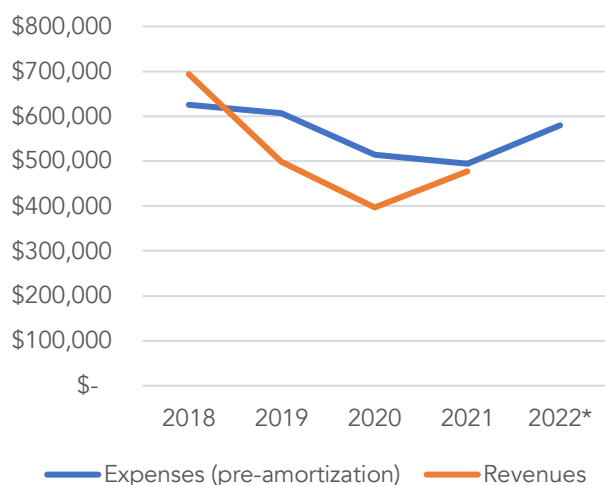
In addition to the Village-level policies governing recreation delivery, the Recreation Department has developed staff policies and an operational manual.

Financial Resources

The Village’s recreation spending has generally declined over the past five years. Expenses dropped from around \$625,000 to about \$494,000 between 2018 and 2021, due in part to the complications of COVID-19 induced Recreation Centre closures and associated impacts on programs and (presumably) the closure of the swimming pool. Spending for 2022 was projected to be just below \$580,000.



Recreation Budget 2017-2022



Over half of the 2022 budget was allocated to staffing-related expenses, and one-quarter is spent on utilities and maintenance for the Recreation Centre.

Historically, the Village has only charged for drop-in use of its fitness centre and facility rentals; this was in part due to a lack of capacity (or technology) to collect user fees. Programming and other drop-in use of the Recreation Centre have been offered free-of-charge as well. In late 2022, the Village began rolling out user fees to generate additional revenues, increase its value proposition and retain program participants using the Univaris Recreation Software system. A barcode scanner was installed in the Recreation Centre lobby. The system will allow for closer oversight of financial transactions and proper application of user subsidies.

In 2021, recreation consumed 23% of the total municipal budget, a sizeable drop from the 30% mark in 2017. (For reference, the City of Whitehorse spends around 18% on recreation and achieves a cost recovery rate of around 31% while the City of Dawson spends around 23% of its budget and achieves a 12% cost recovery³).

The opening of the new arena will have a significant impact on the Village’s recreation budget. The costs associated with ice plant operation⁴, heating, maintenance, and staffing – among other items – have been estimated at \$661,000 in the draft Arena Business Plan under development by RC Strategies. The Plan is projecting an annual operating deficit of \$577,450. The new facility, combined with the community’s habituation to free program and facility access, pose risks to the financial viability of parks and recreation delivery by the Village and warrant continued and sustained attention.

Facilities and Amenities

The Village owns and maintains a variety of indoor and outdoor facilities. The most significant indoor facility assets are the Recreation Centre and about-to-be-open arena.

The Village also owns and maintains a range of outdoor amenities, including playgrounds, parks, and the two-kilometre river boardwalk. These are depicted below.

Other local recreation amenities include the LSCFN Village ball diamond and ice rink, trails, boat launch and nearby lakes such as Coal Mine and “8 Mile”.

Indoor Facilities/Amenities	Outdoor Facilities
Recreation Centre	Merv Tew Park
Gymnasium	Pocket Park
Fitness centre/weight room	Rowlinson Drive Park
Youth lounge	Heritage buildings (5)
Mezzanine space/upstairs	Nordenskiold Cemetery
Kitchen	Riverfront boardwalk
Arena	

³ These are 2018 figures

⁴ The CIMCO ice plant operating costs can range from \$7000 - \$25,000 per month, according to the Recreation Director.

Village Indoor Recreation Facilities and Amenities



Youth lounge



Arena



Kitchen



Fitness centre



Gymnasium



Upstairs/mezzanine



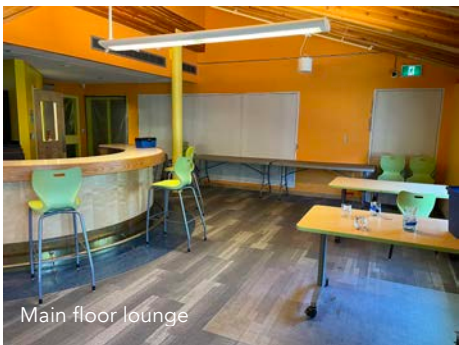
Arena heated viewing area



Trophy case



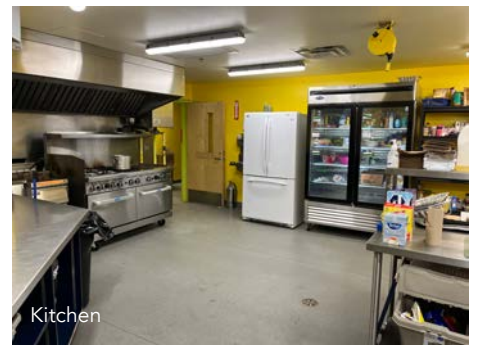
Rec Centre 2nd storey patio



Main floor lounge



Rec Centre entrance



Kitchen

Village Outdoor Recreation Facilities and Amenities



An analysis of parkland quantity and accessibility showed that Carmacks has about twice the Canadian standard of parkland per 1000 residents; however, parts of some neighbourhoods fall just outside of what is considered a “walkable” distance, specifically the northernmost portion of the Tswanjik, Nordenskiold, and LSCFN Village subdivisions, as well as the North Klondike.

Generally, summer is the busy season at the Recreation Centre, with drop-in traffic ranging from 75-100 people daily - a high proportion of those being non-residents. Over the past few years, much of the winter recreation activity has taken place at the LSCFN outdoor rink. The Rec Centre is generally open 12 hours a day from Monday to Friday, with more limited hours on the weekends. The Recreation Manager is working on getting the Village’s 12-passenger van operational for picking up participants and for field trips to other communities.

There is no detailed capital plan for recreation facilities at present. Likewise, there is no asset management (AM) system or dedicated record keeping in place. The Village’s Public Works Department is primarily responsible for the maintenance and upkeep of the Village’s indoor and outdoor recreation facilities and this function is subsumed under the broader Public Works budget. Both the Recreation and Public Works managers were supportive of a potential organizational re-structuring that would see responsibility for all parks and recreation fall under the Recreation department.

Programming and Events

The Village offers a variety of programs for a broad demographic spectrum of Carmacks residents. The Recreation Manager is trying to provide direct programming for about 60-70% of the schedule, with the remaining 30-40% drop-in/casual in nature. A multitude of factors inform and influence programming decisions, including Council and CAO input, feedback from participant and parents, funding directives, collaborative opportunities, and instinct. Regular community dinners happened pre-COVID. Hosting regular community events, including sport tournaments, are a priority going forward.

Third party recreation delivery has been quite limited in Carmacks in recent years. In the past six months, a hockey and curling organization have formed. A designated recreation lead is in place at Little Salmon Carmacks First Nation as well, which has in turn fostered more collaboration with the Village.

Community Support, Partnerships and Outreach

The Village receives \$15,000 in funding annually through Lotteries Yukon’s Community Grants Program, with some remaining at the end of each fiscal year. The Recreation Department’s primary communications channels are the Carmacks Recreation Facebook page, electronic billboard outside the Village administration building, posters, and word-of-mouth (with social media and word-of-mouth reportedly being the most effective). Recreation users are asking for a seasonal recreation guide to be available in print and online.

Departmental Capacity and Training

The Recreation Department’s staffing situation has fluctuated in recent years. The current Manager is vacating the role but will provide support and oversight to the new Manager from the Chief Administrative Officer seat. There is generally strong retention among other staff in the department. Staff are well equipped to deliver programming but administrative and project management skills and capacity need continued development.

5.0 What We Heard

Carmacks residents participated in the development of the 2023 Parks and Recreation Master Plan via various input opportunities. The following is a summary of survey results, complete with excerpts of respondent comments intended to highlight recurring or insightful themes. The complete results are available in the PRMP Background Report.

Household Survey Findings

Participation and Values

- Most of the survey participants' **"Top 10" activities** were **outdoors based**, including (in order of popularity) camping, BBQing/picnicking, hiking/walking, motorized boating, snowmobiling/ATVing, wildlife/nature appreciation, and playing at playgrounds.
- **Top indoor activities** were (in order of popularity) arts and crafts, fitness training at the gym, music, yoga and fitness class. **First Nation cultural activities** were participated in by almost **half** of survey respondents.
- (In order of frequency) inconvenient times, lack of time, lack of awareness, cost of programs, and lack of interest were cited as the **Top 5 barriers to participation** in recreation by survey respondents.



Facility Utilization, Quantity and Quality

- **Parks, trails, and greenspaces** received the **broadest visitation** by households of survey respondents, with the boardwalk and Ridge Run trails receiving the highest level of frequent use of all amenities, followed by parks, campgrounds, and greenspaces outside the townsite. Merv Tew Park was second to the boardwalk/Ridge Run in terms of broad usage.
- **Indoor facilities** were generally **less utilized** by Carmacks residents than their outdoor counterparts, with the most broadly used indoor facilities being (in order of frequency) the Recreation Centre's gymnasium, fitness centre, and upstairs space, with the fitness centre receiving the highest level of frequent (21+) usage.
- Survey responses suggest that many **community members plan to use the new arena** when it opens. Over half of respondents indicated they would use the facility fairly often, while no one predicted they wouldn't use it at all.

Values Around Recreation

- Survey respondents strongly agreed that parks and recreation are important to their own **quality of life** and the **vitality of the community** overall.

"It seems a little less interesting living here without the activities that used to happen. It seems the community lost touch with big events and not enough time being put into them either."

"An ATV/skidoo event would provide a safe and fun activity for children and events. Though we have hills to sled and ski on it would be awesome if a designated hill was taken care of specifically for this event because the winters can be so boring here."

"Board games available for families..."

"Having groomed and set tracks for XC ski trails would be excellent. Getting more personal training and fitness classes at various times - early mornings, lunch hour and evenings - would be really great."

"We need more opportunities to keep people in the community and not let the beautiful centre sit idle. Keep it in daily use!"

"An outdoor facility (preferably adjacent to the arena and swimming pool to be :) where there can be a running track, field for soccer, ball diamond, etc.... With adequate space and seating for spectators and participants. Could double for leisure too with a picnic area and benches for viewing near the river. Maybe a fire pit or two so people can use these"

"Love to see a musical stage where artists can come to play in the summer time."

"Pool would be beneficial to everyone"

"Motorized trails to ensure safety of walkers or runners. Ball fields tend to have ruts, holes or huge rocks which can all lead to injury".

Allowing for variety of sport opportunities (allows people to try) new things and have the potentially try out for Arctic Winter Games, Indigenous games, Canada summer or winter games"

"Public ice skating, roller skating, concerts"

"Yes definitely swimming. Carmacks had an awesome swim club with numerous children that fell flat with no pool".

"...children here like volleyball need proper outdoor facilities and to actually use the gymnasium for this and other sports. Actually take the effort to set up nets, coach, referee, etc., same could be said for other activities. Host tournaments which drive interest. It is one thing to have the one offs as drop-ins now and then but if people don't know the rules and the games how do you promote interest. There needs to be something more organized".

"Could improve the trails (clear map and mark including distances) and establish some somewhat organized skiing, snow shoeing, etc. Maybe even snowmobiling for the youth/adults?"

"More individual sports are good too, weight training, cardio, meditation, martial arts, wrestling, etc."

"Overall, I think the rec dept is doing a great job! I'm sure there has been many challenges due to COVID but the

staff appear to have done a great job considering the challenges."

"There needs to be more programming that is non sports related particular for young adults who are not into the bar scene. Banning 19 and 20 year olds from the youth is ridiculous"

"Can't wait for the new arena, the entire community must have high hopes for this project!"

"After the pandemic settles, bring more community type parties and celebrations on."

"A property tax increase to a fraction of the population of Carmacks is not a good idea. A user fee would be the logical thing to have".

"As one of the few actual property tax payers, I am 100% opposed to the raising of my property taxes for more programming when the majority of users do not pay property tax. Increase user fees as needed but stopping using my taxes as a financial crutch for services not used."

Financial Considerations & Investment Criteria

- Most respondents preferred **maintaining** the current **user fees**. 17% supported an increase, and another 17% supported a decrease.

Facility Priorities

- Most survey respondents indicated a **need for new and/or enhanced facilities** within the next decade.
- A **swimming pool** was the facility suggestion for 63% of respondents who felt that new/enhanced facilities were needed. The next most popular ideas were trails with signage (16%), multi-purpose field (13%), and splash park, curling rink, baseball diamond, skate park, and cross-country ski trails (9% each).



Programming

- The availability and quality of **recreation programs** for **children aged 6-18** was **rated most highly**. Options for **adults** and **seniors** and **children 5 & under** were rated **lowest**.
- (In order of frequency) more activities for adults, young kids/families, teen programs, and organized sports for kids were the most common programming suggestions.
- The most frequent suggestions for **arena programming** were (in order of popularity) public/drop-in/family skating, hockey, curling, tournaments and music/art, skating lessons and community activities.



6.0 Recreation Trends and Best Practices

Health, Fitness and Activity Trends

- Levels of childhood and adult obesity have been steadily increasing over the past few decades, while levels of physical activity have steadily decreased.
- Most Canadian children and youth exceed recommended guidelines for screen time.
- Most Canadian youth and adults prefer spontaneous, unstructured recreation pursuits, with walking, bicycling, and swimming landing in the “Top 5” for both groups.
- Recreation participation varies by age, gender, and socioeconomic status, with men and youth being more likely to play organized sports, women more likely to participate in exercise classes and wellness pursuits such as yoga, and higher income and education correlating strongly with higher participation.

Policy Guidance

Sport and recreation policy is evolving to reflect a growing recognition of the complex, interrelated societal and individual factors linked to participation. The 2015 Framework for Recreation in Canada is the current national guiding document for public recreation providers.



The five pillars of the Framework for Recreation in Canada

Recreation Delivery Trends

Social Determinants of Health – shifting the focus from “how do we get individuals to choose healthier lifestyles” to “how can we create the community environments that make the healthier choice the easier choice”

Physical Literacy and Lifelong Participation - physical literacy is the motivation, confidence, and skills to engage in physical activity and is seen as a pre-condition for lifelong participation; early childhood is the focus

Places and Spaces – evolution of the parks and green space movement to place-making that supports social connections and cohesion with support amenities like Wi-Fi, seating, all ages and abilities design, art, etc.

Multi-Use Functionality and Clustering – continuation of multi-use emphasis for facility investments, accompanied by clustering with complementary services such as community libraries

Revenue Generation – municipal response to fiscal and service delivery pressures through non-traditional revenue streams such as adopt-a-park programs, facility sponsorships, planned giving programs, etc.

Active Transportation - encouraging human-powered travel modes through infrastructure and good design

Changing Volunteerism – overall national decline in volunteerism and shift to shorter commitments that provide participants with work and/or other valued experience

Return to Outdoor, “Adventurous” Play – giving children and youth spaces to explore, play and push limits

Integration of Wellness and Community Development – evolution of the recreation field to include broader wellness and community development aims such as reducing barriers, healthy eating/nutrition, mental and physical health, social inclusion, etc.

7.0 SWOT Summary and Planning Considerations

Governance

<p style="text-align: center;">STRENGTHS (Internal/Village)</p> <ul style="list-style-type: none"> • Current and past Councils are supportive of recreation • There are some policies and procedures in place • Department has good staff retention • Council’s investment in recreation is significant (23% of budget in 2021) • A Recreation Committee is in place to help administration adjudicate funding applications • New recreation booking software will reduce administration time and increase Village capacity to monetize visits from residents and visitors • Village is establishing new and strategic funding sources 	<p style="text-align: center;">WEAKNESSES (Internal/Village)</p> <ul style="list-style-type: none"> • Department and Manager titles do not reflect actual scope of recreation delivery system (i.e. parks, trails, etc.) • Considerable administrative burden on Manager position with associated potential for burn-out • Policy and guidelines are somewhat limited • Arena could require significant new operational funding (i.e., utilities, staffing, etc.) that could jeopardize the Village’s financial position or other recreation delivery • Lack of user fees has potentially devalued the Village’s recreation offer and eliminating potential cost recovery opportunities
<p style="text-align: center;">OPPORTUNITIES (External)</p> <ul style="list-style-type: none"> • Program funding is generally available • Increased resource-based activity could create new opportunities for private sector sponsorship • Policy and governance advice and support is available from other municipalities (particularly City of Whitehorse), online sources, etc. • External project-based funding may allow for short-term project management assistance • Residents highly value recreation and potentially support minor tax/fee increases 	<p style="text-align: center;">THREATS (External)</p> <ul style="list-style-type: none"> • Revenue generating potential of recreation is highly limited with a small population and need to maintain access and affordability • Seasonal worker population and population residing outside of municipal boundaries places pressure on Village resources with lower cost recovery potential • Low incomes and high living costs pose barriers to the amount of disposable income that Carmacks residents can spend on recreation; increases in the senior population will compound this situation • A growing population and new facilities will continue to necessitate new policy development and adaptation
<p>KEY PLANNING CONSIDERATIONS</p>	
<ul style="list-style-type: none"> • Staff skills and capacity may need to broaden to reflect a potential community development function of the department and to deliver on the expanded programs and events offer; • Recreation spending increases may need to be curbed and the Village should ensure that operations and maintenance needs of the new arena are sustainable; • Ensuring clarity on service delivery expectations and models of providing recreation programming (e.g. direct programming by the Village, indirect over time via community groups, etc.); • The Village could look to diversify funding sources and pursue low-cost approaches that leverage existing capital assets and other amenities through sound policy and partnership development. 	

Facilities

STRENGTHS (Internal/Village)	WEAKNESSES (Internal/Village)
<ul style="list-style-type: none"> • There is an impressive mix/variety of outdoor and indoor facilities for a community of Carmacks' size • Parks, trails, and outdoor spaces are highly rated and well used • Facilities are in generally in good condition and many have considerable asset life remaining • Access to funding for larger capital projects is good and equipment replacement needs can be internally funded • Staff generally have capacity/skills to maintain assets • Trails have been evaluated and a detailed recommendation and implementation plan created • Facilities are scheduled with a mix of programmed and spontaneous, drop-in opportunities 	<ul style="list-style-type: none"> • Residents desire a year-round or new pool despite significant recent investments and possibly low likelihood of replacement or funding • Maintenance for parks and greenspaces falls to Public Works but this may not be the best fit for them • Some issues with existing facilities – trail issues, boardwalk flooding, cemetery • Some park spaces may be underperforming • Local costs of construction, operations and maintenance are high • Asset management and capital planning do not receive significant attention • The Rec Centre is underutilized during the daytime hours
OPPORTUNITIES (External)	THREATS (External)
<ul style="list-style-type: none"> • Potential shared interest in Coal Mine Lake improvements with LSCFN • Future community “hub” site adjacent to the Rec Centre/arena holds potential for new open space amenities and programming • National, territorial, and local data points to a strong preference for participation in unstructured activities that require open spaces (i.e., parks, trails, etc.) with lower operating costs as compared to indoor facilities (i.e., arenas and pools) • Significant open space assets near the community • Diversifying outdoor recreation opportunities to align with trends and maximize appeal (e.g. play opportunities for a wide range of children and youth) 	<ul style="list-style-type: none"> • Flooding and climate change is threatening valued assets such as the boardwalk • Poor connectivity between the Recreation Centre and arena and neighbourhoods north of bridge • Climate change policies such as carbon pricing could raise operating costs of large indoor facilities considerably • Funding for capital reserves, especially as costs escalate
KEY PLANNING CONSIDERATIONS	
<ul style="list-style-type: none"> • Optimization of current facilities to ensure maximum benefit and stay current with trends, including more activation of park/open spaces, adaptation of amenities to support more uses/users • With population growth and an aging population, planning for seniors-friendly infrastructure and ensuring convenient access to parks and open spaces for new neighbourhoods • Prioritization of active transportation and accessible infrastructure for an aging population • New neighbourhoods will require parks and open space • Budgeting appropriately for capital facility upgrades, replacements, and renewal 	

Programming

<p style="text-align: center;">STRENGTHS (Internal/Village)</p> <ul style="list-style-type: none"> • The Village is now offering a broad range of programming for all ages and interests • Village is planning for an expanded events calendar • Village programs are free or very low cost • Village successfully adapts to constantly changing circumstances 	<p style="text-align: center;">WEAKNESSES (Internal/Village)</p> <ul style="list-style-type: none"> • Programs for seniors and 5 & under are less available from the Village than those for elementary aged children • Village capacity to administer, design and deliver programming and events are limited • Small base of volunteers and activity “champions” • Programs are vulnerable to low numbers of available participants, conflicting scheduling of other programs or events, availability of instructors, etc. • More specialized programming can be challenging to sustain due to dependence on instructors in a somewhat transient community • Residents cite inconvenient times as a constraint to participation in recreation • Village’s registration system and communications approach may pose barriers to participation/awareness
<p style="text-align: center;">OPPORTUNITIES (External)</p> <ul style="list-style-type: none"> • Participation, lifestyle and population trends point to an increased need for wellness, active living facilitation • Service delivery fluctuations and COVID has many Carmacks residents eager for events and programming • Carmacks’ small size conducive to highly visible and “viral” programming ideas • The new arena could spark an increase in volunteer-run programming • More distance, online staff training available • Climate change is bringing warmer winters and more opportunities for outdoor activities • To grow programming capacity through a community development approach that creates new organizations and volunteers 	<p style="text-align: center;">THREATS (External)</p> <ul style="list-style-type: none"> • Residents perceive the availability and quality of programs for 5 & under, adults, and seniors to be low • Growing cohort of seniors will create new programming needs and demands • Time constraints, excessive screen time, and low rates of physical activity are barriers to participation • It can be difficult for Carmacks residents to stay informed of opportunities
<p>KEY PLANNING CONSIDERATIONS</p>	
<ul style="list-style-type: none"> • Carmacks’ aging population and broader societal trends suggest a shift towards an increased focus on wellness and active/ healthy living facilitation and programming • Limited capacity for hands-on program delivery could be augmented via “how-to” programming geared towards increased use and enjoyment of the outdoors and the Village’s open space amenities • The Village could consider maintaining its emphasis on affordable children’s programming delivered directly and facilitating more specialized options; a few more family-friendly recreation options could help bridge gaps • Use of training supports in areas such as mental health first aid, program development, physical literacy, etc. 	

Partnerships and Community Development

<p>STRENGTHS (Internal/Village)</p>	<p>WEAKNESSES (Internal/Village)</p>
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<ul style="list-style-type: none"> • Funding for a wide range of needs is readily available to community groups and individuals, usually within a very short time frame • Village has some communications channels established and these are working reasonably well • There is a mechanism for third party usage of Village facilities and rentals are affordable 	<ul style="list-style-type: none"> • Communications capacity and effectiveness is limited • Third party usage of park spaces needs further clarity and policy work
<p>OPPORTUNITIES (External)</p>	<p>THREATS (External)</p>
<ul style="list-style-type: none"> • The arena could spark new partnerships and organizations • The relatively small number of external groups and partners makes communications easier • A high proportion of Carmacks children are in Village camps; opportunity to reach families through them • Village recreation facilities are well visited and a great venue to share information and seek input • Increased resource-based activity could create new opportunities for private sector sponsorship and partnerships 	<ul style="list-style-type: none"> • There has been a lapse in community recreation groups; the Village has been virtually the sole recreation provider for several years • Aging population may create a diminishing pool of volunteer resources (i.e., less energy, no kids in the house, etc.) • Village policy and organizational framework may not always “mesh” with a non-bureaucratic community culture
<p>KEY PLANNING CONSIDERATIONS</p>	
<ul style="list-style-type: none"> • Providing support to community members or groups to volunteer and get involved in recreation • Increasing the Village’s positive profile in the community and supporting the efforts of other groups in visible ways • Educating residents about Village recreation spending and its impact on the community • Finding ways to solicit resident input and signal an openness to feedback and learning 	

8.0 Vision, Guiding Principles, and Plan Elements

10-YEAR VISION

“Whether you’re outside or inside, resident or visitor, Carmacks is a great place to play.”

GUIDING PRINCIPLES

Accountability – The Village seeks input of Carmacks residents around recreation delivery and applies facts and best practices to decisions.

Diversity – The Village encourages and accommodates a wide variety of recreational interests and activities in the community.

Accessibility – The Village works to ensure that recreation is available to Carmacks residents, regardless of their age, ethnicity, mobility, gender, orientation, economic status, etc.

Feasibility – The Village recognizes that its recreation delivery is and strives to find practical and innovative ways to meet core needs.

Sustainability – The Village strives to ensure that its current delivery of recreation programming and facilities protects the environmental, financial, and other resources that are needed to ensure the continual operation of recreation and other services the Village provides.

THE FOUR PLAN ELEMENTS



9.0 Roles and Service Standards

THE VILLAGE'S ROLES IN RECREATION

<p>Steward – The Village cares for the natural and built recreation spaces that are under its jurisdiction and encourage residents to take pride in and care for them.</p> <p>Funder – The Village provides direct and indirect financial support to individuals and groups to pursue, provide, and promote recreational opportunities.</p> <p>Facility provider – The Village provides safe, functional spaces that accommodate a range of recreational activities for the community and makes these available for both City and other activities.</p> <p>Facilitator/partner – The Village works with other individuals and groups to facilitate the delivery of recreational opportunities to Carmacks residents.</p>	<p>Program provider – The Village designs and delivers programs that offer leisure and opportunities for individual and community well being.</p> <p>Listener/learner – The Village strives to listen to and learn from the views of residents, volunteer groups, and the broader community in its approach to planning and delivering recreational opportunities.</p> <p>Leader – The Village helps to create and foster a local culture in which recreation participation and active living are valued and promoted.</p>
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SERVICE STANDARDS

Facilities

Our Service Objective: To provide safe, functional, and enjoyable outdoor and indoor spaces in which Carmacks residents and visitors can spend their leisure time.

Maintenance Priorities Maintenance Priority by Spaces

- | | |
|------------------|--|
| 1) Safety | 1) Highly utilized locations, particularly by vulnerable populations (i.e., children, seniors) |
| 2) Functionality | 2) High maintenance requirements due to specific features or amenities |
| 3) Aesthetics | 3) Highly visible locations |
| | 4) Less used and/or visible locations |

Programs

Our Service Objective: To provide, facilitate, and support a range of recreation opportunities for Carmacks residents.

Delivery Priorities In-House Programming Priority by Recipient Group

- | | |
|--------------|--|
| 1) Safety | 1) Elementary school age children |
| 2) Quality | 2) Demographic and/or other groups not well served by third party programs |
| 3) Diversity | 3) Families |

10.0 Goals and Actions

GOVERNANCE

Goal #1 Restructure the department to better reflect its mandate and increase capacity.

- Action 1.1 Rename the department and manager position title to incorporate the parks function.
- Action 1.2 Recruit an arena lead hand position and consider ways to make it a year-round position.
- Action 1.3 Consider formally assuming parks maintenance tasks currently undertaken by the Public Works department, reassigning budget accordingly.
- Action 1.4 Consider the use of external contractors to help manage the Department's administrative workload, particularly around funding proposals and reporting.

Goal #2 Strengthen the policy framework for recreation delivery.

- Action 2.1 Draft a Recreation Committee policy to clarify its role*, decision-making approach, frequency of meetings, and other mandate and operational matters requiring clarification.
- Action 2.2 Conduct a policy review and address gaps as needed to ensure that the Recreation Department can both communicate and operationalize how it delivers key services (e.g., safety, accessibility, facility user conduct, funding grants).

Goal #3 Strengthen the Department's community development function.

- Action 3.1 Pursue staff training in communications, marketing, administration and project management.
- Action 3.2 Create an image library of Village recreation spaces and activities to support communications.

Goal #4 Increase the Village's financial capacity to deliver recreation services.

- Action 4.1 Secure core funding for arena operations from the Government of Yukon as per the arena business plan.
- Action 4.2 Explore potential for core funding support from Little Salmon Carmacks First Nation (see Goal #15).
- Action 4.3 Develop a corporate sponsorship program and commemorative parks program.

**Proposed Recreation Committee role to include advising Council and Village administration on: funding requests; incorporating public input into larger planning/policy initiatives; annual workplans and achievement of Master Plan goals/objectives; and considering concerns and complaints from the public and user groups in regard to recreation service delivery.*



FACILITIES

Goal #5 Maximize utilization, enjoyment, and sustainability of existing facilities.

- Action 5.1 Complete repairs to the boardwalk and undertake flood-proofing improvements.
- Action 5.2 “Fit out” the arena lobby area to create a comfortable, welcoming community gathering space.
- Action 5.3 Implement the recommendations of the heritage building assessment.
- Action 5.4 Increase maintenance effort for Village park spaces during the summer season.
- Action 5.5 Explore and pilot off-season uses for the arena (e.g., shuffleboard, tennis, pickleball, modular skateboard or bike courses)

Goal #6 Increase and enhance the Village’s open space amenities and opportunities.

- Action 6.1 Implement the trail signage program*.
- Action 6.2 Enhance and expand the local trail network* (as per Official Community Plan “Big Move #3”) and explore potential opportunities for a winter non-motorized trail network close to the townsite.
- Action 6.3 Plan and implement site improvements to 8 Mile Lake to enhance parking, swimming, and picnicking/gathering functions.

Goal #7 Improve active transportation infrastructure.

- Action 7.1 Complete the “Big Move #3” active transportation actions in the Official Community Plan (OCP).

Goal #8 Increase capacity to maintain, manage and plan for facilities.

- Action 8.1 Create general maintenance guidelines and procedures for parks and open spaces.
- Action 8.2 Create a simple asset management plan and record keeping system.
- Action 8.3 Develop capital plans for recreation facilities and ensure that a reserve fund for facility upgrades and repairs is maintained.

Goal #9 Plan for future major recreation facilities.

- Action 9.1 Work with government partners to plan for a new swimming pool.
- Action 9.2 Plan for other community facility priorities and preferences as part of “Village Hub” master planning (OCP Big Move #1).

**A trails assessment was conducted in 2020 and the resulting report included a comprehensive set of recommendations for enhancement of existing key trails and strategic future expansion of the network for local and visitor use. As part of the same project, a trail signage scheme was designed.*

PROGRAMMING

Goal #10 Continue to facilitate and/or deliver a diversity of recreation for all ages.

Action 10.1 Increase programming focus in the following areas:

- Wellness, healthy living, and active aging;
- Family-oriented events;
- Outdoor skills and safety programs; and,
- One-day or weekend workshops geared towards adults.

Action 10.2 Create a new suite of arena programming for structured and unstructured activities,

Action 10.3 Explore opportunities to partner with the swimming pool in Pelly Crossing to provide swimming instruction to Carmacks youth.

Action 10.4 Provide programming to encourage use of Village's outdoor amenities (e.g., disc golf, volleyball, trail-based scavenger hunts).

Action 10.4 Provide a mix of established and new programs on an ongoing basis.

Goal #11 Host more events to foster community wellness, pride, and visitation.

Action 11.1 Continue to offer family and community gathering opportunities on a regular basis.

Action 11.2 Create a calendar of fun community sport tournaments.

Action 11.3 Attract winter hockey tournaments and camps in partnership with Whitehorse or other Yukon communities.

Goal #12 Reduce barriers to participation in recreation.

Action 12.1 Repair the Recreation Department van and upgrade staff licensing to operate it.

Action 12.2 Plan programming on a seasonal basis and promote in advance to maximize participation.

Action 12.3 Increase community awareness of Village and other recreation opportunities via:

- A seasonal program guide;
- Village electronic billboard; and,
- Via partner channels.

Goal #13 Empower staff to deliver high quality programming and community supports.

Action 13.1 Continue to provide staff training in:

- National/territorial standards and supports (i.e. HIGH FIVE, Yukon Physical Literacy Coordinator, safe sport, etc.);
- Program and curriculum development training; and,
- Mental health and wellness support skills.

PARTNERSHIPS & COMMUNITY DEVELOPMENT

Goal #14 Facilitate an increase in third party recreation delivery.

Action 14.1 Identify opportunities for third party groups to share delivery (with a priority on sport leagues, tournaments, and events) and help recruit community members to fill volunteer roles.

Action 14.2 Work with recreation groups to reduce the administrative burden of operating a non-profit association. This could include:

- Consolidating organizations (as appropriate) to minimize the number of volunteers needed to fill executive roles (i.e., President, Vice-President, Secretary, Treasurer);
- Use of more event or activity-specific working groups under one or two umbrella organizations; and,
- As needed, providing tools and templates to streamline and simplify administrative tasks such as financial reporting and minute taking.

Action 14.3 Publicly recognize and celebrate community volunteers (e.g., volunteer awards, recognition dinner, profiles in recreation guide).

Goal #15 Establish and maintain strategic partnerships.

Action 15.1 Pursue a Memorandum of Understanding (MOU) with Little Salmon Carmacks First Nation to establish shared interests, encourage coordination, avoid duplication, and share resources to benefit Carmacks recreation.

Action 15.2 Work with Government of Yukon to secure core operational funding for the arena (Action 4.1).

Action 15.3 Pursue funding and support for sport tourism from Yukon Convention Bureau and Sport Yukon.

Action 15.4 Attend/coordinate inter-agency meetings with other Carmacks community service providers on an ongoing basis.

Goal #16 Increase community awareness of and input into recreation.

Action 16.1 Report annually to community members and local partners on key outcomes and statistics (e.g., financials, programs, participants).

Action 16.2 Provide opportunities for resident ideas and feedback (e.g., suggestion/comment boxes or boards, online).



11.0 Implementation

ACTION	IMPLEMENTATION TIMEFRAME				EXTRA BUDGET
	SHORT-TERM (0-2 yrs)	MEDIUM-TERM (3-6 yrs)	LONG-TERM (7-10 yrs)	ONGOING	
GOVERNANCE					
Rename the department and manager position title	✓				
Recruit arena lead hand and consider ways to make it a year-round position	✓				
Consider reassigning parks maintenance tasks and budget	✓				
Consider use of external contractors				✓	\$
Draft a Recreation Committee policy	✓				
Conduct policy review and address gaps		✓			
Pursue staff training to support community development function				✓	
Create an image library				✓	\$
Secure core funding for arena	✓				
Explore core funding from LSCFN	✓				
Develop corporate sponsorship and commemorative parks program	✓				\$
FACILITIES & AMENITIES					
Complete boardwalk repairs and flood-proofing	✓				\$
Fit out arena lobby	✓				\$
Implement heritage building protection measures		✓	✓		
Increase summer park maintenance	✓				
Explore/pilot off-season arena uses	✓				\$
Implement trail signage program	✓				\$
Enhance/expand local trail network		✓	✓		\$

ACTION	IMPLEMENTATION TIMEFRAME				EXTRA BUDGET
	SHORT-TERM (0-2 yrs)	MEDIUM-TERM (3-6 yrs)	LONG-TERM (7-10 yrs)	ONGOING	
FACILITIES & AMENITIES CONT'D					
Plan/implement 8 Mile Lake improvements		✓			\$
Complete active transportation improvements in OCP		✓	✓	✓	\$
Create parks maintenance procedures		✓		✓	
Develop capital plans and reserve fund				✓	
Plan for a new swimming pool			✓		
Plan for facilities as part of "Village Hub" master planning			✓		\$
PROGRAMMING					
Increase programming focus in strategic areas	✓				
Create new arena programming					
Explore opportunities to partner with Pelly Crossing pool	✓				
Provide outdoor amenity programming				✓	
Provide a mix of new and established programs				✓	
Continue to offer family and community gathering opportunities				✓	
Create a calendar of fun tournaments	✓				
Attract winter hockey tournaments and camps	✓				\$
Repair Recreation Department van	✓				
Plan programming on a seasonal basis				✓	
Increase awareness of recreation opportunities				✓	
Continue to provide staff training in key areas				✓	



ACTION	IMPLEMENTATION TIMEFRAME				EXTRA BUDGET
	SHORT-TERM (0-2 yrs)	MEDIUM-TERM (3-6 yrs)	LONG-TERM (7-10 yrs)	ONGOING	
PARTNERSHIPS & COMMUNITY DEVELOPMENT					
Identify opportunities for third party groups to share delivery and recruit volunteers				✓	\$
Work with recreation groups to reduce administrative burden				✓	
Recognize community volunteers				✓	
Pursue MOU with LSCFN	✓				
Pursue funding and support for sport tourism	✓				
Attend/coordinate inter-agency meetings				✓	
Report annually on recreation outcomes				✓	
Provide opportunities for resident ideas and feedback				✓	





Village of Carmacks

By-law 300-24

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO AUTHORIZE THE RATES OF TAXATION IMPOSED FOR THE YEAR 2024.

WHEREAS Section 55(2) of the Assessment and Taxation Act, being Chapter 13 of the Revised Statutes of the Yukon 2002 and amendments thereto, requires that each taxing authority other than the Commissioner in Executive Council shall, by by-law made on or before April 15 in each year, levy taxes in accordance with this Act upon all taxable real property that is within its jurisdiction; and

WHEREAS the rates hereinafter set out are deemed necessary to provide the revenue amounts required for the estimated expenditures of the Village;

NOW THEREFORE, by virtue of the authority conferred upon it by Section 246 of the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon 2002 and amendments thereto, the Council of the Village of Carmacks enacts as follows:

1. there shall be a general tax rate for the year 2024 of one decimal five percent (1.5%) levied upon all taxable properties; and
2. there shall be a minimum tax rate of two hundred fifty dollars (\$250) applied to all properties described above, when the percent rate applied will result in an amount less than or equal to the minimum tax.

This by-law shall come into force and effect upon the final passing thereof.

By-law 285-23 is hereby repealed.

Read a first time this 19th day of March 2024

Read a second time this 19th day of March 2024

Read a third time and passed this 2nd day of April 2024

Lee Bodie, Mayor

Matthew Cybulski, CAO



Village of Carmacks

By-law 300-24

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WHEREAS the rates hereinafter set out are deemed necessary to provide the revenue amounts required for the estimated expenditures of the Village;

NOW THEREFORE, by virtue of the authority conferred upon it by Section 246 of the Municipal Act, being Chapter 154 of the Revised Statutes of the Yukon 2002 and amendments thereto, the Council of the Village of Carmacks enacts as follows:

1.0 Citation of Bylaw

1.1 This bylaw may be cited as the "**2024 Property Tax Bylaw**"

2 Purpose and Application

2.1 The intent of this bylaw is to establish the taxing regime for all properties within the administrative boundaries of the Village of Carmacks.

3 Definitions

3.1 In this Bylaw, the following terms or phrases shall be interpreted as follows:

"Residential" means all classes of real property used primarily for residential use, other than Country Residential, and are designated on the assessment roll as RS1, RS2, RCM, RMH, or RSM.

"Non-residential" means all classes of real property used primarily for commercial, industrial and public purposes and are designated on the assessment roll as CMC, CMH, CML, CMS, INS, MHI, MSI, OSP, PRC, or QRY.

"Country Residential" means all classes of real property designated on the assessment roll as REC or RSC.

"Unimproved" means all real property under any of the above designations on which there are no improvements assessed.

"Assessment Roll" means the current Village of Carmacks Assessment Roll.

"Total Assessment" means the combined total of the assessed value of land and improvements for real

property as listed on the tax roll.

4 General Operation of the Bylaw

- 4.1 There shall be levied upon all taxable Residential real property in the Village of Carmacks, a general tax for 2024 at the rate of 1.5 percent of the total assessment.
- 4.2 There shall be levied upon all taxable Non-Residential real property within the Village of Carmacks a general tax for 2024 at the rate of 1.87 percent of the total assessment.
- 4.3 There shall be levied upon all taxable Country Residential real property in the Village of Carmacks a general tax for 2024 at the rate of 1.45 percent of the total assessment.
- 4.4 There shall be levied upon all taxable Unimproved real property within the Village of Carmacks a general tax for 2024 at the rate of 2.00 percent of the total assessment.
- 4.5 As provided for under Section 60(2) of the Act, a minimum tax shall be applied when the percent rate applicable under Sections 3, 4, or 5 results in an amount less than the minimum tax of:
- three hundred dollars (\$300) for all taxable Residential and Non-Residential real properties; or,
 - two hundred and fifty dollars (\$250) for all other taxable real properties.
- 4.6 If any section, sub-section, sentence, clause, or phrase of this Bylaw is for any reason held invalid, the validity of the remaining sections of the Bylaw shall not be affected by the decision.

This by-law shall come into force and effect upon the final passing thereof.

By-law 285-23 is hereby repealed.

Read a first time this 19th day of March 2024

Read a second time this 19th day of March 2024

Read a third time and passed this 2nd day of April 2024

Lee Bodie, Mayor

Matthew Cybulski, CAO



Highlights:

- The all-items Consumer Price Index (CPI) for Whitehorse increased 4.9% on an annual average basis in 2023 following a 6.8% increase in 2022; Canada's CPI increased 3.9% in 2022 following a 6.8% increase in 2022.
- In 2023, prices in Whitehorse increased for all major CPI components except Household operations, furnishings and equipment; prices in Canada increased for all components.

Changes in the Consumer Price Index

The annual average of the all-items Consumer Price Index (CPI) for Whitehorse increased by 4.9% in 2023; nationally, the all-items CPI increased by 3.9% in 2023.

The 2023 annual CPI growth for Whitehorse (4.9%) was 1.9 percentage points lower than in 2022 (6.8%). Canada's annual CPI growth in 2023 (3.9%) was 2.9 percentage points lower than in 2022 (6.8%). Compared to all provinces and territories, Whitehorse's all-items CPI increase (4.9%) was the highest in Canada.

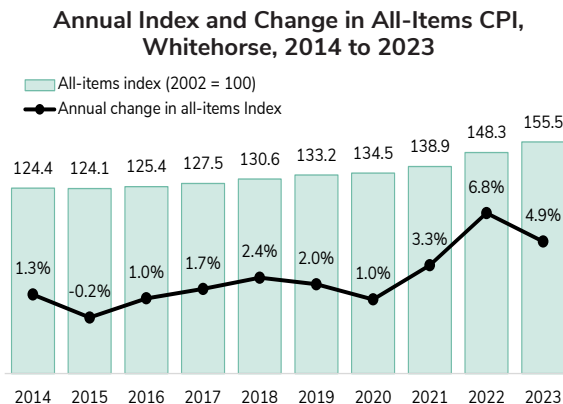
During the past ten years (2014 to 2023), the all-items CPI for Whitehorse has increased every year except 2015, when it decreased by 0.2%. During this period, the all-items CPI for Canada has increased every year.

Comparing 2023 to 2014, the all-items CPI in Whitehorse increased by 25.0%, equivalent to a compound annual rate of 2.3% per year.

From 2014 to 2020, the all-items CPI growth for Whitehorse fluctuated between a high of 2.4% in 2018 and a low of -0.2% in 2015.

Following the COVID-19 pandemic, the all-items CPI for Whitehorse, as in other provinces and territorial capitals, started increasing at a higher rate: 3.3% in 2021 and 6.8% in 2022.

In 2023, the all-items CPI growth in Whitehorse (4.9%) slowed compared to 2022. However, this growth was still substantially higher than the 2014 to 2020 average.



	Whitehorse, Yukon	Canada
2023	4.9%	3.9%
2022	6.8%	6.8%
2021	3.3%	3.4%
2020	1.0%	0.7%
2019	2.0%	1.9%
2018	2.4%	2.3%
2017	1.7%	1.6%
2016	1.0%	1.4%
2015	-0.2%	1.1%
2014	1.3%	2.0%

Province/Territory	2023
NU*	2.5%
PEI	2.9%
AB	3.3%
NWT*	3.3%
NFLD	3.3%
MB	3.5%
NB	3.6%
ON	3.8%
BC	3.9%
SK	4.0%
NS	4.0%
QC	4.5%
YT*	4.9%

* CPIs for territories are estimated for capital cities only.

Notes on Consumer Price Index:

The Consumer Price Index (CPI) is a measure of the rate of price change for goods and services bought by Canadian consumers. It is the most widely used indicator of price changes in Canada. CPI is not a cost-of-living index.

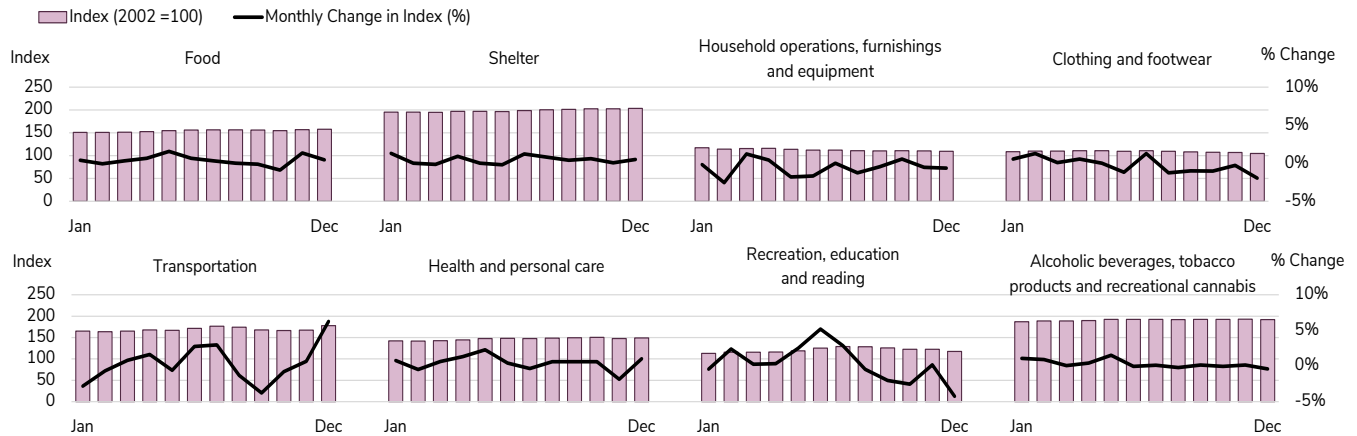
The CPI should be thought of as a measure of the percentage change over time of the average cost of a large basket of goods and services purchased by Canadians. The CPI does not count the price of each item equally but weights each according to its share of total household expenditures in the base period.

The quantity and quality of the goods and services in the basket remain the same. Therefore, changes in the cost of the basket over time are not due to changes in the quantity and/or quality of the goods and services observed, but are purely due to price movements.

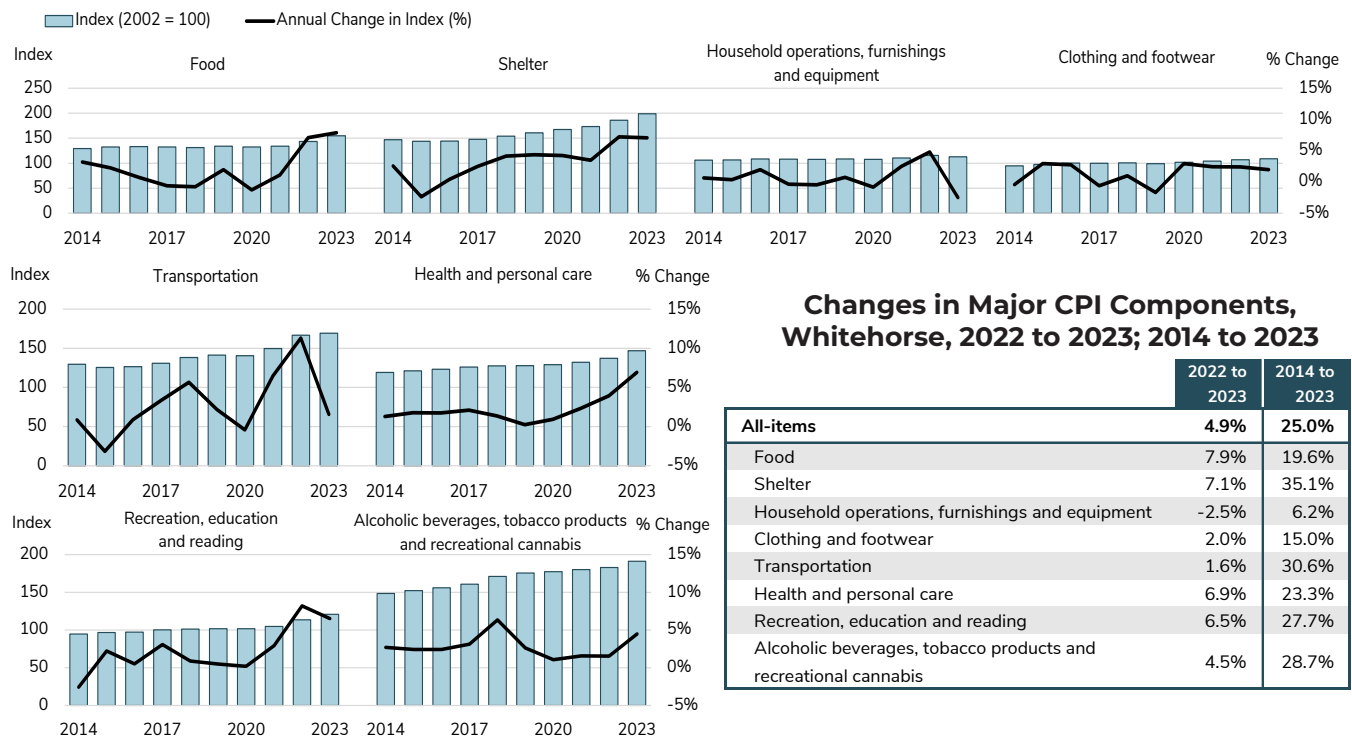
Related Links

- [Statistics Canada's The Canadian Consumer Price Index Reference Paper](#)
- [Yukon Monthly Statistical Review - including the Community Spatial Price Index](#)
- [Monthly Yukon Fuel Price Survey](#)
- [Statistics Canada's Consumer Price Index: Annual Review 2023](#)

Changes in Major CPI Components, Whitehorse, January to December 2023



Changes in Major CPI Components, Whitehorse, 2014 to 2023



Changes in Major CPI Components, Whitehorse, 2022 to 2023; 2014 to 2023

	2022 to 2023	2014 to 2023
All-items	4.9%	25.0%
Food	7.9%	19.6%
Shelter	7.1%	35.1%
Household operations, furnishings and equipment	-2.5%	6.2%
Clothing and footwear	2.0%	15.0%
Transportation	1.6%	30.6%
Health and personal care	6.9%	23.3%
Recreation, education and reading	6.5%	27.7%
Alcoholic beverages, tobacco products and recreational cannabis	4.5%	28.7%

Index Weighting

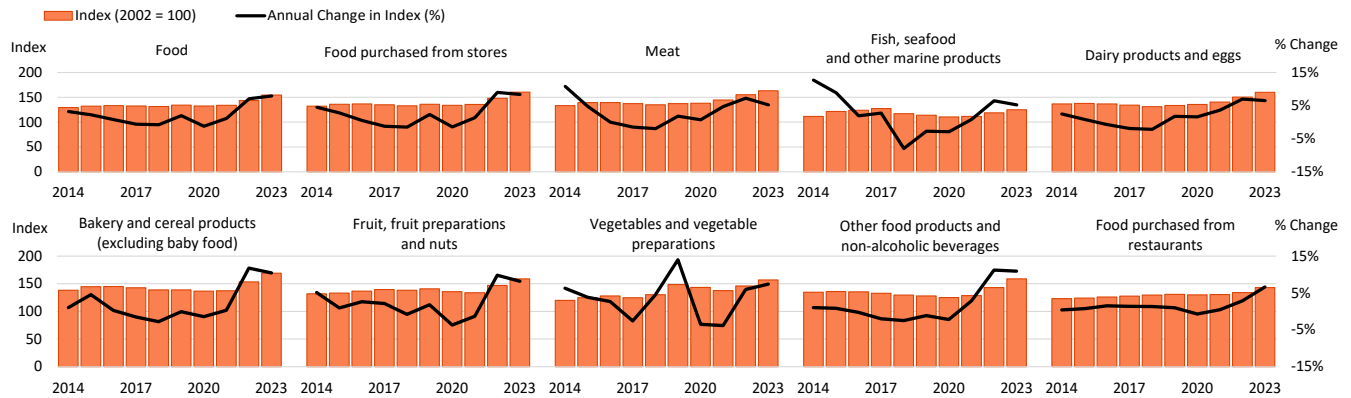
The weighting of the Consumer Price Index is based on consumer spending patterns within each geographic area; the weighting of the Whitehorse CPI is unique to Whitehorse residents' spending patterns.

For example, on average, Whitehorse residents spend 27.48 cents of every dollar of their household expenditures on Shelter, while spending 3.38 cents on Clothing and footwear.

The index is reweighted periodically to reflect changes in consumer behaviour. For example, comparing the 2022 basket weights to 2017, the weight attributed to Shelter increased by 2.94 percentage points (from 24.54% to 27.48%) to reflect an increase in the proportion of household expenditure that Whitehorse residents allocated to Shelter.

Major Components	Whitehorse CPI Weighting (2022 Basket)	Change in Index Weight 2021 to 2022	Change in Index Weight 2017 to 2022
All-items	100.00
Shelter	27.48	0.51	2.94
Food	16.32	-1.43	0.61
Recreation, education and reading	14.86	-1.33	4.56
Household operations, furnishings and equipment	13.73	1.91	-1.02
Transportation	13.02	0.87	-7.52
Alcoholic beverages, tobacco products and recreational	6.91	-0.52	2.59
Health and personal care	4.30	0.08	-0.22
Clothing and footwear	3.38	-0.09	-1.94

CPI for Food and Sub-Components, Whitehorse, 2014 to 2023



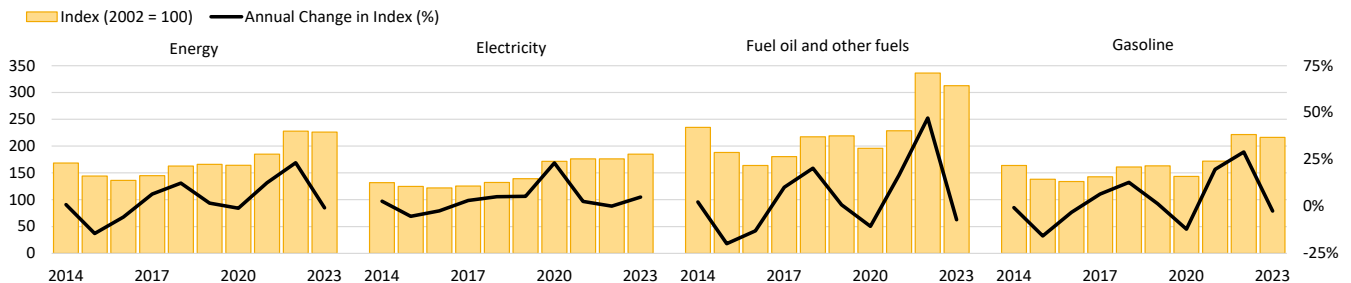
Comparing 2023 to 2022, the CPI for Food increased by 7.9%. During this period, the CPI for all sub-components of Food increased. The largest increase were in:

- Other food products and non-alcoholic beverages (10.9%);
- Bakery and cereal products (excl. baby food) (10.4%); and
- Fruit, fruit preparations and nuts (8.2%).

Comparing 2023 to 2014, the CPI for Food increased by 19.6%. During this period, the CPI for all sub-components of Food increased. The largest increase were in:

- Vegetables, and vegetable preparations (30.6%);
- Meat (22.5%); and
- Bakery and cereal products (excl. baby food) (22.3%).

CPI for Energy and Sub-Components, Whitehorse, 2014 to 2023



The special aggregate of Energy includes the sub-components Electricity, Fuel oil and other fuels, Gasoline, Natural gas (no data available) and Fuel, parts and supplies for recreational vehicles (no data available).

The CPI for Energy decreased by 0.8% in 2023 compared to 2022, and increased by 34.3% compared to 2014.

In 2023, the CPI for Fuel oil and other fuels decreased by 7.0% compared to 2022, and increased by 33.1% compared to 2014.

In 2023, the CPI for Gasoline decreased by 2.4% compared to 2022, and increased by 31.9% compared to 2014.

In 2023, the CPI for Electricity increased by 5.0% compared to 2022, and increased by 40.5% compared to 2014.

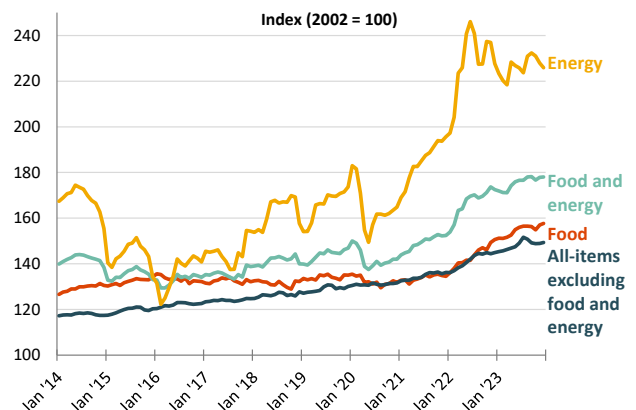
CPI Aggregates, by Month, Whitehorse, January 2014 to December 2023

In general, Food prices and Energy prices are the two most volatile components of the CPI.

In the past ten years, the CPI for Energy was the lowest in February 2016 and the highest in June 2022. Comparing December 2023 to December 2019, Energy prices increased by 30.1%.

During the past ten years, the CPI for Food, which was the lowest in January 2014, increased until January 2016. From 2016 until the middle of 2021, Food prices were relatively stable. After this, Food prices began to increase at a faster rate, reaching a ten year high in December 2023.

The All-items excluding food and energy index was at its lowest level in the past ten years in January 2014 and reached its highest level in July 2023.



Changes in All Available CPI Components, Whitehorse, 2023 Compared to 2022

Food	7.9%	Household operations, furnishings and equipment	-2.5%	Transportation, cont'd	
Food purchased from stores	8.4%	Household operations	-4.2%	Public transportation	-4.4%
Meat	5.2%	Communications	-10.5%	Local and commuter transportation	3.6%
Fresh or frozen meat (excluding poultry)	6.2%	Telephone services	-11.1%	City bus and subway transportation	0.0%
Fresh or frozen beef	7.0%	Internet access services (200212=100) 10	-8.3%	Taxi and other local and commuter transportation services	7.3%
Fresh or frozen pork	5.5%	Child care and housekeeping services	-52.2%	Inter-city transportation	-5.3%
Fresh or frozen poultry	4.7%	Household cleaning products	7.0%		
Fresh or frozen chicken	3.4%	Paper, plastic and aluminum foil supplies	8.7%	Health and personal care	6.9%
Processed meat	4.8%	Other household goods and services	7.8%	Health care	4.3%
Fish, seafood and other marine products	5.2%	Financial services (200212=100)	5.6%	Health care goods	3.9%
Fish	7.9%	Household furnishings and equipment	0.1%	Medicinal and pharmaceutical products	4.3%
Dairy products and eggs	6.5%	Furniture and household textiles	-2.6%	Prescribed medicines (excluding medicinal cannabis)	2.1%
Dairy products	6.5%	Furniture	-4.0%	Non-prescribed medicines	6.4%
Fresh milk	4.7%	Household textiles	9.5%	Health care services	4.9%
Butter	10.2%	Household equipment	1.4%	Personal care	9.6%
Cheese	5.5%	Household appliances	1.5%	Personal care supplies and equipment	10.3%
Eggs	6.5%	Non-electric kitchen utensils, tableware and cookware	-3.3%	Personal care services	6.2%
Bakery and cereal products (excl. baby food)	10.4%				
Bakery products	11.0%	Clothing and footwear	2.0%	Recreation, education and reading	6.5%
Cereal products (excluding baby food)	9.5%	Clothing	1.3%	Recreation	6.7%
Fruit, fruit preparations and nuts	8.2%	Women's clothing	1.3%	Recreational equipment and services (excl. rec. veh.)	2.6%
Fresh fruit	6.1%	Men's clothing	3.2%	Purchase and operation of recreational vehicles	3.0%
Preserved fruit and fruit preparations	10.4%	Children's clothing	-2.3%	Home entertainment equipment, parts and services	8.7%
Vegetables and vegetable preparations	7.4%	Footwear	0.2%	Travel services	13.0%
Fresh vegetables	7.0%	Clothing accessories, watches and jewellery	3.6%	Traveller accommodation	14.3%
Preserved vegetables and vegetable preparations	9.1%	Clothing material, notions and services	5.1%	Other cultural and recreational services	-2.8%
Other food products and non-alcoholic beverages	10.9%			Education and reading	4.6%
Sugar and confectionery	9.9%	Transportation	1.6%	Reading material (excluding textbooks)	7.8%
Edible fats and oils	13.5%	Private transportation	2.1%		
Coffee and tea	8.9%	Purchase, leasing and rental of passenger vehicles	3.7%	Alcoholic beverages, tobacco products and recreational cannabis	4.5%
Non-alcoholic beverages	8.3%	Purchase and leasing of passenger vehicles	4.1%	Alcoholic beverages	5.9%
Food purchased from restaurants	6.6%	Purchase of passenger vehicles	4.0%	Alcoholic beverages served in licensed establishments	8.2%
		Operation of passenger vehicles	0.6%	Alcoholic beverages purchased from stores	4.6%
Shelter	7.1%	Gasoline	-2.4%	Beer purchased from stores	4.2%
Water, fuel and electricity	0.7%	Passenger vehicle parts, maintenance and repairs	5.0%	Wine purchased from stores	8.7%
Electricity	5.0%	Other passenger vehicle operating expenses	1.6%	Liquor purchased from stores	2.1%
Water	2.5%	Passenger vehicle insurance premiums	1.8%	Tobacco products and smokers' supplies	7.4%
Fuel oil and other fuels	-7.0%	Passenger vehicle registration fees	0.0%	Cigarettes	7.4%

Data sources to this point in the publication include: Statistics Canada Tables 18-10-0004-01; 18-10-0005-01; and 18-10-0007-01

Community Spatial Price Index (Whitehorse = 100), 2023

The Community Spatial Price Index is produced quarterly (two periods' data are presented below) by Yukon Bureau of Statistics to compare prices of regularly purchased items in Whitehorse to prices in other Yukon communities. For example, in July 2023, if the selected items in this table totalled \$100.00 in Whitehorse, the same items would cost \$118.10 in Carmacks, \$121.10 in Dawson City, \$111.40 in Faro, \$126.60 in Haines Junction, \$119.80 in Mayo, \$123.70 in Ross River, \$122.90 in Teslin and \$119.20 in Watson Lake.

	Carmacks		Dawson City		Faro		Haines Junction		Mayo		Old Crow		Ross River		Teslin		Watson Lake	
	Jan	Jul	Jan	Jul	Jan	Jul	Jan	Jul	Jan	Jul	Jan	Jul	Jan	Jul	Jan	Jul	Jan	Jul
Total Survey Items	113.1	118.1	113.7	121.1	109.6	111.4	117.3	126.6	116.5	119.8	116.4	123.7	114.9	122.9	114.4	119.2
Meat	112.6	112.0	105.1	110.5	94.4	93.4	105.5	102.3	112.2	111.4	103.6	105.5	114.6	130.9	105.1	107.5
Dairy/eggs	104.0	106.9	123.8	130.7	135.8	114.0	123.9	129.5	117.2	116.5	116.6	116.9	118.9	119.3	118.7	126.9
Fruit/vegetables	125.8	134.7	103.2	113.4	107.5	108.6	107.4	129.1	126.5	130.3	127.0	138.8	117.2	124.4	117.0	124.8
Bread/cereal	122.2	121.0	130.4	140.8	119.2	118.8	123.0	137.7	124.0	127.9	116.5	124.0	133.4	134.5	121.7	125.6
Other foods	118.4	118.9	116.8	129.8	117.5	123.1	127.3	125.6	121.4	123.2	127.3	145.0	120.9	132.7	124.9	127.6
Household operations	126.5	138.2	116.3	122.5	114.7	117.5	129.4	133.8	126.6	132.4	131.2	132.3	132.7	139.4	122.2	127.0
Health & personal care	110.6	121.4	143.5	147.1	112.1	120.0	145.4	150.3	124.4	128.5	113.7	117.0	123.2	130.2	125.1	124.5
Gasoline/Diesel	108.1	107.0	109.0	109.5	107.5	105.7	104.8	105.1	104.0	107.8	109.1	107.1	101.5	102.7	101.7	102.2
Cigarettes	102.3	100.1	..	99.2	93.7	96.0	105.4	101.5	111.9	107.6	100.6	94.4	107.0	103.3
Home Heating Fuel	99.5	101.5	106.7	106.2	101.0	105.0	99.5	101.5	105.0	102.2	99.1	105.1	99.5	101.3	101.9	104.4

.. = data not available

Source: Yukon Bureau of Statistics

February 2024

Government of Yukon | Department of Finance, Yukon Bureau of Statistics
 PO Box 2703 (B-4), Whitehorse, Yukon Y1A 2C6 | Yukon.ca/bureau-of-statistics
 T 867-667-5640 | F 867-393-6203 | E ybsinfo@yukon.ca





Village of Carmacks

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

Re: Council Resolution

Resolution Title: Annual CPI Increase - (2.5%)

Resolution Date: March 19, 2023

Whereas: The annual CPI increase has been released by the Yukon Bureau of Statistics outlining national averages of the Consumer Price Index comparing the CPI percentage changes for all major CPI Components;

Whereas: The Consumer Price Index for 2023 has been released at 4.9% (1.0% higher than the national average) and annual CPI increases at the VoC are subjected to determination of the VoC Mayor & Council.

Therefore, Be it Resolved: That VoC Mayor and Council pass a resolution pertaining to a 2.5% CPI adjustment for all VoC Staff during the operational year of 2024 as capped in Employment By-law 261-19.

Elected Official Signature:

CAO Signature:

Date:

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



Village of Carmacks

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

Re: Council Resolution

Resolution Title: Annual CPI Increase - (4.0%)

Resolution Date: March 19, 2023

Whereas: The annual CPI increase has been released by the Yukon Bureau of Statistics outlining national averages of the Consumer Price Index comparing the CPI percentage changes for all major CPI Components;

Whereas: The Consumer Price Index for 2023 has been released at 4.9% (1.0% higher than the national average) and annual CPI increases at the VoC are subjected to determination of the VoC Mayor & Council.

Therefore, Be it Resolved: That VoC Mayor and Council pass a resolution pertaining to a 4.0% CPI adjustment for all VoC Staff during the operational year of 2024.
Employment By-law 261-19 to be reviewed and ammended to reflect current CPI behviours.

Elected Official Signature:

CAO Signature:

Date:

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