

Agenda 24-15

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, August 2nd, 2024.

Zoom Info: Meeting ID: 719 907 0780 Passcode: 643780

1. CALL TO ORDER

2. AGENDA

(motion to adopt)

3. ADOPTION OF MINUTES

(motion to adopt)

3.1 Regular meeting of July 16th, 2024

4. DELEGATION

4.1 RCMP Report

4.2 GES – River Drive Road Grade overview

(motion to adopt)

4.3 LSCFN/YukonBright – VoC Lease discussion with council

5. CORRESPONDENCE

6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 Finance Report

6.4 Public Works Report

6.5 Recreation Report

6.6 CAO Report

6.7 AYC

7. BYLAWS

7.1 Employment By-law 302-24

(Third Reading)

7.2 Emergency Measures By-law 303-24

(First Reading)

7.3 Municipal Election By-law 304-24

(First & Second Reading)

8. NEW & UNFINISHED BUSINESS

8.1 Emergency Preparedness: Evacuation Procedures (Review)

8.2 Heavy Equipment Purchase Motion

(motion to adopt)

8.3 VoC Policy Review(s):

a) VoC Employee Dress Code policy

b) VoC Customer Service Standards policy

c) VoC Vehicle Usage policy

d) VoC General Complaint policy

e) VoC Staff Social Media policy

f) VoC Media Relations policy

9. QUESTION PERIOD

10. INCAMERA – Requested

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

11. ADJOURNMENT

MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON JULY 16th, 2024, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Lee Bodie

Councillors: J. Lachance, H. Belanger, D. Mitchell

Staff: M. Cybulski, P. Singh

Regrets: Councillor D. Hansen

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

AGENDA: Council reviewed the agenda.

24-14-01 M/S Councillors J Lachance / H. Belanger motioned that the agenda be accepted as presented.

CARRIED

MINUTES: From the regular meeting on July 2nd, 2024

24-13-02 M/S Councillors J Lachance/ H. Belanger motioned that the minutes be accepted as presented.

CARRIED

REPORTS

Councillor Activity Reports

Councillor J. Lachance mentioned that he is working at school park.

Councillor H. Belanger visited Communities Old Crow and Pelly Crossing recently.

Councillor D. Mitchell nothing to report.

Mayor's Report

Mayor Bodie talked about his activities at store.

CAO Report

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

He mentioned that Board Walk will be done in six weeks. For asset management he explained how all departments working on it digitally.

Recreation Report

Council read the report.

Fire Department Report

No report.

Finance Report

CAO Matt Cybulski presented Council with a written income statement and broke it down verbally. Council checked the income statement report to date, and everything was good.

ACCOUNTS PAID AND PAYABLES

Council read the report provided.

AYC

No Report.

BYLAWS

7.1. Civic Addressing By-law review 301-24

24-14-03 M/S Councillors J. Lachance/ H. Belanger motioned to give By-Law 301-24 second reading.

CARRIED

24-14-04 M/S Councillors J. Lachance/ H. Belanger motioned to give By-Law 301-24 third and final reading.

CARRIED

7.2. Employment By- law review 302-24 (Council Comprehensive Review)

24-14-05 M/S Councillors J. Lachance/ H. Belanger motioned to Give the Employment By-law 302-24 second reading.

CARRIED

7.3. Emergency Measures By-law 266-20 (Council Review)

Councillors discussed Emergency Measures By-law 266-20 regarding the addition of Deputy Mayor into section “1.5 Implementation”, “3.2 Notification of Declaration of State of Emergency”, “4.1 Authority to Terminate a Declaration of

a Municipal State of Emergency” and “4.2 Notification of Termination of a Municipal State of Emergency”.

Councillors discussed Emergency Measures By-law 266-20 to change Primary Municipal Emergency Operations Centre from Village of Carmacks Administration Building, 143 River Road to New Fire Hall Building.

Councillors discussed Emergency Measures By-law 266-20 regarding the addition of Deputy Mayor and Public Works General Manager into section “6.0 Civil Emergency Measures Commission (CEMC)”

New & Unfinished Business

8.1 Asset Management Policy-

24-14-06 M/S Councillors J. Lachance/ H. Belanger motioned to accept the Asset Management Policy as amended.

8.2 Emergency Preparedness: Council reviewed the evacuation procedures.

8.3 Carmacks Reginal Solid Waste Management Facility TPA Transfer Letter

24-14-07 M/S Councillors J. Lachance/ D. Mitchell motioned in the support of Carmacks Reginal Solid Waste Management Facility TPA Transfer Letter.

CARRIED

8.4 VoC Composting Program- Council reviewed the Composting Program and discussed the details regarding implementation of the program.

Councillors J. Lachance mentioned about recycling pickup services.

8.5 VoC Public Works- Boardwalk Completion Report & Workplan

24-14-08 M/S Councillors D. Mitchell/ H. Belanger motioned to remove the boardwalk sitting area across Klaza Road and moved it to another location due to resident’s complaints.

CARRIED

8.6 VoC- Vegetation Management & Brushing Workplan- Council discussed the Vegetation Management & Brushing Workplan with CAO.

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.

24-14-09 M/S Councillor J. Lachance /D. Mitchell motioned to go in-camera at 8:30PM.

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

24-14-10 M/S Councillor J. Lachance/ H. Belanger motioned to go out of in-camera at 9:30PM.

ADJOURNMENT

24-14-11 M/S Councillor H. Belanger motioned to adjourn the meeting at 9:30PM.

Mayor Lee Bodie adjourned the meeting at 9.30PM.

Mayor Lee Bodie

CAO Matthew Cybulski

**MONTHLY
MAYOR’S / CHIEF’S
POLICING REPORT
July 2024**

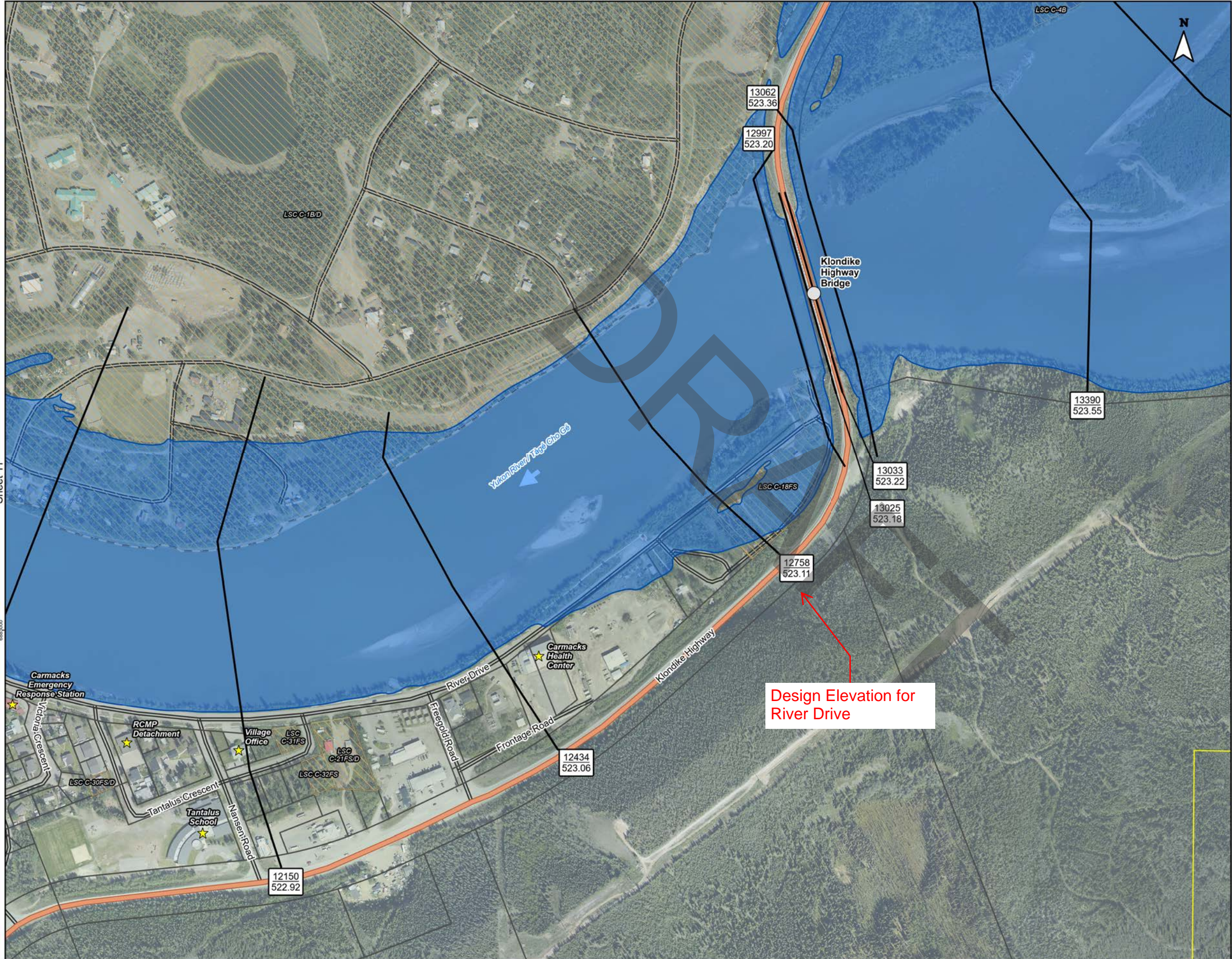
**Carmacks Detachment
“M” Division Yukon**

Canada 



OCCURRENCES	<u>July 2024</u>	Year Total to July 2024	<u>July 2023</u>	Year to Date 2023
Assaults (All Categories)	5	26	2	19
Assistance/Suspicious Occurrence	13	30	8	30
Break and Enters	0	3	1	4
Cause Disturbance / Mischief/Breach of Peace	11	42	7	59
Drugs (all categories)	0	3	2	14
Fail to comply with conditions	0	6	2	10
False Alarms	0	31	2	15
Impaired Driving	3	14	4	16
Liquor Act	1	4	0	5
Mental Health Act	3	13	4	22
Missing Persons/Requests to Locate	2	2	0	2
Sexual Assault	0	2	1	7
Thefts (all categories)	2	16	2	12
Traffic (Speeding/Prohibited driver/etc)	10	48	16	56
Uttering Threats	3	12	0	6
Vehicle Collisions	3	13	1	15
Wellbeing check	4	18	4	13
Other	8	56	7	56
Total Calls for Service	68	339	63	369

Service Calls Involving Alcohol	25	126	12	102
Prisoners held locally	0	9	2	10



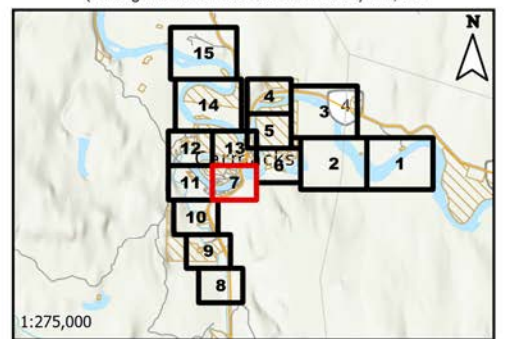
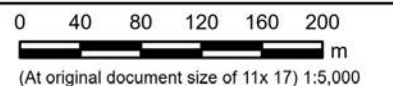
Carmacks Flood Mapping Study
Estimated 200-Year (0.5% chance of occurring in any year) Composite Flood Hazard Map

Client/Project:
 Government of Yukon
 Department of Environment
 Water Resources Branch
 Project: 123222320

Project Location: Carmacks, Yukon
 Prepared by MANDERSON on 2023-12-22
 Requested by JMUIRHEAD on 2023-11-07
 Review by JMUIRHEAD on 2023-12-22

- Flow Direction
- Bridge
- POI
- Highway
- Local Road
- Little Salmon / Carmacks First Nation Settlement Land
- Land Parcels
- Cross-Section Number
- WSE (m) Along Cross-Section
- Municipal Boundary
- Study Area
- Hydraulic Model Cross-Sections
- Estimated 200-Year (0.5% chance of occurring in any year) Composite Flood**
- Simulated Ice Jam Inundation Boundary
- Open Water Inundation Boundary
- Composite Open Water and Ice Jam Inundation Extent
- Simulated Ice Jam Location

Placeholder for Engineer Seal

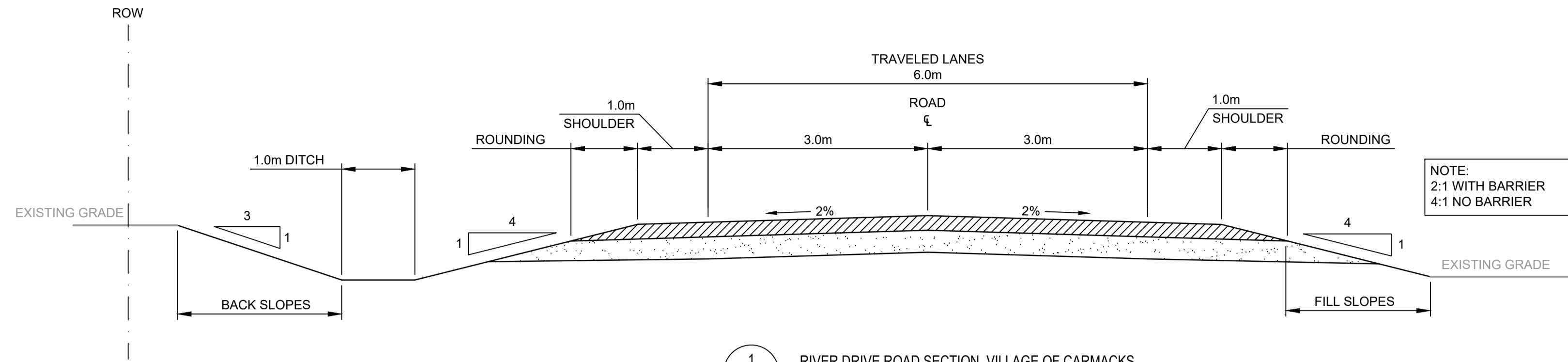


Revision History	Date
DRAFT Issued for Public Comment	2023-12-22

- Notes**
- Coordinate System: NAD 1983 UTM Zone 8N Vertical Datum: CGVD2013
 - Data Sources: GeoYukon, Canada Lands Survey (CLS) CCM 982, Canvec.
 - Background: World Topographic Map: Northwest Territories, State of Alaska, Esri Canada, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, NRCAN, Parks Canada World Hillshade: Esri, USGS



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 Revised: 2023-12-22 10:52 By: Manderston



1 RIVER DRIVE ROAD SECTION, VILLAGE OF CARMACKS
 SK-01 SCALE NTS

PRELIMINARY
 NOT FOR CONSTRUCTION

1	2024-06-25	ISSUED FOR DISCUSSION
	YYYY-MM-DD	SUBMISSION INFORMATION

STAMP	PERMIT TO PRACTICE

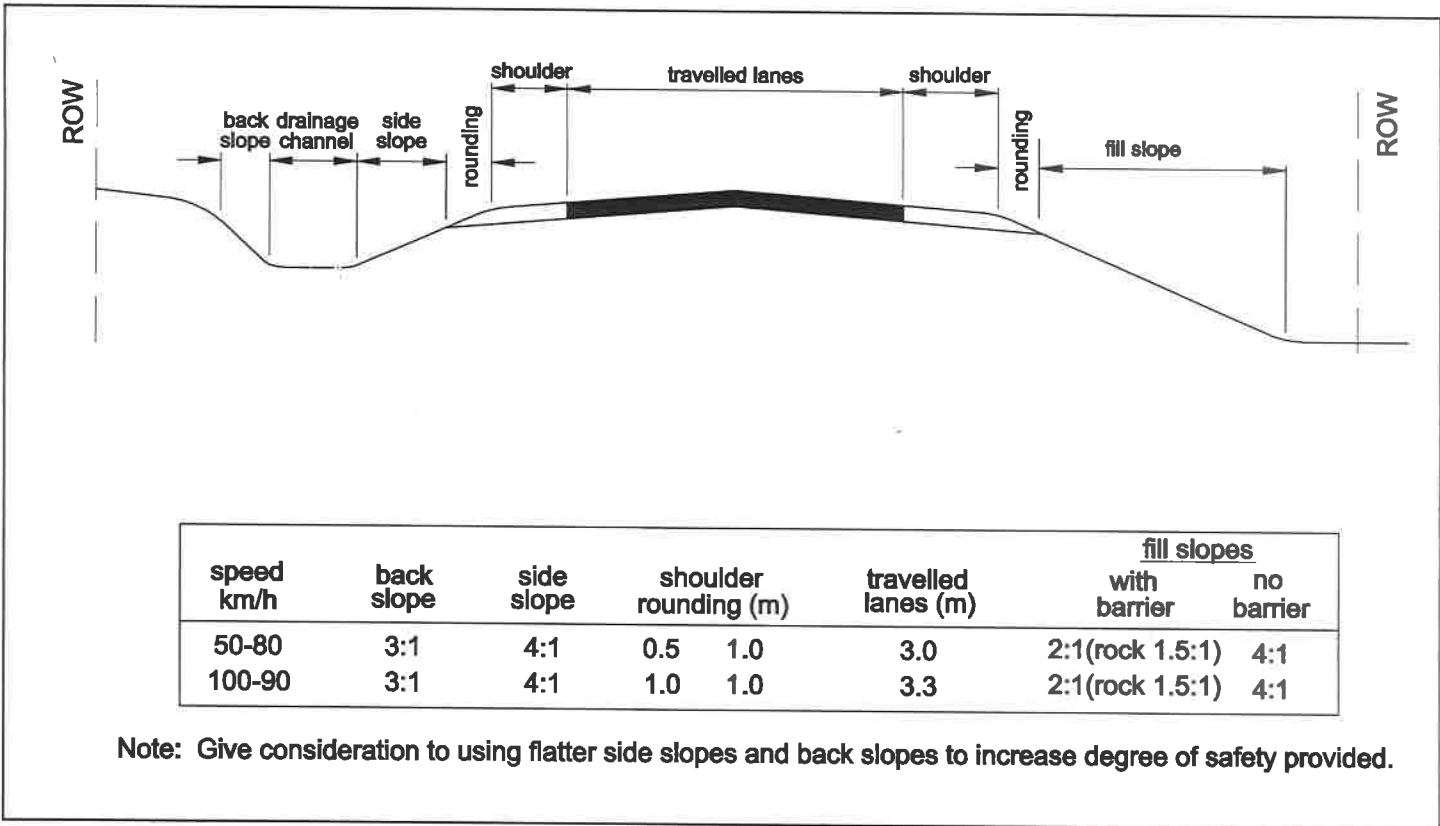


PROJECT
 CARMACKS RESIDENTIAL
 DEVELOPMENT PLANNING

DRAWING
 SECTIONS

DESIGN	DATE	SCALE
-	June 25, 2024	AS NOTED
DRAWN	PROJECT NO.	
MV	04-19	
CHECKED	DRAWING NO.	VERSION
-	SK-01	1
APPROVED		
-		

Figure 2.2.13.2 Typical Section - Rural Local Undivided Road





Little Salmon Carmacks First Nation

Together today for our children tomorrow.

Kelly Skookum; Executive Director
Little Salmon/Carmacks First Nation
Box 135
Carmacks, YT, Y0B-1C0

Matthew Cybulski; C.A.O
Village of Carmacks
143 River Dive
Box 113, Carmacks YT, Y0B-1C0

RE: Letter of Intent to Lease Space

This letter of intent to lease space (hereinafter referred to as the “Letter of Intent”) represents the basic terms for a non-binding agreement between the Lessee and Lessor. After this Letter of Intent has been made, a formal agreement may be constructed to the benefit of the Parties involved.

1. **The Lessee.** Village of Carmacks hereinafter referred to as the “Lessee”)
2. **The Lessor.** Little Salmon/Carmacks First Nation hereinafter referred to as the “Lessor”)
3. **Address of Premises.** Proposed Little Salmon Carmacks Cultural Centre, Lot 1092, Carmacks, YT
4. **Lease Term.** The term of the lease shall be negotiated, a lease for a period of 10-20 years with renewal of terms every 5 years is ideal, this would commence on the Lessor’s determination of the completion of the Cultural Centre project. The lease rate will start at \$37-\$42 per square foot for 800 square feet of space. The lease will include maintenance, janitorial service and utilities. Other inclusions or exclusions to be negotiated.

5. **Use of Leased Premises.** The Lessee intends to use the Premises a Visitor Centre with exhibit space, use of this space and use of other space in the building, if required, is to be negotiated.

Kelly Skookum; Executive Director
Little Salmon/Carmacks First Nation

Matthew Cybulski; C.A.O
Village of Carmacks

Date

Date

Witness

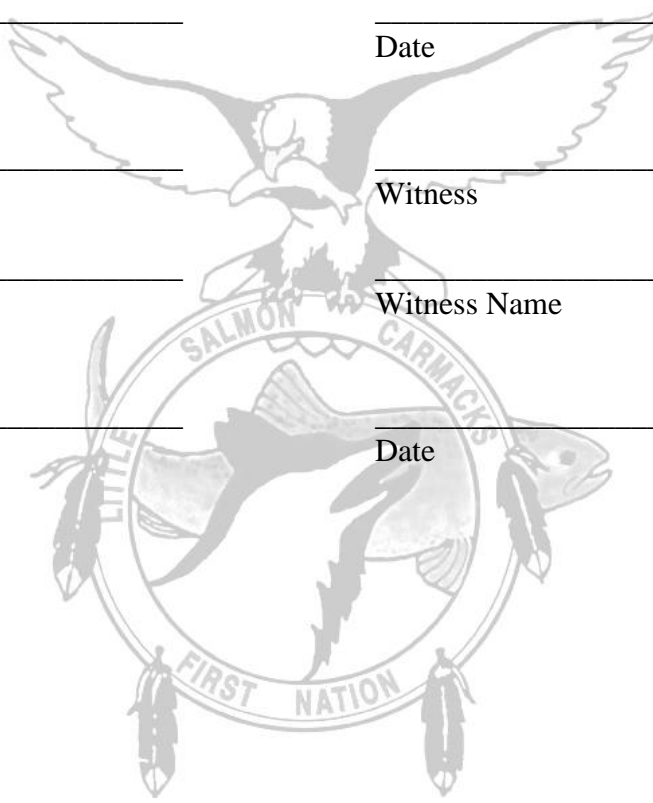
Witness

Witness Name

Witness Name

Date

Date



Finance Department Report July 2024

2024 Property Tax

7 property owners are in arrears, 4 properties are undeveloped.

Expenditures

Expenditure summary report from July is attached.

Bank Reconciliations

All bank accounts will be reconciled once I receive the statements.

Grants and Funding

Aquatic Centre Scoping

VoC received CDF funding in the amount of \$7,117.00.

CCBF (Canada Community Building Fund)

CAO and I are working on the report for 2023 to send off to Sandra next week.

Village of Carmacks

Income Statement 2024-01-01 to 2024-07-31

REVENUE

Revenue

Tax Revenue - General	432,180.36	
Tax Revenue - Penalties	1,109.92	
Tax Revenue - Interest	21.41	
Grants in Lieu - Federal	24,595.24	
Grants in Lieu - YTG	201,502.81	
Grants in Lieu - Yukon Energy	90.13	
Total Tax Revenue		659,499.87
Interest Income	42,911.59	
Administration revenue other	3,038.64	
Recreation Revenue	34,556.32	
Arena Revenue	4,652.44	
Public Works Revenue	9,061.97	
Recycling Revenue	23,977.62	
Landfill Revenue	50,329.64	
Sewer Revenue	30,031.20	
Business Licence Fees	2,490.78	
Permit Fees	875.00	
Visitor Centre Revenue	104.25	
Building rentals	82,243.10	
Carbon Tax Rebate	26,794.83	
Total Other Revenues		311,067.38
Grant Funding - YTG	64,600.00	
Grants - Other	18,794.00	
Grant funding - CDF	47,117.00	
Total Grant Revenue		130,511.00
Funding - Federal	17,626.00	
Funding - YTG	149,928.50	
Funding - Other	717,868.50	
Total Funding		885,423.00
Comprehensive Grant - Unconditional	1,634,886.00	
Total - Comprehensive Grants		1,634,886.00
Total Revenue		3,621,387.25
TOTAL REVENUE		3,621,387.25

EXPENSE

Expenses

Indemnities	42,737.40
Salaries Managers	8,122.28
Salaries Full Time	504,742.82
Salaries Part time	58,734.74
Salaries Student	22,642.88
WCB	23,814.57
Travel	34,029.51
Per Diem	8,957.50
Overtime	1,183.99
Standby Pay	1,950.00
Yearly Travel Bonus	9,000.00
RSP Employer Portion	162.50
Group Ins. Employer Portion	10,588.27
CPP Employer Portion	34,312.12
EI Employer Portion	13,883.24
Contract labour & Equipment	147,418.41
Janitorial expense	63,598.29
Office Supplies	21,314.56
Supplies	13,299.79
Training	7,096.28
Memberships	8,869.91
Service, bank, and late charges	4,415.35
Advertising	11,960.38
Postage	262.48
Telephone/Internet/Cell	26,347.77
Heating Fuel	127,129.08
Electricity	120,555.80
Repairs and Maintenance	51,804.21
Testing	6,660.56
Rent	2,600.00
Security	5,870.15
Insurance	325,318.00
Professional Fees	124,822.75
Vehicle Expenses	16,449.12
Vehicle Fuel	10,455.37
Community Investment Grant	14,249.44
Licences, Dues and Fees	795.00
Meeting Expenses	2,593.63
Capital	385,036.15
Street Lights	9,714.58
Street Signs	809.27
Road Maintenance	5,039.98
Small Tools & Equipment	1,131.72

Recycling Refund	14,602.31
Landfill Maintenance	5,148.94
Cemetary Maintenance	257.19
Rec Board Grants	5,770.69
Funded Events	11,004.60
Events	8,751.60
Freight	944.54
Total General & Admin. Expenses	<u>2,336,959.72</u>
TOTAL EXPENSE	<u>2,336,959.72</u>
NET INCOME	<u><u>1,284,427.53</u></u>

Generated On: 2024-08-02



Village of Carmacks
Public Works General Manger Report

2024-08-02

Report to CAO, Mayor and Council

Treatment Plant:

Normal operations, the electrician is going to install the UV sensors. We replaced a couple UV lights and cleaned the UV channel.

ARENA and Rec Building

The Plumbers still need to fix the shower in change Room 4. More parts are needed for that.

Landfill:

Normal operation. Urban Recycling is still removing some white metal and ELV.

Collection System:

The collection system is functioning normal.

Duplex:

Normal operations

Equipment:

Normal operations, we ordered a grader and an excavator.

Recycling:

Normal operations

Old Firehall:

Normal operations



New Firehall

Normal operations

Admin. Bldg.:

Normal operations

Shop:

Normal operations

Streets:

Road repair is ongoing.

Extra information

Boardwalk revitalization has started,

We are mowing ditches and brush work is ongoing.

Sincerely,

Jens Wylimczyk

PWGM



Monthly Report to Council

Monthly Report to Council July 2024 Recreation Department

Recreation Updates:

Date: July 2024

Prepared by: Chanel Johnnie

- 1. Canada Day Events:** Canada Day was a great success. The day started with a breakfast provided by the council, followed by a parade. We had a BBQ that served over 200 people, and there was nothing left at the end. We also had raffles and games, which everyone enjoyed. Thank you to all who helped make Canada Day a success.
- 2. T-Ball:** Our T-Ball program is ongoing and has been a success. The kids are enjoying it, and participation has been strong.
- 3. Rentals:** Rentals have picked up lately, bringing in great revenue for the department.
- 4. Summer Day Camp:** The summer day camp has been going well. We've had three trips to Whitehorse and a STEM camp. The kids have learned baking and built boats to test in the river (without getting in the water themselves). The program has been engaging and educational.
- 5. Cleaning and Maintenance:** The cleaners finished their work on July 1st, and the recreation staff have been maintaining the cleanliness since then. This system is working out well, and checklists have been created to ensure all tasks are completed.
- 6. Arena and Ice Preparation:** Discussions have started about getting the ice ready for the upcoming season.



Monthly Report to Council

7. Staffing Updates: AFO Brad will be leaving on August 9th, and the job has been posted. We also have a few new summer students in each department who are learning quickly and doing a great job.

8. Pool Maintenance: The pool has been cleaned out and is ready for the necessary work to be done.

9. 40th Anniversary Celebration: The 40th celebration has been planned and will be posted on Friday, August 2nd.

10. Recreation Committee Meeting: At the next recreation committee meeting, we will be inviting all event holders and organizations to start planning the next recreation guide. We aim to include all events, tournaments, and activities in the upcoming guide.

11. Camping Night: Unfortunately, the camping night will have to be postponed to next summer due to our busy schedule. We hope to make it happen next year.

12. Softball Tournament: Planning for the Carmacks slo-pitch softball tournament is nearly complete. We're finalizing the prizes for the winning teams and creating the tournament schedule. We've secured two umpires who are offering us great rates, and we've arranged hotel deals and RV spots for the players. The tournament promises to be an exciting event for the community.



Monthly Report to Council

13. New Recreation Staff Uniforms: New recreation staff uniforms have been designed and will be shipped on August 12th. Along with the uniforms, we are also getting new hats for the colder months. We believe these hats will be popular, and we should consider selling them. They cost \$10.11 each to buy and design, and we could sell them for around \$15-\$20.

VILLAGE OF CARMACKS

SPECIAL INSTRUCTIONS

PRODUCT COLOUR NAVY



VIRTUAL PROOFS MAY NOT BE 100% TO SCALE. PLEASE REFER TO PAGE 2 FOR ACTUAL IMPRINT SIZE.



Thank you,

Sincerely, Chanel Johnnie and the Carmacks Recreation Team



Village of Carmacks

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

To: Mayor & Council

Date: August 2nd, 2024

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

Re: CAO Debrief (July 16th, 2024 to August 5th, 2024)

Chief Administrative Officer (CAO) Report for VoC Mayor & Council August 2nd, 2024

1. Review of 2024 Municipal Election Candidates Guide

The 2024 Municipal Election Candidates Guide has been reviewed. The guide provides essential information for potential candidates, including eligibility requirements, nomination procedures, campaign rules, and key dates. A summary of key points has been prepared and is available upon request.

2. Grader Station Land Remediation Update

The remediation process for the Grader Station Land is currently under review by the Standards & Approvals Unit of the Yukon Government (YG). The Village of Carmacks has requested that the process be concluded before September 30th, 2024, to ensure compliance and readiness for future development plans.

3. Policy Drafts and Updates

The following policies have been drafted or updated to ensure compliance and enhance operational efficiency:

- **Employee Social Media Usage Policy:** Establishes guidelines for employees' use of social media to protect the Village's reputation and maintain confidentiality.
- **Media Relations Policy:** Outlines procedures for interacting with the media to ensure consistent and accurate communication.
- **Staff Vehicle Usage Policy:** Provides rules for the use of municipal vehicles to ensure safety and proper maintenance.
- **Employee Dress Code Policy:** Defines appropriate workplace attire to maintain a professional environment.
- **Recreation Subsidy Policy:** Details the criteria and process for providing recreation subsidies to residents.
- **VoC Customer Service Standards Policy:** Sets standards for delivering high-quality customer service.
- **VoC Municipal Complaint Policy:** Establishes a procedure for handling complaints from residents to ensure timely and effective resolution.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

4. Animal Control Services and Municipal By-law Enforcement Update

Effective September 1st, the Village of Carmacks will implement new Animal Control services and enhanced Municipal By-law Enforcement. This includes licensing requirements, leash laws, nuisance animal regulations, and stricter controls for dangerous animals. Detailed information is available in the public notice attached to this report([By law AnimalControl No...](#)).

5. Grader & Excavator Purchase

The Village of Carmacks has acquired a 2017 Bobcat E85 Excavator and a 1997 Champion 730A Motor Grader using a combination of CCBF funds and HAF funding. These purchases are essential for ongoing road and vegetation management and maintenance for new lots and developments. Invoices for these purchases are attached([Invoice 4057](#) (1))([Invoice 4058](#)).

6. Solid Waste Management Facility Plan YESAB Update

The Information Request response for the Solid Waste Management Facility Plan was submitted to the YESAB Mayo Office on August 2nd for public review. This response includes detailed information on the composting program, procedures for safe composting, and groundwater monitoring data from the past two years. The response was completed by Tetrattech and Balance BioGas on behalf of the VoC.

7. Emergency/Mass Notification System Update

A proposal for the Emergency/Mass Notification System has been developed. The Municipal Clerk is negotiating with Air North to secure flight passes as raffle prizes for residents who register for the Mass Notification system via email and mobile phone. Details of the proposal and strategy for the launch are attached.

8. Usage of Power Tablets for VoC Mayor & Council Proceedings

Starting from the August 6th Council Meeting, all agenda packages will be reviewed digitally using power tablets. The Municipal Clerk is available to assist with tablet functions. Printed copies of the agenda will be provided only upon specific request.

9. VoC Aquatic Center Revitalization Update

The revitalization of the VoC Aquatic Center is progressing as planned. The scope of work includes repairing structural deficiencies, replacing corroded elements, improving ventilation, and updating the plumbing and electrical systems. The goal is to reopen the center in August 2024. Detailed work scope and progress photos are included in the attached documents below.

10. Casino Mine Site Tour Overview

A site tour of the Casino Mine has been scheduled for August 5, 2024. Attendees include Mayor Lee Bodie, Deputy Mayor Justin Lachance, Councilors Helena Belanger and Dennis Mitchell, CAO Matthew Cybulski, and hosts Shena Shaw and Calista Morrison. The tour will cover project orientation, infrastructure inspection, and safety briefings. A detailed event plan is attached

Telephone: (867) 863-6271

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Village of Carmacks

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

Attachments:

- [2024 Municipal Election Candidates Guide](#)
 - [Public Notice for Animal Control Services and Municipal By-law Enforcement](#)
 - [Invoices for Grader & Excavator Purchase](#)
 - [Emergency/Mass Notification System Proposal](#)
 - [VoC Aquatic Center Revitalization Documents](#)
 - [Casino Mine Site Tour Event Plan](#)
-

Please let me know if there are any additional details or changes needed for this report.

Matthew Cybulski
Chief Administrative Officer
Village of Carmacks

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



2024 Candidate's Guide

Yukon Municipal and Local Advisory Council Elections

Table of Contents

- ✓ What is local governance all about?
 - Who should run for local councils?
 - Why run for local council?
 - What is the time commitment necessary to be a local elected official?
 - How can I prepare to be a local elected official?
 - What are the basic duties and responsibilities on a local elected official?
 - Local Governance 101 – what does local governance look like?

- ✓ Qualifications
 - Am I eligible to be a candidate? Who is ineligible?

- ✓ Nomination Process
 - How does the nomination process work?

- ✓ Election Process
 - How does the Election work?

- ✓ Key Dates
 - What are the important dates to be aware of?

If you have any questions about this guide, or elections, contact your local municipal office, your local LAC, or call the YG Community Affairs Branch at (867) 332-0140.

WHAT IS LOCAL GOVERNANCE ALL ABOUT?

Local governance is about providing services to residents within a responsible budget and time frame. Local government exists, primarily, as a service provider. These services have a direct impact on the health, safety and quality of life for the residents of your community. These services include (but are not limited to):

- ✓ Drinking, sewage and storm water;
- ✓ Household and commercial waste, compost, recycling;
- ✓ Recreational activities, facilities, trails;
- ✓ Roads, and other transportation infrastructure;
- ✓ Property taxes, local improvement charges; and
- ✓ Plans, plans and more plans!

Who should run for local municipal (or LAC) elections?

There are many residents in a community eligible to run for local elections but a better question could be 'Who should run and what are some of the qualities most needed?'

Local councils are traditionally best served by residents who:

- ✓ Have a sincere desire to make a positive difference in their community;
- ✓ Have a willingness to talk to, listen to and understand the public and their interests;
- ✓ Bring energy and enthusiasm to Council and to the community;
- ✓ Are patient - change takes time;
- ✓ Have the time to commit to their responsibilities;
- ✓ Are team players who work well with others and accept various opinions; and
- ✓ Have passion for the community.

What is the time commitment necessary to be a local elected official?

If elected to your local council, it does mean a significant commitment of time. It is important not to underestimate the amount of time required to be a dedicated and effective council member.

When elected, you will serve a term of office (4 years) and during this time you will need to prepare for and attend:

- ✓ Regular and special council meetings (1-4/month);
- ✓ Meetings of council committees;
- ✓ Meetings of other organizations as a representative of council; and
- ✓ Community events.

The preparation for these meetings can take double the amount of time as the meetings themselves!

How can I prepare to be a local elected official?

To better understand and prepare for the election and potentially the position of a local elected official there are a number of activities you can undertake.

You can:

- ✓ Attend existing council meetings and see how they operate;
- ✓ Review a copy of the council's strategic plan and annual budget;
- ✓ Speak to past mayors and councilors; and
- ✓ Research areas of importance and become more involved in the activities of the community.

You should also develop a platform when running for a position on a council. A platform consists of the ideas, goals and beliefs you are campaigning for. It lets the voters know what position you have on issues.

When developing your platform, you should:

- ✓ Do research on prevalent issues;
- ✓ Talk and listen to the residents including youth and elders;

- ✓ Make only factual statements that you believe in;
- ✓ Take a stand on issues, but do not make promises;
- ✓ Do not limit yourself to one issue; and
- ✓ Commit to standing behind certain community, territorial or national projects and issues.

What are the basic duties and responsibilities local elected officials are accountable for?

If elected, it is important to remember that you have requested and received the trust of the electorate. It will be your duty to keep the electors informed as to how you are discharging the trust and confidence they placed in you.

It will also be your duty as an elected official to act for the whole municipality or local advisory area, not just the district from which you were elected. You will have a duty to strive to improve the finances, health, security and quality of life in your municipality or local advisory area as a whole.

You will have a personal responsibility to fulfill the obligations of the office with impartiality and integrity to the best of your ability. To do this:

- ✓ Become informed about the problems which face your municipality or LAC today;
- ✓ Become informed about your council's legal powers and limitations to solve these problems;
- ✓ Make decisions without fear, favour or evasion - and always in the best interest of the whole municipality or local advisory area;
- ✓ Resist the pressures of groups of your electors organized for selfish purposes;
- ✓ Be prepared to serve on committees of council and accept other duties as assigned by council or LAC;
- ✓ Share information which you may receive from outside agencies, at conferences, training sessions or meetings, with other members of council;
- ✓ Be prepared to accept responsibility for majority decisions of council - even though it may mean supporting a decision that you did not vote for; and
- ✓ Try to create an informed interest in community and public affairs in your municipality or local advisory area.

Local Governance 101 - What does local governance look like?

Council Composition

A municipal council is composed of elected officials. The City of Whitehorse typically has had a mayor and six councilors, rural towns (which includes villages) normally elect a mayor and four councilors. Local Advisory Councils (LAC) typically have a five-member council, with one of the members designated as the chairperson.

The mayor, in addition to performing their duties as a member of council, must provide leadership to their council and direction to the chief administrative officer. They preside at all council meetings and maintain order, proper conduct and decorum at these meetings. They may act as spokesperson for the community at special functions and with the news media.

It is interesting to note that in the decision-making process all councilors including the mayor or chairperson are equal - they each have one vote. By virtue of their office, the mayor or chairperson may be able to persuade other councilors to follow their lead but in the final result neither the mayor nor the chairperson has any more power in council than any other member.

Council Meetings

It is the duty, obligation and responsibility of every councilor to attend all meetings of council and take part in debates, discussions, and decisions on municipal or LAC business. In all these meetings it is important to be prepared to listen to other members of council, and to collectively reach decisions which are in the best interest of the municipality or local advisory area.

If you have a monetary interest in a matter under consideration by council, then you must not take part in the discussion or vote on such a matter. In a closed meeting, you should leave the room until the question has been dealt with. If the meeting is open, you may simply leave the table and sit in the public gallery.

Bylaws and Regulations

Municipal council decisions are expressed in the form of either a bylaw or resolution. Bylaws are the formal enactment, under the seal of the municipality, of rules and regulations adopted by council to regulate and manage the affairs of the municipality. They are binding once adopted by council and may be viewed as the municipal equivalent of territorial or federal legislation.

Resolutions are less formal. A resolution expresses the decision of council on a particular matter submitted to it in the form of a motion, as moved and seconded, and adopted by a majority vote. Although not as formal as a bylaw, a resolution, once adopted by council, will normally be as binding as a bylaw, until it is reversed or amended.

LACs do not have bylaw-making authority. Their decisions are formalized through council resolutions (motions) recorded in the minutes of council meetings. These resolutions or motions typically consist of advice or recommendations for the Yukon Government's Minister of Community Services on works or services required in their community.

Rules of Procedure

The procedure, agenda and general rules governing council and its meetings are outlined in the municipality's procedure bylaw. LACs are not obligated to adopt a procedural policy, but it is encouraged. These procedural rules are established to assist council in conducting its business in an efficient and orderly manner. You can contact your municipal office (or local LAC) to obtain a copy of the procedure bylaw.

Committees of Council

If elected, you will be asked to serve on a number of the various standing and special committees of council. It is at the committee level that many matters are given detailed scrutiny before formal consideration by council.

Standing committees of a municipal council generally relate to such matters as fire protection, public health, streets, public works, finance, bylaw amendments, libraries, planning and development. Special committees are also appointed in relation to special tasks or projects.

Council and Administration

It is council's job (in a municipality) to formulate policy and make decisions while staff implement these policies and decisions.

You should avoid the temptation to become a quasi-administrator. You should leave day-to-day administrative matters to the staff, and concentrate on your role in providing staff with clear and concise policy direction.

Council ↔ Administration relations should be based on respect and mutual trust.

You will find it helpful to familiarize yourself with the various services provided by your municipality. This can be easily done by consulting your chief administrative officer (CAO) or the appropriate department head. In addition, you should familiarize yourself with the organizational chart of the municipal unit so that you have a clear picture of the personnel responsible for specific services.

QUALIFICATIONS

Am I eligible to run as a candidate?

To be eligible for election as mayor or councilor you must be a qualified voter. This means:

- ✓ you must be a Canadian citizen on the day of your nomination;
- ✓ be at least 18 years of age on polling (election) day; and
- ✓ you must have lived for at least one year preceding polling day in the municipality or local advisory area.

People who are NOT eligible to run as a candidate

A number of situations or occupations disqualify a person from holding municipal or LAC office. These include:

- ✓ an employee or salaried officer of the municipality who has not obtained a leave of absence without pay to run for office;
- ✓ having been convicted of an election offence under subsection 51(7) or sections 160 to 163 of the Yukon *Municipal Act* in the previous four (4) years;
- ✓ having been convicted of an offence under Section 254 of the Yukon *Municipal Act* within the previous five years;
- ✓ if they are a judge, including a judge of the Territorial Court;
- ✓ if they are indebted to the municipality for an overdue debt exceeding \$500, other than a debt for current year taxes, or a debt for provision of a basic service under a program that meets the requirements set out in subsection 252(2.02) of the Yukon *Municipal Act*;
- ✓ if they are currently under sentence for an indictable offence;
- ✓ if they cease, before election day, to be entitled under Section 48 of the Yukon *Municipal Act*; or
- ✓ if they are a member of the Yukon Legislative Assembly, a member of Parliament, or a chief or councilor of a Yukon First Nation.

*NOTE:

Notwithstanding the previous, persons who may be in doubt of their qualifications to seek municipal or other elected office are advised to contact their solicitor who can provide the necessary legal interpretation and advice.

NOMINATION PROCESS

Details regarding the date, time, and place of nomination will be posted in areas that are accessible to the public. These notices will be published at least seven days prior to nomination day.

Thursday, September 26, 2024, is Nomination Day for local elections throughout Yukon. Your nomination paper must be filed with the returning officer, no later than noon (12:00 p.m.) on Nomination Day.

In order to become nominated to run in your local election, you need to do the following:

- ✓ obtain a blank nomination paper from your returning officer;
- ✓ get your nomination paper signed by at least ten qualified voters (it is advisable to have more than the minimum required in case some of your nominators are not qualified voters);
- ✓ complete and sign the “oath and consent” portion of your nomination paper; and
- ✓ return your completed nomination form to the returning officer no later than noon on September 26, 2024.

The nomination paper includes a section requiring your disclosure of any convictions within the preceding 10 years for indictable offences under the *Criminal Code* for which you have not received a pardon.

Once you have filed your nomination paper and the returning officer is satisfied that you have complied with the necessary requirements, you are officially nominated.

Acclamation

Where only one candidate is nominated, or exactly the number of candidates required for the number of seats are nominated, the returning officer will declare the candidate or candidates concerned, elected, once the time for a challenge has expired (s. 82(2) of Yukon *Municipal Act*).

Grant of Poll (Election)

If there are several people competing for the same office, the returning officer will call the election and publish the names of candidates, the dates and times of the advance and regular polls, and the location of polling stations in your community.

ELECTION!!!

If there is an election in your community, you can expect the following:

- ✓ at least one Advance Poll – this will be held one week prior to Election Day, this year it will be on October 10 (some communities may hold more than one Advance Poll and/or Special Ballot Days where residents can vote prior to Election day)
- ✓ Election Day is Thursday, October 17, 2024.

Counting of Votes

Immediately after the close of the poll on Election Day, the returning officer with the assistance of poll clerks or designated municipal officers (usually the CAO), and in the presence of the candidates and their agents, will open the ballot boxes. The returning officer will examine the ballot papers and proceed to count the votes.

Recount of Votes (if necessary)

A recount of the votes, if necessary, is done by the returning officer and must be held within 24 hours of the close of the polls on polling day.

Any candidate or their agent may attend and, if necessary, the returning officer may summon any person to bring all relevant documents and examine witnesses to help ascertain the result of the poll.

Breaking of a Tie Vote (if necessary)

If the votes cast in respect of two or more candidates are equal in number, the returning officer shall, in the presence of at least one other election official and any candidate or agent present at the time, write the name of each candidate on an identical sheet of paper, fold each sheet in an identical manner, deposit each sheet into a non-transparent receptacle, and withdraw the number of sheets that are equal to the number of candidates required to be elected.

The returning officer shall declare each candidate whose name appears on a withdrawn sheet of paper to be elected.

Proclamation of Election Results

The returning officer will publish unofficial results of the voting as they are received from polling places on election day. However, the official results of the election will be proclaimed on the 4th day following election day.

A statement will be issued by the returning officer showing the number of votes cast for each of the candidates.

KEY DATES

- | | |
|----------------|--|
| ✓ September 19 | Nomination Forms become available |
| ✓ September 26 | Deadline for nomination forms to be submitted |
| ✓ October 3 | Revised List of Electors become publically available |
| ✓ October 10 | Advanced Poll |
| ✓ October 17 | Election Day |

GOOD LUCK!!!

For an entertaining and informative read about how to be an effective local elected official check out this resource:

The Joy of Governing – your how-to guide to optimal governance!

[cs-the-joy-of-governing.pdf \(yukon.ca\)](#)

The Yukon *Municipal Act* is the legislation that oversees local government in Yukon. You can find it on the Yukon Government legislation website (www.laws.yukon.ca).

Yukon *Municipal Act*

https://laws.yukon.ca/cms/images/LEGISLATION/PRINCIPAL/2002/2002-0154/2002-0154.pdf?zoom_highlight=municipal+act#search=%22municipal%20act%22



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

Village of Carmacks Public Notice

New Animal Control Services and Municipal By-law Enforcement Effective September 1st

Date: July 31st, 2024

Attention Residents of Carmacks,

Starting September 1st, the Village of Carmacks will be implementing new Animal Control services and enhanced Municipal By-law Enforcement to ensure the safety, health, and well-being of our community and its residents.

Key Points:

1. Animal Control Services:

- **Licensing Requirements:** All dogs and cats must be licensed. Licensing ensures that lost pets can be returned to their owners promptly.
- **Leash Laws:** All dogs must be on a leash when off the owner's property. Exceptions apply to designated off-leash areas.
- **Nuisance Animals:** It is the owner's responsibility to ensure their pets do not cause disturbances. This includes excessive barking, roaming at large, and property damage.
- **Dangerous Animals:** Owners of animals deemed dangerous will be subject to stricter regulations, including secure confinement and muzzling in public.
- **Impounding of Uncontained Animals:** Any animals found at large without a leash or outside the owner's property will be impounded. Owners will be responsible for paying impound fees and fines before their pets are released.

2. Municipal By-law Enforcement:

- **Parks and Public Spaces:** New regulations will be enforced to maintain the cleanliness and safety of our parks and public areas. This includes prohibitions on littering, damage to vegetation, and unauthorized fires.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

- **Traffic and Parking:** Enforcement of parking regulations and the use of vehicles in public spaces will be enhanced.
- **Noise Complaints:** Noise regulations will be enforced to ensure a peaceful environment for all residents.

Compliance and Penalties:

Failure to comply with the new by-laws and regulations may result in fines, penalties, and other enforcement actions. For a detailed list of fines and regulations, please refer to By-law 252-18 (Animal Control) and By-law 249-18 (Parks and Open Spaces).

How to Get Involved:

- **Licensing:** Pet owners are encouraged to visit the Village Office to license their pets before the enforcement date.
- **Report Issues:** Residents can report violations or concerns to the Village Office or through the official Village of Carmacks website.
- **Stay Informed:** Regular updates and detailed information about by-law regulations will be available on the Village of Carmacks website and through community bulletins.

For more information, please contact the Village Office at (867) 863-6271 or visit our website at www.carmacks.ca.

Thank you for your cooperation and for helping us keep Carmacks a safe and pleasant place to live.

Contact Information:

Village Office Address: 143 River Drive, Carmacks YT, Y0B1C0 Phone: (867) 863-6271

Email: admin@carmacks.ca Website: www.carmacks.ca

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca

CATALIS 

Catalis Proposal

Prepared For: Village of Carmacks, YT

Prepared By: Andrew Lacovara

THE LEADING PROVIDER OF SOFTWARE SOLUTIONS FOR MUNICIPALITIES ACROSS CANADA

About CATALIS

Our deep expertise, proven track record, and thoughtfully configured digital solutions have helped public servants across Canada to deliver at their highest ability on behalf of their communities.



CATALIS solutions are built to support governments of all sizes from villages and towns to rural and small cities. As a customer-driven service provider, our trusted advisors are dedicated to delivering advanced solutions that improve everyday municipal operations. Together, we can help your local government harness the latest technology to connect your local services directly with your community.

THE CATALIS ADVANTAGE

Our client-focused outlook coupled with our comprehensive software suite underlines our promise to work diligently to ensure that you receive exceptional value for your investment. From software development, to installation, training and ongoing support – we strive to understand your issues and be responsive to your needs.

Catalis offers a unique set of solutions that can be tailored to both rural and urban municipalities, highlighted by the following considerations:

Focus On Municipal Governments

We specialize in small-urban and rural-based municipalities.

Smart

Both complicated and repetitive tasks are easily completed.

Safe & Secure

Your municipal information is safe behind a modern security system.

Customized

No matter the size of government, you can get the perfect mix of tools that work best for you.

Trusted Advisors

Catalis provides a unique set of services and capabilities that have contributed to our reputation as municipal trusted advisors.

Flexible

Easily move your information and integrate with other third-party software.

Personal & Timely Support

Installation, training, or ongoing support, you get access to the people that designed your software.

Our knowledgeable staff consists of experts in municipal administration, operations, and technology to connect and simplify municipal information. Our team consistently strives to find technologically and innovative solutions to help municipalities address their toughest challenges. This way, we empower municipalities to make data-informed decisions to provide value to their ratepayers.

As a customer-driven service provider, our trusted advisors are dedicated to delivering advanced solutions that improve everyday municipal operations. To help municipalities harness the latest technology to connect their citizens directly with local government, we go above and beyond to work closely with:

- Senior Administrators
- Public Works Departments
- Accounting and Finance Professionals
- Engineers
- Planning and Development Staff
- Corporate Services and Clerks

With our solutions, your government can connect and simplify municipal information to deliver value to your residents. We're here to help you to do more, with less.

Connecting Your Community One Message at a Time

Mass Notification incorporates 20 years of municipal experience and has been developed to provide municipal administrators with one central portal to send and manage communication messages to their residents on multiple media platforms.

The Mass Notification app also provides your residents with a communication link to your office for the latest municipal information, including direct feeds from your own municipal website for notices and events.

Live Alerting

Live feed and connections to Canada's alert system:
Alert Ready

Website Integration

Residents can register and manage their accounts directly from your website.

Account Management

Manage resident accounts and create groups for people to communicate easily & openly.

Communication Management

Send out targeted messages to specific contact groups or geospatial regions.

Mobile Access

Send out messages and access your account from a smartphone device.

Audio Voice and Text

Upload recorded messages or type messages to be converted to voice to be sent by phone

Pricing



ONE OFF
\$500

YEARLY
\$4,000

Mass Notification

✓ Selected

Description	Item	Quantity	Price
Implementation (One-Time Cost)	\$500	1	\$500
Included: <ul style="list-style-type: none">- Live Alerting- Unlimited Messaging- Text, Email, Voice Call- Create Groups- Integration with Emergency Alerts- Internal/External Use- Website Integration- Account Management- Communication Management- Mobile Access- Audio Voice and Text	\$4,000	1	\$4,000 / year

All pricing and services below are subject to a signed license agreement based on a 4-year term, with annual renewal thereafter.

Description

Item

Quantity

Price

Please note that the price displayed in this proposal represents the year-one cost only. Subsequent years will incur an increase of 6% to the annual cost.

Total One Off

\$500

Total Recurring

\$4,000 / year

Total Due Today

\$4,500

Contact Us

catalisgov.com | [204-410-6772](tel:204-410-6772)

CATALIS 

1. General Design Requirements

1.1 Objectives

The primary objective of the Carmacks Pool Rehabilitation Project is to address the deficiencies identified in the letter from Yukon Environmental Health Services on December 10, 2019, and subsequent field investigations, to enable the facility to reopen as soon as possible in 2024.

2. Construction Requirements

2.1 Item 1 – Mobilization & Demobilization

.1 Item 1.1 – Mobilization, Demobilization

All Materials and Equipment required to complete the work to be delivered to site and removed following completion of the work.

2.2 Item 2 – General

.1 Item 2.1 – Supply and install depth markers adhered to vinyl liner (6 locations depths as per existing)

Depth markers to be fixed to pool liner at the locations shown in the marked-up record drawings and shall state the pool depth. Markings for pools should be non-slip, be visible to swimmers in the pool, indicate the numerical depth of water in Arabic numerals with a minimum height of 10 cm for each numeral, be of a colour contrasting with the background. Depth marker to be located above the water surface on the pool wall, 30 cm (1 ft) depth increments between the shallow depth and the point of break inclusive, at intervals of no more than 7.6 m (25 ft) measured on the periphery of the pool. Units to be metric.

.2 Item 2.2 – Paint pool depth on deck to match existing (6 locations depths as per existing)

Depth markings to be painted in the same size and similar font on the walkway at the pool edge in 6 locations as per the vinyl markers installed in item 2.1 on the pool wall. Paint used, to be waterproof and slip resistant with either a rubber-base, acrylic or epoxy.

.3 Item 2.3 – Supply and install escutcheon plates on pool access ladder (8 locations)

Escutcheon Plates to be installed on each vertical access ladder tube at the concrete surface of the pool deck. Escutcheon Plates to be Hayward SP1042 or approved equivalent.

.4 Item 2.4 – Inspect sand filter functionality, replace sand (925lbs) and complete maintenance

Pool Sand Filter is Pentair Triton II TR140 and should have the existing sand removed and replaced with new and be serviced and maintained as per the Owners Manual appended to this statement of requirements.

.5 Item 2.5 – Remove existing access hatches and supply and install new Bilco access hatches

Existing access covers and frames to be removed and disposed of, at an approved waste facility off site, including saw cutting, removal and disposal of surrounding concrete. New access hatches to be Bilco Single Leaf Access Door Type J-3AL (914mm x 762mm) or approved equivalent installed as per the manufacturer's instructions. Access hatch to be concreted into place with dowels installed into the surrounding concrete as per the Engineers direction. Access hatch to be mounted flush to the pool deck with no trip hazards. Access hatch to either come supplied with Bilco Thermion SafTrax non-skid finish or have an approved anti slip coating applied.

.6 Item 2.6 – Replace fascia and reinstall gutter to exterior of Mechanical room

Existing rotten timber fascia to be removed and disposed of at an approved waste facility off site. New timber fascia to be installed. Existing gutter to be salvaged and reinstalled where possible. If the existing gutter cannot be salvaged, a like for like replacement is to be sourced by the Contractor and installed.

.7 Item 2.7 – Remove moss from pool building roof exterior

Moss to be removed from pool building roof exterior and disposed of at an approved waste facility off site. Work includes all access and safety equipment required to undertake the removal of the moss from the pool roof.

.8 Item 2.8 – Repair holes in pool building roof (6 small holes)

Holes in pool building roof exterior to be repaired/covered with like for like roofing material.

2.3 Item 3 – Plumbing and Electrical

.1 Item 3.1 – Supply and install new skimmer with appropriate supports and piping modifications

Existing skimmers to be replaced with Hayward SP1080 Series Auto-Skim. PVC Cap to be installed on equalizer piping at each skimmer location (4). Skimmer piping to be disconnected and new plumbing installed to the main drains. All piping to be PVC Schedule 40

.2 Item 3.2 – Supply and install 1/2" check valve and repair piping

½" Check valve to be installed. Check valve to be KITZ CODE#22 (AKYR) threaded or approved equivalent. PVC piping and fittings to be repaired/replaced as required.

.3 Item 3.3 – Supply and install vacuum breakers on hose bibb

Vacuum breaker to be installed on hose bibb. Vacuum breaker to be Zurn Model BF-9 or approved equivalent.

.4 Item 3.4 – Supply and install exhaust fan to chemical storage room

Exhaust fan to be Greenheck SE1 size 8 direct drive propeller exhaust fan or approved equivalent installed as per the manufacturer's instructions. Greenheck 90° weatherhood to be installed on the exterior of the building as per the manufacturer's instructions.

.5 Item 3.5 – Supply and install automated chlorine feed system

Automated Chlorine Controller system should be Hayward HCC 2000 or approved alternative. Hayward HCC 2000 to be installed as per the manufacturer's instructions.

Item 3.6 – Supply and install ventilation to chase around pool

Ventilation to be Greenheck Centrifugal inline Fan SQ-80-DGEX-QD or approved equivalent installed as per the manufacturer's instructions. 100mm ducting and associated fixtures to be installed to the far end of the pool (Approximately 25m in length), within the chase surrounding the pool, to promote air circulation back to the mechanical room. Ducting to limit restriction of access in crawlspace and is to be reviewed by the Engineer prior to procurement.

2.4 Item 4 – Electrical

.1 Item 4.1 – Replace changing room fixtures with vapor tight LED lighting

Lighting to be installed should be Metalux 4SNLED-LD5-41SL-LW-UNV-L840-CD1-U (Type 1, Type 2 and Type 3) or approved equivalent vapor tight LED lighting fixtures that provide a minimum of 161 Lux. Lighting fixtures to be installed as per the manufacturer's instructions.

2.5 Item 5 – Structural

.1 Item 5.1 – Replace beam supporting changeroom floor with new bearing wall per S1.3 including disposal of removed components

Work includes all safety and access equipment required. Install 2x4 timbers, fixings, joist hangers and anchor bolts in the crawl space. Beam materials are specified on ISL Drawing S1.1 and S1.3

.2 Item 5.2 – Tighten steel rod cross-bracing of pool roof structure

Work includes all access and safety equipment. Cross Bracing to be tightened as per ISL Drawing S1.1

.3 Item 5.3 – Replace steel angle and fasteners supporting pool deck, including misc. repairs per S1.2

Work includes all safety and access equipment required to access and work within a confined space. Work includes grinding, cutting corroded steel, drilling and installation of fixings and application of Galvacon within the crawl space. Steel Angle and fastener materials are specified on ISL Drawing S1.1 and S1.2.

VILLAGE OF CARMACKS EMPLOYMENT BY-LAW 302-24

A BY-LAW to provide for conditions of employment for Municipal Employees.

WHEREAS the Council of the Village of Carmacks desires to establish the terms and conditions governing its employees, and;

WHEREAS Section 188 of the Municipal Act, RSV 2002, Chapter 154 and amendments thereto from time to time, provides that council shall by bylaw, establish terms and conditions of employment for employees, officers and the Chief Administrative Officer,

NOW THEREFORE the Council of the Village of Carmacks in the Yukon Territory now duly assembled enacts as follows:

Short Title:

This bylaw may be cited as the "Employment Bylaw"

Interpretation:

- a) "Allowance" means compensation payable to an employee in addition to the regular remuneration payable for the performance of the duties of a position.
- b) "Anniversary Date" means the date on which the employee began their employment with the Village of Carmacks.
- c) "Bylaw" means the Employment Bylaw 302-24.
- d) "CAO" means the Chief Administrative Officer for the Village of Carmacks.
- e) "Classification Level" means one of the pay levels assigned to positions of the Village of Carmacks.
- f) "Common Law Spouse" means a relationship said to exist when, for a period of at least one year, an employee has lived with a person, publicly representing that person to be their spouse and lives with that person as if that person were their spouse.
- g) "Compressed Work Week" means the total number of regular hours of work is compressed into a smaller number of workdays, instead of 8 hours, 5 days a week, work 10 hours, 4 days a week.
- h) "Continuous Employment" and "Continuous Service" means uninterrupted employment with the Village of Carmacks.
- i) "Council" means the Council and elected officials of the Village of Carmacks.

j) "Day of Rest" means a day other than a statutory holiday on which an employee is not ordinarily required to perform his regular duties, other than by reason of an approved absence.

k) "Demotion" means the appointment of an employee for reasons of incompetence, incapability or misconduct to a new position for which the rate of pay is less than that of their former position.

l) "Dependent" means a person residing with the employee who is the employee's spouse, common-law spouse, child, stepchild, grandchild, or foster child who is under the age of nineteen years and is wholly dependent on the employee for support or being nineteen years of age or older and is wholly dependent on the employee while attending on a full-time basis a post-secondary educational institution or by reason of mental or physical infirmity, or any other relative of the employee who is wholly dependent upon the employee for support by reason of mental or physical infirmity.

m) "Employer" means the Village of Carmacks.

n) "Employee" means a person who is employed by the Village of Carmacks in either a permanent full-time, permanent part-time, casual, seasonal or term capacity, whether under an employment contract or not, but shall not include independent contractors.

o) "Flex Time" means a system of working that allows an employee to choose, within limits, the hours for starting and leaving each day.

p) "Holiday" means the twenty-four (24) hour period commencing at 12:01 a.m. of the day designated as a paid holiday.

q) "Lay off" means an employee whose employment has been terminated as a result of a shortage of work or as a result of a discontinuance of a function or funding which may be of a permanent or temporary nature.

r) "Leave of Absence" means absence from duty with pay with the employer's permission.

s) "Leave Without Pay" means absence from duty without pay with the employer's permission.

t) "Long Service Leave" means paid leave for eligible employees who have served a minimum of five (5) years of continuous service.

u) "May" shall be regarded as permissive and "Shall" and "Will" as imperative.

v) "Overtime" means work performed by an employee before, after or in excess of the usually scheduled hours.

w) "Promotion" means an appointment to a higher classified position.

x) "Pre-retirement Leave" means any remaining vacation leave may be used after a permanent full-time or permanent part-time employee's official last day of work as a "pre-retirement leave".

y) "Reclassification" means when an existing position has been modified substantially or a new position is created to either address operational needs, budgetary constraints, or to fulfill human resources objectives, then the salary range will be determined by the Village of Carmacks.

z) "Seniority" means the same as "Continuous Employment or Service".

aa) "Time off in Lieu" means leave given to compensate an employee for additional hours worked.

bb) "Under-fill" means the appointment of a person to a position who does not possess the minimum qualifications to carry out the full functions at the time of hire but shows the potential for development in that position within one year.

1. Language

All references in this bylaw where a gender may be expressed or implied shall be considered to include the other gender.

2. Application

The provisions of this bylaw will apply to all employees and the employer unless a separate employment contract has been negotiated between the employee and the employer.

Where a provision of this bylaw does not meet the requirements of applicable federal or territorial legislation, (ie. Yukon Employment Standards Act), federal or territorial legislation will prevail.

3. Types of Employment

Permanent full-time means an employee who works at least seven and one-half (7½) hours each day for a period of thirty-seven and one-half (37½) hours per week or an employee who works eight (8) hours per day for a period of forty (40) hours and has accepted employment with the employer.

Permanent part-time means an employee who works less than the prescribed full-time schedule but the portion of the period is spread over the normal work schedule.

Seasonal means an employee who works on either a full-time or part-time basis but works only a portion of each year.

Casual means a person who is hired for work of a temporary nature and is not entitled to full or part-time benefits and has no guaranteed hours of work.

Term means an employee who is employed for a specific time period or project on either a full-time or part-time basis.

4. Hours of Work

Regular hours of work shall be thirty-seven and one-half (37½) hours per week for administrative staff and recreation staff. For municipal services employees, the regular hours of work shall be forty (40) hours per week.

Part-time, term, seasonal and casual employees' hours of work will be determined at the time of hire and may be adjusted from time to time.

Normal hours of work for full-time employees shall be:

- a) Administrative: 8:30 a.m. to noon, 1 p.m. to 4:30 p.m.
- b) Municipal Services: 8:00 a.m. to noon, 1:00 p.m. to 5:00 p.m regular work week, or 8 am to 2 pm, 3 pm to 7 pm compressed work week
- c) Recreation: hours of work will vary to meet program needs as much as possible - these regular hours will not exceed 7.5 in one day or 37.5 hours in one week.

Hours of work and shift scheduling may be changed by mutual agreement between the employee and their supervisor.

All employees shall receive a one-hour lunch (meal) break and two fifteen-minute rest periods per workday. One rest period in the mid-morning and one in the mid-afternoon is desired. Lost rest periods cannot be accrued.

Provision for Abnormal Work Hours: Municipal services staff may have their work hours adjusted to accommodate irregular working hours as necessary to ensure the delivery of essential municipal services.

5. Probationary Periods

All new employees will be placed on a probation period of six (6) months. The employer may extend the period of probation for up to six (6) additional months, where the employer feels that an extension of probation is warranted.

If an employee does not successfully complete their probationary period on transfer or promotion, the employer will make every reasonable effort to appoint them to a position comparable to the one from which they were transferred or promoted. The employer shall, in writing, provide that employee with a clear explanation of the reason(s) for unsuccessfully completing the probationary period.

For employees who do not successfully complete their probationary period upon being appointed other than by transfer or promotion, the employer shall make a reasonable effort to inform that employee in advance so the employee can make arrangements for departure.

6. Performance Reviews

Performance reviews will be conducted, in writing, prior to the end of the six-month probationary period and if the probationary period is extended for an additional six months, will be conducted again at 12 months of employment. After successfully passing probation, performance reviews will generally be conducted, in writing, annually prior to the employee's anniversary date. The direct supervisor will conduct all performance reviews.

The employee will have an opportunity to discuss each review with their supervisor.

All performance reviews will be kept in the employee's personnel file. Employees may view their file on request with an authorized employee who has access to such files.

7. Salary Reviews

Each employee's salary will be reviewed annually along with the performance review and the employee may be recommended for an increase in salary. Increases will be provided on the basis of merit and funds available and consideration under the pay equity scale. The employer is not obligated to provide a rate of pay increase annually.

8. Discipline, Suspension and Termination

Termination of employment for the purposes of this bylaw is also deemed to be the revocation of the appointment of the employee (as applicable). Subject to the terms of this bylaw or any applicable legislation, the discipline, suspension and termination of employment of an employee shall be governed by the terms of this bylaw.

The employer may discipline an employee for any material breach of this bylaw or any other Village of Carmacks bylaw or resolution, any material breach of any of the Village's policies, procedures, administrative directives, and practices, and any other conduct deemed by the employer to be inappropriate for an employee.

When imposing discipline on an employee, the employer shall attempt to correct behavior through the application of progressive discipline. However, it is within the sole discretion of the employer to determine the level of discipline appropriate under each circumstance including verbal warnings, written warnings, demotions, suspensions with or without pay, and termination of employment.

Pursuant to section 189 of the Municipal Act, an employee may appeal in writing to Council within five (5) working days of a disciplinary suspension or termination with cause under this section pursuant to section 184 of the Municipal Act.

(1) After hearing the employee and others as Council deems necessary, Council shall extend, reduce, or confirm the suspension, or overturn the suspension and/or reinstate the employee.

(2) The employer's internal procedural obligations pursuant to this provision shall be fully discharged, and the rights of the employee fully and fairly satisfied if the employee has been provided written notice summarizing the reasons for the suspension and the opportunity to provide written submissions to Council prior to a decision being made.

(3) The employer may invoke non-disciplinary leaves with or without pay pending investigation and such non-disciplinary leaves do not constitute discipline, suspension or termination/dismissal for the purposes of this section of the bylaw until a decision to impose discipline or termination is made and communicated to the employee. For greater clarity, there is no entitlement to appeal to Council for non-disciplinary leaves invoked by the employer.

The employment relationship between the employer and the employee may be terminated in any of the following manners:

(1) By written agreement between the employer and the employee. (2) By the employee, upon providing two weeks' written notice of resignation to the employer. The employer may waive such notice in whole or in part and if it does so then the employee shall be entitled to payment of salary in lieu of any of the remaining two weeks' notice. (3) By the employee retiring upon written receipt of notice of retirement. (4) By the employer, at any time without any notice or pay in lieu of notice, for Cause. "Cause" shall include, but not be limited to:

(a) conduct by the employee that brings or has the potential to bring the Village or its representatives into public disrepute or ridicule; (b) unauthorized disclosure of confidential information or documents received or obtained by the employee in the course of employment without the written consent of Council; (c) use of such confidential information or documentation for the employee's benefit or gain; (d) significant or repetitive breaches of the Village of Carmacks' bylaws, resolutions, policies, procedures,

administrative directives, or practices; and (e) any conduct that would constitute just cause for termination pursuant to the common law governing employment contracts.

The employee may appeal in writing to Council within five (5) working days of a termination for cause.

(1) The employer's internal procedural obligations pursuant to this provision shall be fully discharged and the rights of the employee fully and fairly satisfied if the employee has been provided with a written notice summarizing the reasons for the cause and the opportunity to provide written submissions to Council. (2) Council shall confirm the termination for cause, substitute the termination for cause with a termination without cause, reinstate the employee with no discipline, reinstate the employee with a warning or period of suspension, and may impose any conditions deemed appropriate.

The employment of temporary employees will terminate at the end of the fixed term established by the employer for the temporary employee unless terminated earlier by the Village providing the minimum notice or pay in lieu of notice required by the Yukon Employment Standards Act (if any).

Unless otherwise agreed to in writing by the employer, there is no obligation to provide any amount of work to casual employees, continue their employment for any period of time, or provide any notice of termination of employment or pay in lieu of notice, unless otherwise required by the Yukon Employment Standards Act and then only the minimum entitlement will be provided.

Where notice is required pursuant to this bylaw and any applicable laws, all of the employer's obligations related to the employment of an employee and this bylaw are fully discharged and the rights of the employee fully and fairly satisfied upon the employer providing the greater of the notice or pay in lieu of notice pursuant to this section and the minimum entitlement pursuant to the Yukon Employment Standards Act. All notice pursuant to this section is inclusive of the entitlements pursuant to the Act.

It is within the sole discretion of the employer to elect to continue all or any part of the remuneration and benefits of an employee during a period of suspension pursuant to this bylaw including any suspension that is under appeal.

If the employment relationship is terminated in accordance with this section then all remuneration and benefits shall cease immediately upon the effective date of termination unless expressly stated otherwise in this bylaw, agreed to in writing by the employer, or required by the Yukon Employment Standards Act, and the employee shall have no further legal claim of any kind against the employer arising out of the termination of employment or arising out of this bylaw.

There are no procedural or appeal rights other than as expressly stated in this section of this bylaw.

9. Pleasure of Council

Subject to the provisions of an employment contract, the C.A.O. serves at the pleasure of Council.

10. Lay-off/Resignation

Permanent full-time, permanent part-time, casual, seasonal and term employees are subject to lay-off or termination of employment and will be provided notice or pay in lieu of notice in accordance with the Yukon Employment Standards Act. Permanent full-time and permanent part-time employees will also receive any eligible payouts such as unused vacation leave or lieu time and travel time prorated from their anniversary date to the date of lay-off.

All employees during their probation period are subject to dismissal with notice or pay in lieu of notice.

Permanent full-time and permanent part-time employees who are laid off for reasons of lack of work or lack of funds may be recalled on the basis of seniority and qualifications. Permanent employees will be laid off on the basis of reverse seniority and qualifications by classification. Permanent full-time and permanent part-time employees may be recalled to work and must be prepared to report back to work within ten (10) working days of notice being given. Failure to do so will result in employees forfeiting their recall rights.

Employees resigning from the employer must give a minimum of two weeks' notice, in writing, of their intent to resign, unless otherwise provided by an employment contract.

11. Rates of Pay

Rates of pay are listed in the Pay Equity Scale attached as "Schedule A" and forming part of this bylaw. Except as otherwise agreed, all employees are paid hourly. Any dispute over rates of pay shall be adjudicated by conditions in the Yukon Employment Standards Act.

The Pay Equity Scale will be updated annually by the Dec over Dec CPI for Whitehorse, available annually from the Government of Yukon Statistics Branch.

1. The CPI update of the wage scale shall be approved by Council resolution prior to being implemented each year.
2. Annual Consumer Price Index (CPI) increases are reserved, with a minimum increase of 2.5% annually.

3. Where the CPI indicates a negative adjustment, the wage scale will not be amended.

Acting Pay Wage Scale:

- Acting supervisor rate is two dollars (\$2.00) per hour in addition to the employee's regular rate for covering intermediary management roles.
- Acting pay for covering Senior Management roles will be four dollars (\$4.00) per hour.
- Acting pay for covering the CAO role will be five dollars (\$5.00) per hour.
- Acting pay may be paid only if there is written delegation in excess of five working days (5) for a regular work week or four (4) working days in a compressed work week. Acting pay shall be paid on overtime.

Straight time means the regular hourly rate.

Overtime means hours worked in excess of regularly scheduled work hours.

Time and one-half means 1.5 times the straight time rate.

Double time means 2 times the straight time rate.

Flex Time means a way of varying the hours an employee works on a daily basis. With the agreement of their supervisor, an employee may agree on any particular day to start work a little earlier and end a little earlier, or start and end work a little later. This option helps the employee accommodate such personal needs as errands, pick-up times for children, or "one-off" commitments when they don't want to take paid leave.

Requirements for flex time:

a) The employee and their supervisor must agree in advance on the variation and must ensure that operational requirements can be met.

b) The employee must still work the same days and the total number of regular hours for the week (37½ or 40 hrs per week).

c) The seven-day advance notice requirement of a change in schedule is not needed.

d) A flex variation cannot result in extra payments (e.g. overtime or shift premiums) which the employee would not otherwise have earned by working their regular schedule.

e) The employee may not split their working day (e.g. 7:30-11:30 a.m. and 4:00-7:30 p.m.).

f) The employee and supervisor must ensure that the use of flex time is not habitual and is only requested on occasion.

12. Registered Retirement Savings Plan

All permanent full-time and part-time employees hired after the adoption of this bylaw will be entitled to participate in the group RRSP Plan or may choose a private RRSP plan. The employer will only offer private RRSP options.

The employer will contribute to an RRSP approved by the employer, on behalf of the permanent full-time and part-time employees, an amount equal to:

Years of Service	Employer Matching
One and less than 4	25 percent of the employee's contribution
4 and less than 11	50 percent of the employee's contribution
11 and less than 15	75 percent of the employee's contribution
More than or = 15	100 percent of the employee's contribution

The maximum annual employer contribution will not exceed 9% of the employee's annual gross salary.

Contributions to the RRSP shall be fully vested.

The employer contributions shall be treated as a taxable benefit and shown as such on the employee's annual T-4 statement.

13. Medical and Group Insurance Benefits

The Village of Carmacks' Group Benefits plan provides permanent full-time and permanent part-time employees with the following coverage and cost shares the premiums with the employee:

- Group Life/Accidental Dismemberment and Disability Insurance
- Weekly Indemnity
- Long-Term Disability
- Extended Health
- Dental

All permanent full and part-time employees hired after the adoption of this bylaw must participate in the Group Benefits Plan.

14. Moving Allowance and Staff Accommodation

A moving allowance is available, capped at \$3,000. This allowance is subject to the discretion of the Chief Administrative Officer (CAO), Mayor, and Council. For employees hired from outside the community, the employer may pay for personal belongings not including snowmobiles, ATVs, or other vehicles to be shipped to a maximum of three thousand dollars (\$3,000). This expense may be approved at the time of hire and is paid upon submission of receipts.

Staff accommodation may be provided to employees hired from outside the community in suites available in the Village duplex building.

Staff accommodation rental rates will be decided by resolution of the Municipal Council unless specified in any employment contract terms.

Operation or conducting of a private business in staff housing is not permitted unless such business is approved by the employer.

15. Clothing and Protective Equipment

Subject to the written approval of the C.A.O., the municipality will provide each employee for whom it is deemed necessary the following:

a) Winter and summer safety boots as required to a maximum of one pair each per employment year. The employee shall wear safety boots at work where the footwear has been supplied. b) Winter and summer coveralls as required to a maximum of two pairs. c) Gloves shall be provided by the supervisor for any position requiring hand protection. It is the responsibility of all employees to wear the correct gloves in the performance of their work. An employee shall wear gloves when so instructed.

The employer may provide specific safety apparel or devices for individual employees to comply with safe work practices.

16. Leave

Sick Leave

Permanent full-time employees are entitled to sick leave credits of 1.25 days per month, where the employee has worked at least ten (10) working days that month.

Permanent part-time employees' vacation and sick leave credits will be prorated based on the number of hours worked in a month.

Sick leave credits will accumulate to a maximum of twenty (20) days (15 days earned per year and a carryover of 5 days). Any days in excess of five (5) days at the end of the year will not be carried forward. Employees must make an effort to advise their supervisor prior to the commencement of their regular working hours that they are sick and unable to attend work. A sick leave request form must be completed after returning to work. If an employee fails to complete a sick leave request form, they will be deemed to have been away without permission and will not be entitled to sick leave. At the employer's discretion, a letter from a qualified nurse or doctor may be requested for confirmation.

A letter from a qualified nurse or doctor is necessary for any sick leave above two (2) occasions per month or longer than three (3) days in a row. Pay will only be given for the eligible amount of sick leave credits accrued.

Sick leave credits will not be paid out on termination of employment.

Special Leave

Permanent full-time employees are entitled to special leave with pay will be given for up to five (5) days where there is a serious illness or death in an employee's immediate family. Immediate family is defined as father, mother, grandparents, brother, sister, spouse, common-law spouse, father-in-law, mother-in-law, child, or any relative whom the employee lives with or who lives with the employee. Permanent part-time employees will have their special leave prorated based on the number of hours worked in the month.

Special leave with pay for two (2) days with pay will be given to an employee on the birth of the employee's child, adoption of a child, or when an employee is to be married. The approval of special leave in this incident will be subject to operational requirements.

Special leave with pay shall be given to an employee to serve on a jury or who is called as a witness. If compensation is provided, it will be deducted from or reimbursed by the employee.

Special leave credits shall accumulate at a rate of one half (1/2) day per month to a maximum of ten (10) days, provided the employee has been paid for ten (10) days that month.

Special Leave Restrictions: An employee is not entitled to take special leave while the employee is on:

- (1) Pre-retirement vacation leave (this is the period of vacation leave often taken prior to retirement);
- (2) Other leaves (eg. Vacation, maternity, paternity, adoption or parental leave);

(3) Leave of absence without pay;

(4) Suspension; or

(5) Long-term disability benefits.

Special leave is not meant to supplement/increase weekly indemnity, vacation, maternity, paternity, adoption, or parental leave. Special leave days have no accrued value other than for authorized paid time off. There is no entitlement to have unused special leave days paid out at any time, including upon termination of employment for any reason.

Leave Without Pay

Under special circumstances and where operational efficiency will not be adversely affected, leave without pay may be granted to an employee. All applications for leave without pay in excess of ten (10) working days are subject to your supervisor's and the Chief Administrative Officer's approval.

Except where provided otherwise by statute, an employee who has been granted leave without pay which results in that employee receiving less than the equivalent of two standard work weeks of pay in any calendar month is required to prepay the full cost of medical and group insurance plan premiums in order to maintain benefit coverage for the period of leave.

Except where provided otherwise by statute, employees who have for any reason been granted leave without pay in excess of thirty (30) calendar days will have their increment date and Continuous Service date advanced by the total amount of leave taken.

Applications for leave without pay should be submitted at least thirty-one (31) calendar days in advance of the intended commencement date of the leave if at all possible. The employee shall receive written notification of the decision within fourteen (14) calendar days of the date of application.

Vacation Leave

Vacation leave will be granted on the basis of seniority and no two employees within the same department may be off on vacation leave at the same time unless authorized by the Chief Administrative Officer.

During the first year of employment, a permanent full-time employee will earn vacation leave at the rate of one (1) day per month.

In subsequent years, for each month of a fiscal year in which a permanent employee receives at least ten (10) days pay, they shall earn vacation leave at the following rates:

Years of Service	Entitlement	Accrual Rate
One and less than 4	15 days/annum	1.25 days/mo
4 and less than 11	20 days/annum	1.67 days/mo
11 and less than 15	25 days/annum	2.08 days/mo
15 or More	30 days/annum	2.50 days/mo

Permanent part-time employees' vacation credits will be prorated based on the number of hours worked in a month.

All vacation requests must be submitted at least two (2) weeks in advance and seniority will be used to determine between overlapping dates requested.

Whenever possible, vacations will be taken in the year immediately following the calendar year in which they are earned.

The maximum vacation that can be carried from one year to the next will be equal to one (1) year of vacation time that the employee has earned, and the rest will be paid out at the end of the fiscal year.

At retirement, a permanent full-time or permanent part-time employee may use all or part of their remaining vacation time after their official last day of work as a "pre-retirement leave". All benefits will remain in place until the last day of work or vacation, whichever comes later.

Long Service Leave

All permanent full-time and permanent part-time employees will be recognized for their long service on completion of each five continuous years of active service and will receive five (5) days of long service leave after reaching each milestone.

Casual and term employees are also recognized for their long service based on every five years of active service or five seasons of active service.

Maternity Leave

Maternity leave without pay will be approved in accordance with the Yukon Employment Standards Act.

Parental Leave

An employee qualifying under the Yukon Employment Standards Act shall be entitled to request parental leave without pay in accordance with the provisions of the Yukon Employment Standards Act.

Injury on Duty Leave

Permanent full-time and permanent part-time employees who are injured on the job and have their claim approved by the Yukon Workers' Compensation Health and Safety Board (YWCHSB) shall be granted Injury on Duty Leave with pay for such reasonable period as may be determined by the YWCHSB.

Where such leave is granted, permanent full-time and permanent part-time employees shall assign to the employer all payment received from the Workers' Compensation Health & Safety Board covering the period of Injury on Duty Leave.

Casual, term and seasonal employees on leave due to an approved YWCHSB claim will receive compensation directly from YWCHSB.

Travel Allowance

Each permanent full-time and permanent part-time employee is entitled to a travel allowance annually on the anniversary date of employment. The travel allowance will consist of a payment of two thousand five hundred dollars (\$2500) per year based on full-time employment status.

No employee shall receive travel allowance within the first twenty-four (24) months of employment (or in the case of seasonal employees, the completion of 2 seasons) or if the employee resigns their position before the twenty-four months are served. Overtime shall not shorten the eligibility period of twenty-four (24) calendar months. Travel allowance is paid annually on the second anniversary date of the employee's commencement of employment with the Village.

Casual employees are not eligible for travel allowance.

Seasonal employees are eligible for travel allowance, it will be prorated on the length of the season and is to be paid upon season end.

Term employees are eligible for travel allowance, it will be prorated on the length of employment and is to be paid upon the end of the term of employment.

17. Paid Holidays

General holiday pay will be paid for the following general holidays:

a) New Year's Day

- b) Heritage Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) National Aboriginal Day
- g) Canada Day
- h) Discovery Day
- i) Labour Day
- j) Reconciliation Day
- k) Thanksgiving Day
- l) Remembrance Day
- m) Christmas Day
- n) Boxing Day

18. Training

All employees must be willing to take any training considered necessary by the employer to fulfill their duties.

Any employee taking training or on business travel for the employer will have accommodation paid and will receive allowances for meals, except for meals supplied by a host or en route by a carrier at the annual rate determined by the Yukon Government. Vehicle mileage will be reimbursed at the Yukon Government rate if the employee is required to use a personal vehicle for business travel.

19. Conditions of Employment

All new permanent full-time and permanent part-time positions shall be authorized by Council.

Notwithstanding the provisions of this bylaw, the employer is not restricted in the management and direction of its employees.

20. Meetings Between Employees And Other Organizations

Upon reasonable notification, the employer will grant time off without pay to an employee who is a member of an outside board or agency to attend meetings for which they receive an honorarium. These meetings shall be limited to two (2) per month.

Employees engaged in emergency response activities unrelated to employment duties will be granted time off to attend to the emergency response and for recuperation if needed. The response time will be considered leave with pay, except that if the employee is paid for their emergency response, the employer will compensate the employee for only the shortfall between the emergency response payment and their regular pay. Recuperation time will be considered leave without pay.

21. Repeal

Bylaw 261-19 and amendments thereto are hereby repealed.

Effective Date

This Bylaw will be in effect on the first day of the next calendar month following adoption by Council.

READ A FIRST TIME this 2nd Day of July, 2024.

READ A SECOND TIME this 2nd Day of July, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 6th Day of August, 2024.

Mayor Lee Bodie _____

CAO Matthew Cybulski _____



Village of Carmacks

By-Law 303-24

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO ESTABLISH A EMERGENCY MEASURES BYLAW

WHEREAS, Section 192(1) of the *Municipal Act* provides that a municipal council shall by bylaw establish a Civil Emergency Measures Commission and appoint its members; and

WHEREAS, Section 5(1) of the *Civil Emergency Measures Act* provides that the Council of every municipality shall by bylaw establish a Municipal Civil Emergency Plan; and

WHEREAS, Section 265(a) of the *Municipal Act* provides that Council shall adopt bylaws for the municipal purposes respecting the safety, health, and welfare of people and the protection of persons and property, including fire protection, fireworks, other explosives, firearms, weapons or devices, ambulance services, emergency services and other emergencies.

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

1. Title

- 1.1. This bylaw shall be known as, and may be cited as, the "Emergency Measures Bylaw"

2. Definitions

- 2.1. The definitions contained in the *Municipal Act* (RSY 2002, c. 154) and the *Civil Emergency Measures Act* (RSY 2002, c. 34), or any other successor legislation, shall apply.
- 2.2. "Chief Administrative Officer" or "CAO" means the administrative head of a municipality as appointed by Council under Section 183 of the *Municipal Act*.
- 2.3. "Emergency" means a peacetime disaster or a war emergency.
- 2.4. "Civil Emergency Co-ordinator" means the person appointed by Council as the Municipal Emergency Co-ordinator pursuant to this bylaw.
- 2.5. "Civil Emergency Measures Commission or Committee" means those members appointed by council under the provisions of Section 192(1) of the *Municipal Act*.

- 2.6. “Municipal Civil Emergency Measures Plan (Emergency Plan)” means the organization, plans and procedures established within the municipality for combating emergencies and disasters.
- 2.7. “Declaration of a State of Local Emergency” means a declaration of a state of emergency by resolution of the council under Section 7 of the *Civil Emergency Measures Act*.

3. Emergency Measures Commission or Committee

- 3.1. Subject to the provisions of the *Civil Emergency Measures Act*, council shall by bylaw establish a Civil Emergency Measures Commission and appoint its members.
- 3.2. The Civil Emergency Measures Commission shall ensure that a Civil Emergency Measures Plan is created and maintained. This plan shall:
 - a) Specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the *Municipal Act*; and
 - b) Assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in case of a declaration of a state of emergency in or including the municipality as per section 5 (2)(b) of the *Civil Emergency Measures Act*; and
 - c) May be reviewed semi-annually; and
 - d) May be exercised annually.
- 3.3. Pursuant to section 192(3) of the *Municipal Act*, council may empower the commission to incur liabilities within the amounts included therefore in the annual budget.

4. Civil Emergency Coordinator

- 4.1. Council may appoint a civil emergency co-ordinator who shall carry out the instructions of the commission.
- 4.2. The Civil Emergency Coordinator reports to, and receives direction from, the Council.
- 4.3. In accordance with subsection 192 (2) of the *Municipal Act*, the Civil Emergency Coordinator shall carry out the instructions of the commission.

5. Municipal Civil Emergency Plan

- 5.1. Pursuant to section 5(1) of the *Civil Emergency Measures Act*, the council of every municipality shall by bylaw establish a municipal civil emergency plan
- 5.2. In accordance with subsection 5(2) a of the *Civil Emergency Measures Act*, a municipal civil emergency plan shall:

- 5.3. a) Establish a Civil Emergency Measures Planning Commission or Committee, typically comprised of emergency preparedness or response staff, who will report to the Standing Commission or Committee.
 - a) Specify the powers and duties of the Civil Emergency Measures Planning Commission or Committee established under subsection 192(1) of the *Municipal Act*; and
 - b) Assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in the case of a declaration of a state of emergency in or including the municipality under this Act.
- 5.4. As per Section 5(3) of the *Civil Emergency Measures Act*, a municipal civil emergency measures plan may be co-ordinated with a civil emergency plan under paragraph 2(2)(a) or a civil emergency plan of another municipality.
- 5.5. The Village of Carmack’s Civil Emergency Plan is hereby established as set out in Appendix “A” attached hereto and forming part of this bylaw.

6. Declaration of a State of Emergency

6.1. In accordance with Section 7(1)(a) of the *Civil Emergency Measures Act*, the Mayor is hereby authorized to declare a state of local emergency if they have reasonable grounds to believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster.

7. Repeal of Existing Bylaw

7.1. On adoption, this bylaw replaces Bylaw # 266-20

8. Enactment

- 8.1. This bylaw shall come into full force and effect upon the final passing thereof;
- 8.2. Bylaw # 266-20 is hereby repealed.

Read a first time this ___ day of ___ 2024.

Read a second time this ___ day of _____ 2024.

Read a third time and finally passed this _____ day of _____, 2024.

Lee Bodie, Mayor

Matthew Cybulski, CAO

Appendix "A"

MUNICIPAL CIVIL EMERGENCY PLAN

Addendum to the Bylaw # 303-24

Village of Carmacks Civil Emergency Plan Bylaw



Adopted by Council _____
Resolution # _____

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ANNEX J – CONTACT LISTS

ANNEX K – COMMUNITY MAPS.....

1.0 Introduction

Municipalities routinely respond to situations that require responses from Fire, Police, Emergency Medical Services and Public Works. Large-scale emergencies such as chemical spills, plane crashes, pandemics, floods, earthquakes and forest fires can severely deplete available resources and require additional personnel, equipment and expertise. In cases such as these, municipalities must implement an Emergency Plan.

Response to a large-scale emergency requires an assessment of the situation, an effective determination of resources and the efficient deployment and management of resources. The primary function of the Emergency Plan is to provide the organizational framework within which the coordinated response will take place and present key officials, agencies and departments within the Village of Carmacks with a general guideline for the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following provides an overview of the background and some of the highlights of this plan.

1.1 Purpose

The purpose of this plan is to make provisions for the efficient administration, coordination and implementation of the extraordinary arrangements and response measures taken by the Village of Carmacks to protect the health, safety and welfare of the residents of Carmacks during any emergency.

To ensure alignment through all orders of government (local, territorial, federal, and First Nation), the Committee was guided by the following principles when it developed its recycling recommendations and considerations:

1.2 Plan Definition

The “Plan” means a plan formulated pursuant to Village of Carmacks Emergency Measures Bylaw; governing the provisions of necessary services during an emergency and the procedures under a manner in which employees of the Village of Carmacks and other persons will respond to an emergency.

1.3 Authority

The Civil Emergency Measures Act is the legal authority for this plan. The Civil Emergency Measures Act requires each municipality to establish a Municipal Civil Emergency Plan.

The Civil Emergency Measures Act states that:

“The mayor of a municipality may declare that a state of emergency exists in the municipality if:

- a) the mayor has reasonable grounds to believe and does believe that a substantial danger to public safety or to property in the municipality exists or is imminent as the result of fire, explosion, flood, earthquake, landslide, weather, epidemic, transportation accident, electrical power failure, nuclear accident or any similar disaster; and*
- b) the mayor is authorized to declare the state of emergency by resolution of the council passed after its consideration of the occurrence of events that reasonably may be expected to lead to the need to declare the state of emergency.*

The Civil Emergency Measures Act specifically requires that every municipality shall by bylaw establish a municipal civil emergency plan and that the plan shall:

- a) specify the powers and duties of the Civil Emergency Measures Commission established under subsection 192(1) of the Municipal Act – Which states “Subject to the provisions of the Civil Emergency Measures Act, council shall by bylaw establish a civil emergency measures commission and appoint its members”. As per subsection 192(2) of the Municipal Act, Council may appoint a civil emergency coordinator who shall carry out the instructions of the commission.*
- b) assign to municipal officers and employees those responsibilities necessary for the effective implementation of the plan in the case of a declaration of a state of emergency in or including the municipality under this Act.*

This plan is issued by Council, under the authority of:

- a) Civil Emergency Measures Act S.Y. 2002, c.34*
- b) Municipal Act S.Y. 2002, c.154*

- c) *Municipality of Carmacks Civil Emergency Plan bylaw.*

1.4 Objectives

The objectives of this plan are to:

1. Provide for the health and safety of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social consequences.

1.5 Implementation

This plan **may** be implemented in part or in full when no state of emergency exists:

- a) *by the Mayor or Deputy Mayor during absence of the Mayor; or*
- b) *by the Chief Administrative Officer; or*
- c) *by the Emergency Management Coordinator (EMC);*

This plan **shall** be implemented:

- a) *on declaration of a municipal state of emergency by the Mayor Deputy Mayor during absence of the Mayor; or*
- b) *on declaration of a state of emergency by the Yukon Commissioner in Executive Council that affects all, or any part of, the municipality.*

1.6 Amendments

Amendments to this plan are recommended to the CEMC by and through the Civil Emergency coordinator/Fire Chief. The CEMC, upon review of proposed changes may accept, reject or modify such changes.

CEMC approved changes to the main body of the plan will be presented to (council) for approval as required.

CEMC approved changes to appendixes and minor changes to the plan stand as amended by the CEMC.

1.7 Scope

An emergency may result from an existing danger or it may be a threat or an impending situation abnormally affecting property or the health, safety and welfare of the community. Its nature and magnitude requires a controlled and coordinated response by a number of agencies, both government and private, under the direction of the Civil Emergency Measures Commission (CEMC). The response is distinct from routine operations carried out by emergency services personnel (e.g. firefighting, emergency medical services or police activities).

The Civil Emergency Measures Act defines an emergency as: **“a peacetime disaster or a war emergency”**. Further to that, an emergency means “a present or imminent event that requires prompt coordination of action concerning persons or property to protect the health, safety or welfare of people, or to limit damage to property or the environment” (Public Safety Canada, 2007b).

While almost every type of emergency could occur with the Village of Carmacks, the most common that could occur are:

- **Natural Emergencies:** Floods, earthquakes, blizzards, forest fire (not caused by human)
- **Human-Caused Emergencies:** transportation accidents involving hazardous materials, explosions, aircraft crashes, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrolled fire, or any other incident accidentally or willfully caused by people which is likely to endanger

property, health, safety and welfare of the community.

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for providing immediate assistance and control rests with the affected department or agency within the municipality.

The Municipal Civil Emergency Plan cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist emergency and municipal services and officials in their emergency responsive activities. The Plan must be flexible enough to adapt to a broad spectrum of disasters and must be supported with:

- adequate personnel, equipment and expertise from the responding agencies
- awareness of resources available from neighboring communities and the private sector, supplemented by pre-arranged agreements
- testing of the Plan on a regular basis
- review of the Plan following any incidents or exercises where it is implemented.

Responsibilities for meeting emergencies normally rests with those directly affected, but where the capacity to do so is inadequate and government action is required, the sequence of responsibility would normally start with the local government, move to the territorial government and, at the request of the territorial government, assistance from the federal government, if necessary.

Should municipal resources be insufficient to resolve the emergency, the municipality may request assistance from neighboring communities, municipalities and First Nations, as well as the Government of Yukon, through the Yukon Emergency Measures Organization (Yukon EMO – 867-667-5220)

1.8 Format of Plan

The main body of this plan identifies the membership, roles and responsibilities of the Village of Carmacks Civil Emergency Measures Commission (CEMC) and the authority and manner under which this body plans to respond to an emergency in the municipality. This portion of the plan is a public document.

A series of annexes following the main body include specific contact and resource information vital to effective response. Due to confidentiality reasons, this portion of the plan is not to be made public and should only reside with the owner of this document.

1.9 List of Abbreviations

CEMC	Civil Emergency Measures Commission
CAO	Chief Administrative Officer (Village of Carmacks)
CEC	Civil Emergency Coordinator/Fire Chief
EMC	Emergency Management Coordinator (CAO)
EMO	Emergency Measures Organization
MEOC	Emergency Operations Centre
TSB	Transportation Safety Board

1.10 Potential Hazards – Hazard Risk Identification Assessment

The Village of Carmacks has identified and analyzed all realistic hazards that may occur and assessed them in terms of frequency, or likelihood of occurrence and magnitude of consequences or impact.

The following is the resulting list of Hazard Identification and Risk Assessment (HIRA) events for the Village of Carmacks:

Priority	Hazard	Description
1	Severe Weather	Snowstorm, Flood, Ice, Hail, Extreme Temperature
2	Fire	Fire, Explosion
3	Transportation Incident	Ground or Airline Crash, Waterway
4	Critical Services Disruption (Infrastructure)	Telecom, Potable Water, Wastewater, Electrical, Transportation Routes
5	Hazmat Release	In-transit, Fixed location
6	Infectious Disease	Pandemic Human
7	Collapse	Major Structural Collapse, Earthquake

Refer to Annex “A” for the Hazard Identification and Vulnerability Assessment Chart and Annex “B” for the Specific Event Guideline.

2.0 Emergency Notification Procedure

When an emergency exists, but has not yet been declared to exist, the Mayor of the Village of Carmacks, Deputy Mayor or municipal employees are authorized to take such action(s) under this emergency plan as may be required to protect the lives and property of the inhabitants of the Village of Carmacks.

A responding agency or municipal department is likely to be the first on site authority to an emergency. The ranking officer for fire, police, emergency medical services or a senior municipal official (or their designate) should personally assume control at the site of an emergency or arrange for someone on-site to take charge immediately until an Emergency Incident Commander is appointed.

If, in the judgment of the senior on-site official, the situation requires a more coordinated response or resources are required beyond their immediate control, the senior on-site official must contact their most senior departmental official in accordance with any existing departmental reporting procedure.

Refer to Annex “C” for Emergency Notification and Response Procedures.

3.0 Declaration of an Emergency

Declaring an emergency within the Village of Carmacks is not required prior or subsequent to activation of this Emergency Plan, nor is it required prior to any personnel taking actions under this plan to protect the lives, health and property of the inhabitants of the Village of Carmacks.

An Emergency Declaration however, may create greater understanding and promote a sense of urgency to the public regarding the severity of an emergency. An Emergency Declaration may be useful if the CEMC will be requesting the public and private sector to do something out of the ordinary and give the Mayor extraordinary powers (not contrary to law) such as approving expenditures without Council approval. It will also allow for possible funding of costs by the Territory.

Every registered volunteer participating in a Declared Municipal State of Emergency will be considered a municipal employee and protected under the provisions of the Yukon Workers’ Compensation Health and Safety Board (WCB).

Refer to Annex “D” for the Community Volunteer Registration Form

3.1 Authority to Declare a Municipal State of Emergency

Only the Mayor or Acting Head of Council (Deputy Mayor) has the authority to declare a Municipal State of Emergency to exist within the boundaries of the municipality.

The decision to declare a Municipal State of Emergency will be made by the Mayor or Acting Head of Council (Deputy Mayor) in consultation with the members of the Civil Emergency Measures Commission. The Mayor or Acting Head of Council (Deputy Mayor) has the ultimate responsibility for making this decision. When a declaration to declare a Municipal State of Emergency is made, a declaration of a Municipal State of Emergency form outlined in “Annex E” must be completed and submitted to the Emergency Measures Organization.

3.2 Notification of Declaration of State of Emergency

Upon making a Municipal State of Emergency Declaration the Mayor will ensure that the following are immediately notified via public information notices:

- Village of Carmacks Council Members
- Emergency Measures Organization
- the local media
- the general public.

This can be accomplished by:

- public radio announcements
- door to door notifications
- the Public Alerting System (YEMO)
- social media
- town hall meetings
- posting public notices on the municipal web site or public bulletin boards.

4.0 Termination of an Emergency

Termination of a Municipal State of Emergency Declaration usually comes as the result of a significant reduction in the severity of the emergency. The action of formally terminating a Municipal State of Emergency Declaration is required to advise that the emergency is over.

A Termination of a declaration of a Municipal State of Emergency Form, outlined in “**Annex F**”, must be completed and faxed to the Emergency Measures Organization.

Terminating a Declared Municipal State of Emergency will cause WCB coverage of volunteers to cease.

4.1 Authority to Terminate a Declaration of a Municipal State of Emergency

A Municipal State of Emergency declared by the mayor or Acting Head of Council (Deputy Mayor) of a municipality may be cancelled by order of the Minister.

4.2 Notification of Termination of a Municipal State of Emergency

Upon terminating a municipal state of emergency, the Mayor or Acting Head of Council (Deputy Mayor) will ensure that the following are immediately notified:

- Village of Carmacks
- Council Members
- Emergency Measures Organization the local media
- the general public.

5.0 Municipal Emergency Operations Centre (MEOC)

In the event of an emergency, the Municipal Emergency Operations Centre (MEOC) will be activated. Under the direction of the Emergency Management Coordinator, the CEMC and the Civil Emergency Measures Committee will congregate and work together at the EOC to make decisions, share information and provide strategic “off scene” management as required to mitigate the effects of the emergency.

The Municipal Emergency Operations Centre should consist of:

- the Civil Emergency Measures Commission meeting room
- base radio, phones, access to a fax machine, photocopier, printers and computer connections
- a media information area
- adequate parking for all staff
- an adequate back-up power supply
- break out rooms for small group meetings

5.1 Municipal Emergency Operation Centre Location

The Primary Municipal Emergency Operations Centre is located at the Village of Carmacks Fire Hall & Emergency Response Center - 197 River Drive, Carmacks

The Secondary Municipal Emergency Operations Centre could be located at the Village of Carmacks Recreation Centre or the Tantalus School and/or LSCFN office depending on the nature and location of the emergency.

5.2 Civil Emergency Measures Commission Meeting Room

The CEMC meeting room is a secure board room or chambers where the CEMC can conduct business cycle meetings to address the current situation and mitigate the emergency. This room is to be free of distractions and limited to the community's top decision makers, their supporting personnel and invited members.

The CEMC meeting room should contain the following:

- enough tables and chairs for all present
- an accurate clock, synchronized with all other EOC clocks
- maps of suitable scale for depicting and updating emergency operations
- a visual board or flip chart for logging emergency operations status, key decisions and other information
- devices for recording the CEMC meetings
- all necessary stationary requirements and office supplies for those present to take notes and record information.

5.2 Registration and Security

Once the MEOC has been activated, the facility must be made secure and all personnel attending the MEOC must sign in and out. All personnel entering the EOC must report to registration and be duly registered.

Only the following persons are normally allowed into the facility:

- CEMC members and their alternates
- Civil Emergency Measures Committee members and their alternates
- police personnel for facility security
- members at large specifically invited by the CEMC members.

The following are NOT normally allowed in the MEOC:

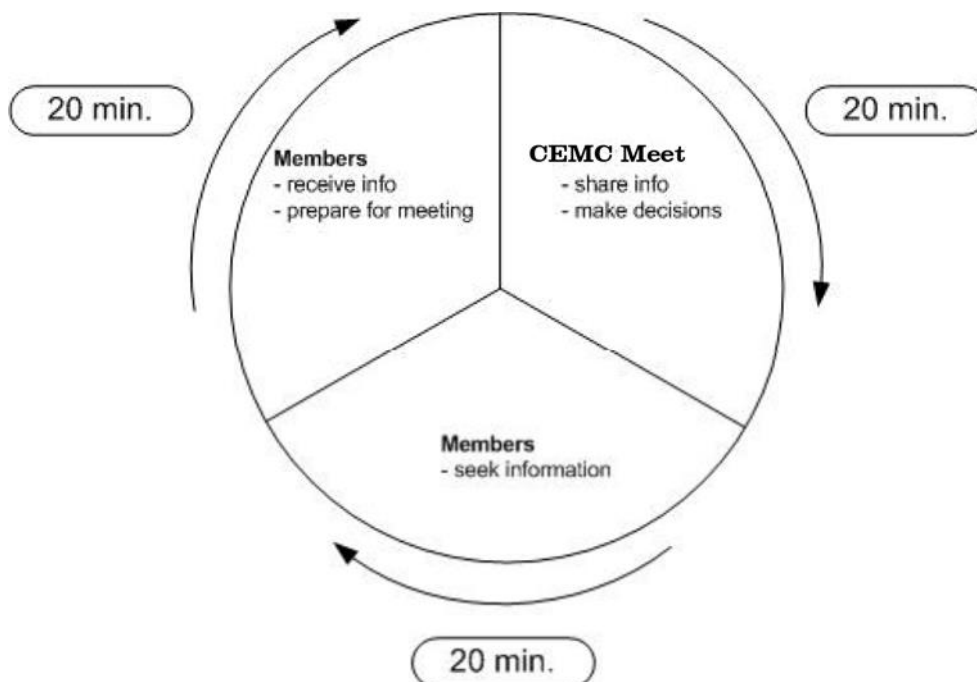
- members of the media
- members of Village Council
- members of the public
- any persons without direct business with EOC operations.

5.3 Business Cycle

Members of the CEMC will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chief Administrative Officer (CAO). Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

A regular meeting cycle will be approximately an hour long. At the top of the hour the entire CEMC will meet to discuss the situation, share information and make decisions. This should take approximately 20 minutes then the meeting is adjourned. Members of the CEMC then consult with the support group members, on site responders and/or external agencies to see if any new information has developed. This again lasts approximately 20 minutes. The final 20 minutes are used by the individual members of the CEMC to condense the information and prepare for the next meeting at the top of the hour.

This meeting cycle is then repeated as many times as necessary. The amount of time scheduled between each formal meeting may vary according to the severity of the emergency and needs/requirements of the CEMC.



When the CEMC meets according to the meeting cycle, there will be no interruptions, (unless urgent), until the meeting is concluded. When a meeting commences, all CEMC members will come to the table and each member will briefly update the group on the actions of their respective department, identify issues needing resolution and seek input from the group as a whole.

The CAO will be the chairperson to CEMC meetings. Meetings serve as an opportunity for agency updates and provide a forum for discussion between the CEMC as a whole. All CEMC members must be present at each meeting to hear reports from and give reports to the group as a whole.

6.0 Civil Emergency Measures Commission (CEMC)

The emergency response operations will be directed and controlled by the CEMC comprised of elected and appointed officials listed hereunder. The CEMC will assemble at the Emergency Operations Centre and will be responsible for providing the essential services necessary to minimize the effects of the emergency in the community.

The CEMC shall consist of the following officials or their designate:

- Mayor or Acting Head of Council (Deputy Mayor)
- Chief Administrative Officer (Emergency Management Coordinator)
- RCMP Representative
- Fire Chief/Civil Emergency Coordinator
- Emergency Medical Services
- Such other members that may be appointed by the Village.

The CAO shall be the coordinator of the CEMC and shall oversee the activities of the group. The CAO may appoint an alternate from among the members to assume the position of coordinator, should the need arise.

Additional agencies and/or personnel that could be called or added to the CEMC may include;

- Public Works General Manager
- First Nation's representation
- Search and Rescue
- Health Authority
- Social Services
- School District Authority
- Any other person/agency required.

6.1 Civil Emergency Measures Commission Operations

The role of the Civil Emergency Measures Commission probably can best be accomplished by round table assessment of the events (as discussed in Section 5 – Business Cycle) as they occur and by agreeing to a course of action to overcome specific problem areas or situations. Normally, an agreed course of action

will be implemented by municipal departments functioning primarily within their own spheres.

However, from time to time, it may become necessary for the CEMC to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the CEMC to determine which department will have the greater commitment and to appoint an on-site coordinator accordingly.

Thereafter, until emergency operations conclude and in conjunction with CEMC directions, other departments will act in support of whichever department is exercising on-site coordination of operations.

6.2 Communication and Coordination

An important function of every department is to provide timely information for the benefit of the CEMC decision-making process. This will necessitate reliable systems of communications between the emergency site and the CEMC and every department involved.

Once decisions have been made by the CEMC it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will normally fall to the CAO (or other appointee) who will set up a media centre co-located but under the direction of the CEMC and be responsible for coordinating the activities of the EOC and for ensuring good communications between all agencies involved in emergency operations.

6.3 Group Responsibilities

The Civil Emergency Measures Commission is responsible for advising the Head of Council on all actions taken to support emergency workers at the emergency site, evacuation centres or any other location where staff, people or volunteers are working to respond to an emergency.

These actions include informing the public regarding issues of concern, issuing authoritative messages to the public through the media, providing the coordination and support necessary to respond to and mitigate the emergency, and ensuring that adequate emergency resources are maintained outside of and apart from the emergency site.

The primary role of the CEMC is to coordinate a multi-disciplinary response to the emergency. The collective responsibilities of the CEMC include, but are not limited to the following:

- a) declaring an “emergency” to exist
- b) designating any area in the municipality as an “emergency area”
- c) authorizing expenditures of funds for implementing the emergency plan
- d) evacuating those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source.
- e) dispersing people not directly connected with the operations who by their presence are in danger or whose presence hinders in any way the efficient functioning or emergency operations
- f) discontinuing utilities or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area
- g) arranging for accommodation and welfare on a temporary basis, of any residents who need assistance due to displacement as a result of the emergency
- h) calling in and employment of any municipal personnel and equipment which is required in the emergency
- i) arranging assistance from senior level of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency
- j) establishing an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public
- k) maintaining a log of actions taken during the emergency
- l) establishing a reporting and inquiry centre under the direction of the Village to handle individual requests for information concerning any aspect of the emergency; and
- m) ensuring communications with the Yukon Government, other municipalities,

hospitals and radio stations in the event of a failure of telephone services. The CEMC will ensure that:

- operators are detailed to man the radio system
- the generator and lighting equipment are ready for use, if required
- supplies or fuel are available for the generator; and
- additional communications available with Emergency Measures Organization is completed as necessary.

Individual roles and responsibilities can be found in Annex “G”, the Resource Inventory can be found in Annex “H”, Contact Lists in Annex “I” and Community Maps in Annex “J”.

7.0 Municipal Support Group

The Municipal Support Group is comprised of municipal and/or other non-governmental officials, who may be required to advise and assist the Mayor and the CEMC during an emergency.

Municipal Support Group Responsibilities include:

- collecting and disseminating information on the emergency
- ensuring emergency information is disseminated to their respective departments and agencies; and
- maintaining a log outlining communications and actions taken.

The Municipal Support Group drawn from organizations listed hereunder may be called upon individually or be asked to deliberate and make recommendations collectively.

Not all Municipal Support Group members may be called upon to attend the EOC, even during a “Full Notification” of the CEMC. Support Group members may be notified at the beginning of an emergency, for the duration of the emergency or periodically throughout the emergency at the request of the CEMC. Municipal Support Group membership is highly dependent upon the circumstance of the emergency event and may include members not listed in this section.

Members of the Municipal Support Group include:

- All Municipal Department Heads
- Canadian Rangers
- Highways and Public Works
- Health and Social Services
- Carmacks Fire Department
- Yukon Government Carmacks Wildland Fire Centre
- Medical Officer of Health
- Northwestel
- Parks Canada
- Religious Affiliations
- Little Salmon Carmacks First Nation
- Yukon Energy
- Yukon Housing.

8.0 Assistance – Other Agencies

There exist agencies external to the municipal response structure that may be required to provide assistance during an emergency either by virtue of their specialized knowledge and expertise, or by reason of legislation or regulation. The more common of these are listed below.

Natural Resources – Yukon Government – Water Resources

Through their expertise and monitoring, the water resource authority will be warning of an impending flood situation in advance of the actual event. Appropriate warnings will be sent by the authority to the Village. Should the situation develop to require a plan/EOC activation, Territorial Ministries not already known to be responding will be notified by the CEMC through the Emergency Measures Organization. A representative from the authority may be asked to join the EOC as an ad hoc member.

Occasionally, an event originating from within the Village and impacting conservation lands or jurisdiction may occur. In these cases, the lead agency for the municipal response is responsible for ensuring the appropriate authority is contacted.

School Boards/Boards of Education

Public and/or Private schools are an excellent resource to be used during emergencies. If there is a need to evacuate residents, schools are generally the first choice for use as reception/evacuation centres to temporarily shelter persons displaced by the emergency. It is the responsibility of Social Services to coordinate and liaise with the local School Boards/Boards of Education to ensure that agreements are in place to facilitate access to and use of their facilities when and if required. These provisions are included within the Social Services emergency plan.

Nursing Station

During an emergency, the Nursing Station will be responsible for:

- Implementing their own internal nursing station emergency plan as required
- Liaising with the Medical Officer, and Emergency Medical Services in the
- EOC regarding issues of mutual concern; and
- Evaluating any requests for the provision of emergency medical teams at the emergency site

Utility Suppliers

Public, Private and Territorial Utilities may be requested to assist during a municipal emergency, and to provide a representative to advise the CEMC. Arrangements must be in place through their own emergency plans to coordinate and liaise with the CEMC regarding issues of mutual concern, and the potential disruption of any utility service.

9.0 Assistance – Territorial and Federal

If locally available resources, including those which might be available from bordering municipalities, are insufficient to meet emergency requirements, then assistance may be required for the Territorial or Federal government. Assistance can take many forms including additional personnel, specialized materials, equipment, or specific expertise.

Federal Assistance

Federal assistance cannot be obtained directly by a municipality but must be requested through the Territorial Government. Municipalities are directed to the Emergency Measures Organization for this resource.

Territorial Assistance

Where territorial assistance is required, which is outside of normal departmental or service working arrangements, the request will be made to the Emergency Measures Organization in the Joint Emergency Operations Co-ordination Centre (JEOCC). The JEOCC is operational 24/7/365.

If the Municipality makes the request directly to the Territorial Government, the Municipality must be prepared to be billed for services rendered.

Other Territorial Departments may have a role to play in a municipal emergency. Some ministries have their own emergency plans and procedures for dealing with certain emergency scenarios. They may also have specialized resources and/or equipment that may be requested to aid during municipal emergencies. Overviews of Territorial departments that may be requested to assist or which may have certain duties to perform during emergencies are provided in the following table:

DEPARTMENT	JURISDICTION
Community Services	<ul style="list-style-type: none"> • Health and safety of emergency responders • Coordinating the territory’s preparedness for, response to, and recovery from, major emergencies and disasters, including fire, flood, power failure, toxic spills and extreme weather • Emergency shelter, food and clothing, victim registration and inquiry and personal services required in support of all emergencies • Coordination of extraordinary territorial expenditures for emergencies
Energy, Mines and Resources	<ul style="list-style-type: none"> • Energy supply matters • Agriculture and food emergencies
Environment	<ul style="list-style-type: none"> • Spills of pollutants to the natural environment
Health and Social Services	<ul style="list-style-type: none"> • Large scale human health emergencies and epidemic emergency health services • Emergency health services
Highways and Public Works	<ul style="list-style-type: none"> • Highway and other transportation services

10.0 Emergency Public Information

During an emergency, it is essential that the Village of Carmacks be able to coordinate the release of appropriate and factual information, issue authoritative directives to the public, and respond to, or redirect requests for information regarding any aspect of the emergency. In order to accomplish this, an Emergency Public Information Officer will coordinate all emergency public alert functions and operate out of the EOC.

The lead spokesperson will always be the Mayor for the Village of Carmacks, or their official designate. He/she has the responsibility and authority to speak to the media on behalf of the Village of Carmacks regarding any and all aspects of the emergency and municipal emergency operations.

The Emergency Public Information Officer/ CAO will coordinate all media releases with assistance from respective department representatives as per the emergency event. The Emergency Public Information Officer will also coordinate all scrums, press conferences, and media briefings.

Media monitoring is very important during an emergency event. The Emergency Public Information Officer will monitor to ensure that the public is receiving the information they require, and that the information received is factual and correct.

If the emergency is large scale and has significant impact in the community, a media centre will be opened to coordinate personnel from the media and to ensure the accurate and timely communication of all pertinent information.

11.0 Plan Maintenance and Testing

The CAO is ultimately responsible for ensuring that this Municipal Civil Emergency Plan is maintained and tested.

While the CAO is ultimately responsible for the Emergency Plan, the Civil Emergency Coordinator/Fire Chief is responsible to coordinate, facilitate, implement and test the Emergency plan based on the recommendations and directions of the Civil Emergency Measures Commission.

11.1 Annual Review

Any proposed changes to this Emergency Plan will be submitted to the CEC. All proposed changes to this Emergency Plan will be presented for review to the CEMC. Each review will be coordinated by the CEC and conducted on or before the end of each calendar year.

11.2 Revisions

Any proposed major revisions to this Emergency Plan must be presented to the CEMC. Major revisions to this Plan can only be approved through a recommendation of the CEMC, and may be presented to Municipal Council, at the direction of the CEMC.

Minor revisions to this Emergency Plan will be coordinated by the Fire Chief and may be brought before the CEMC.

All amendments to the Plan will be recorded and logged on an "Amendment Sheet" to be located immediately following the table of contents, at the front of each copy of the Municipal Civil Emergency Plan.

Refer to Annex "H" for Table of Amendments.

11.3 Plan Distribution

If any major revisions are made to this Emergency Plan, the amended plan may be reprinted and re-circulated in its entirety and distributed.

If minor revisions are made to this Emergency Plan, only a notice of the amendment and any other required changes will be distributed.

11.4 Testing the Municipal Civil Emergency Plan

The Emergency Plan will be tested a minimum of once annually using exercise to ensure the arrangements embodied in this plan are kept current, that all personnel are kept familiar with its provisions and that the content reflects best practices.

Exercises will be coordinated by the CEC to test the effectiveness of the Emergency Plan and to train municipal emergency personnel.

11.5 Agency Responsibility

Each organization and department noted in this Municipal Civil Emergency Plan is responsible for forwarding information concerning this plan to any agencies and organizations with which they entertain links related to emergency preparedness and response. At the same time, it is the responsibility of such organization and department to relay to the CEC any information obtained from their linked agencies that may have an impact on the Emergency Plan. It is also the responsibility of such organizations and departments to ensure the coordination and facilitation of roles and responsibilities among its partners are fulfilled.

VILLAGE OF CARMACKS
BYLAW #304-24

A Bylaw of the Village of Carmacks to regulate the 2024 Municipal Election in the Village of Carmacks.

WHEREAS Section 53 of the Municipal Act, being Chapter 19 of the Statutes of the Yukon (2003) and amendments thereto, provides that the Council may by Bylaw regulate the conduct of an election; and

WHEREAS Section 146 of the Municipal Act, being Chapter 154 of the Statutes of the Yukon (2002) and amendments thereto, provides that the Council may by Bylaw regulate the conduct of a by-election;

NOW THEREFORE pursuant to the provisions of the Municipal Act of the Yukon Territory, the Council of the Village of Carmacks, in an open meeting duly assembled, hereby ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the "2024 Municipal Election Bylaw #304-24".

INTERPRETATION

2. In this bylaw,
 1. "Act" means the Municipal Act.
 2. "Council" means the Council of the Village of Carmacks.
 3. "Elector" means a person qualified to vote in a municipal election pursuant to the Municipal Act.
 4. "Village" means the Village of Carmacks.

ELECTION OFFICIALS

3.
 1. The Council hereby appoints Bonnie Cooper as the Returning Officer. The term will be from August 12th, 2024 to October 18th, 2024. This will include completing a Municipal Census for the Village of Carmacks leading up to the 2024 Municipal Election.
 2. The Returning Officer has delegated authority to appoint Deputy Returning Officers and Poll Clerks as necessary.
 3. Election officials shall, during their employment, refrain from any active or public support or criticism of any candidate.

LIST OF ELECTORS

4.
 1. The Village of Carmacks dispenses with the requirement of a preliminary list of electors as provided by Section 60.(1) of the Act.

NOMINATIONS

5.
 1. Council Chambers located in the Village office is designated as the place for nomination proceedings.
 2. Nomination Day is Thursday, September 26, 2024.
 3. The Returning Officer will receive nominations no later than 12 o'clock noon on Nomination Day.

PLACES AND HOURS OF POLLS

6.
 1. If an election is required, the advance polling place and the regular polling place shall be established in the Council Chambers in the Village Office.
 2. The advance poll shall be held on Thursday, October 10, 2024, and the hours of the poll shall be from 8:00 am to 8:00 pm.
 3. The regular poll shall be held on Thursday, October 17, 2024, and the hours of the poll shall be from 8:00 am to 8:00 pm.

FEES

7. The following rates shall be paid to persons acting as election officials, other than full-time officers or employees of the Village of Carmacks:
 - Returning Officer: \$40.00 per hour
 - Deputy Returning Officer: \$30.00 per hour
 - Poll Clerk: \$25.00 per hour

REPEAL

8. Bylaw #294-23 is hereby repealed.

ENACTMENT

9. This Bylaw shall come into full force and effect upon passing thereof.

READ A FIRST TIME THIS ____ DAY of _____ 2024.

READ A SECOND TIME THIS ____ DAY of _____ 2024.

READ A THIRD TIME AND FINALLY PASSED THIS ____ DAY of _____
2024.

MAYOR Lee Bodie: _____

CHIEF ADMINISTRATIVE OFFICER Matthew Cybulski: _____



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

Emergency Preparedness – Evacuation Zones

- **Zone 1:** Areas along Guder Dr, including, Park Ave Berdoe Cres and Taylor McGundy Pl.
 - **Evacuation Route:** Primary route along Freegold Rd connecting to Guder Dr and Park Ave and departing from Klondike Hwy.
 - **Alternate Route:** Secondary route along Freegold Rd connecting to the Casino By-pass Rd/Klondike Hwy.



Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca

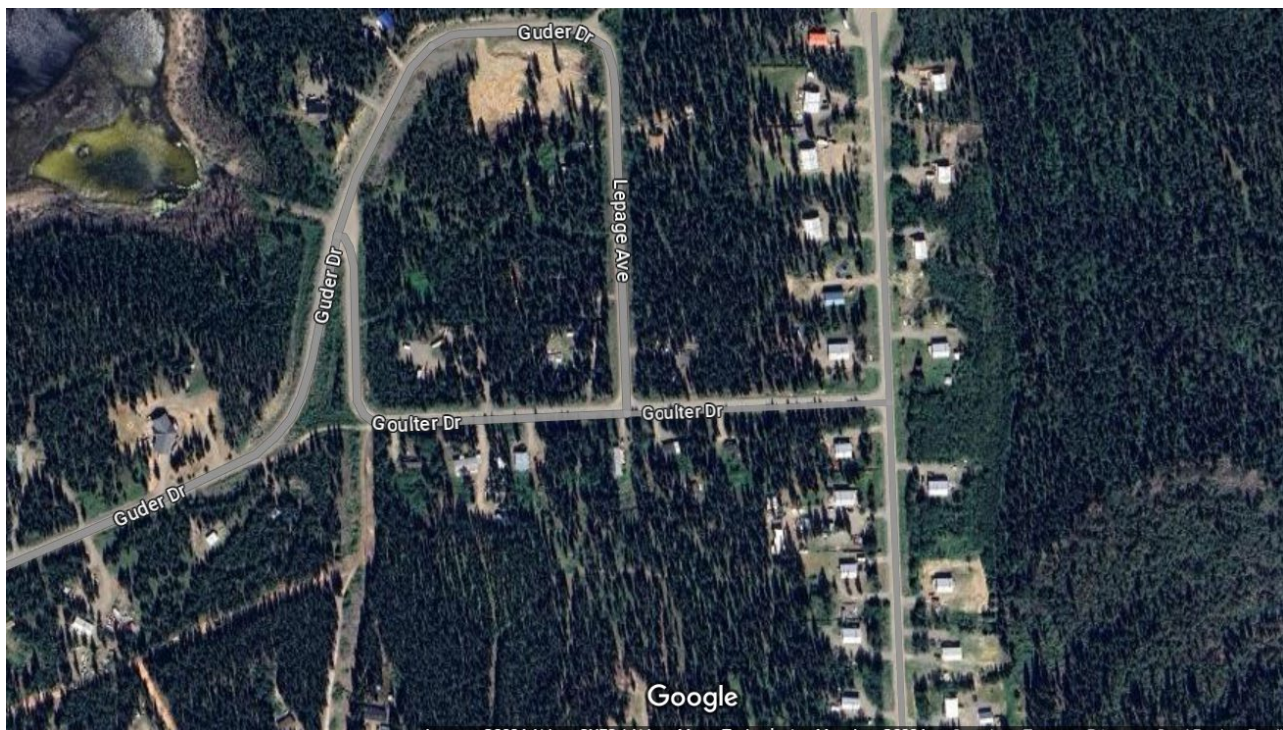


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Zone 2: Residential areas along Goulter Dr, Lepage Ave, and along Guder Dr.

- **Evacuation Route:** Primary route along Guder Dr with connections to Lepage Ave and Freegold Rd and departing from Klondike Hwy.
- **Alternate Route:** Secondary route along Freegold Rd connecting to the Casino By-pass Rd/Klondike Hwy.



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Zone 3: Areas along River Dr, including Rowlinson Dr, Klaza Rd, and McDade Rd.

- **Evacuation Route:** Primary route along River Dr connecting to Klondike Hwy and Freegold Rd and departing from Klondike Hwy.
- **Alternate Route:** Secondary route along Klondike Hwy connecting to Robert Campbell Hwy.



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- **Zone 4:** Industrial and visitor areas along Gavice Rd and Miller Rd.
 - **Evacuation Route:** Primary route along Gavice Rd connecting to Klondike Hwy.
 - **Alternate Route:** Secondary route along Klondike Hwy connecting to Robert Campbell Hwy.



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Zone 5: Areas near the Yukon River bend along Robert Campbell Hwy.

- **Evacuation Route:** Primary route along Robert Campbell Hwy connecting to Klondike Hwy.
- **Alternate Route:** Secondary route along Robert Campbell Hwy connecting to Alaska Hwy.



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Recommendations

1. **Create Zone-Specific Evacuation Plans:** Develop detailed evacuation plans for each zone, ensuring routes are clearly marked and communicated to residents.
2. **Conduct Drills:** Regularly conduct evacuation drills to familiarize residents with routes and procedures.
3. **Establish Communication Channels:** Ensure there are reliable communication channels to disseminate evacuation orders and updates.
4. **Coordinate with Authorities:** Work with local authorities such as the RCMP and emergency services to ensure smooth execution of evacuation plans.
5. **Provide Resources:** Ensure evacuation centers are well-stocked with necessary resources and are accessible to all residents, including those with special needs.

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Village of Carmacks

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Village of Carmacks Employee Dress Code Policy

Purpose

The purpose of this policy is to establish guidelines for appropriate dress and appearance for all employees of the Village of Carmacks to ensure a professional, safe, and inclusive work environment.

Scope

This policy applies to all employees of the Village of Carmacks, including Office Administration Staff, Public Works Operations/Landfill Staff, and Recreation Staff.

General Guidelines

1. **Professionalism:** All employees are expected to dress in a manner that reflects a professional image suitable for their role.
2. **Safety:** Attire must comply with safety regulations and standards relevant to the employee's role and responsibilities.
3. **Respect and Inclusion:** Clothing should not display offensive or inappropriate messages or images.

Office Administration Staff

Office Administration Staff are expected to maintain a business casual dress code. The following guidelines apply:

1. **Acceptable Attire:**
 - Shirts, blouses, and tops (with collars or business-appropriate styles)
 - Slacks, dress pants, skirts, and dresses (of appropriate length)
 - Sweaters and cardigans

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- Dress shoes, loafers, or business-appropriate footwear

2. **Unacceptable Attire:**

- T-shirts with logos or graphics (unless it's Village of Carmacks branded)
- Jeans, shorts, or overly casual clothing
- Flip-flops or beachwear
- Athletic wear or leggings (unless worn under a dress or long tunic)

3. **Accessories and Grooming:**

- Jewelry and accessories should be professional and not pose safety risks.
- Personal grooming should reflect a neat and professional appearance.

Public Works Operations/Landfill Staff

Public Works Operations and Landfill Staff must adhere to a dress code that prioritizes safety and functionality while maintaining a professional appearance.

1. **Acceptable Attire:**

- High-visibility clothing as required
- Safety boots/shoes
- Work pants and durable clothing suitable for physical labor
- Weather-appropriate outerwear

2. **Personal Protective Equipment (PPE):**

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- Employees must wear all required PPE, including hard hats, gloves, and eye protection, as dictated by their tasks.

3. **Unacceptable Attire:**

- Loose clothing or accessories that could become entangled in machinery
- Open-toed shoes or sandals
- Clothing with offensive or inappropriate messages or graphics

Recreation Staff

Recreation Staff should dress in a manner that is practical for active work while maintaining a professional appearance.

1. **Acceptable Attire:**

- Athletic wear appropriate for physical activity (e.g., tracksuits, athletic shorts, polo shirts)
- Sneakers or closed-toe athletic shoes
- Branded clothing representing the Village of Carmacks (e.g., staff t-shirts)

2. **Unacceptable Attire:**

- Casual clothing not suitable for active work (e.g., flip-flops, beachwear)
- Clothing with offensive or inappropriate messages or graphics

3. **Additional Considerations:**

- Swimwear, if required, should be modest and professional.

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- Staff must adhere to specific dress codes for special events or activities as directed by their supervisor.

Compliance and Enforcement

1. **Responsibility:** Supervisors are responsible for ensuring that their team members adhere to the dress code.
2. **Non-Compliance:** Employees who do not comply with the dress code may be asked to return home to change into appropriate attire. Repeated non-compliance may result in disciplinary action.
3. **Exceptions:** Any exceptions to the dress code for medical or religious reasons must be discussed with and approved by the Chief Administrative Officer (CAO).

Review and Updates

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

Approved by: Village of Carmacks Council

Date: August 6th, 2024

Employee Acknowledgment

I, _____ (employee name), have read and understood the Village of Carmacks Employee Dress Code Policy. I agree to comply with the guidelines and expectations set forth in this policy.

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Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

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Employee Signature: _____

Date: _____

For any questions or further clarification, employees are encouraged to contact their supervisor or the Human Resources/CAO department.

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



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

Village of Carmacks Customer Service Standards Policy

Purpose

The Village of Carmacks is committed to providing exceptional customer service to all residents, visitors, and stakeholders. This policy outlines the standards of service expected from all Village employees to ensure a consistent, professional, and positive experience in every interaction.

Scope

This policy applies to all employees, contractors, and volunteers of the Village of Carmacks who interact with the public.

Policy Statement

The Village of Carmacks is dedicated to delivering high-quality customer service characterized by professionalism, respect, and efficiency. Our goal is to meet and exceed the expectations of our community by providing prompt, courteous, and effective service.

Standards of Service

1. Professionalism

- All employees will conduct themselves in a professional manner at all times.
- Employees will wear appropriate attire as per the Village's Employee Dress Code policy.
- Employees will maintain a positive attitude and be courteous in all interactions.

2. Respect

- All customers will be treated with respect, dignity, and fairness.
- Employees will listen actively to customer concerns and respond with empathy.
- Discrimination, harassment, or any form of disrespectful behavior will not be tolerated.

3. Responsiveness

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Village of Carmacks

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- Customer inquiries, whether received in person, by phone, email, or through other channels, will be acknowledged within three business days.
- Efforts will be made to resolve inquiries or issues within five business days. If more time is required, the customer will be informed of the delay and the expected resolution time.

4. **Accuracy**

- Information provided to customers will be accurate, clear, and up-to-date.
- Employees will ensure they have the correct and most recent information before responding to customer inquiries.

5. **Confidentiality**

- Customer information will be handled with the utmost confidentiality and privacy.
- Employees will adhere to the Village's Privacy Policy when collecting, using, or disclosing customer information.

6. **Accessibility**

- Services will be accessible to all members of the community, including those with disabilities.
- Employees will accommodate special needs to the best of their ability and will provide alternative communication methods when necessary.

7. **Feedback and Improvement**

- The Village encourages customer feedback to continually improve our services.
- A feedback mechanism will be made available to customers, and all feedback will be reviewed and acted upon as appropriate.

Implementation

- **Training:** All employees will receive training on customer service standards and expectations.

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- **Monitoring:** Customer service performance will be regularly monitored through customer feedback, surveys, and performance reviews.
- **Accountability:** Employees who do not adhere to this policy may be subject to corrective action, up to and including termination of employment.

Review

This policy will be reviewed annually by the Chief Administrative Officer (CAO) to ensure its effectiveness and relevance. Updates and revisions will be made as necessary.

Approval

This policy has been approved by the Village of Carmacks Council on August 6th, 2024.

Village of Carmacks Contact Information:

- Address: 143 River Drive, Carmacks YT, Y0B1C0
- Phone: 867-863-6271
- Email: admin@Carmacks.ca

Signature:

- CAO: _____
- Date: _____

This policy establishes clear expectations and guidelines for providing exceptional customer service, ensuring that all interactions with the Village of Carmacks are positive and productive.

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Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

Village of Carmacks - Vehicle Usage Policy

1. Purpose

The purpose of this policy is to ensure the safe, efficient, and responsible use of Village of Carmacks (VoC) vehicles by authorized personnel. This policy outlines the conditions under which VoC vehicles may be used, the responsibilities of vehicle operators, and the procedures to be followed to maintain compliance with legal and organizational requirements.

2. Scope

This policy applies to all employees, contractors, and volunteers who are authorized to operate VoC vehicles. It includes all vehicles owned, leased, or rented by the Village of Carmacks.

3. Authorization and Qualifications

- **Authorized Drivers:** Only those persons who have a valid driver's license, have been approved by the department, and have had their qualifications verified by their supervisor are authorized to operate VoC vehicles.
- **Driver's License Requirements:** Operators must carry a valid Yukon Operator's License appropriate for the class of vehicle being driven and comply with any restrictions on their license.
- **Driver Abstracts:** Driver abstracts must be submitted to VoC prior to operating Village vehicles or equipment. Employees with more than 7 demerits on their license may have their driving privileges suspended.

4. Safe Driving Practices

- **Cellphone Use:** Use of hand-held cellphones while driving is prohibited. Hands-free devices must be activated by voice or a single touch.
- **Seat Belts:** All occupants must wear seat belts at all times when the vehicle is in motion.
- **Compliance with Laws:** All operators must obey highway traffic regulations, the Criminal Code where applicable, municipal traffic bylaws, and all provincial and federal regulations.

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Village of Carmacks

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5. Vehicle Usage

- **Business Use:** Village vehicles and equipment shall be used only for VoC business unless authorized by the department director or designate.
- **Personal Use:** Personal use of VoC vehicles is considered a taxable benefit under CRA requirements and must be logged accurately.
- **Passenger Policy:** Passengers are allowed only on Village-related business and must be properly belted in.

6. Maintenance and Inspections

- **Pre-Trip Inspections:** Operators are expected to complete a pre-trip inspection at the beginning of each shift and report any defects or damage immediately.
- **Preventative Maintenance:** Vehicles will receive regular scheduled maintenance according to the VoC Preventative Maintenance Program.

7. Safety and Emergency Procedures

- **Reporting Incidents:** All incidents, including theft, vandalism, or loss of Village vehicles or equipment, must be reported immediately to the supervisor. A Security Incident form must be filled out.
- **Emergency Numbers:** In case of emergency, contact the VoC Occupational Health and Safety Emergency Number at 867-385-1522.

8. Idling Policy

- **Idling Time:** Vehicles should not idle for more than three to five minutes unless exempted (e.g., emergency situations, defrosting windshields).
- **Exemptions:** Emergency services vehicles and other specific situations as outlined in the Fleet User Manual.

9. Alcohol and Drug Policy

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Email: info@carmacks.ca



Village of Carmacks

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- **Prohibition:** The operation of Village vehicles or equipment while under the influence of alcohol or drugs is strictly prohibited and may result in termination.
- **Prescription Medication:** Employees taking prescribed or over-the-counter medication that affects driving must inform their supervisor.

10. Training and Improvement

- **Operator Training:** Operators may be required to attend training courses such as Defensive Driving or Professional Driver Improvement.
- **Right to Deny or Revoke:** VoC reserves the right to deny or revoke vehicle operating privileges based on driving history, violations, or unsafe behavior.

11. Documentation and Record Keeping

- **Driver Files:** Driver files will be maintained in Human Resources, including copies of driver's licenses and abstracts.
- **Log Books:** Detailed log books must be kept for all personal and business use of VoC vehicles to ensure compliance with CRA requirements.

12. Asset Management

- **Asset Management Policy:** VoC will implement an organization-wide asset management program to promote lifecycle and risk management of all municipal infrastructure assets, including vehicles. This program aims to achieve the lowest total cost of ownership while meeting desired levels of service.
- **Asset Data and Condition Assessments:** VoC will maintain complete and accurate data on all vehicles, including condition assessments and lifecycle management activities.
- **MaintainX Asset Management Software:** All vehicle usage, maintenance, and inspection records must be documented in the MaintainX Asset Management Software. This ensures consistent tracking, reporting, and management of the VoC vehicle fleet.

13. Compliance and Review

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Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

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- **Annual Review:** This policy will be reviewed annually and updated as necessary. Suggestions for updates should be submitted in writing to the manager of Employee Safety, Health, and Wellbeing.

This policy ensures that the use of VoC vehicles is conducted in a safe, responsible, and lawful manner, reflecting the values and standards of the Village of Carmacks.

Employee Acknowledgement:

I, the undersigned, have read, understood, and agree to comply with the Village of Carmacks Vehicle Usage Policy.

Employee Name:

Employee Signature:

Date:

Approved by:

Council Approval:

Date Approved by Council:

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113
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Village of Carmacks Municipal Complaint Policy

1. Purpose: The purpose of this policy is to provide a clear and transparent process for residents, businesses, and visitors to lodge complaints regarding services, facilities, and staff of the Village of Carmacks. The policy ensures that complaints are addressed in a timely, fair, and consistent manner.

2. Scope: This policy applies to all complaints received by the Village of Carmacks concerning municipal services, facilities, staff, and contractors. It excludes complaints related to Council decisions and policies, which are addressed through different processes.

3. Definitions:

- **Complaint:** An expression of dissatisfaction with a service, action, or lack of action by the Village of Carmacks, its staff, or its contractors.
- **Complainant:** The person or entity lodging the complaint.
- **Respondent:** The staff member or department responsible for addressing the complaint.

4. Principles:

- **Confidentiality:** Complaints will be handled with confidentiality, and the identity of the complainant will be protected as much as possible.
- **Accessibility:** The complaint process will be accessible to all, with multiple methods for lodging complaints.
- **Responsiveness:** Complaints will be acknowledged and addressed promptly.
- **Impartiality:** Complaints will be handled in an impartial and unbiased manner.

5. Complaint Process:

5.1 Lodging a Complaint: Complaints can be lodged in the following ways:

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



Village of Carmacks

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- **In person:** At the Village Office during normal business hours.
- **By mail:** Village of Carmacks, PO Box 113, Carmacks, Yukon, Y0B 1C0.
- **By email:** carmacks@carmacks.ca
- **By phone:** (867) 863-6271

5.2 Information Required: When lodging a complaint, the following information should be provided:

- Name and contact details of the complainant.
- Description of the complaint, including relevant dates, times, and locations.
- Any supporting documentation or evidence.
- Desired resolution or outcome.

5.3 Acknowledgment: Upon receipt of a complaint, the Village of Carmacks will:

- Acknowledge the complaint within three (3) business days.
- Provide the complainant with a reference number for tracking purposes.

5.4 Investigation: The complaint will be forwarded to the appropriate department or staff member for investigation. The investigation process may include:

- Reviewing relevant records and documentation.
- Interviewing staff and witnesses.
- Consulting with the complainant for further information if necessary.

5.5 Resolution: Upon conclusion of the investigation, the respondent will:

- Determine the appropriate action to resolve the complaint.

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Email: info@carmacks.ca



Village of Carmacks

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- Communicate the resolution to the complainant in writing within twenty (20) business days of receipt of the complaint.
- Provide information on any steps taken to address the issue and prevent future occurrences.

5.6 Appeals: If the complainant is not satisfied with the resolution, they may appeal the decision by:

- Submitting a written appeal to the Chief Administrative Officer (CAO) within fifteen (15) business days of receiving the resolution.
- The CAO will review the appeal and respond within fifteen (15) business days.

6. Record Keeping: The Village of Carmacks will maintain records of all complaints received, including details of the complaint, actions taken, and resolutions. These records will be used for continuous improvement of services and will be reviewed periodically to identify trends and areas for improvement.

7. Policy Review: This policy will be reviewed every three years or as required to ensure its effectiveness and alignment with best practices and legislative requirements.

8. Contact Information: For more information about this policy or to lodge a complaint, please contact:
Village of Carmacks Phone: (867) 863-6271 Email: admin@carmacks.ca Address: PO Box 113, Carmacks, Yukon, Y0B 1C0

9. Approval: This policy was approved by the Council of the Village of Carmacks on August 6th, 2024.

Mayor Lee Bodie _____

Chief Administrative Officer Matthew Cybulski _____

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



Village of Carmacks

P.O.Box 113

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Village of Carmacks Employee Social Media Usage Policy

1. Purpose

The purpose of this policy is to provide guidelines for the appropriate use of social media by employees of the Village of Carmacks (VoC). This policy aims to protect the reputation of the Village, ensure compliance with relevant legislation, and promote respectful and responsible communication online.

2. Scope

This policy applies to all employees of the Village of Carmacks, including full-time, part-time, temporary, and contract employees.

3. Definitions

- **Social Media:** Includes all forms of online communication and platforms such as Facebook, Twitter, Instagram, LinkedIn, blogs, wikis, and other similar platforms.
- **Personal Use:** Any social media activity not directly related to an employee's job duties.

4. General Guidelines

1. **Professional Conduct:** Employees are expected to conduct themselves professionally both on and off duty. This includes social media use, where employees should be mindful that their actions can reflect on the Village of Carmacks.
2. **Confidentiality:** Employees must not disclose any confidential or proprietary information related to the Village of Carmacks, its employees, or its residents. This includes financial, operational, and personal information.
3. **Respectful Communication:** Employees should not post any content that could be considered discriminatory, harassing, threatening, or defamatory. This includes content about colleagues, supervisors, residents, and other stakeholders.
4. **Accuracy:** Employees should ensure that any information they post about the Village of Carmacks is accurate and truthful. Misinformation can damage the Village's reputation and lead to legal issues.

5. Personal Use of Social Media

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1. **Identification:** Employees should clearly state that their views expressed on personal social media are their own and do not represent the views of the Village of Carmacks.
2. **Time and Resources:** Personal use of social media should not interfere with work responsibilities. Employees should not use Village resources, such as computers and internet access, for personal social media activities during work hours.
3. **Conflict of Interest:** Employees should avoid any social media activity that could be seen as a conflict of interest or could negatively affect their ability to perform their duties impartially.

6. Official Use of Social Media

1. **Authorization:** Only employees authorized by the CAO or their designate may post on behalf of the Village of Carmacks on official social media accounts.
2. **Content:** Official social media content should be relevant, respectful, and aligned with the Village's values and communication strategy. It should not contain confidential information or any content that could be seen as discriminatory or offensive.
3. **Monitoring:** The CAO or their designate will regularly monitor official social media accounts to ensure compliance with this policy.

7. Disciplinary Action

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. Employees should be aware that social media activity can be subject to scrutiny and disciplinary measures if found in violation of this policy.

8. Policy Review

This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.

Acknowledgment of Receipt and Understanding

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

I acknowledge that I have received, read, and understood the Village of Carmacks Employee Social Media Usage Policy. I agree to comply with the guidelines set forth in this policy and understand that non-compliance may result in disciplinary action, up to and including termination of employment.

Employee Name: _____

Employee Signature: _____

Date: _____

Council Approval

This Village of Carmacks Employee Social Media Usage Policy was approved by the Village of Carmacks Council on:

Council Approval Date: _____

Mayor's Signature: _____

CAO's Signature: _____

This draft incorporates elements from the VoC Employment Bylaw and the Human Resources Handbook, emphasizing confidentiality, professional conduct, and respectful communication. Please review and suggest any adjustments based on specific requirements or concerns.

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Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

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

Village of Carmacks Media Relations Policy

1. Purpose

The purpose of this policy is to provide clear guidelines for interacting with the media and managing the dissemination of information to ensure that all communication is consistent, accurate, and reflects the values and goals of the Village of Carmacks.

2. Scope

This policy applies to all employees, officers, and representatives of the Village of Carmacks, including temporary and contract staff, when communicating with the media or the public on behalf of the municipality.

3. Definitions

- **Media:** Includes all forms of mass communication, such as newspapers, magazines, radio, television, online news sites, blogs, and social media platforms.
 - **Spokesperson:** An individual designated to speak on behalf of the Village of Carmacks to the media.
 - **Media Inquiry:** A request for information or comment from a media outlet.
-

4. General Principles

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



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- **Accuracy and Consistency:** All information shared with the media must be accurate, timely, and consistent with the Village's policies and strategic objectives.
 - **Confidentiality:** Confidential information, as defined in the Village's policies, must not be disclosed to the media without proper authorization.
 - **Professionalism:** Interactions with the media should be conducted in a professional and respectful manner, reflecting the values and integrity of the Village of Carmacks.
-

5. Spokespersons

- The Chief Administrative Officer (CAO) or their designate is the primary spokesperson for the Village of Carmacks.
 - In the absence of the CAO, the Mayor or an appointed Council member may act as the spokesperson.
 - Department heads may speak to the media on matters specifically related to their areas of responsibility, with prior approval from the CAO.
-

6. Responding to Media Inquiries

- All media inquiries should be directed to the CAO or the designated spokesperson.
 - Employees who receive media inquiries must notify their supervisor and the CAO immediately.
 - The CAO or designated spokesperson will determine the appropriate response and coordinate with relevant departments to gather accurate information.
-

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Village of Carmacks

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7. Proactive Media Engagement

- The Village may proactively engage with the media to share important news, updates, and achievements.
 - Press releases and media statements must be approved by the CAO before dissemination.
 - Regular communication with the media should aim to build positive relationships and enhance the public's understanding of the Village's initiatives and services.
-

8. Social Media

- The use of social media platforms for official communication must be in line with the Village's Social Media Policy.
 - Only authorized personnel may post on the Village's official social media accounts.
 - Information shared on social media should be consistent with the content provided to traditional media outlets.
-

9. Training

- Employees who are required to interact with the media will receive training on media relations, including effective communication strategies and handling difficult questions.
 - Regular updates and refresher training sessions will be provided to ensure ongoing competence in media relations.
-

10. Breach of Policy

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Village of Carmacks

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- Any breach of this policy may result in disciplinary action, as outlined in the Village's Employment Bylaw and Human Resources Policies and Procedures.
-

11. Review and Amendments

- This policy will be reviewed annually and amended as necessary to ensure its continued relevance and effectiveness.
 - Amendments to this policy require the approval of the Village Council.
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12. References

- Village of Carmacks Employment Bylaw
 - Village of Carmacks Human Resources Handbook
 - Village of Carmacks Social Media Policy
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13. Approval

This Media Relations Policy was approved by the Village of Carmacks Council on August 6th, 2024.

Signatures

Mayor Lee Bodie _____

CAO Matthew Cybulski _____

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



Village of Carmacks

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

Employee Acknowledgment

I acknowledge that I have read and understood the Village of Carmacks Media Relations Policy and agree to adhere to its guidelines.

Employee Name: _____

Employee Signature: _____

Date: _____

This policy ensures that all media interactions are managed effectively, safeguarding the Village's reputation and ensuring accurate and consistent communication with the public.

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