

## Agenda 24-16

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 20<sup>th</sup>, 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 August 2<sup>nd</sup>, 2024

### 4. DELEGATION

### 5. CORRESPONDENCE

### 6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 CAO Report

6.4 AYC

### 7. BYLAWS

7.1 Emergency Measures By-law 303-24

(Second & Third Reading)

7.2 Municipal Election By-law 304-24

(Third Reading)

7.3 Parks & Open Spaces By-law 305-24

(First Reading)

7.4 Animal Control By-law 306-24

(First Reading)

7.5 Traffic & Parking By-law 307-24

(Review & Discussion)

### 8. NEW & UNFINISHED BUSINESS

8.1 VoC Policy Review(s):

a) VoC Long Term Lease/Rental Policy

b) VoC Municipal Alcohol Management Policy

c) VoC Facility Rental Policy

d) VoC Event Hosting Policy

e) VoC Respectful Workplace Policy

f) VoC Recreation Subsidy Policy

g) VoC Council & Staff 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 August 6<sup>th</sup>, 2024 IN THE MUNICIPAL COUNCIL CHAMBERS**

**PRESENT:** Mayor: Lee Bodie

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

Staff: M. Cybulski, P. Singh

Delegation: A. Greenwood (Online), C. Bellmore (Online), T. Blanchard (Online)  
Jennifer M (Online), G. Beauchamp (Cst.)

Regrets: Councillor D. Hansen

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

**AGENDA:** Council reviewed the agenda.

**24-15-01 M/S Councillors J. Lachance, H. Belanger motioned that the agenda be accepted as presented.**

**CARRIED**

**MINUTES:** From the regular meeting on July 16<sup>th</sup>, 2024

**24-15-02 M/S Councillors J. Lachance, H. Belanger motioned that the minutes be accepted as amended.**

**CARRIED**

**DELEGATION:**

**4.1.** Cst. G. Beauchamp from RCMP informed council that department is fully staff now. He presented monthly policing report from July 2024 to council and explained it verbally.

**4.2.** A. Greenwood from Greenwood Engineering Solutions presented the road and boardwalk project to council.

**24-15-03 M/S Councillors J. Lachance, H. Belanger motioned to accept the road and boardwalk project design presented by A. Greenwood.**

**CARRIED**

**4.3.** Toni Blanchard from LSCFN and Jeniffer from Yukon Bright presented the lease agreement to council, and it was discussed and reviewed by council.

## **REPORTS**

### **6.1 Councillor Activity Reports**

Councillor D. Mitchell was busy with fire practices and could not attend the Casino mine tour, although he was able to attend BBQ at firehall.

Councillor J. Lachance described his experience during the Casino mine tour.

Councillor H. Belanger described her experience during the Casino mine tour.

### **6.2 Mayor's Report**

Mayor Bodie also explained about Casino mine tour and discussed with council about this project.

### **6.3 Finance Report**

Council checked the financial report to the date, and everything looks good.

### **6.4 Public Works Report**

Council read the report provided by public works general manager.

### **6.5 Recreation Report**

Council read the report provided by director of recreation center.

### **6.6 CAO Report**

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

### **6.7 AYC**

No report.

## **BYLAWS**

### **7.1. Employment By-law 302-24**

**24-15-04 M/S Councillors H. Belanger, J. Lachance motioned to give By-Law 302-24 third reading.**

**CARRIED**

### **7.2. Emergency Measures By- law 303-24**

**24-15-05 M/S Councillors H. Belanger, D. Mitchell motioned to Give the Employment By-law 303-24 first reading.**

**CARRIED**

**7.3. Municipal Election By- law 304-24**

**24-15-06 M/S Councillors J. Lachance, D. Mitchell motioned to Give the Municipal Election By- law 304-24 first reading.**

**CARRIED**

**24-15-07 M/S Councillors H. Belanger, J. Lachance motioned to Give the Municipal Election By-law 304-24 second reading.**

**CARRIED**

**New & Unfinished**

**8.1 Emergency Preparedness: Evacuation Procedures**

**24-15-08 M/S Councillors J. Lachance, D. Mitchell motioned to accept the Emergency Preparedness: Evacuation Procedures as amended.**

**CARRIED**

**8.2 Heavy Equipment Purchase Motion**

**24-15-09 M/S Councillors H. Belanger, J. Lachance motioned to accept Heavy Equipment purchase for VOC operations.**

**CARRIED**

**8.3 VoC Policy Review(s):**

**a) VoC Employee Dress Code Policy:**

**24-15-10 M/S Councillors H. Belanger, D. Mitchell motioned to accept Employee Dress Code Policy as amended.**

**CARRIED**

**b) VoC Customer Service Standards Policy:**

**24-15-11 M/S Councillors J. Lachance, H. Belanger motioned to accept Customer service standards policy as presented.**

**CARRIED**

**c) VoC Vehicle Usage Policy:**

**24-15-12 M/S Councillors J. Lachance, D. Mitchell motioned to accept vehicle usage policy as amended.**

**CARRIED**

**d) VoC General Complaint Policy:**

**24-15-13 M/S Councillors H. Belanger, J. Lachance motioned to accept general complaint policy as presented.**

**CARRIED**

**e) VoC Staff Social Media Policy:**

**24-15-14 M/S Councillors H. Belanger, J. Lachance motioned to accept social media policy as presented.**

**CARRIED**

**f) VoC Media Relations Policy:**

**24-15-15 M/S Councillors J. Lachance, D. Mitchell motioned to accept media relations policy as presented.**

**CARRIED**

**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.

**24-15-16 M/S Councillor H. Belanger motioned to go in-camera at 9:14PM.**

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

**CARRIED**

**24-15-17 M/S Councillor H. Belanger motioned to extended in-camera at 9:30 PM.**

**CARRIED**

**24-15-18 M/S Councillor J. Lachance motioned to go back in of in-camera at  
9:31 PM. CARRIED**

**24-15-19 M/S Councillor J. Lachance motioned to go out of in-camera at  
9:34 PM. CARRIED**

**ADJOURNMENT**

**24-15-20 M/S Councillor H. Belanger motioned to go out of in-camera at  
9:35 PM. CARRIED**

Mayor Lee Bodie adjourned the meeting at 9:35PM.

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Mayor Lee Bodie

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CAO Matt Cybulski



## Village of Carmacks

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

To: Mayor & Council

Date: August 20<sup>th</sup>, 2024

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

Re: CAO Debrief (August 6<sup>th</sup>, 2024 to August 15<sup>th</sup>, 2024)

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### **Chief Administrative Officer (CAO) Report for VoC Mayor & Council August 20<sup>th</sup>, 2024**

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CAO Report: Municipal/Administrative Activities (August 6th, 2024 - August 15th, 2024)

#### **1. Civic Addressing Project Update**

- Civic Addressing By-law passed.
- GIS Mapping and Civic Addressing updated on GeoYukon.
- Preliminary listing of required civic addresses for order under development.
- Notice of changed civic addresses sent to property owners.
- Updated Zoning and Civic Addressing Maps under development by Municipal Clerk.

#### **2. Emergency Action Preparedness Update**

- Emergency Measures By-law updated and being reviewed by Mayor & Council.
- Updated EAP procedures for roadway evacuation included.
- Facility & Department EAP plans completed.
- Options for Emergency Preparedness Awareness under consideration (town hall, mailed info package, website information, combination).

#### **3. VoC Policy Drafting**

- **VoC Long Term Lease/Rental Policy:** To establish clear guidelines for leasing and renting municipal properties, including provisions for annual rent increases and shared capital costs.
- **VoC Municipal Alcohol Management Policy:** To regulate the use and management of alcohol in municipal facilities.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

- **VoC Facility Rental Policy:** To outline terms and conditions for renting municipal facilities.
- **VoC Event Hosting Policy:** To provide a framework for hosting events in VoC facilities.
- **VoC Respectful Workplace Policy:** To promote a positive and respectful work environment for municipal employees.
- **VoC Recreation Subsidy Policy:** To establish guidelines for providing subsidies for recreational activities.
- **VoC Council & Staff Relations Policy:** To define the working relationship between Council members and municipal staff.

### 4. VoC Leasing Negotiations Update

- Lease negotiations with YG delayed due to VoC requesting annual rent increases and shared capital costs on aging infrastructure.
- Need for Long Term Lease and Rental Policy highlighted by ongoing negotiations.

### 5. Solid Waste Management Facility Tender Update

- Meeting held with YG Community Services on August 9th.
- Tender to be active by August 20th, open for 3 weeks.
- Groundworks for scales and staff attendant station to begin mid-September 2024.
- Balance BioGas and Tetrattech completing YESAB Information Requests for VoC composting services.

### 6. Lot 1087 Update (In-Camera)

- Development Permit for Lot 1087 fully approved.
- Assurance letter from VoC shared with LSCFN concerning the Lot 1087 Project.
- Road grade for River Drive extension motioned and approved by VoC Council.

### 7. Municipal Election Update

- Returning Officer, Deputy Officer, and Polling Clerk hired.
- Census questionnaire formatted and attached.
- VoC Administration discussing voter registration process for municipal elections with YG Community Services (draft voter registration form attached).

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)





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### 8. By-law Services Update

- Municipal By-law Enforcement Officer starting August 20th.
- Workspace and office arranged for staff arrival.
- New email address for By-law inquiries established.
- By-law Enforcement Staff Manual completed by CAO (attached for review).
- Community notice of By-law Enforcement activity restarting posted July 31st, 2024.
- Municipal Ticket/Citation booklet ordered (attached).

### 9. VoC Aquatic Center Update

- RFP Pool Tender Award document attached for sharing.
- One bid on tender at \$288,000 plus \$38,000 for Project Management costs (GES) and \$8,000 for Confined Spaces and Hazmat Assessment of the facility.
- Project breaking ground before the end of the month.

### 10. Vendor Update (Romex)

- VoC CAO and PW GM met with Romex International to explore the potential use of their D-4000 Road Patch agent and Gravel Binding agent.
- Road Agent to be applied on Municipal roads and parking lots.
- Gravel Binding Agent to be used at Merv Tew Park, Municipal Trails, Parking Lots, and Boardwalk areas.
- Romex Alberta sending a small sample of both agents for preliminary testing in northern and permafrost environments.
- Romex information attached.

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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](mailto:info@carmacks.ca)

August 2, 2024

IR2 – Response Document

- 1) Updated SWMP
  - a. Updated SWMP attached.
- 2) Groundwater Sampling Reports - 2023, 2022 & 2021 Reports attached.
- 3) Confirmed. Parameters for groundwater sampling shall remain the same as the one highlighted in the previous permit.
- 4) Well decommissioning:
  - a. Groundwater monitoring well MW06 shall be decommissioned within the next 10 years. All other unused wells shall remain available for future sampling should the need arise.
- 5) 2023 Sample report indicates that only manganese (a non-toxic substance) is still above Yukon CSR standards and as been decreasing since 2018, therefore we can confirm that bi-annual well monitoring will continue.
- 6) Confirmed. Run-off diversion ditching and minor grading shall be incorporated into future C&D and MSW cell design.
- 7) Groundwater well monitoring frequency has not changed since 2013. 2023 Sample report indicates that only manganese (a non-toxic substance) is still above Yukon CSR standards and as been decreasing since 2018.
- 8) 2024 Organics program
  - a. Criteria for successful compost program
    - i. Compost pile volume – shall measured 4 times a year as per SWMP recommendation.
    - ii. Community Engagement - Household compost bins shall provided by VoC to every community household before the end of 2024.
    - iii. SWF Gate attendant – Since October 2023 the facility has had a gate attendant who shall track compost drop-offs.
    - iv. Financial Incentives – Compost will be free to drop off and sorted household garbage is cheaper per bag than unsorted.
  - b. Organics storage
    - i. Public drop off bin shall be enclosed to keep wildlife out.
    - ii. Long-term storage area shall be under a three-sided structure with a roof to keep material out of direct weather.
    - iii. Compost material (organics) shall be mixed with wood chips and turned on a regular basis. The compost material shall be kept covered with wood chips to reduce animal attractants.

- iv. All composting activities shall be within the new SWF perimeter electric fence.
  - v. Animal carcasses shall not be added to the long-term storage area and shall be buried, within the SWF in an area designated for this purpose only.
- 9) Woodchipper:
  - a. Confirmed. A woodchipper shall be used at the SWF.
  - b. Wood chips shall be piled in near the brush and grubbing area of the SWF and shall be utilized in the composting process. This will ensure the chip pile is turned regularly preventing internal temps of the pile from getting to combustible levels.
- 10) Lead-acid battery shall be stored off the ground, in a weather-proof building and removed from the facility at least once a year through the Government of Yukon's Household Hazardous Waste Program.
- 11) E-waste and other hazardous materials shall be stored off the ground, in a weather-proof building and removed from the facility at least once a year through the Government of Yukon's Household Hazardous Waste Program.
- 12) Weigh scales shall be installed during spring 2025. SWF gate attendant has been in place since October 2023.
- 13) All Composting activity shall be within the SWF's planned perimeter electric fence. A temporary electric fence shall be erected around the long-term compost storage area and kept in place until perimeter fence is completed.
- 14) Tree clearing and grubbing – Perimeter electric fence shall be installed as per attached New Landfill Layout document. Tree clearing and grubbing for this project shall be minimal. An exact volume estimate cannot be provided at this time. All materials generated from this activity shall be stored in the designated areas within the SWF. All brush and tree materials shall be chipped
- 15) C&D cell survey shall be completed within the next 10 years and shall be conducted by a qualified surveying company. Details on the surveying methodology shall be determined by the qualified surveying company at the time of project execution.



<b>Project Title:</b>	Carmacks YT Solid Waste Management Plan	<b>CO No.:</b>	01
<b>Client:</b>	The Village of Carmacks	<b>Date:</b>	July 23, 2024
<b>Client Contact:</b>	Matthew Cybulski	<b>File:</b>	704-SWM.PLAN03218-01
<b>Tetra Tech Representative:</b>	Taylor Szuba, B.Sc.	<b>Page:</b>	1 of 1

The following items are proposed changes to the contract for this project. Change Orders are issued to allow Tetra Tech Canada Inc. (Tetra Tech) to proceed with the work under Client authorization to an adjustment in Contract Price and Contract Time, which is to be duly authorized by this Change Order. Tetra Tech costs for all work in this Change Order have been itemized for materials and labour by trade and/or effects on the project schedule. All materials and workmanship are to be as described in the Contract Documents, unless otherwise stated.

**Subject**

YESAB Carmacks Solid Waste Management Plan Required Information #2 Response

**Description**

Tetra Tech was previously retained by the Village of Carmacks (the Village) to prepare a Solid Waste Management Plan (SWMP) to be issued to Yukon Environmental and Socio-economic Assessment Board (YESAB). The SWMP was issued for review on June 3, 2022. Tetra Tech understands that the Village submitted to the Issued for Review report to YESAB. Tetra Tech also authored a response memo dated December 15, 2023, for the Village for the Required Information (RI) #1 issued by YESAB on July 11, 2023. Following this response, RI #2 was issued by YESAB with a deadline of July 15, 2024. Tetra Tech understands that the Village has retained Balance Biogas Inc. (Balance) to project manage their YESAB submission for the SWMP and construction project and as such Tetra Techs role will be limited to finalizing the SWMP and providing responses to work completed by Tetra Tech. It is further understood that the Village has requested an extension to August 2, 2024.

The scope of work to be undertaken by Tetra Tech will include the following:

- A 1-hour meeting with Balance who is acting as an agent of the Village for the YESAB submission.
- The finalization of the SWMP to remove the previously planned comingling of inert construction and demolition waste and municipal solid waste in one cell. It is assumed that a maximum of two (2) design figures will require edits. A disclaimer will be included to iterate that this plan was authored in 2022 with the information available at that time.
- A response memo to be submitted to YESAB by Balance on behalf of the Village providing the information requested. This memo will be limited to the items Tetra Tech is able to respond to.

Tetra Tech will provide a draft (issued for review) version of the response memo for review by the Village by July 31, 2024. Following their review an issued for use version will be issued for submission to the Village.

The scope described herein has a cost of \$5,000 excluding taxes to be charged as a lump sum.

Tetra Tech Canada Inc. Representative Signature

July 24, 2024

Date

Client Representative Signature

07/23/2024

Date



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

## Village of Carmacks - 2024 Municipal Census

The Village of Carmacks is conducting a Municipal Census to gather essential information from residents in preparation for the 2024 Municipal Election and to enhance our Municipal Emergency Preparedness efforts. This census will help us better understand our community's needs, ensure accurate representation in the election, and improve our ability to respond to emergencies. Your participation is crucial and greatly appreciated.

Please complete the following sections with accurate information about your household.

---

### Section 1: Household Information

1. **Full Name of Head of Household:**

Name: \_\_\_\_\_

2. **Home Address:**

Address: \_\_\_\_\_

3. **Contact Information:**

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. **Total Number of People Living in the Household:**

# of People: \_\_\_\_\_

5. **List the names and ages of all household members:**

Person #1: \_\_\_\_\_

Person #2: \_\_\_\_\_

Person #3: \_\_\_\_\_

Person #4: \_\_\_\_\_

Person #5: \_\_\_\_\_

Person #6: \_\_\_\_\_

Person #7+: \_\_\_\_\_

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



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### Section 2: Voter Registration

1. **Are you currently registered to vote in the Village of Carmacks?**
    - Yes
    - No
    - Not sure
  
  2. **If not registered, would you like to receive information on how to register?**
    - Yes
    - No
  
  3. **How many eligible voters are there in your household?**
    - # of Eligible Voters: \_\_\_\_\_
- 

### Section 3: Emergency Preparedness

1. **Does your household have an emergency plan?**
  - Yes
  - No
  - Not sure
  
2. **Do you have an emergency supply kit?**
  - Yes
  - No
  - In progress
  
3. **Have you or your household participated in any emergency preparedness training?**
  - Yes
  - No

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4. **Would you be interested in participating in emergency preparedness workshops or training offered by the Village?**

- Yes
  - No
- 

**Section 4: Special Needs & Accessibility**

1. **Does anyone in your household have specific needs that should be considered in emergency planning (e.g., medical equipment, mobility issues, language barriers)?**

- Yes (please specify) \_\_\_\_\_
- No

2. **Do you require any special accommodations to participate in the voting process?**

- Yes (please specify) \_\_\_\_\_
  - No
- 

**Section 5: Additional Comments**

1. **Do you have any additional comments or suggestions regarding the 2024 Municipal Election or Emergency Preparedness efforts?**

- \_\_\_\_\_  
\_\_\_\_\_
- 

**Thank you for completing the Village of Carmacks 2024 Municipal Census. Your input is vital to ensuring our community's needs are met both during the election and in emergency situations. Please return the completed census form to the Village Office by October 1<sup>st</sup>, 2024. If you have any questions, contact us at 867-863-6271.**

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Email: [info@carmacks.ca](mailto:info@carmacks.ca)



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

**Village of Carmacks Voter Registration Form  
2024 Municipal Election**

**Personal Information:**

- **Full Name:**  
\_\_\_\_\_
- **Date of Birth (YYYY/MM/DD):**  
\_\_\_\_\_
- **Gender:**  Male  Female  Other
- **Residential Address:**  
Street:  
\_\_\_\_\_  
Town/City:  
\_\_\_\_\_  
Postal Code:  
\_\_\_\_\_
- **Mailing Address (if different from above):**  
Street/PO Box:  
\_\_\_\_\_  
Town/City:  
\_\_\_\_\_  
Postal Code:  
\_\_\_\_\_
- **Phone Number:**  
\_\_\_\_\_
- **Email Address:**  
\_\_\_\_\_

**Eligibility Requirements:**

Please confirm that you meet the following eligibility requirements to register as a voter in the Village of Carmacks:

- I am a Canadian citizen.
- I am 18 years of age or older on election day (October 17, 2024).
- I have been a resident of the Village of Carmacks for at least 12 months prior to election day.
- I am not disqualified from voting under the Municipal Act or any other law.

**Declaration:**

I, the undersigned, hereby declare that the information provided in this form is true and accurate to the best of my knowledge. I understand that providing false information may result in disqualification from voting.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Privacy Notice:**

The personal information collected on this form is used solely for the purpose of administering the municipal election in accordance with the Municipal Act. This information will be kept confidential and will not be shared with any third parties except as required by law.

**For Office Use Only:**

- **Date Received:** \_\_\_\_\_
- **Registration Number:** \_\_\_\_\_
- **Approved By:** \_\_\_\_\_

**Instructions:**

1. Please complete all sections of this form.
2. Submit the completed form in person or by mail to the Village of Carmacks Town Office or to the Returning Officer.
3. If you have any questions or need assistance, contact the Village of Carmacks Election Office at 867-863-6271.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca





Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

# Village of Carmacks By-law Officer - Municipal By-law Enforcement Action Guide and Workplace Practices Manual

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2. Roles and Responsibilities
3. Enforcement Procedures
4. Workplace Practices
5. Health and Safety
6. Communication and Reporting
7. Code of Conduct
8. Appendices

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## 1. Introduction

The purpose of this manual is to provide guidance and outline the responsibilities, enforcement procedures, and workplace practices for By-law Officers in the Village of Carmacks. This document ensures that officers adhere to the regulations and maintain the highest standards of professionalism and safety.

## 2. Roles and Responsibilities

By-law Officers are responsible for the enforcement of municipal by-laws, including but not limited to:

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

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

- Animal Control By-law
- Parks and Open Spaces By-law
- Service Rates and Fees By-law
- Landfill Service Rates By-law
- Zoning By-law
- Official Community Plan
- Emergency Measures By-law

### Key Responsibilities:

- Patrol designated areas to monitor compliance with municipal by-laws.
- Investigate complaints and violations.
- Issue warnings, citations, and fines for by-law infractions.
- Educate the public about municipal by-laws and their importance.
- Prepare and submit reports on enforcement activities.

### 3. Enforcement Procedures

By-law Officers must follow specific procedures to ensure fair and consistent enforcement:

#### Complaint Handling:

1. **Receive Complaint:** Document the complaint details, including the complainant's information, the nature of the complaint, and the location.
2. **Investigate:** Conduct a thorough investigation, including site visits, interviews, and evidence collection.
3. **Determine Violation:** Assess whether a by-law has been violated based on collected evidence and witness statements.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

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Carmacks, YT Y0B 1C0

### Issuing Notices and Fines:

1. **Warning Notice:** For first-time or minor infractions, issue a warning notice outlining the violation and required corrective actions.
2. **Citation/Fine:** For repeated or severe violations, issue a citation or fine according to the relevant by-law provisions.
3. **Follow-Up:** Ensure compliance by conducting follow-up inspections and taking further action if necessary.

### 4. Workplace Practices

By-law Officers must adhere to the following workplace practices to maintain efficiency and safety:

#### Uniform and Identification:

- Wear the official By-law Officer uniform and carry identification at all times.
- Ensure the uniform is clean and presentable.

#### Equipment:

- Use provided equipment responsibly and report any malfunctions or damages immediately.
- Maintain a detailed log of daily activities and incidents.

#### Conduct:

- Maintain a professional demeanor when interacting with the public.
- Avoid conflicts of interest and disclose any potential conflicts to a supervisor.

### 5. Health and Safety

The safety of By-law Officers is paramount. Follow these health and safety guidelines:

#### Personal Safety:

- Conduct risk assessments before entering potentially hazardous situations.

Telephone: (867) 863-6271

Fax: (867)863-6606

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## Village of Carmacks

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- Use personal protective equipment (PPE) as required.
- Report any injuries or safety concerns to a supervisor immediately.

### **Public Safety:**

- Ensure that enforcement actions do not endanger the public.
- Provide clear instructions and warnings to individuals involved in by-law violations.

### **6. Communication and Reporting**

Effective communication and reporting are essential for transparency and accountability:

#### **Communication:**

- Use clear and concise language when explaining by-laws and enforcement actions to the public.
- Maintain regular communication with supervisors and other municipal departments.

#### **Reporting:**

- Prepare detailed reports for each enforcement action, including date, time, location, involved parties, and description of the incident.
- Submit weekly and monthly activity reports to the supervisor.

### **7. Code of Conduct**

By-law Officers are expected to uphold the highest standards of integrity and ethics:

- Treat all individuals with respect and fairness.
- Avoid using excessive force or authority.
- Maintain confidentiality of sensitive information.
- Act impartially and without bias.

### **8. Appendices**

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### **Appendix A: Sample Forms and Notices**

- Warning Notice Template (Shared Drive)
- Citation/Fine Notice Template (Shared Drive)
- Complaint Intake Form (Shared Drive)
- Incident Report Form (Shared Drive)

### **Appendix B: Contact Information**

- Emergency Contacts (Below)
- Municipal Department Contacts (Below)

### **Appendix C: Relevant By-laws**

- Summary and key points of each by-law enforced by By-law Officers.

---

This guide serves as a comprehensive resource for By-law Officers in the Village of Carmacks, ensuring consistent and professional enforcement of municipal by-laws.

### **Appendix B: Emergency Contact Information**

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#### **Emergency Contact Information**

In case of emergencies, By-law Officers should contact the appropriate authorities and personnel listed below. Ensure all contacts are updated regularly.

---

#### **Village of Carmacks - Municipal Contacts**

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

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

### **Chief Administrative Officer (CAO):**

Name: [Insert Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

### **By-law Enforcement Office:**

Phone: [Insert Phone Number]

Email: [Insert Email Address]

### **Public Works Department:**

Manager: [Insert Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

### **Fire Department:**

Chief: [Insert Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

### **Health and Safety Officer:**

Name: [Insert Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

---

### **Emergency Services**

#### **Emergency Services (Fire, Police, Ambulance):**

Phone: 911

#### **Local RCMP Detachment:**

Address: [Insert Address]

Phone: [Insert Phone Number]

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### **Yukon Emergency Measures Organization (EMO):**

Phone: [Insert Phone Number]

Website: [Insert Website URL]

---

### **Medical Facilities**

#### **Carmacks Health Centre:**

Address: [Insert Address]

Phone: [Insert Phone Number]

#### **Yukon Hospital Corporation:**

Address: [Insert Address]

Phone: [Insert Phone Number]

---

### **Utility Services**

#### **Yukon Energy Corporation:**

Emergency Line: [Insert Phone Number]

Customer Service: [Insert Phone Number]

#### **Northwestel (Telecommunications):**

Emergency Line: [Insert Phone Number]

Customer Service: [Insert Phone Number]

---

### **Other Important Contacts**

#### **Little Salmon Carmacks First Nation (LSCFN):**

Contact Person: [Insert Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

**Environmental Protection Agency (EPA):**

Emergency Response: [Insert Phone Number]

Website: [Insert Website URL]

**Animal Control Services:**

Contact Person: [Insert Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

---

This appendix provides essential contact information for By-law Officers to respond effectively in emergencies. Keep this list accessible and updated regularly to ensure prompt communication and coordination during emergencies.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



**Village of Carmacks**  
 P.O.Box 113  
 Carmacks, YT Y0B 1C0  
**VoC Municipal By-law Violation Ticket**

Field	Details
Ticket No:	
Date Issued:	
Time Issued:	
<hr/>	
<b>Recipient Information</b>	
Name:	
Address:	
Phone:	
Email:	
<hr/>	
<b>By-law Officer Information</b>	
Name:	
By-law Violated:	
Location of Violation:	
Date of Violation:	
Time of Violation:	
Description of Violation:	
<hr/>	
Total Fine:	
<hr/>	
Payment Due Date:	
In Person:	Village of Carmacks Municipal Office: 143 River Drive Carmacks, YT – Y0B1C0 Hours: 8:30AM-4:30PM Monday to Friday
By Mail:	Village of Carmacks:143 River Drive Carmacks, YT – Y0B1C0 (Please include a copy of this notice with your payment)
Failure to Pay	Failure to pay the fine by the due date may result in additional penalties, including but not limited to increased fines, legal action, and suspension of municipal services.
Right to Appeal	You have the right to appeal this citation within 10 days from the date of issuance. To file an appeal, please contact:
By-law Enforcement Office	Village of Carmacks Municipal Office: 143 River Drive Carmacks, YT – Y0B1C0 Hours: 8:30AM-4:30PM Monday to Friday
Acknowledgment of Receipt	I acknowledge receipt of this citation ticket and understand the details of the violation and the fine imposed.
Recipient's Signature	_____
Date	_____
By-law Officer's Signature	_____
Date	_____
<hr/>	
Office Use Only	
Date of Payment Received:	_____
Receipt Number:	_____
Processed By:	_____



Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

**Village of Carmacks Citation/Fine Notice – Municipal Violation**

---

**CITATION / FINE NOTICE**

**Notice No:** \_\_\_\_\_

**Date Issued:** \_\_\_\_\_

**Time Issued:** \_\_\_\_\_

**By-Law # :** \_\_\_\_\_

---

**To:**

Recipient's Name:

Recipient's Address:

---

**By-law Officer:** [Officer's Name]

**Badge No:** [Insert Badge Number]

---

**Nature of Violation:**

[Insert Description of Violation, including relevant by-law section]

---

**Location of Violation:** \_\_\_\_\_

---

**Details of Violation:**

---

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: info@carmacks.ca



## Village of Carmacks

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

**Fine Amount:** \_\_\_\_\_

---

**Payment Due Date:** \_\_\_\_\_

---

### Payment Instructions:

You can pay the fine by the due date using one of the following methods:

1. **In Person:**

Village of Carmacks Municipal Office  
143 River Drive  
Carmacks, YT – Y0B1C0  
Hours: 8:30AM-4:30PM Monday to Friday

2. **By Mail:**

Village of Carmacks  
143 River Drive  
Carmacks, YT – Y0B1C0  
(Please include a copy of this notice with your payment)

---

### Failure to Pay:

Failure to pay the fine by the due date may result in additional penalties, including but not limited to:

- Increased fines
  - Legal action
  - Suspension of municipal services
- 

### Right to Appeal:

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



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

You have the right to appeal this citation within 5 days from the date of issuance. To file an appeal, please contact:

### **By-law Enforcement Office**

Village of Carmacks

143 River Drive

Carmacks, YT – Y0B1C0

Phone: 867-863-6271

Email: [bylaw@carmacks.ca](mailto:bylaw@carmacks.ca)

---

### **Acknowledgment of Receipt:**

I acknowledge receipt of this citation notice and understand the details of the violation and the fine imposed.

---

Recipient's Signature: \_\_\_\_\_

Date

---

**By-law Officer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Office Use Only:**

Date of Payment Received: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Processed By: \_\_\_\_\_

Comments:

---

This citation notice serves as an official record of the observed violation and the fine imposed. The Village of Carmacks aims to maintain a safe and orderly community and appreciates your cooperation.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



# ROMPOX® - D4000 HR

## The quick repair mortar

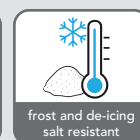
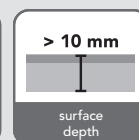


ROMPOX® - D4000 HR is a 2-component epoxy resin repair mortar. This mortar is used for friction locked crack sealing and to repair edges or broken areas. Thanks to the high reactivity of the product, the surface can be re-opened to traffic very quickly. An application temperature of up to -10 °C | 14 °F makes this product unique. Whether for road damage, holes, breakage on curbstones or around manhole covers or cracks in floor coatings: the unique repair mortar ROMPOX® - D4000 HR can be used all year round, even at minus temperatures.

### Properties

- surface depths from 10 mm | 3/8"
- high strength
- for friction locked pouring of cracks
- for the repair of edges/broken areas
- for treatment of sinkholes and faulty areas
- quick re-opening to traffic

Can be applied even up to -10 °C | 14 °F



# ROMPOX® - D4000 HR

The quick repair mortar

## APPLICATION

**Construction site requirements:** The surface should be prepared according to the expected traffic loads. Loads that later go over the surface must not cause the surface to sink or loosen stones.

**Preparation:** Clean out joints to a depth of at least 10 mm. The surface should be load bearing, slightly rough, free of elutriants, dust and loose particles as well as free of oil, grease and other impurities that could act as separators.

**If necessary:** Pretreat the surface by sandblasting, shotpeening, grinding or milling. The minimum adhesion strength of the surface needs to be 1.5 N/mm<sup>2</sup> (Herion machine).

**Mixing:** Open the bucket, open the bottles within and pour the contents slowly and completely into the filler material component. In order to fully utilise the contents, when working during winter, the resin/hardener components should be brought up to room temperature before use. This makes it easier to empty the bottles and improves mixing. Start the mixing process. Do not add water! After 3 minutes of mixing time, pour the mortar into a clean, dry bucket and mix again for at least 3 minutes. When re-potting please ensure that any remaining resin on the bucket sides is scraped out and added to the new bucket. Total mixing time: at least 6 minutes. Use a professional whisk or concrete mixer.

**Application breakage/holes:** Pour the ready mixed repair mortar onto the surface and pre-distribute using a shovel or metal squeegee. Using a trowel, compact the mixture and smooth the surface. Good compacting is vital to ensure the longevity of the final product!

**Application edge breakage/curbstone repair:** Apply the ready mixed repair mortar using a trowel onto the area to be repaired and roughly mould to shape, then compact using a smoothing trowel and level off. Tip: use a second trowel as "moulding" to create a well compacted edge. Larger vertical areas should be encased.

**Professional tip:** To achieve even better edge strength, with edge chipping and very shallow areas, mix the resin / hardener components in a separate bucket for 2 minutes and then add the contents to the filler component. Mix again for at least 3 minutes. Since a residue of the resin / hardener mixture always remains in the bucket, this residual amount can be used as a primer for the faulty area. To do this, use a brush to coat the resin / hardener mixture onto the area. The repair mortar is then processed wet in wet as described above.

All tools and work shoes should be cleaned in the event of work stoppage and after application with commercially available solvents (for example, ethanol, methylated spirits). The cured product can only be removed mechanically.

**Subsequent treatment:** Rain protection is not necessary in case of drizzle. In case of permanent or heavy rain, the freshly jointed surface should be protected against rain for 2 hours. The rain protection layer must not be laid directly onto the surface, this is to ensure sufficient air circulation. In case of doubt, please lay a sample surface before commencing application.

## Technical data

System	2-component epoxy resin repair mortar	
Compressive strength	51.2 N/mm <sup>2</sup>   7 426 psi Building site value	DIN 1164 part 7
Bending tensile strength	19.4 N/mm <sup>2</sup>   2 814 psi Building site value	DIN 1164 part 7
Static elasticity module	8 900 N/mm <sup>2</sup>   1 290 836 psi Building site value	DIN 1164 part 7
Hard mortar raw density	1.73 kg/dm <sup>3</sup>   1.0 oz/in <sup>3</sup> Building site value	
Application time at 20 °C   68 °F	10–15 minutes	ROMEX®-norm 04
Application temperature	-10 °C   14 °F up to max. 30 °C   86 °F At lower temperatures slow hardening, at high temperatures quick hardening	
Re-opening of surface at 20 °C   68 °F	after 2 hours can be walked on	
Storage life	24 months, frostfree, dry	



All filler materials are natural products which are subject to natural colour deviations. The information printed in this brochure is based on experiential values and the current levels of knowledge in science and practice, however they are not binding and have no legal force. All previous information becomes invalid with the issue of this brochure. Images similar. Effective April 2018. We reserve the right to make changes.

**ADVERSE WEATHER WARNING!**  
CALL ROMEX® BEFORE INSTALL:  
**604-612-3649**

Follow us:



**ROMEX® NORTH AMERICA**

toll-free: 1-844-529-2330

info@romex.us

www.romex.us

info@romexcanada.com

www.romexcanada.com

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PERMEABLE HARDSCAPES

Further information, films and consumption calculator can be found at <https://romexcanada.com/customer-tools>



DURABLE SOLUTIONS, ENDLESS POSSIBILITIES

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[www.romexhardscapes.com](http://www.romexhardscapes.com) | 1-844-529-2330



## ROMEX® PERMEABLE GRAVEL BINDING

BONDED AGGREGATE FOR RESIDENTIAL & COMMERCIAL APPLICATIONS

## ENDLESS POSSIBILITIES

How it Works & Aggregate Options

## APPLICATIONS

Residential

Commercial

## WHY ROMEX Gravel Binding

Bonded Aggregate Benefits

## PRODUCTS

PROFI-DEKO | Gravel Binder

D7000 | Rock Dust Stabilizer

## ASSEMBLIES

System Buildup Materials & Options

Sustainable and decorative drainage options.

## HIGHLY PERMEABLE & INCREDIBLY DURABLE



### No More Loose Gravel

ROMEX gravel binding products create solid, highly permeable and low maintenance surfaces making them a great solution for decorative drainage areas and helping to sustainably combat stormwater. Work with water, not against it.





**ENDLESS  
POSSIBILITIES**

How it Works &  
Aggregate Options

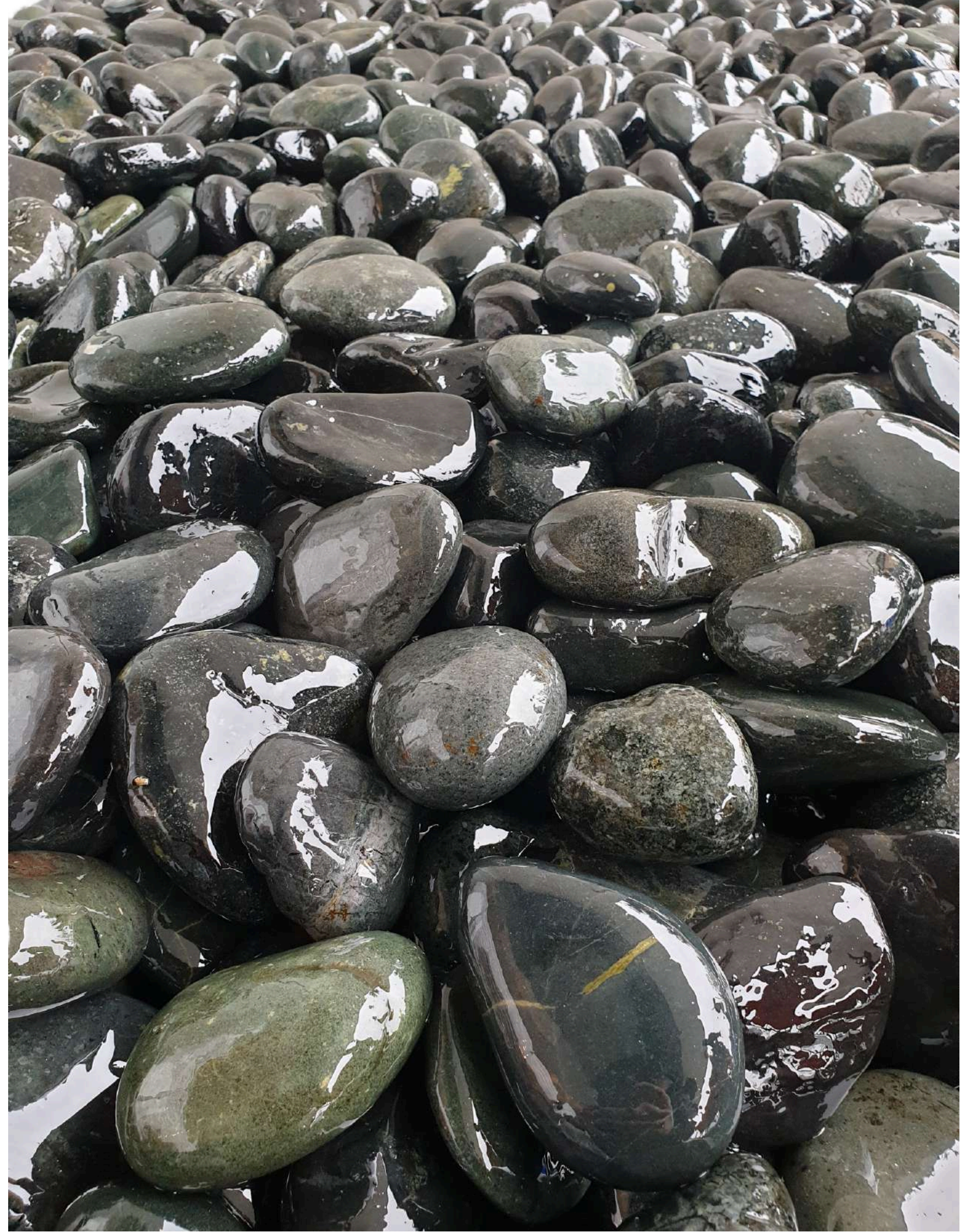
# HOW IT WORKS?

ROMEX gravel binding bonds stones at every contact point leaving pathways for the water to flow through. The aggregate remains firmly intact even when withstanding pressure washing or vehicle traffic, preventing loose gravel from making a mess.

# AGGREGATE OPTIONS

Our gravel binding products are compatible with any clear or fine aggregate types up to 6" | 152mm in diameter and will last for years.

- ✔ Pea Gravel
- ✔ Glow Stone
- ✔ River Rock
- ✔ Recycled Glass
- ✔ Rock Dust
- ✔ Unlimited Possibilities...





# **APPLICATIONS**

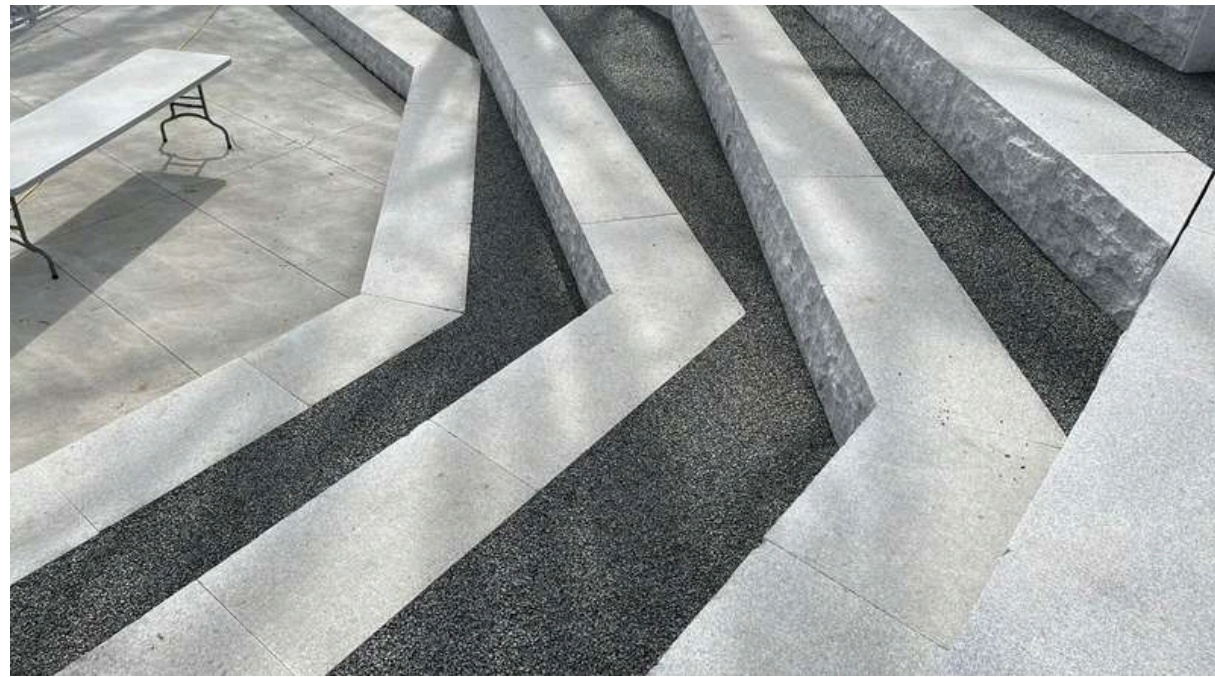
Residential &  
Commercial



## RESIDENTIAL

A unique and stunning choice for driveways, pathways and patios. ROMEX gravel binding is perfect for any residential project with an owner who desires a more decorative or sustainable drainage area that can combat stormwater with ease.





## COMMERCIAL

From public parks to sidewalk tree surrounds, ROMEX gravel binding has many uses for commercial applications. These decorative drainage areas not only eliminate loose aggregate from making a mess but they are also a more sustainable alternative that prevents tree uproot damage and complies with strict permeability regulations on green infrastructure projects, all while remaining cost-effective.





# **WHY ROMEX GRAVEL BINDING?**

Bonded Aggregate Benefits



# BONDED AGGREGATE BENEFITS



## Highly Water Permeable

A more sustainable alternative that can comply to strict permeability regulations and saves surfaces from root upheave damage.



## ADA Compliant

With the right choice of local aggregate, ROMEX bonded gravel can meet ADA compliance standards with ease.



## Ant & Weed Resistant

Our solid resin based products prevent ants and weeds from making a mess, keeping your surface looking like the day it was installed.



## Pressure Washer Safe

Reduced maintenance is another major benefit of our bonded gravel. Simply pressure wash the surface at 2000PSI to clean any debris, restoring permeability.



## Easy to Use

Our gravel binding products are incredibly easy to install, allowing you to complete more jobs in less time.



## Vehicle Rated

ROMEX gravel binding can support light vehicle traffic or withstand up to 40T when used in combination with our TRASS BED paver bedding.



# PRODUCTS

Gravel Binder &  
Rock Dust Stabilizer



# PROFI-DEKO

## Gravel Binder

PROFI-DEKO bonds any clear **aggregate without fines**. Simply mix the resin with your choice of gravel and trowel until level to create a durable and highly permeable surface.

- Washed, dry and dust-free aggregate
- Prevents loose gravel
- For pedestrian & light vehicular loads
- Safe non-slip surface



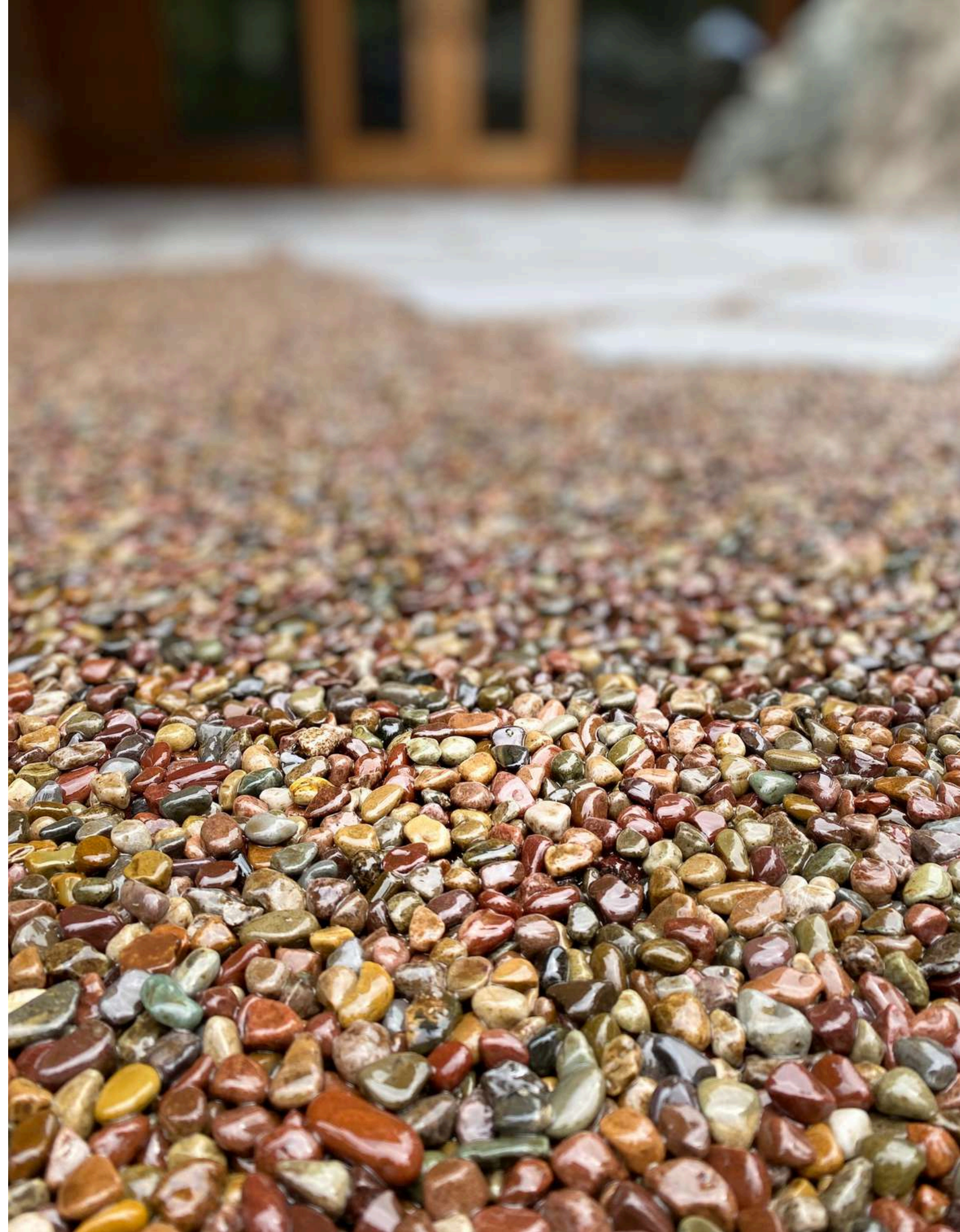
Highly Permeable



Scan for more info!



Ideal for tree surrounds and decorative drainage areas.





# D7000

## Rock Dust Stabilizer

D7000 bonds rock dust or any **aggregate with fines**. To install this innovative product, simply pour it into a watering can, evenly coat the surface, run over it with a plate compactor then apply another top coat to create a solid surface that remains permeable.

- Suitable for aggregates with fines
- Easy topical application
- Reduces erosion on sloped areas
- Prevents dust on gravel surfaces
- Prevents weed growth



Highly Permeable



Scan for more info!



Ideal for garden pathways and public spaces.



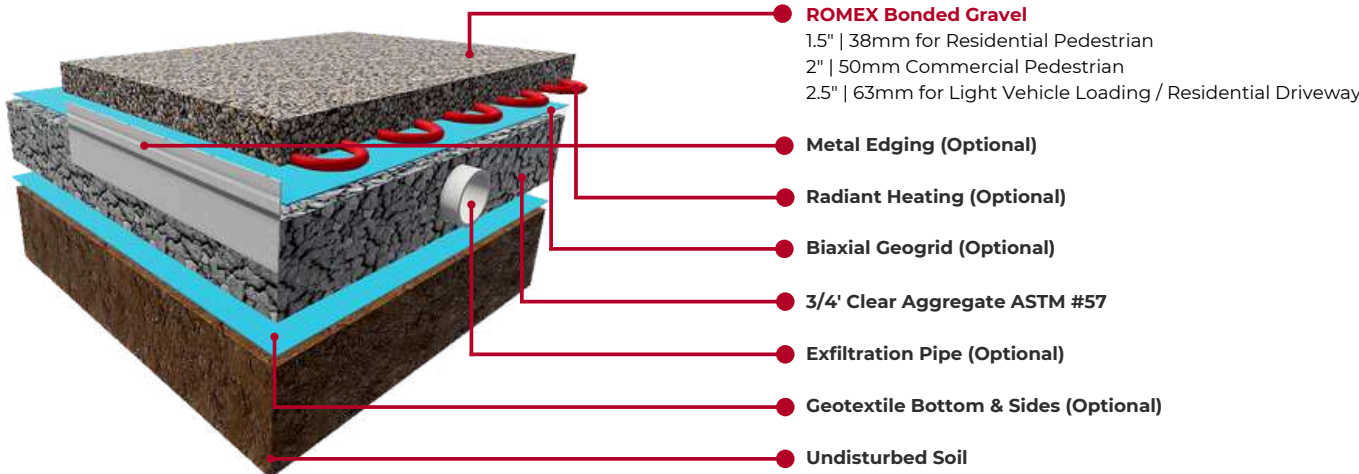
# **ASSEMBLIES**

System Buildup  
Materials & Options

# SYSTEM BUILDUPS

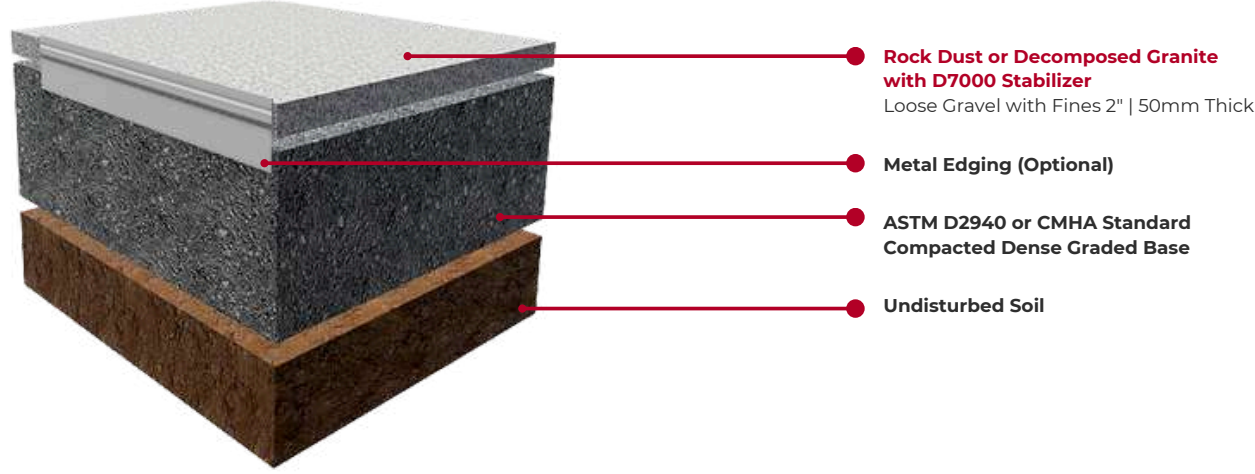
## Bonded Gravel

Highly permeable, UV stable system for a wide variety of uses including but not limited to pathways, tree surrounds, driveways or where highly permeable surfaces are required, using as a drain replacement.



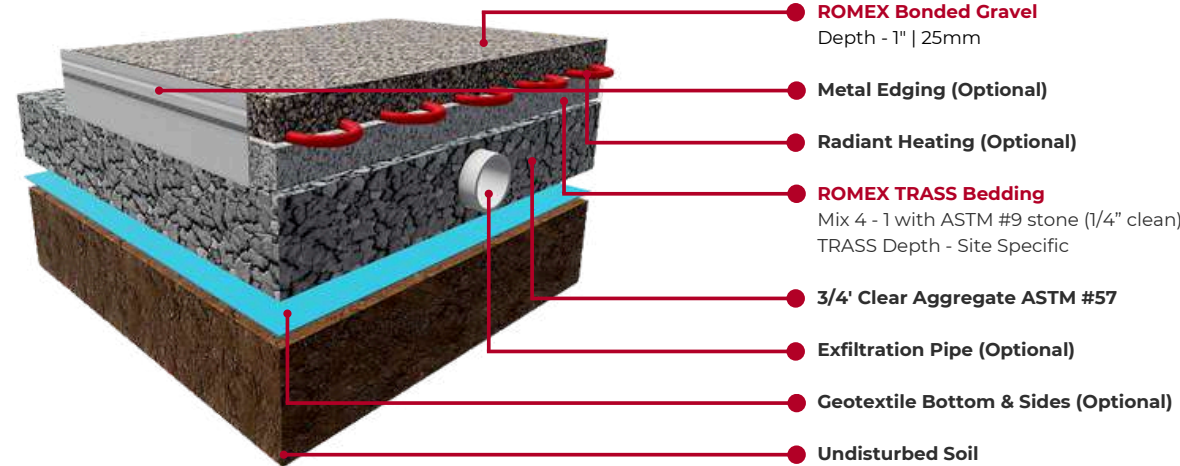
## Stabilized Rock Dust

Provides a stable and dust free application while preventing loose gravel. Perfect for pathways and public spaces.



## Bonded Gravel with TRASS

Similar to the above assembly but able to withstand heavy vehicle loading up to 40T.



## KEEP IN MIND...

To ensure the stability of the bonded aggregate, applications may require a top coat every so often depending on the climate and general site conditions. For example, commercial sites will probably require a top coat sooner than residential applications. See below for the estimated timeline for each product:

- D7000** | 3 - 10 years
- PROFI-DEKO** | 3 - 10 years



## 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 D – COMMUNITY VOLUNTEER REGISTRATION.....

ANNEX E – DECLARATION OF A MUNICIPAL STATE OF EMERGENCY .....

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## **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.

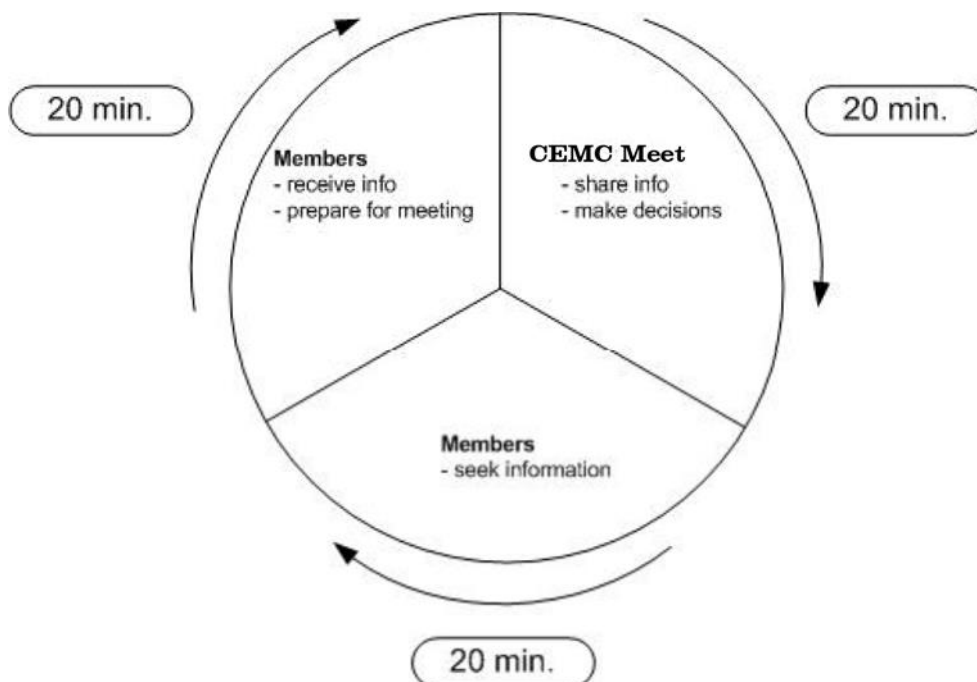
## **5.3 Business Cycle**

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"> <li>• Health and safety of emergency responders</li> <li>• 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</li> <li>• Emergency shelter, food and clothing, victim registration and inquiry and personal services required in support of all emergencies</li> <li>• Coordination of extraordinary territorial expenditures for emergencies</li> </ul>
Energy, Mines and Resources	<ul style="list-style-type: none"> <li>• Energy supply matters</li> <li>• Agriculture and food emergencies</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• Spills of pollutants to the natural environment</li> </ul>
Health and Social Services	<ul style="list-style-type: none"> <li>• Large scale human health emergencies and epidemic emergency health services</li> <li>• Emergency health services</li> </ul>
Highways and Public Works	<ul style="list-style-type: none"> <li>• Highway and other transportation services</li> </ul>

## **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;

**WHEREAS** Section 61 of the Municipal Act, The council may, by bylaw, provide for: (a) a system of enumeration of persons entitled to vote at an election; or (b) a system of registration of persons entitled to vote at an election which shall include the prescribed oath required to be signed by each person applying to vote.

**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 12<sup>th</sup>, 2024 to October 18<sup>th</sup>, 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 Returning Officer will complete an official list of electors prior to the 2024 Municipal Election.
  2. The Returning Officer will use the official Yukon Government – Application for Voter Registration & Oath of Registered Voter document
  3. The revised list of electors must be completed by October 3<sup>rd</sup>, 2024.
  4. Voter registration must be completed by October 3<sup>rd</sup>, 2024.

## **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:
  - o 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.

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MAYOR Lee Bodie: \_\_\_\_\_

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CHIEF ADMINISTRATIVE OFFICER Matthew Cybulski: \_\_\_\_\_



**APPLICATION FOR REGISTRATION  
DEMANDE D'INSCRIPTION**

Municipality  
Municipalité

Polling division  
number or ward  
Numéro de section  
de vote ou quartier

**I**

**Je**

Name  
Nom

of

du

Address  
Adresse

**do hereby apply** for registration as an elector by reason that:

1. I am the age of eighteen (18) years or older on polling day;
2. I am a Canadian citizen;
3. I have resided in the municipality for the period of one year immediately preceding polling day.

**fait par la présente** une demande d'inscription sur la liste électorale pour les raisons suivantes :

1. j'aurai au moins dix-huit (18) ans le jour du scrutin;
2. j'ai la citoyenneté canadienne;
3. je réside dans la municipalité depuis au moins un an à la date du scrutin.

**OATH OF REGISTERED VOTER**

**SERMENT DE L'ÉLECTEUR INSCRIT**

I, the undersigned, do swear (or solemnly affirm) that I am qualified as an elector and therefore entitled to vote in the election in the above-named municipality.

Je, soussigné, jure (ou affirme solennellement) que j'ai qualité d'électeur et que, par conséquent, j'ai le droit de voter à l'élection qui aura lieu dans la municipalité susmentionnée.

**X**

Applicant  
Demandeur

**Sworn (or affirmed) before me • Serment prêté (ou affirmation faite) devant moi**

this day of \_\_\_\_\_ at \_\_\_\_\_ in the Yukon Territory.  
ce jour de/d' \_\_\_\_\_ 20\_\_\_\_, à \_\_\_\_\_ (Yukon).

**X**

Returning officer or deputy returning officer  
Directeur du scrutin ou scrutateur

VILLAGE OF CARMACKS  
BY-LAW 305-24

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO GOVERN THE  
USE OF PARKS AND PUBLIC OPEN SPACES

WHEREAS section 265 of the Municipal Act RSY 2002 Chapter 154 (the “Act”) provides that council may pass by-laws:

- for the safety, health, and welfare of people and the protection of persons and property;
- for activities in, on, or near a public place or a place that is open to the public;
- subject to the Motor Vehicles Act (the “MVA”), for the use of motor vehicles or other vehicles, on or off highways, and the regulation of traffic;
- for vegetation and activities in relation to it;

WHEREAS section 266 of the Act provides that, without restricting section 265, a council may in a by-law passed under this division regulate, control, or prohibit;

WHEREAS section 126(1) of the MVA provides that a municipality may make by-laws controlling and regulating the use of highways, sidewalks, and other public places;

WHEREAS section 126(4) of the MVA provides that a municipality may make by-laws prohibiting, controlling, and regulating the use of vehicles, including vehicles operated exclusively off-highway, on land that is not a highway;

NOW THEREFORE, the council of the municipality of the Village of Carmacks, in open meeting duly assembled, enacts as follows:

1. SHORT TITLE

This by-law may be cited as the "Parks and Public Open Spaces By-law 305-24."

2. DEFINITIONS

In this by-law:

- “ALL-TERRAIN VEHICLE” means an all-terrain vehicle as defined in the Village of Carmacks All-Terrain Vehicle By-law as amended from time to time;
- “AUTOMOBILE” means a vehicle typically with four wheels, powered by an internal combustion engine or electric motor and able to carry a small number of people,

including trucks, cars, vans, sports utility vehicles, and motorhomes, excluding snowmobiles and all-terrain vehicles;

- “BOULEVARD” means the land fronting or along the side of residential property between the property line and the curb or maintained land that lies between two or more lanes on the same roadway;
- “CAO” means the Chief Administrative Officer of the Village or a duly authorized representative;
- “VILLAGE” means the municipality of the Village of Carmacks;
- “VILLAGE PARK” means a Village-owned park including any public outdoor lot owned by the Village and set aside specifically for recreation, including Village playgrounds, cemeteries, paved trails, tot-lots, walkways, and similar uses;
- “VILLAGE PLAYGROUND” means an area intended to meet the outdoor recreation needs of residents and provides amenities including an outdoor rink and play apparatus;
- “VILLAGE TRAIL” means a trail as defined in the Village of Carmacks Trail Plan as amended from time to time;
- “COUNCIL” means the duly elected council of the Village of Carmacks;
- “DAMAGE” means by one’s actions, whether intentional or unintentional, a building, place, thing, land, or vegetation has been defaced, injured, harmed, or deteriorated;
- “DESIGNATED DEVELOPMENT AREAS” mean the areas identified on the map attached hereto as Schedule “B” and forming part of this by-law;
- “DESIGNATED OFFICER” means the Village of Carmacks By-law Officer, the R.C.M.P., the CAO, or an authorized representative as designated by the CAO or Council;
- “ELECTRIC WATERCRAFT MOTOR” means a device that is solely powered by battery where the primary function is to propel the watercraft through water with a rating of 50 pounds thrust or less;
- “FEE” means a fee as set out in the Village’s Fees and Charges By-law as amended from time to time;
- “FIRST NATIONS GOVERNMENT” means the council of the Little Salmon Carmacks First Nation;

- “JUDGE” means one who is appointed to preside and to administer the law in a court of justice, and includes a Justice of the Peace;
- “MOTORIZED VEHICLE” means any conveyance that is powered by or capable of being powered by means other than human power, including solar, electric, or combustion engine and includes an automobile, snowmobile, and all-terrain vehicle;
- “OPEN WATER” means a body of water including, but not limited to, a lake, pond, river, or stream;
- “OPERATE” means, whether or not a vehicle or watercraft motor is running, a person that is in the act of carrying, driving, maneuvering, parking, pushing, stopping, towing, or transporting a vehicle or watercraft motor;
- “OPERATOR” means the person who operates a vehicle;
- “OWNER” means the registered owner, operator, or lessee of a vehicle or thing and includes any person, partnership, association, or corporation that owns, possesses, or has control of a vehicle or thing;
- “PARK” means any municipal outdoor area owned by the Village and used to accommodate the recreation of residents of the Village or enhance the beauty or preserve the natural surroundings of the community including:
  1. Village parks and Village playgrounds;
  2. Village trails;
  3. Campgrounds leased, owned, or operated by the Village;
- “PARK EQUIPMENT” means anything constructed or placed in a public open space by the Village or its agents, whether temporary or permanent, excluding vegetation and including any sign, building, wall, bench, table, railing, stairs, wading pool, fire pit, barbecue stands, swing set, compost bin, waste receptacle, planter, underground sprinkler, irrigation system, fence, bridge, guardrail, memorial marker, vase, or other similar thing;
- “PERMIT” means a permit issued by the CAO, including a special event permit;
- “PERSON” means an individual or any business entity including a firm, partnership, association, corporation, or society;

- “PUBLIC OPEN SPACE” means any outdoor area within the Village used to accommodate the recreation of residents of the Village or enhance the beauty or preserve the natural surroundings of the community including:
  1. A park;
  2. Undeveloped park areas and future development areas as listed in the Official Community Plan;
  3. Public open space lands under the ownership or control of the Crown, the Commissioner of the Yukon, or the Village of Carmacks;
  4. Greenbelts and buffer areas under the ownership or control of the Crown, the Commissioner of the Yukon, or the Village of Carmacks;
- “PUBLIC WASTE” means waste generated by a person or a person’s pet while out in public and shall include, but not be limited to, candy bar wrappers, pop cans, bottles, empty chip bags, coffee cups, fast food containers, items for day-use outings and picnics, and single-use bags with dog feces;
- “RECREATION” means the leisure time pursuits of a person whether they be passive, active, creative, or social in nature and includes such activities as arts, social, or sports events;
- “ROADWAY” means that portion of any road, street, lane, or alley designed, improved, or ordinarily used for motor vehicle travel by the general public and includes roadway rights-of-way and parking areas;
- “ROADWAY RIGHT-OF-WAY” means the first five meters of surveyed right-of-way adjacent to a roadway and excludes a boulevard;
- “SEXUAL ACTIVITY” means physical contact of a sexual nature, in open public, with one or more persons and excludes hugging or kissing;
- “SNOWMOBILE” means a snowmobile as defined in the Village of Carmacks Snowmobile By-law as amended from time to time;
- “SPECIAL EVENT” means an event with ceremonies, festivities, or activities, including but not limited to parades, celebrations, rallies, races, and sports functions;
- “SPECIAL EVENT PERMIT” means the Village’s written approval by the CAO, to conduct an activity in a public open space with or without conditions for a fee;

- “TRAFFIC CONTROL DEVICE” means any sign, signal, marking, or device of a permanent or temporary nature that was erected pursuant to the authority of an enactment for the purpose of regulating, warning, or guiding trail users;
- “TRAIL PLAN” means the document approved by the council which provides guidance for Village trail planning and the development of Village trails and Village trail networks;
- “VEGETATION” includes any living or dead bush, flower, grass, ground cover, plant, shrub, tree, turf, or vine, whether it is in a wild, natural, or landscaped state;
- “VEHICLE” means any motorized vehicle or non-motorized vehicle including a trailer or camper and excluding a bicycle or wheeled conveyance;
- “WASTE” includes all metal, rock, concrete, snow, water, ice, gravel, cinders, shavings, wood scrap, building materials, trade waste, household waste, grass clippings, wood chips, tree limbs, garden waste, abandoned vehicles, putrescible and non-putrescible solid wastes including broken dishes, tins, glass, rags, cast-off clothing, waste paper, cardboard, food containers, and weeds or any other material or matter likely to interfere with the appearance and use of a public open space;
- “WATERCRAFT” means any boat, canoe, kayak, or any other type of personal watercraft for the conveyance of a person on the water;
- “WATERCRAFT MOTOR” means any motor designed to propel a watercraft through water, excluding an electric watercraft motor;
- “WHEELED CONVEYANCE” means a motorized or non-motorized wheelchair or similar device used by someone with a disability or limited mobility, and excludes an all-terrain vehicle.

### 3. ADMINISTRATION

3.1 The Council appoints the Chief Administrative Officer to administer this by-law.

3.2 The CAO may designate the Village of Carmacks By-law Officer to enforce and oversee compliance with this by-law.

3.3 The Designated Officer shall have the authority to:

- Issue warnings, citations, and fines for violations of this by-law.
- Enter any public open space within the Village for the purpose of ensuring compliance with this by-law.

- Remove or impound any vehicle or equipment in violation of this by-law.

#### 4. EXEMPTIONS

4.1 This by-law shall not apply to a Designated Officer, enforcement officer, or employees or agents of the Federal Government of Canada, First Nations Government, Yukon Government, Village of Carmacks, or to operators of fire, ambulance, search and rescue, or other emergency vehicles acting in the course of their lawful duties.

#### 5. GENERAL PROVISIONS

5.1 Persons using any park equipment or public open spaces do so at their own risk, and the Village does not warrant such areas to be safe for use at all times.

5.2 This by-law shall apply to all public open spaces in the Village, subject to the exceptions provided in any statute of the Yukon Government or any agreement entered into by the Village affecting any public open space or any part thereof.

5.3 The CAO shall be responsible for the administration of this by-law.

5.4 The headings do not form a part of this by-law but are inserted for convenience or reference only.

#### 6. APPLICATIONS FOR, AND USE OF, PERMITS

6.1 No person shall hold a special event in any public open space of the Village without first obtaining a permit, the application for which shall be made in writing to the CAO not later than 30 days prior to the special event.

6.2 Notwithstanding any other provision of this by-law, unless otherwise specified, the CAO may issue a permit for any activity regulated or prohibited by this by-law and may impose such conditions or restrictions deemed necessary or required.

6.3 Where this by-law requires an application to be made for a permit or license, the CAO may establish the form and content of the application, the fee to be paid, the documentation required to be submitted with the application, and the requirements that must be met for approval of the application.

6.4 The CAO may establish the type of permit, license, or other documented notice including the duration, and any conditions, and any other matter deemed necessary by the CAO.

6.5 The person to whom a permit has been issued shall comply with the permit, including any conditions or restrictions imposed therein.



## 7. PARK AND PUBLIC OPEN SPACE USE

7.1 Unless permitted by the CAO, no person in a public open space shall engage in any activity that obstructs or interferes with the use or enjoyment of the area by any other person, or which, in the opinion of a Designated Officer, may cause injury or is dangerous to life or property. Without limiting the generality of the foregoing, no person shall:

7.1.1 Operate an amplification system;

7.1.2 Take part in any procession, drill, performance, ceremony, concert, or public gathering;

7.1.3 Divert or direct the flow of groundwater through or to a public open space;

7.1.4 Cause damage;

7.1.5 Injure, disturb, trap, or kill any animal or bird or destroy the eggs of any bird;

7.1.6 Destroy any animal or bird habitat;

7.1.7 Remove, destroy, mutilate, vandalize, or deface any structure or fixture including but not restricted to bike lockers, monuments, ornaments, public art, walls, fences, gates, signs, benches, tables, garbage receptacles, or play apparatus;

7.1.8 Throw, hit, shoot, propel, or otherwise cause to be airborne any arrow, golf ball, dart, lawn dart, or like projectile which can potentially cause physical injury or harm unless the area is specifically designed for the activity; or

7.1.9 Set off, launch, or operate any flying remote control device including planes and helicopters unless the area is specifically designed for that activity.

7.2 In a public open space, no person shall:

7.2.1 Urinate or defecate except in a public washroom or portable facility provided for that purpose;

7.2.2 Engage in sexual activity;

7.2.3 Loiter in any washroom or change room; or

7.2.4 Engage in conduct that could reasonably be considered offensive.

7.3 The Village may establish hours of operation for public open spaces, the hours of which shall be posted by sign at each maintained entrance into the public open space.

7.4 No person shall disobey a sign or traffic control device placed in a public open space.

## 8. VILLAGE TRAILS

8.1 Every Village trail user shall:

8.1.1 Exercise due care and attention to avoid colliding with any other user;

8.1.2 When entering or crossing a Village trail, yield to users on the Village trail;

8.1.3 Take all necessary precautions to enter the Village trail safely; and

8.1.4 Yield to slower-traveling Village trail users, pedestrians, and wheeled conveyances.

8.2 No person shall perform or engage in any stunt, trick, reckless, or unsafe activity on or in any public open space, unless authorized by the Village for that purpose.

8.3 No Village trail or roadway within a public open space shall be developed or established unless approved by the Village or landowner.

## 9. VEGETATION PROTECTION

9.1 No person shall, in a public open space and without the approval of the CAO:

9.1.1 Injure, bury, cover, damage, dig, cut, disturb, or destroy any vegetation;

9.1.2 Prune any vegetation;

9.1.3 Alter the grade level or drainage pattern so as to interfere with the access to water, air, or nutrients of any vegetation;

9.1.4 Remove or interfere with any protective barrier placed around any vegetation;

9.1.5 Make ruts or displace vegetation from its place of growth;

9.1.6 Commence any work or activity liable to interfere with the root system of any vegetation; or

9.1.7 Plant any vegetation.

9.2 No person shall walk upon any turf or grass area where signs are posted prohibiting such activity.

## 10. WATERCRAFT MOTORS

10.1 No person shall launch, load, unload, or be in possession of watercraft with a watercraft motor within 25 meters of any open water listed in Appendix "A" attached hereto and forming part of this by-law, whether or not the watercraft motor is attached to the watercraft prior to being placed in the water except for an electric watercraft motor.

## 11. WASTE

11.1 No person shall:

11.1.1 Place or deposit waste in any part of a public open space, except public waste in a receptacle provided for such purpose, and in which case the public waste shall not be offensive, injurious, or inconvenient to persons using such a public open space; or

11.1.2 Deposit household, commercial, or industrial waste of any type in a receptacle in a public open space.

## 12. ADVERTISING AND BUSINESS ACTIVITIES

12.1 Subject to Council policies, the CAO may provide:

12.1.1 A public open space or portion thereof as an area for which a permit may be granted for the exclusive use by a person, group, or business; and

12.1.2 The conditions upon which exclusive use may be made of an area; and

12.1.3 For areas excluded from use by the public.

12.2 Unless otherwise permitted by the by-laws, plans, or policies of the Village, or unless permitted by the CAO, while in a public open space no person shall:

12.2.1 Make available, offer, or give away free goods or services;

12.2.2 Make available for sale goods or services;

12.2.3 Carry on any business of any kind or nature whatsoever or solicit for any business, trade, or occupation;

12.2.4 Place a sign or device of any kind advertising or publicizing any commercial venture or facility; or

12.2.5 Place or leave any goods or merchandise in order to display the same for sale.

## 13. FIRES

13.1 No person shall start or have any wood fire or burning embers in any public open space except in designated fireplaces or fire pits provided and approved by the Village for such use.

## 14. CLOSURE

14.1 The CAO may at any time, as deemed necessary, temporarily close any public open space or any portion thereof to public use.

14.2 Unless authorized by the CAO, no person other than an employee of the Village in the course of his or her duties shall enter any public open space or portion thereof while it is closed.

## 15. VEHICLES

15.1 No person shall drive an automobile on a Village trail unless the Village trail was developed or designated for such purpose as approved by the Village.

15.2 No person shall operate or park an automobile in a public open space or in a public open space within a designated development area, except:

15.2.1 On a roadway or roadway right-of-way;

15.2.2 In an area set aside for automobile or vehicle parking;

15.2.3 For the maintenance of public utilities and other maintenance, as approved by the CAO;

15.2.4 In cases of emergency; or

15.2.5 For other uses as permitted by the CAO.

15.3 It is the responsibility of all public open space users to inform themselves of the location and boundaries of areas where the operation of bicycles or vehicles of any kind are prohibited, and at no time shall persons rely upon traffic control devices as the sole means of identifying such prohibited areas.

15.4 When a sign is erected in such a manner as to restrict motorized vehicles in a public open space, no motorized vehicle may be operated beyond that point except on a roadway or Village trail developed for such use.

## 16. CAMPING

16.1 No person shall sleep in a public open space between the hours of 11:00 p.m. and 07:00 a.m., or temporarily or otherwise reside or camp in any public open space, except:

16.1.1 In those areas established or designated as such by the Village; or

16.1.2 In those areas where a temporary permit has been issued.

16.1.3 For the purpose of this section, "reside or camp" shall include the use of tents, tent trailers, motor homes, recreational vehicles, trailers, and lean-tos or any other similar structures used for this purpose.

## 17. CONSTRUCTION AND DEVELOPMENT

17.1 No person shall undertake any construction or development in a public open space without prior written approval from the Village.

17.2 All development and construction shall comply with the terms and conditions of federal, territorial, and municipal legislation and shall be in accordance with approved designs and standards.

17.3 Any construction that occurs within six meters of a tree in a public open space shall be completed in accordance with a tree protection plan that meets the specifications approved by the CAO prior to the commencement of work.

17.4 No person shall place or cause to be placed in, on, or surrounding any Village trail or public open space any object, including but not limited to rocks, trees, chains, ropes, wood, or metal, which may in the opinion of a Designated Officer obstruct or create a hazard for Village trail users or persons that may use the public open space, and in addition to any other penalty or fine imposed for a breach of this by-law, such person shall be liable for the costs to remove the obstruction or hazard.

## 18. TRAFFIC CONTROL DEVICES

18.1 The CAO may prescribe where traffic control devices are to be located and installed in a public open space, including traffic control devices restricting the speed or activity of any bicycle, vehicle, or person.

18.2 In accordance with the provisions of the Motor Vehicles Act, a record of all traffic control devices and their locations shall be kept at the Village and shall be open for public inspection during regular Village business hours.

18.3 No person shall erect, maintain, or place a sign, device, object, or structure to regulate the use of any public open space unless approved by this by-law.

## 19. POWER OF A DESIGNATED OFFICER

19.1 Every person operating a vehicle shall, immediately when signaled or requested by a Designated Officer:

19.1.1 Bring the vehicle to a stop; 19.1.2 Provide any information respecting the vehicle and themselves to the Designated Officer; 19.1.3 Remain stopped until such time as the Designated Officer permits them to leave; and 19.1.4 Comply with any request or direction of the Designated Officer.

19.2 For the purposes of this section, vehicle includes a bicycle.

19.3 A Designated Officer may remove from a public open space any person that violates any provision of this by-law or any enactment.

19.4 Where a Designated Officer believes that conditions attaching to a permit are not being met or is otherwise attempting to determine the validity of a permit, the Designated Officer may ask any person claiming to be a permit holder to produce identification; and ask any relevant questions for the purposes of identification, and the person shall comply with any and all such requests.

19.5 A Designated Officer may enter upon any land in any area of the Village, with a reasonable and probable purpose, to prevent the continuation of an offence under this by-law which shall include, but not be limited to, obtaining particulars of ownership and determining the identity of the operator of a vehicle or bicycle.

## 20. SEIZURE POWERS

20.1 A Designated Officer may seize and impound:

20.1.1 A vehicle, if an operator fails or refuses to produce picture identification to a Designated Officer; 20.1.2 A vehicle or bicycle, if a charge has been laid for a breach of this by-law and the Designated Officer has reasonable and probable grounds to believe that there are safety concerns associated with the continuation of such breach; or 20.1.3 A vehicle or bicycle which has been abandoned.

20.2 The Village may retain custody of a seized and impounded vehicle or bicycle until:

20.2.1 Determination of the offence; 20.2.2 Payment of any fine or fines, including the costs of seizure, any fee and cost of storage; or 20.2.3 Where an item is seized in breach of this by-law and the item is not claimed within six months from the date of seizure, upon direction of the CAO it may be disposed of pursuant to section 52 of this by-law.

20.3 Where the owner of a motorized vehicle was not the operator of the motorized vehicle or was not present at the time the motorized vehicle was apprehended, the Designated Officer shall take reasonable steps to notify the owner of its impoundment, together with the reasons for its impoundment and the place where it is impounded.

20.4 Where an impounded motorized vehicle or item is not claimed within six months from the date of seizure, the CAO may direct its disposal by public auction, and where the Designated Officer has determined the value of such motorized vehicle or item to be less than \$2000.00, the CAO may direct that it be disposed of at the Village of Carmacks Waste Management Facility or a scrap yard.

## 21. COMMITTING AN OFFENCE

21.1 Every person who contravenes any of the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by-law, or who neglects to do, or refrains from doing anything required to be done by any of the provisions of this by-law, commits an offence.

21.2 Any person who commits an offence under this by-law is, in addition to any other punishment, liable upon summary conviction to:

21.2.1 A voluntary fine, under section 20 of the Summary Convictions Act RSY 2002, c 210, issued in respect of an offence which shall be increased for second and subsequent offences as specified in Schedule "A" attached hereto and forming part of this by-law; or

21.2.2 A fine not exceeding ten thousand dollars (\$10,000.00) plus a fine of up to \$2,500 for each day that the offence continues, pursuant to section 343 of the Municipal Act RSY 2002 c 154.

21.3 The fine imposed under this by-law may increase for second and subsequent offences.

21.4 Where a person is convicted of an offence under this by-law, the Judge may, in addition to any other measure imposed on the offender, order that the offender pay restitution pursuant to section 738 of the Criminal Code of Canada.

21.5 Where an offence is committed or continues on more than one day, it may be deemed to be a separate offence for each day on which the offence is committed or continued.

21.6 Should any person owning real property within the Village refuse or neglect to pay any fine that has been imposed pursuant to this by-law, the Village may charge the real property with the amount of the fine, which charge shall form part of the taxes payable in respect of that real property.

## 22. MOTORIZED VEHICLE OWNER'S AND OPERATOR'S RESPONSIBILITY

22.1 Where an offence under this by-law is committed by a person operating a motorized vehicle, the owner of the motorized vehicle is guilty of the offence, notwithstanding that the owner was not operating the motorized vehicle at the time of the violation, and the owner is liable, on summary conviction, to the penalty provided for that offence, unless the owner satisfies the Judge that, at the time of the violation, the motorized vehicle was in the possession of a person without the consent of the owner.

## 23. ENACTMENT

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

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READ A FIRST TIME THIS 20<sup>th</sup> DAY of August, 2024.

READ A SECOND TIME THIS \_\_\_ DAY of \_\_\_, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_ DAY of \_\_\_, 2024.

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Mayor Lee Bodie \_\_\_\_\_

CAO Matthew Cybulski \_\_\_\_\_

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### SCHEDULE "A" - Voluntary Fines

Section	Description of Offence	Penalty
6.1	Hold special event without a permit	\$100.00
6.5	Fail to comply with conditions or restrictions of a permit	\$100.00
7.1.1	Unapproved operation of amplification system	\$100.00
7.1.2	Unapproved public gathering	\$100.00
7.1.3	Tamper with flow of groundwater	\$200.00
7.1.4	Cause damage while in public open space	\$300.00
7.1.4	Cause damage while in public open space (2nd offence)	\$500.00
7.1.5	Injure, trap, or kill an animal or bird or destroy bird eggs	\$500.00
7.1.6	Destroy animal or bird habitat	\$300.00
7.1.7	Remove, destroy, mutilate, vandalize, or deface property	\$300.00
7.1.8	Propel projectile which can cause physical injury	\$300.00
7.1.9	Launch, operate, or set off flying remote control device	\$100.00
7.2.1	Urinate or defecate in public open space	\$300.00
7.2.2	Engage in sexual activity	\$300.00



Section	Description of Offence	Penalty
7.2.3	Loiter in washroom or change room	\$100.00
7.2.4	Engage in conduct considered offensive	\$300.00
7.4	Disobey sign or traffic control device	\$100.00
8.1.1	Fail to exercise due care and attention	\$100.00
8.1.2	Fail to yield to users on Village trails	\$100.00
8.1.3	Fail to take all necessary precautions for safe trail use	\$100.00
8.1.4	Fail to yield right-of-way to slower users, pedestrians, etc.	\$100.00
8.2	Engage in stunt, trick, reckless, or unsafe activity without authority	\$100.00
9.1.1	Damage to vegetation	\$300.00
9.1.1	Damage to vegetation (2nd offence)	\$500.00
9.1.2-9.1.7	Tamper or interfere with vegetation	\$100.00
9.2	Walk on turf or grass area against posted restriction	\$100.00
10.1	Launch, load, or unload watercraft into open water	\$100.00
11.1.1	Litter in a public open space	\$500.00
11.1.2	Deposit household, commercial, or industrial waste in receptacle	\$500.00
12.2.1-12.2.5	Unauthorized distribution or sale of goods and services	\$100.00
12.2.3	Carry on or solicit for unauthorized business	\$100.00
12.2.4	Unauthorized placement of sign or device	\$100.00
12.2.5	Unauthorized placement of goods or merchandise	\$100.00
13.1	Unauthorized open fire	\$300.00
13.1	Unauthorized open fire (2nd offence)	\$500.00

Section	Description of Offence	Penalty
14.2	Unauthorized entry into public open space while it is closed	\$100.00
15.1	Illegal operation of automobile on Village trail	\$300.00
15.1	Illegal operation of automobile on Village trail (2nd offence)	\$500.00
15.2	Illegal operation of vehicle in public open space	\$300.00
15.2	Illegal operation of vehicle in public open space (2nd offence)	\$500.00
15.4	Operate motorized vehicle contrary to signs	\$300.00
15.4	Operate motorized vehicle contrary to signs (2nd offence)	\$500.00
16.1	Camping in non-designated area	\$150.00
17.1	Unauthorized construction or development	\$300.00
17.4	Obstruct use or create hazard for users	\$300.00
18.3	Unauthorized sign, device, object, or structure	\$100.00
19.1.1-19.1.4	Fail to comply with Designated Officer	\$100.00
19.1.2	Fail to produce identification/respond to Designated Officer	\$100.00

VILLAGE OF CARMACKS

By-law 306-24

ANIMAL CONTROL BY-LAW

A BY-LAW OF THE VILLAGE OF CARMACKS IN THE YUKON TERRITORY TO PROVIDE FOR THE CONTROL OF ANIMALS, TO DESIGNATE THE MUNICIPAL BY-LAW ENFORCEMENT OFFICER WITH AUTHORITY TO LEVY FINES, AND TO ESTABLISH A PET PERMITTING SYSTEM WITH ASSOCIATED COSTS.

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WHEREAS section 265 of the Municipal Act (2002) provides that Council may pass bylaws for municipal purposes respecting the control, health, and safety of, and protection from, wild and domestic animals, including insects and birds;

AND WHEREAS section 266 of the Municipal Act provides that Council may in such bylaws regulate, control or prohibit, and provide for a system of licenses, inspections, permits, or approvals;

AND WHEREAS the Council of the Village of Carmacks deems it necessary to update and amend By-law 252-18 to enhance the scope of animal control within the municipality;

NOW THEREFORE the Council of the Village of Carmacks hereby ENACTS AS FOLLOWS:

1. TITLE

1.1 This bylaw may be cited as the "Animal Control By-law 306-24".

2. DEFINITIONS

2.1 In this bylaw:

- "ANIMAL" refers to all members of the scientific kingdom Animalia unless otherwise specified in the Bylaw but does not include humans.
- "ANIMAL SHELTER" means those premises used by the Village for the purpose of impounding Animals under the terms of this Bylaw and may be operated by a Humane Society to provide shelter and care to animals.
- "AT LARGE" means an Animal is not on the property of the animal owner and not on a leash or otherwise under the control of a responsible person.
- "ATTACK" means to set upon with force, and also means to seek to hurt or defeat.

- “CAO” means the Chief Administrative Officer of the Village.
- “CAT” means a male or female domesticated cat.
- “CONSERVATION OFFICER” means a Yukon Territory District Conservation Officer.
- “DANGEROUS ANIMAL” means any Animal that:
  - (a) has chased, harassed, bitten, injured, attacked, or killed an Animal or human, without provocation, on public or private Property;
  - (b) has been trained to harass, attack, or bite another Animal or human;
  - (c) has shown the tendency or disposition to be threatening or aggressive; or
  - (d) is kept for the purpose of providing security or protection to persons or Property.
- “DESTROY” means to kill an animal by humane means if determined necessary by an Officer.
- “DIRECT CONTROL” means:
  - (a) to have an Animal on the Owner’s Property securely confined by a fence, pen, building or electronic device; or
  - (b) to have an Animal off of the Owner's Property on a Leash held firmly by the Owner and kept within one (1) meter of the Owner when other people are nearby.
- “DOG” means a male or female member of the canine family and includes crossbreeds.
- “DOG TEAM” means three (3) or more Dogs trained to be harnessed together and used for recreational or commercial purposes or in the maintenance of a subsistence lifestyle.
- “DOMESTICATED ANIMAL” means any Animal traditionally raised and housed either as pets or in food production including, but not limited to, bees, cattle, cats, dogs, fish, reptiles, horses, mules, sheep, swine, and poultry, but excluding any wild animal or game.
- “DWELLING” means a residence for human habitation as defined by the Zoning Bylaw.

- “FEE SCHEDULE” means the schedule of fees and charges as specified in Schedule A forming part of this Bylaw.
- “HOUSEHOLD PET” means a Domesticated Animal, other than Livestock or a Working Dog, cohabitating on the Property with its Owner.
- “HUMANE CARE” means:
  - (a) providing proper care, food, and shelter;
  - (b) preventing injury, pain, or suffering where possible, and providing adequate treatment where such injury, pain or suffering occurs;
  - (c) preventing Animal sickness whenever possible and providing adequate treatment when sickness occurs;
  - (d) protecting an Animal from abuse or undue hardship, deprivation, or neglect, and;
  - (e) where an activity identified in subsections (a) and (d) is carried on in accordance with reasonable practices of Animal management, husbandry, or slaughter provided that these practices are carried out in a humane manner.
- “HUMANE SOCIETY” means an organized group of citizens that, with the approval of Council, provides care to injured, sick, or impounded Animals at the Animal Shelter.
- “IN HEAT” means a female Animal in the receptive period of the sexual cycle; in estrus.
- “JUSTICE” means a Justice of the Peace or a Judge of the Territorial Court.
- “KENNEL” means an establishment for the breeding and/or boarding of Dogs, other than an Animal Shelter.
- “KENNEL OPERATOR” means a person who owns or operates a Kennel.
- “IMPOUND” means to lodge an Animal at the Animal Shelter in the care of the Village or Humane Society.
- “LEASH” means a restrictive device, which may include a spool type Leash, adequate to control the Animal on which it is attached, and which shall be of a length of not more than four (4) meters.

- “LICENSE” means the registration of a Cat or Dog by their Owner with the Village upon payment of the applicable License fee, which, in the case of a Dog License, shall be in the form of a unique identification tag to be worn on the collar.
- “LIVESTOCK” means a Domesticated Animal that is raised and housed generally for food production or labor, including but not limited to poultry, cattle, fish, horses, mules, sheep, goats, rabbits, and swine.
- “MEDICAL HEALTH OFFICER” means the person appointed by the Commissioner in Executive Council to act as a Health Officer, or a person authorized by the Medical Health Officer to act on their behalf.
- “MUZZLE” means a fastening or covering for the mouth of an Animal used to prevent eating or biting, and which restrains the normal expression of the Animal.
- “NEUTERED” means a Dog or Cat regardless of sex that is incapable of reproducing offspring by spaying or neutering by a Veterinarian or certified by a Veterinarian as too old or physically unable to reproduce.
- “NUISANCE” means, by way of example but not of limitation:
  - (a) an Animal which causes damage to the Property of anyone other than its Owner, including but not limited to getting into or turning over garbage containers, damaging gardens, flowers, and vegetables, or defecating on the Property of others or on any public Property except in accordance with section 4.11 of this Bylaw;
  - (b) an Animal which is maintained in an unsanitary environment which results in offensive odors or danger to the Animal or to the public health, safety, or welfare; or an Animal not maintained in a condition of good order and cleanliness, thereby increasing the probability of the transmission of disease;
  - (c) an Animal kept on an Owner’s Property that is maintained in a manner that is offensive, annoying or dangerous to the public health, safety, or welfare of the community because of the number, type, variety, density, or location of animals on the Property;
  - (d) an Animal which is permitted or allowed to bark, whine, howl, crow, cackle, or otherwise make or cause noise in an excessive or untimely fashion so as to interfere with the reasonable use, peace, and enjoyment of neighboring properties;

- (e) an Animal that is maintained without adequate medical treatment and that is diseased or dangerous to the public health; or
  - (f) an Animal that chases, snaps at, or attacks; pedestrians, joggers, bicycles, or other vehicles, or Animals being walked on a Leash.
- “OFFICER” means the CAO, an employee of the Village who is designated by the CAO (Municipal Enforcement By-law Officer) to act in enforcing provisions of this bylaw, a contractor hired by the Village to enforce this bylaw, or a Peace Officer.
- “OFF-LEASH AREA” means a designated area of land within the Village identified by a sign posted by the Village, or Public Area, where Dogs may be off-leash provided they are under the supervision and control of their Owner or a responsible person.
- “OWNER” means any person, partnership, association, or corporation that owns, harbors, or possesses or has control or custody of an animal and, as such, an Animal may have more than one Owner. Own, owned and owning shall have corresponding meanings. However, for purposes of Section 5, “Owner” shall be deemed to be the person in whose name a dog is licensed.
- “PEACE OFFICER” means a Bylaw Enforcement Officer appointed by Council, a Royal Canadian Mounted Police Officer, Environment Yukon Animal Protection Officer, or an Environment Yukon Conservation Officer.
- "PROPERTY" means land and improvements uniquely identified on the Municipal Assessment Roll of the Village.
- “PROPERTY OWNER” means whoever owns or is occupying a property, including the lessee or licensee of leased or licensed lands.
- “PUBLIC AREA” means an area outside of the Village, including road allowances, highways, trails, facilities, and recreation sites, as identified on the map in Schedule B forming part of this bylaw that are considered Off-leash Areas.
- “QUARANTINE” means to keep an Animal in a Secure Enclosure for a period of not less than fourteen (14) days or such longer time as ordered by an Officer in consultation with a Veterinarian or Medical Health Officer to determine whether or not the Animal carries an infectious disease.
- “RESIDENTIAL AREA” means that portion of the Village so identified on the map in Schedule A forming part of this Bylaw.

- “SECURE ENCLOSURE” means an enclosed structure, building, cage, or fenced area of such construction that will not allow an Animal to jump, climb, dig or force its way out, or to allow the entry or access of unauthorized persons.
- “SELF-DEFENSE” means the defense of one’s self and/or another human and/or animal from physical harm, through physical force or any other means necessary to prevent injury.
- “SPECIAL NEEDS DOG” means any Dog trained by a recognized and accredited institution to provide assistance to persons with hearing or visual impairments, physical disabilities, developmental or intellectual disabilities, or to assist persons with other disabilities in the performance of daily activities.
- “SPECIAL PERMIT” means a permit to own more than the prescribed number of Domesticated Animals issued in the form of a letter signed by the CAO on behalf of the Village in accordance with the provisions of this By-law.
- “TEMPORARY DOG TEAM AREA” means an area established by council resolution for the temporary housing of a Dog Team in accordance with the terms of this Bylaw.
- “VILLAGE” means the Village of Carmacks.
- "TRAP" means any device or machine that shuts suddenly, as with a spring, and is used for the capture of live animals.
- “VETERINARIAN” means a person who holds a current license to practice veterinary medicine in Yukon. A Veterinarian practicing in the Village must also hold a Village Business License.
- “WILD ANIMAL” means an animal belonging to a species not normally domesticated or tame in nature.
- “WORKING DAY” means the days Monday through Friday inclusive, except for statutory holidays, and any obligation under this bylaw to be fulfilled on a Working Day shall be done between the hours of 0900 and 1600 (9:00 a.m. to 4:00 p.m.)
- “WORKING DOG” means a Dog trained and used by its Owner for hunting or trapping in the maintenance of a subsistence lifestyle or a Dog from a registered Dog Team.

### 3. GENERAL PROVISIONS

3.1 The provisions of this By-law shall be enforced by an Officer.



3.2 Every Owner of an Animal shall provide Humane Care to that Animal, and every person, including an Owner, shall treat all Animals in a humane manner.

3.3 Every person who keeps an Animal within the municipality shall provide the Animal or cause it to be provided with:

3.3.1 Clean, potable drinking water available at all times, and suitable food of sufficient quantity and quality to allow for normal, healthy growth and the maintenance of normal, healthy body weight;

3.3.2 Food and water receptacles kept sanitary and located so as to avoid contamination by excreta;

3.3.3 The opportunity for periodic exercise sufficient to maintain good health, including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control; and

3.3.4 Necessary veterinary medical care when the Animal exhibits signs of pain, illness, or suffering.

3.4 Every person who keeps an Animal which normally resides outside, or which is kept outside unsupervised for extended periods of time, shall ensure the Animal is provided with:

3.4.1 A total area that is at least twice the length of the Animal in all directions; and

3.4.2 A house or shelter to ensure protection from heat, cold, and wet. Such house or shelter must provide sufficient space to allow the Animal the ability to turn around freely and lie in a normal position and be situated in an area providing sufficient shade to protect the Animal from the direct rays of the sun at all times; any pen must be regularly cleaned and sanitized, and all excrement removed, at least once a week.

3.5 No person shall cause an Animal to be hitched, tied, or fastened to a fixed object while unattended by the Owner where a choke collar, choke chain, or pinch collar forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck, or where the Animal's mobility is limited to such an extent that the Animal cannot lay down comfortably.

3.6 No person shall cause an Animal to be confined in an enclosed space, including a motor vehicle, without adequate ventilation.

3.7 No person shall transport an Animal outside the passenger compartment of any motor vehicle or trailer unless the Animal is adequately confined or unless it is secured in a body

harness or other manner of fastening which is adequate to prevent the Animal from falling off the vehicle or otherwise injuring itself.

3.7.1 In any prosecution or proceeding under this Section of the Bylaw, the registered Owner or operator, as applicable, of the motor vehicle or trailer shall be deemed to be the Owner of the Animal unless he or she proves to the satisfaction of the Justice that at the time of the offense the motor vehicle was not being used to transport the Animal by him or her and that the motor vehicle was not being used by any other person with his consent, express or implied.

3.8 No person shall cause an Animal to be muzzled unless it is in the Direct Control of the Owner.

3.9 No person shall keep an Animal in an unsanitary condition within the Village. Conditions shall be considered unsanitary where the keeping of the Animal results in an accumulation of fecal matter, an odor, insect infestation, rodent or bear attractants which endanger the health of the Animal or any person, or which disturb or are likely to disturb the enjoyment, comfort, or convenience of any person in or about any neighboring properties, dwelling, office, hospital, or commercial establishment.

3.10 The granting of any license or permit under this Bylaw shall not relieve any person to whom such license or permit is issued, from compliance with any other Bylaw of the Village.

3.11 Despite any other provision of this Bylaw, an Officer may refuse to approve an application to issue a permit or license, or may revoke an existing permit for a minimum of eighteen (18) months, if an applicant or a permit holder has:

3.11.1 Been convicted of cruelty to animals;

3.11.2 Outstanding fines for more than one breach of this Bylaw;

3.11.3 Equipment and/or Animals impounded; or

3.11.4 Multiple infractions of this Bylaw within a year.

3.12 Council may, by resolution, amend the Fee Schedule forming part of this Bylaw in respect of any fine, offense, permit, or license contemplated under this Bylaw from time to time.

#### 4. CONTROL OF ANIMALS

4.1 No Owner of an Animal shall permit such Animal to run At Large and where such Animal is found Running At Large, it shall be deemed to be doing so with the consent of the Owner.

4.2 No Owner of an Animal shall permit such Animal to be upon any private Property within the Village without the Property Owner's consent unless such Animal is on a Leash held at all times by the Owner or inside a Secure Enclosure.

4.3 Other than as allowed in Paragraph 4.2, no Owner of an Animal shall permit such Animal to be within the Village, or upon any Public Area (see Schedule B) unless such Animal is on a Leash held at all times by the Owner.

4.4 Pursuant to Paragraphs 4.2 and 4.3, the Animal shall be confined by the Owner holding the Leash within a one (1) meter radius when other persons are in the immediate vicinity of the Animal.

4.5 Council may, by resolution, designate areas as Off-Leash Areas within the Village where Dogs, except Dogs deemed to be a Dangerous Animal or Dogs being investigated as dangerous are permitted to run At Large, and may specify the period of time in which the "Leash optional" designation shall be in effect.

4.6 The Owner of an Off-Leash Animal, while in an Off-Leash Area, shall at all times:

4.6.1 Keep the Animal under control by verbal command;

4.6.2 Carry a Leash not exceeding two (2) meters in length;

4.6.3 Clean up after the Animal; and

4.6.4 Ensure that the Animal does not cause injury or damage to any person, another Animal, or to any Property.

4.7 An Owner may leave a leashed Animal temporarily unattended by tying it to a building or other structure outside a public building or place of business where the Animal shall not interfere with people entering or exiting the building.

4.8 Any Animal not controlled in accordance with this Bylaw shall be deemed to be At Large.

4.9 Every Owner of a female Dog or Cat In Heat shall confine such an Animal within a building or Secure Enclosure in such a manner as to prevent the Dog or Cat from coming into contact with a male Dog or Cat, as the case may be. Such confinement shall continue for the whole period the female Dog or Cat is In Heat, except that such Dog or Cat may be released from such confinement for controlled breeding purposes and for the purpose of exercising or defecating on the Owner's Property.

4.10 No Owner of an Animal shall permit the Animal to become a Nuisance.

4.11 No Owner of an Animal shall permit the Animal to defecate on public or private Property, other than that of the Owner, within the boundaries of the Village. It is not a violation of this paragraph when the Owner of the offending Animal immediately cleans up and properly disposes of the defecation.

4.12 An Owner shall ensure that all Animals are properly secured on their Property by a Secure Enclosure or tethered to a post by a chain having a minimum of a one (1) meter turning radius.

4.13 All Dogs tethered or caged within the Village must be given an opportunity to exercise off of the tether, or out of the cage, for a minimum of one (1) hour in a twenty-four (24) hour period.

4.14 No person shall:

4.14.1 Interfere with, or attempt to obstruct, an Officer or other person who is attempting to seize or who has seized any Animal in accordance with the provisions of this Bylaw;

4.14.2 Unlock or unlatch or otherwise open a vehicle, cage, Animal Shelter, or other similar structure in which Animals seized for impoundment have been placed;

4.14.3 Remove or attempt to remove any Animal from the possession of an Officer or from any person at the time responsible for the operation or maintenance of the Animal Shelter at which the Animal is being held;

4.14.4 Release or remove, or attempt to release or remove, any Animal contained in a Trap installed by an Officer; or

4.14.5 Destroy, damage, or otherwise interfere with any Trap installed by an Officer.

## 5. DOG AND CAT LICENSING

5.1 Any Dog or Cat over the age of three (3) months must be licensed with the Village, and where the age of such Animal is not known, the Animal shall be deemed to be over three (3) months old.

5.2 Every Owner of a Dog or Cat satisfying Paragraph 5.1 shall, within fourteen (14) days of becoming Owner of the Animal or taking up residence in the Village, apply for and maintain a license from the Village and pay the applicable license fee in accordance with the Fee Schedule except in the following circumstances:

5.2.1 A service Dog employed by the Royal Canadian Mounted Police;

5.2.2 A Dog or Cat owned by, or in the possession of, a non-resident of the Village for a total cumulative time period not exceeding one (1) month in any twelve (12) month period.

5.3 The burden of proof that an Owner is a non-resident and is temporarily in the Village for a period not exceeding that set out in Paragraph 5.2.2 rests with the Owner.

5.4 Every Dog and Cat Owner shall provide the Village with the following information when applying for a license:

5.4.1 Name, street address, and postal address of the Owner;

5.4.2 E-mail address and phone number of the Owner and, if possible, an emergency contact.

5.4.3 Name, description, and current photo of the Animal to be licensed; and

5.4.4 Other information as may be required by the Village, including but not limited to proof the Animal is neutered and/or vaccinated by a Veterinarian.

5.5 An annual Dog License issued under this by-law shall be effective from January 1st or the date of issue until December 31st of the same year.

5.6 Notwithstanding 5.5, for the convenience of Owners and to encourage early renewal, an annual Dog License issued on or after September 1st shall be deemed valid from that date until December 31st of the subsequent year.

5.7 A lifetime Dog or Cat license issued under this by-law shall be valid for the lesser period of the lifetime of the Animal, the transfer or sale of the Animal from one Owner to another, or upon the Owner moving away from Village with the Animal.

5.8 Owners of a Dog or Cat with a lifetime license shall confirm with the Village on an annual basis that the information provided under Paragraph 5.4 is still valid and that they still own the Animal, so the Village can maintain up-to-date records.

5.9 A Dog or Cat License issued under this by-law shall not be transferable from one Animal to another or from one Owner to another, and no refund shall be made on any License fee because of the death or disposal of the dog or upon the Owner moving away from Village before the expiration of the Dog License.

5.10 A Dog License is to be fastened to a collar or harness worn by the Dog at all times.

5.11 The Owner of a Dog that has been licensed under Section 5 shall apply to the Village for a replacement Dog License if the tag is lost and pay a replacement tag fee in accordance with the Fee Schedule.

5.12 No person shall use a Dog License tag on a Dog to which it is not registered.

5.13 An Owner of a Dangerous Animal shall maintain an annual Dangerous Animal license subject to the terms and conditions of this Section.

## 6. DOG OR CAT PERMITS

6.1 An Owner or Owners shall not:

6.1.1 Within the Village, have more than a total of two (2) Dogs and/or two (2) Cats on their Property or have any other type of Domesticated Animal that normally is kept outside of their Dwelling unless otherwise allowed to do so in this Bylaw.

6.2 Owners within the Village may obtain a Cat Permit to have up to five (5) Cats on their Property provided the Owner(s) agrees in writing that the Cats shall be at all times confined within their Dwelling.

6.3 Owners within the Village may obtain a Dog Permit to have up to five (5) Dogs on their property provided, at the time of application:

6.3.1 The applicant provides written consents, in a form prescribed by the CAO, of at least two-thirds (2/3) of all Property Owners whose Residential Area or Country Residential Area Property is located within one hundred and fifty (150) meters of the boundaries of the Owner's Property.

6.3.2 The applicant pays the Dog Permit fee in accordance with the Fee Schedule.

6.3.3 All Dogs subject to the Dog Permit have valid Dog Licenses and shall be listed on the Special Permit.

6.3.4 None of the Dogs is considered a Working Dog.

6.3.5 There is an agreement in writing, in a form prescribed by the CAO, permitting an Officer to enter onto the Property for the purpose of inspection.

6.4 Notwithstanding Paragraph 6.3, the CAO may deny a Dog or Cat Permit if after inspecting the Property it is the CAO's opinion that:

6.4.1 The Property is not of adequate size to accommodate the Animals;

6.4.2 Any development related to accommodating the Animals, such as the construction of a Secure Enclosure, would not conform to the requirements of the Zoning Bylaw; or

6.4.3 Such accommodation of the Animals would undesirably impact the immediately adjacent Properties due to the density of the Dwellings.

6.5 Owners who previously received a Special Permit for Dogs in excess of the limitations specified above, prior to the date of passing this Bylaw, shall be allowed the number of

Dogs specified in that Special Permit, including Working Dogs, except that the Owner shall not be allowed to replace a Dog in excess of the limits specified above if the Animal dies or is otherwise no longer in the possession of the Owner.

## 7. KENNELS

7.1 An Owner having or intending to have on a Property more than the number of Dogs allowed under the provisions of Paragraph 6.1, or intending to breed Dogs for profit, shall be considered a Kennel Operator.

7.2 Any person desiring to be a Kennel Operator shall apply annually for a Kennel permit on an application form approved by the CAO.

7.3 The Kennel Operator shall develop and operate the Kennel subject to any applicable regulations in the Zoning Bylaw or successor legislation.

7.4 No Kennel shall be permitted to be located within the Residential Area.

7.5 A Kennel may be permitted outside the Residential Area provided, at the time of application:

7.5.1 The location for the Kennel is on a Property within a zone that permits a Kennel under the Village's Zoning Bylaw;

7.5.2 The applicant provides written consents, in a form prescribed by the CAO, of at least two-thirds (2/3) of any Property Owners whose Residential Area or Country Residential Area Property is located within three hundred (300) meters of the boundaries of the Property on which the Kennel is to be located; and

7.5.3 There is an agreement in writing, in a form prescribed by the CAO, permitting an Officer to enter onto the Property on which the Kennel is to be located, for the purpose of inspecting the Kennel.

7.6 Any holder of a Kennel permit must also purchase a business license from the Village.

7.7 Where an Officer finds that the Kennel Operator does not comply with any section of this Bylaw, the Officer may direct that the Animals be seized and impounded. All costs associated with the seizure and boarding of the Animals shall be the responsibility of the Kennel Operator.

7.8 A Kennel Operator may keep unlicensed Dogs confined in the Kennel, but any Dog leaving the Property on which the Kennel is located must have a Dog License and wear their Dog License tag.

## 8. LIVESTOCK AND SPECIAL PERMITS

8.1 Livestock may be kept on a Property outside of the Village, including within the Country Residential Area, subject to the provisions of the Zoning Bylaw or successor legislation.

8.2 No Livestock shall be kept on any Property within the Village.

8.3 Any person desiring to keep Livestock on their property within the Village, that is not otherwise permitted under this Bylaw, must obtain a Special Permit for the specific Property, species, and maximum number of Animals intended.

8.4 Within thirty (30) days of receipt of an application for a Special Permit, the CAO shall:

8.4.1 Ensure that such application, which must include a sketch or plan of the Property and Secure Enclosure in which the Livestock are to be housed, is complete and otherwise meets the requirements of this Bylaw and the Zoning Bylaw;

8.4.2 If such application is not complete, requires further information about the care and maintenance of the Livestock, or contravenes a provision of this Bylaw or the Zoning Bylaw, return the application to the applicant after which the applicant may address such deficiencies and resubmit; and

8.4.3 Review the revised application within fourteen (14) additional calendar days.

8.4.4 Upon acceptance of the application as complete, the CAO may,

8.4.4.1 If the application is for species or sub-species of Livestock already included in the Special Permit provisions of Schedule D, as previously approved by Council resolution, the CAO may issue a Special Permit subject to the requirements specified therein;

8.4.4.2 If the application is for species or sub-species of Livestock not already included in the Special Permit provisions of Schedule D, and not previously considered by Council, the CAO will prepare a report for Council with a recommendation to approve or deny the application and the conditions of such approval;

8.4.5 The CAO shall recommend denial of the application for a Special Permit if, in the opinion of the CAO, allowing the Special Permit would, at the time of application or in the future:

8.4.5.1 Violate any General Provisions of this Bylaw;

8.4.5.2 Disturb the peaceful enjoyment of the neighboring Property Owners through the introduction of undesirable noise or odor;

8.4.5.3 Be used solely for the purpose of breeding the Livestock;

8.4.5.4 Result in an undesirable density of Domesticated Animals in the immediate area; or



8.4.5.5 Be otherwise inappropriate for the development and use of the Property.

8.4.6 The date will be set for Council to hear the application at the next scheduled Council meeting allowing for notice of the hearing to be mailed to all Property Owners within one hundred and fifty (150) meters of the applicant's Property at the applicant's expense.

8.5 Upon hearing the application, Council may, by resolution:

8.5.1 Approve the Special Permit and set out the conditions for approval, which shall then be attached to Schedule D of this Bylaw; or

8.5.2 Deny the application.

8.6 The conditions of a Special Permit set out in Schedule D may include, but are not limited to:

8.6.1 Specifying the species or sub-species of Domestic Animal or Livestock to which the Special Permit applies;

8.6.2 The maximum number of Animals allowed under the Special Permit;

8.6.3 The gender of the Animals allowed;

8.6.4 Requiring that the Animals be Neutered;

8.6.5 A time limit, after which the Special Permit expires or must be renewed;

8.6.6 Fees;

8.6.7 Specifications for how and where the Animals are to be kept on the Property, including but not limited to, the minimum or maximum dimensions, setbacks, or type of construction of a Secure Enclosure, having regard for the Zoning Bylaw;

8.6.8 Specify whether or not the Special Permit may be transferrable to another Owner or Property;

8.6.9 Provision for an Officer to inspect the Property; and

8.6.10 Any other requirements to be fulfilled prior to issuance of a Special Permit by the CAO.

8.7 Council may also set the scope of any Special Permit provisions in Schedule D to:

8.7.1 Be applied only to the original applicant, Property, or thing; or

8.7.2 Guide the CAO in approving or denying future similar applications for Special Permit, with further regard for Paragraph 8.4.5., such that Council need not hear such future applications.

8.8 The person desiring to keep Livestock may be required to obtain written consents of neighboring Property Owners in the same manner as Paragraph 6.3.1 of this Bylaw prior to the issuance of a Special Permit by the CAO or Council.

8.9 A Special Permit shall not be transferable to another Owner or Property or thing unless allowed in Schedule D.

8.10 Nothing in Schedule D shall have the effect of amending or overriding any provision of this Bylaw.

8.11 By way of example only, and without limiting Council's ability to act appropriately, the Special Permit provisions to be set out in Schedule D could, for each type of application considered by Council, be set out similarly to the Hen Permit provisions (Section 9) of this Bylaw.

## 9. HEN PERMITS AND COOPS

9.1 Any person intending to keep hens on their property must apply for a Hen Permit.

9.2 Within fourteen (14) days of receipt of an application for a Hen Permit, the CAO shall:

9.2.1 Ensure that such application, which shall include a sketch or plan of the proposed coop, is complete and meets all requirements of this Bylaw and the Zoning Bylaw;

9.2.2 If such application is not complete, or it contravenes a provision of this Bylaw or the Zoning Bylaw, return the application to the applicant after which the applicant may address such deficiencies and resubmit; and

9.2.3 Review the revised application within fourteen (14) additional calendar days.

9.3 Within the Residential Area:

9.3.1 Roosters are not permitted;

9.3.2 If a chick is discovered to be a Rooster as it matures, it must be disposed of within three (3) days of it beginning to "cock-a-doodle-do" or otherwise disturb the peaceful enjoyment of neighbors;

9.3.3 The maximum number of hens permitted is twelve (12).

9.4 Outside of the Residential Area, and subject to the other provisions of this Bylaw and the Zoning Bylaw, the maximum number of Hens permitted is twenty-five (25) and Roosters may be allowed.

9.5 A Hen Permit holder must:

9.5.1 Provide a Coop which shall be constructed according to the requirements and specifications below;

9.5.2 Keep each Hen in the Coop at all times;

9.5.3 Keep Hens in their indoor Coop between 2300 and 0700 hours (11 PM and 7 AM);

9.5.4 Provide each Hen with food, water, shelter, light, ventilation, veterinary care, and opportunities for essential behaviors such as scratching, dust-bathing, and roosting, all sufficient to maintain the hen in good health;

9.5.5 Maintain each Coop in good repair and sanitary condition, and free from vermin and obnoxious smells and substances;

9.5.6 Construct and maintain each Coop to prevent any rodent from harboring underneath or within it, or within its walls, and to prevent entrance by any other Animal;

9.5.7 Keep a food container and water container in each Coop;

9.5.8 Keep each Coop securely closed at all times;

9.5.9 Remove leftover feed, trash, and manure in a timely manner;

9.5.10 Store manure within a fully enclosed structure, and store no more than one-third cubic meter (0.33 m<sup>3</sup>) of manure at a time unless directed to remove and dispose of such manure sooner by an Officer;

9.5.11 Slaughter hens in an efficient and humane manner that does not subject them to avoidable discomfort; and

9.5.12 Not keep a Hen in a cage except when actively transporting the Hen off of the Property.

9.6 A Coop must:

9.6.1 Include both a walled, roofed structure and an outdoor pen;

9.6.2 Be securely enclosed to prevent the escape of hens and the entrance of any other Animal;

9.6.1 Provide a floor of any combination of vegetated or bare earth in the outdoor pen area;

9.6.2 Provide at least 0.37 m<sup>2</sup> of interior floor area per Hen;

9.6.3 Provide at least 0.92 m<sup>2</sup> of outdoor pen area per Hen;

9.6.4 Provide at least one nest box and perch of at least 18 cm width per Hen; and

9.6.5 Conform to all other applicable regulations of the Zoning Bylaw.

9.7 An Officer has the power to demand information on Hens within the Village, the power to:

9.7.1 Enter and inspect a Property at any reasonable time, after providing twenty-four (24) hours notice to the Property Owner or earlier with their cooperation;

9.7.2 Inspect a Coop; and

9.7.3 Seize, impound or destroy a Hen, Rooster, or other non-compliant Animal.

## 10. WILD ANIMALS

10.1 No person shall own a Wild Animal within the Village except for the purpose of exhibition in circuses, zoos, or educational institutions, and in accordance with such regulations as shall be established from time to time by the Village.

10.2 At the discretion of the CAO, and in consultation with the authority having jurisdiction, a person may, for a period not to exceed six (6) months, be given permission to assist the authority in the care and maintenance of an injured or recovering Wild Animal or bird.

## 11. DANGEROUS ANIMALS

11.1 No Owner of a Dog shall permit their Dog to bite any other Dog that is on a Leash, and where a Dog has bitten a leashed Animal it shall be deemed to have done so with the consent of its Owner.

11.2 No Owner of a Dog shall permit such Dog to bite, without provocation, any other Dog that is off Leash, and where a Dog has, without provocation, bitten another unleashed Dog it shall be deemed to have done so with the consent of its Owner.

11.3 No Owner of an Animal shall permit such Animal to bite any person without provocation, and where such Animal has, without provocation, bitten any person it shall be deemed to have been done with the consent of the Owner.

11.4 No owner of any Animal shall permit such Animal to bite, attack, harass, or kill any other tethered Animal or any Animal or poultry which is on its respective private Property, and where such Animal has bitten, attacked, harassed or killed any Animal or poultry it shall be deemed to have been done with the consent of the Owner.

11.5 Upon conviction of an offense contrary to Paragraphs 11.1 to 11.4 of this Bylaw, the Animal set out in the complaint shall be deemed a Dangerous Animal by the CAO, and said conviction shall serve as the notice required pursuant to this Bylaw.

11.6 No person shall own a Dangerous Animal unless such Animal is:

11.6.1 Confined within a Secure Enclosure

11.6.2 Securely muzzled and leashed when outside that Secure Enclosure and under the direct control of the Owner or a responsible person over the age of eighteen (18); and

11.6.3 Licensed with the municipality as a Dangerous Animal.

11.7 A Secure Enclosure used to house a Dangerous Animal shall not be within one (1) meter of the Property line or within three (3) meters of a neighboring Dwelling.

11.8 A sign shall be displayed at each entrance to the Property and building in which a Dangerous Animal is kept, warning in writing, as well as with a symbol, that there is a Dangerous Animal on the Property. This sign shall be visible and legible from the nearest road or thoroughfare.

11.9 The CAO shall have the discretion to modify the conditions for owning and maintaining a Dangerous Animal, and any modified conditions shall be set out in writing and include written reasons for the modified conditions, a copy of which shall be provided to the Owner.

11.10 An Officer shall have the authority to make whatever inquiry is deemed necessary to ensure compliance with the Dangerous Animal provisions of this Bylaw.

11.11 The Village may not offer for adoption any Animal that has been designated a Dangerous Animal under this Bylaw.

11.12 Where the Owner of a Dangerous Animal has been previously charged with an offense under this Bylaw and commits a subsequent offense, the Dangerous Animal may immediately be ordered impounded by an Officer.

11.13 Where a Dangerous Animal dies or is sold or otherwise disposed of, the Owner shall notify the Village of the disposal, including the name and address of the new Owner if applicable.

11.14 Where an Animal is impounded, pursuant to a Justice's order, the Owner shall bear all costs related to the impoundment.

11.15 Where a Justice is satisfied that, in the public interest, a Dangerous Animal should be destroyed, or otherwise disposed of, the Justice shall order the destruction or other disposition at the expense of the Owner.

## 12. RABIES AND INFECTIOUS DISEASE CONTROL

12.1 No Owner shall keep any Household Pet over six (6) months of age without having such animal vaccinated for rabies unless an Officer confirms vaccinating the Animal is not necessary in consultation with a Veterinarian or the Medical Health Officer.

12.2 Any Animal that bites another Animal or a human, and any Animal that is suspected by an Officer of being exposed to an infectious disease shall be seized by an Officer and impounded or an Officer may order the Animal be Quarantined at a place and under conditions to be determined by an Officer.

12.3 Every Animal bitten by an Animal suspected of being rabid may, at the discretion of an Officer, be impounded or Quarantined in accordance with this Bylaw.

12.4 Any Animal Quarantined pursuant to this Bylaw shall not be released from quarantine by an Officer except upon:

12.4.1 The Owner providing a vaccination certificate for the Animal, issued by a Veterinarian not more than one (1) year prior to Quarantine, and any other assurances to the satisfaction of the Officer; or

12.4.2 With the written approval of a Veterinarian or the Medical Health Officer, and the Animal being vaccinated at the Owner's expense.

12.4.3 For the purposes of satisfying the above requirements, an Owner may be given permission by an Officer to transport an Animal to Whitehorse for vaccination and examination by a Veterinarian.

12.5 The cost of Quarantining and/or treating an Animal under this Bylaw, including impoundment and other fees as set out in this Bylaw or any successor legislation, and transport costs if the Animal must be sent to Whitehorse, shall be borne by the Owner of the Animal.

12.6 Where any Animal has been Quarantined, pursuant to this Bylaw, and has not been retrieved by the Owner within four (4) Working Days of the completion of the quarantine period, the Animal is deemed to have been abandoned by the Owner and the Village may put the Animal up for adoption or otherwise dispose of the Animal.

12.7 Where an Animal suspected of being rabid dies while under Quarantine, the Village shall immediately notify the Medical Health Officer of any known human contacts and shall

dispose of the Animal by incineration or, upon request of the Medical Health Officer, sending the carcass of the Animal to a laboratory for pathological examination.

12.8 Except as provided elsewhere in this Bylaw, no person shall kill or cause to be killed, nor remove any of the following Animals from the Village, without written permission from an Officer or the Medical Health Officer:

12.8.1 Any rabid Animal;

12.8.2 Any Animal suspected of having or of having been exposed to rabies; or

12.8.3 Any Animal which has bitten a human.

12.9 Upon demand of an Officer, the carcass of any dead Animal, which has been exposed to rabies, shall be surrendered to an Officer or to the Medical Health Officer.

### 13. IMPOUNDMENT AND DISPOSAL OF ANIMALS

13.1 The Village hereby establishes and authorizes the maintenance and operation of an Animal Shelter for the purpose of impounding animals.

13.2 An Animal may be seized and impounded by an Officer at the Animal Shelter, or into any other place or care at the discretion of the Officer:

13.2.1 If found At Large;

13.2.2 By entering in or on Private Property with the permission of the Property Owner, or by warrant, if the Animal is, or has been, a Nuisance or is in distress;

13.2.3 By entering in or on Private Property, other than a Dwelling, or a vehicle, without the permission of the Property Owner or warrant, if the Animal is in distress or poses an imminent danger to public safety when:

13.2.3.1 Time is of the essence; and,

13.2.3.2 The Property Owner cannot be reasonably located; or,

13.2.3.3 A warrant cannot be reasonably obtained from a Justice, provided that a Justice has not previously refused to issue the warrant, and the Officer is, or is accompanied by, a member of the Royal Canadian Mounted Police.

13.2.4 By entering in or on Private Property by warrant issued pursuant to paragraph 13.2.

13.3 A citizen may seize an Animal found running At Large or, with the consent of the Property Owner if the Animal is on private Property, any Animal which is damaging or has damaged public or private Property or is attacking, or has attacked, a person and shall

forthwith turn the Animal over to an Officer or other Village employee. Any citizen seizing such an Animal must provide Humane Care to the Animal until such time as it can be turned over to an Officer.

13.4 A citizen may catch or live Trap and hold any Animal that is found running At Large on their Property, using a Trap provided by an Officer, provided that:

13.4.1 The citizen demonstrates proficiency in using a live Trap and in the care and handling of an Animal caught in a live Trap; and

13.4.2 A Trap is not left unattended and is checked on an hourly basis; and

13.4.3 Trapped animals are turned over to an Officer forthwith.

13.5 An Officer may require the Owner to have the Animal Neutered, Vaccinated, or examined by a Veterinarian as a condition of its release.

13.6 An Officer shall make all reasonable efforts to identify an impounded Animal, notify the Owner and inform the Owner of the conditions under which the Animal may be released.

13.7 Except where an Animal has been Quarantined or ordered destroyed pursuant to this Bylaw, the Owner of an impounded Animal may recover such Animal within four (4) Working Days of its impoundment, or until such time as the Village has disposed of the Animal pursuant to this Bylaw, subject to the payment of all expenses incurred in securing, caring for, and feeding the Animal and other fees as prescribed in the Fee Schedule.

13.8 Any Animal that is required to be licensed shall not be released from impoundment until the Owner has obtained a current license.

13.9 Impoundment fees will be levied on a graduated scale with a fee for the first impoundment, the second impoundment, and the third and subsequent impoundments as set out in the Fee Schedule.

13.10 For the purposes of the impoundment provisions of this Bylaw:

13.10.1 Where more than one Animal owned by an Owner is impounded at the same time or at different times, each impoundment of an individual Animal shall be considered to be separate and consecutive; and

13.10.2 There shall be deemed to be a previous impoundment of the Animal if the Animal has been impounded in the previous twelve (12) months.

13.10.3 The Village will charge a daily care fee after the first 24-hour period of impoundment to recover the ongoing cost of caring for the Animal.



13.11 Impounded Animals, not recovered by an Owner, will be disposed of by first trying to find them a new home with a caring responsible person or delivering them to the animal shelter in Whitehorse.

13.12 Where a reasonable attempt to find an adoptive Owner is unsuccessful the Animal shall be destroyed in a humane fashion and the carcass disposed of in accordance with Yukon Environmental Health and Public Health requirements.

13.13 Officers have the right to seize any Dangerous animals, or any Animal the Officer believes may be suffering from an infectious disease, or may seize any Animal from any person whom the Officer finds contravening this Bylaw.

13.14 Upon demand being made by an Officer, an Owner who fails to surrender an Animal that is the subject of an Impoundment order commits an offense.

13.15 Where an Owner has refused to surrender an Animal, the Officer will lay the matter before a Justice, pursuant to Paragraph 18.2.

13.16 Where a Justice is satisfied that the public interest does not require Impoundment of the Animal, the Justice shall order the Animal released into the care of its Owner upon such conditions as are reasonably necessary to ensure the protection of the persons and Property of others.

13.17 Where an Animal has been released from Impoundment pursuant to this Bylaw, and the Owner breaches any condition imposed as a condition of the release the Owner will be deemed to have committed an offense.

#### 14. CRUELTY TO ANIMALS

14.1 With the exception of the destruction of a Domesticated Animal pursuant to this Bylaw by an Officer or Veterinarian, no person shall kill a Domesticated Animal unless it has been raised for food.

14.2 A person who causes unnecessary suffering, damage, or injury to an Animal, whether intentionally or by willfully neglecting, is guilty of an offense under this Bylaw and Sections 445 or 446 of the Criminal Code of Canada.

14.3 No person shall place poison in such a position that it may easily be consumed by Animals.

#### 15. INTERESTS OF PUBLIC SAFETY

15.1 Notwithstanding any other provision of this Bylaw, where an Officer considers an Animal to be an imminent threat to public safety, the Officer may, with the consent of the

Owner, if the Animal is on the Owner's Property, or without the consent of the Owner, if the Animal is running At Large, forthwith destroy any Animal in contravention of this Bylaw.

15.2 An Officer may enter upon any Property, other than a Dwelling, for the purpose of securing or seizing any Animal to prevent the continuation of an offense or to determine ownership.

## 16. OFFENSE AND PENALTIES

16.1 Any person who contravenes a provision of this Bylaw is guilty of an offense.

16.2 Any person who commits an offense under this Bylaw is, in addition to any other punishment or imprisonment imposed by the Court, liable on summary conviction to:

16.2.1 A voluntary fine under Section 20 of the Summary Convictions Act, issued in respect of an offense in an amount up to the penalty specified in the Fee Schedule attached hereto and forming part of this Bylaw; or

16.2.2 A fine not exceeding ten thousand dollars (\$10,000.00) where proceedings are commenced pursuant to the summary convictions provisions of the Criminal Code of Canada; or

16.2.3 A fine not exceeding five hundred dollars (\$500.00) where proceedings are commenced pursuant to Paragraph 9(1) of the Summary Convictions Act.

16.3 Notwithstanding Paragraph 16.2, a person who commits a first offense under this Bylaw may be issued a verbal or written warning at the discretion of the Officer.

16.4 An Officer may serve a written order pursuant to Section 348 of the Municipal Act and a person who does not comply with the order in the time limit specified is guilty of an offense.

16.5 Where a person is convicted of an offense, under this Bylaw, the Justice may, in addition to any other measure imposed on the offender, order that the offender pay restitution pursuant to Section 738 of the Criminal Code of Canada.

16.6 Should any person owning or occupying Property refuse or neglect to pay any penalties that have been levied pursuant to this Bylaw, an Officer may inform such a person in default that, if these charges are unpaid on the thirty-first (31) day of December in the same year, the charges will be added to, and form part of, the taxes payable in respect of that Property as taxes in arrears.

## 17. GENERAL INTERPRETATION

17.1 The invalidity of any section or provision of this Bylaw shall not affect the validity of any other part of this Bylaw which can be given effect without such invalid part or parts.

17.2 In the event of any inconsistency in this Bylaw, or disagreement of any provision or requirement of this Bylaw with that of any other Bylaw of the Village, the stricter of the provisions or regulations shall prevail.

## 18. ENFORCEMENT, SEARCH, AND SEIZURE

18.1 The provisions of this Bylaw shall be enforced by any Officer unless otherwise stated herein.

18.2 Pursuant to the provisions of the Criminal Code of Canada, for any violations of this Bylaw, a Justice may, upon evidence under oath that there are reasonable and probable grounds to believe that an Animal is being kept in violation of this bylaw, in the interest of public safety, or necessary for the humane treatment of the Animal to do so,

18.2.1 At any time issue a warrant authorizing an Officer, who is named in the warrant, to apply the search and seizure provisions of the Criminal Code of Canada;

18.2.2 Set out in an order

18.2.2.1 Any condition and time limits that the Owner shall meet before the Animal is released from Impoundment without further application to the Court; and

18.2.2.2 That if the Owner fails to meet the conditions or time limits set out in the order, and the period for appeal has lapsed without an appeal being filed, the Village may dispose of an Animal in Impoundment by whatever manner the Village sees fit, including destruction of the Animal.

18.3 No person shall make a frivolous or vexatious complaint to an Officer regarding an Animal.

18.4 An Officer may refuse to investigate or enforce a complaint if:

18.4.1 The Officer is satisfied that the complaint is frivolous or vexatious; or

18.4.2 There is insufficient evidence to warrant further action.

## 19. APPEAL

19.1 Any person who has applied for, but failed to be granted, a license or permit or who has had a privilege denied, or revoked, under the provisions of this Bylaw may appeal the denial or revocation in writing to Council within thirty (30) days after the decision was

rendered, and Council may approve or reinstate the license or permit in an exceptional circumstance.

19.2 Council may appoint an adjudicator, who is not an Officer or employee of the Village, to independently review the merits of the appeal and, with regard for the Bylaws of the Village, shall provide a recommendation to Council within thirty (30) days of the appeal first being heard.

19.3 In setting out their decision on the appeal, Council may impose upon the person who made the appeal any reasonable conditions, time limits, or fees that Council deems appropriate to make such allowance under the Bylaw, including the recovery of any related costs of the Village that are either incurred or anticipated.

19.4 A decision of Council under Paragraph 19.3 shall not invalidate, weaken, or amend any section or provision of this Bylaw, or any Bylaw of the Village, except to provide such allowance as explicitly stated in the decision for the exceptional circumstance of the appeal.

19.5 The right of appeal shall be barred and extinguished if not received in writing by Council within the period set out in Paragraph 19.1.

## 20. PET PERMITTING SYSTEM

20.1 Any owner of a domesticated pet within the Village of Carmacks is required to obtain a pet permit.

20.2 The pet permit fee is set at \$10.00 per pet for a 12-month period, as outlined in Schedule A of this bylaw.

20.3 Owners must register their pets within 30 days of acquisition or within 30 days of moving to the Village.

20.4 The pet permit is non-transferable between owners or pets and must be renewed annually.

20.5 Failure to obtain a pet permit will result in penalties as outlined in Schedule A.

## 21. SCHEDULE A: FINES & PENALTIES

21.1 Fines and penalties for contraventions of this bylaw are as follows:

Section Number	Offense	Fine Amount
3.2	Failure to comply with Officer's order	\$200.00

Section Number      Offense      Fine Amount

20.1	Failure to obtain a pet permit	\$50.00
20.4	Failure to renew pet permit	\$25.00
4.1	Animal running at large	\$25.00
4.1	Animal running at large – Second Offense	\$50.00
4.1	Animal running at large – Third Offense	\$100.00
11.6	Dangerous animal not confined	\$500.00
14.2	Cruelty to animals	\$1,000.00
12.2	Failure to comply with quarantine order	\$250.00
13.14	Refusal to surrender an animal	\$500.00

21.2 Fines must be paid within 30 days of issuance. Failure to pay fines may result in additional penalties and enforcement actions, including but not limited to the addition of fines to municipal taxes in arrears.

22. REPEAL

22.1 By-law 252-18 is hereby repealed.

23. ENACTMENT

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

READ A FIRST TIME THIS AUGUST 20<sup>th</sup>, 2024

READ A SECOND TIME THIS [insert date]

READ A THIRD TIME AND FINALLY PASSED THIS [insert date]

Mayor Lee Bodie \_\_\_\_\_

CAO Matthew Cybulski \_\_\_\_\_

## VILLAGE OF CARMACKS

### BY-LAW NO. 307-24

A By-law to regulate and control vehicular and pedestrian traffic and use of highways within the Village of Carmacks.

WHEREAS Section 265 of the Yukon Municipal Act, Chapter 154, Statutes of the Yukon, and amendments thereto provide that, subject to the Highways Act and the Motor Vehicles Act, a municipality may pass by-laws regulating the use, management, and control of municipal highways;

AND WHEREAS the Village of Carmacks is desirous of ensuring the safe and efficient movement of vehicular and pedestrian traffic and the protection of municipal infrastructure;

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

#### PART 1.00 SHORT TITLE

1.01 This By-law may be cited as the "Traffic By-law".

#### PART 2.00 DEFINITIONS

2.01 In this By-law:

- (1) "Bicycle" means a device propelled solely by human power upon which a person may ride, having one or more wheels, with at least one wheel more than 40 centimeters in diameter.
- (2) "By-law Officer" means an individual appointed by Council to enforce the by-laws of the Village of Carmacks.
- (3) "Carmacks Downtown Core/Village Hub/Urban Residential" means the area within the Village of Carmacks designated for commercial activities, as defined in the Village's zoning by-law.
- (4) "Chief Administrative Officer (CAO)" means the person appointed by Council to the position of Chief Administrative Officer for the Village of Carmacks.
- (5) "Commercial Vehicle" means any motor vehicle other than a private vehicle as defined in the Motor Vehicles Act.
- (6) "Council" means the duly elected Council of the Village of Carmacks.

- (7) "Driver" or "Operator" means a person who drives or is in actual physical control of a vehicle.
- (8) "Heavy Vehicle" means any vehicle or combination of vehicles having a total of more than three axles, including the steering axle, but does not include:
  - (a) Vehicles primarily intended for the conveyance of passengers;
  - (b) Vehicles in use for the purpose of construction or repair of any public utility or infrastructure on or within the right-of-way of a highway;
  - (c) Emergency vehicles;
  - (d) Vehicles intended for the purpose of moving buildings while engaged in conveying a building for which the necessary moving permits have been issued;
  - (e) Vehicles recovering a disabled vehicle from a highway.
- (9) "Highway" means any thoroughfare, street, road, lane, alley, or other place that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
  - (a) A sidewalk, including a boulevard portion thereof;
  - (b) Where a ditch lies adjacent to and parallel with the roadway, the ditch;
  - (c) All the land within thirty (30) meters of the center line of the highway.
- (10) "Intersection" means the area embraced within the prolongation or connection of the lateral curb lines or, if none, the exterior edges of the roadways of two or more highways which join one another at an angle, whether or not one highway crosses the other.
- (11) "Motor Coach/Bus" means a vehicle in excess of 11,000 kilograms and nine (9) meters in length primarily intended for the conveyance of passengers.
- (12) "Officer" means a By-law Officer of the Village, or a member of the Royal Canadian Mounted Police.
- (13) "Official" means the Chief Administrative Officer or any other person authorized by Council or the Chief Administrative Officer to act on behalf of the Village.
- (14) "Owner" means the person in whose name a motor vehicle or trailer is or is required to be registered under the Motor Vehicles Act of the Yukon Territory.

- (15) "Person" includes an individual, partnership, association, company, trustee, executor, administrator, or legal representative.
- (16) "Residential Area" means any district classed in the Village's Zoning By-law as residential or any grouping of dwellings in any area where the predominant use of buildings is for residential purposes.
- (17) "Traffic Control Device" means any sign, signal, marking, or device, including the post or standard on which it is mounted, placed, marked, or erected under the authority of this By-law for the purpose of regulating, warning, or guiding traffic.
- (18) "Vehicle" includes a motor vehicle, trailer, semi-trailer, self-propelled machine, or any device by which any person or property is or may be transported or drawn upon a highway.

### PART 3.00 ROAD PROTECTION AND SAFETY COMMITTEE

3.01 There is hereby established a Road Protection and Safety Committee, consisting of:

- (1) The Mayor, or in his/her absence the Deputy Mayor,
- (2) The Chief Administrative Officer, or in his/her absence their delegate, and
- (3) The Public Works Superintendent, or in his/her absence their delegate.

3.02 All decisions of the Road Protection and Safety Committee shall be recorded in writing.

### PART 4.00 PROTECTION OF HIGHWAYS

4.01 No person shall cause or allow or do any act which is likely to cause or does cause damage to or interfere with the operation of one or more of the following:

- (1) A highway
- (2) A culvert
- (3) A bridge
- (4) A traffic control device
- (5) Any public property or permitted private property situated on a highway or within a road allowance.

4.02 No person shall affix any advertising material, poster, placard, sign, or other material on any traffic control device or any part of a highway, bridge, or culvert without written



permission from the Village, and no person shall erect any device or structure that interferes with the effectiveness or visibility of a traffic control device.

4.03 No person or public utility shall cause an obstruction for the purpose of working on power, phone, or cable utilities without approval from an Official of the Village. Once approval has been obtained, the Village shall cause barriers to be erected, and the fee for this service shall be as set out in the Fees and Charges By-law.

4.04 No person shall cause or allow or do any act which is likely to cause or does cause any obstruction to be on or within one or more of the following:

- (1) A highway
- (2) A culvert
- (3) A bridge
- (4) Any public property or permitted private property situated on a highway or within a road allowance.

4.05 No person shall:

- (1) Excavate or otherwise destruct a highway, including the road allowance thereof, or
- (2) Transport material or loads of material over a highway which would be of an extraordinary use likely to imperil the highway or people living on or near the highway.

4.06 Notwithstanding Section 4.04, a person, with the written approval of an Official of the Village, may excavate or otherwise destruct a highway, including the road allowance thereof, or make extraordinary use of a highway subject to such conditions as may be imposed by the Official. If any unauthorized excavation or destruction occurs, the person responsible for the action shall repair the disturbance to the satisfaction of the Village or reimburse the Village for the cost of repair.

4.07 No person shall cause or allow to be caused by vehicular traffic any disturbance to the traveled roadway surface of paved, gravel, or dirt highways which will rut or mark the traveled roadway surface of the highway to the extent that it will create a hazard for a typical passenger car using that highway. If such a disturbance is caused, the person responsible shall repair the disturbance to the satisfaction of the Village or reimburse the Village for the cost of repair.

4.08 Where a person is using a highway to the extent that such usage creates a dust problem annoying or hazardous to people living alongside or near the highway, the Village may require the said person to provide dust suppression treatment for the highway for as long as the annoyance or hazard exists.

4.09 Where a person uses the highway to an extent which causes the need for more than routine maintenance by the Village, the Village may require the said person to be responsible for providing the additional maintenance needed.

4.10 No person shall dispose of rubbish in a public place or on a highway or within a road allowance unless the rubbish is disposed of in a container placed for the purpose of collecting rubbish.

4.11 An Officer or Official may destroy or otherwise dispose of rubbish or other matter which has been unlawfully deposited on a highway or in a public place or within a road allowance.

4.12 No person shall operate or move on a highway any vehicle, equipment, or machine not equipped with rubber tires which support the weight of the vehicle, equipment, or machine while being operated or moved on a highway without the written permission of the Village.

4.13 No person shall use any implement or machine to cultivate, mow, or in any other way disturb or cause damage to any road allowance or the shoulder of any highway without the written permission of the Village.

4.14 No person shall remove from any highway any gravel, asphalt, pavement, or other material used to surface a roadway without the written permission of the Village.

4.15 No person shall cause or do any act which causes all or parts of a load being transported along a highway to be distributed or otherwise spread onto the surface of the highway or onto the road allowance without the written permission of the Village.

4.16 No person shall deposit or dispose of rocks, earth, vegetation, petroleum products, chemicals, or other similar materials on a highway or within a road allowance without the written permission of the Village. Any person doing so without permission shall be responsible for the removal of all materials deposited and, where necessary, for the restoration of the highway or road allowance to its original or better condition.

4.17 No person shall construct an access onto a highway, nor build a pipeline or other infrastructure along or across a developed highway or undeveloped road allowance, nor use an undeveloped road allowance without the written permission of the Village.

4.18 An Officer or Official is hereby authorized to take any action deemed reasonable and necessary to prevent the continuation of any act prohibited by this By-law and may, but is not restricted to, the following:

- (1) Impound a vehicle, or a vehicle and its cargo and/or equipment, or any other machine, object, or thing used to commit an offense under this Part and to hold the same until it is, in the opinion of the Officer, rendered inoffensive.
- (2) Order the vehicle, machine, or equipment to be removed from the highway or road allowance.
- (3) Detour any vehicle and cargo or other machinery and equipment.
- (4) Order a person to cease any act which causes an offense under this Part.
- (5) Remove and dispose of any signs or other objects improperly affixed to or interfering with traffic control devices, parts of a highway, bridge, or culvert.

#### PART 5.00 RATES OF SPEED

5.01 For the purposes of this Part, Council hereby delegates authority for the fixing of maximum rates of vehicle speed to the Road Protection and Safety Committee, who shall from time to time set out on a form as prescribed in Schedule "B" maximum rates of vehicle speed which shall have full force and effect in the zones or areas and highways described in the said Schedule. In setting maximum rates of speed, the Road Protection and Safety Committee shall consider the policy of Council and recommendations of the Manual of Uniform Traffic Control for Canada.

5.02 The Road Protection and Safety Committee, by signs posted along any highway, may fix a maximum vehicle speed limit in respect of any curve in a highway where the design of the curve requires a safe traveling speed that is less than the regular maximum vehicle speed for that highway or portion of that highway. Said vehicle speed limit will be applicable to all vehicles or to any class or classes of vehicles while traveling over that part of the highway.

5.03 The Road Protection and Safety Committee, by signs posted along any highway, may fix a maximum vehicle speed limit in respect of any part of the highway under construction or repair or in a state of disrepair. Said vehicle speed limit will be applicable to all vehicles or to any class or classes of vehicles while traveling over that part of the highway.

5.04 The Road Protection and Safety Committee is hereby authorized to place such traffic control devices and signals, including but not restricted to speed limit signs and warnings

of changes in speed limits as may be necessary to inform the traveling public of the vehicle speed limits and recommended traveling speeds.

## PART 6.00 WEIGHT AND DIMENSION CONTROL ON HIGHWAYS AND BRIDGES

6.01 No person without the written permission of the Village shall operate a vehicle on a highway that exceeds the maximum allowable weight, width, height, or length of the vehicle as determined in the Yukon Highways Act Regulations or the license issued for the vehicle.

6.02 The Road Protection and Safety Committee is hereby delegated the authority to:

- (1) Prohibit the use of any highway by a traction engine or public vehicle, or by a class or classes thereof, for a period or periods that the Committee determines.
- (2) Limit or restrict the speed of a traction engine or public vehicle, or of a class or classes thereof, using a highway for a period or periods that the Committee determines.
- (3) Increase, limit, or restrict the maximum gross weight that may be borne by a tire, an axle, or an axle group, or any of them, or the maximum gross weight that may be borne by a vehicle or combination of vehicles on a highway for a period or periods that the Committee determines, when the Committee is of the opinion that the prohibition, limitation, or restriction is necessary for public safety or the preservation of the highway, or that the increase is appropriate for the road conditions at the time.

6.03 All decisions of the Road Protection and Safety Committee shall be recorded in writing. Changes to standard Territorial road weights shall be advertised by posting the appropriate signage on the highway affected and by notifying the Carmacks Detachment of the RCMP and the Territorial Vehicle Enforcement Section.

6.04 The Chief Administrative Officer is authorized to approve individual overload or over-dimensional permits. Such approvals shall be at the discretion of the approving Official and shall have regard for public safety and road conditions.

## PART 7.00 STOP AND YIELD

7.01 Subject to the provisions of this By-law, "stop" and "yield" regulations and prohibitions shall be in compliance with the Yukon Motor Vehicle Act.

7.02 The Road Protection and Safety Committee is hereby authorized to determine the locations at which stop signs and yield signs shall be affixed and at which operators are required to stop or yield, as the case may be. In determining these locations, the Chief

Administrative Officer shall consider public safety, the free flow of traffic, policy approved by Council, and the recommendations of the Manual of Uniform Traffic Control for Canada.

## PART 8.00 PARKING AND RESTRICTED PARKING

8.01 For the purposes of this Part, Council hereby delegates to the Road Protection and Safety Committee the authority for the designation and prescribing of "no parking" or "restricted parking" zones, and to have appropriate signs erected. Without restricting the generality of the term, "restricted parking" zones could include angle parking, limited hours of parking, loading zones, and type or size of vehicle that may park. The Road Protection and Safety Committee shall maintain an inventory of the said signage in the form of a written inventory or map.

8.02 In exercising their authority under Section 8.01 above, the Road Protection and Safety Committee shall have due regard for public safety, clear and unobstructed flow of traffic, and, to the degree that it does not hinder the first two objectives, the convenience of the motoring public; as well as any policy approved by Council and the recommendations of the Manual of Uniform Traffic Control for Canada.

8.03 No person shall stop or park a vehicle upon a highway when it is practicable to stop or park the vehicle off the highway, and in no event shall a person stop or park a vehicle on a highway unless a clear and unobstructed width is left between the vehicle and the center line of the highway for the free passage of other vehicles thereon.

8.04 Where a vehicle is parked on a highway not in a developed residential, commercial, or industrial area, there must be a clear view of the parked vehicle for sixty (60) meters in either direction from the vehicle along the highway, and adequate nighttime warning of the vehicle must be placed in front and to the rear of the vehicle.

8.05 No person shall park a vehicle in contravention of a "no parking" or "restricted parking" sign erected by authority of this Part, and no person shall park in a loading zone for any other purpose than to load or unload a vehicle.

8.06 Unless required or permitted by this By-law, or by a traffic control device erected by the authority of this By-law, or by the order of an Officer, or in order to prevent a traffic accident, no person shall stop or park any vehicle:

- (1) On a sidewalk or boulevard,
- (2) In a crosswalk or on any part of a crosswalk,
- (3) Within an intersection,

- (4) At an intersection nearer than within five (5) meters of the projection of the corner property line lying at right angles to the direction of travel,
- (5) Within 1.5 meters of an access to a garage, private road, or driveway,
- (6) Within, upon, alongside, or opposite any public works excavation, obstruction, road construction, or road repair project,
- (7) On any bridge or overpass, or in any underpass, or in the approaches thereto,
- (8) Within five (5) meters of a fire hydrant,
- (9) Within six (6) meters of a stop or yield sign.

8.07 No vehicle in excess of five (5) tons gross vehicle weight may be parked on a road within a residential area of the Village. This section shall not be used to prohibit larger vehicles from parking in a residential area for the period of time in which they are engaged in delivering a service to a residence.

8.08 The parking or storing of a tanker truck with a capacity exceeding 17,000 liters and generally used for the purpose of transporting flammable liquids or gases or other dangerous goods shall be prohibited in the Carmacks Downtown Core/Village Hub/Urban Residential and in any residential area. Notwithstanding this Section, said vehicles may stop for the purpose of immediately off-loading their contents.

8.09 Where a vehicle or other object is left standing upon a highway for more than twenty-four (24) hours without moving, it may be deemed by an Officer to be parked in contravention of this By-law.

8.10 Nothing in this Part shall be construed to prohibit firefighting vehicles or equipment, police vehicles, ambulances, vehicles engaged in highway repair, maintenance and inspection, or vehicles of a public utility from parking on a highway when it is advisable to do so.

8.11 Nothing in this Part shall be construed to prohibit the driver of a school bus from parking on a highway for the purpose of loading or unloading passengers if there is insufficient space off the highway to load or unload passengers.

8.12 For the purpose of the enforcement of the parking provisions of this By-law, an Officer is authorized to place a sticker, notice, or erasable mark on the tire of any parked or stopped vehicle, and the Officer and the Village incur no liability for doing so.

8.13 An Officer may cause to be removed in any reasonable way any vehicle or object found in contravention of this Part or which otherwise is unreasonably obstructing traffic.

8.14 A vehicle or object removed by authority of Section 8.13 may be held, stored, or kept in any place deemed suitable or expedient by an Officer at the cost of the owner or person in charge of the vehicle.

#### PART 9.00 HEAVY VEHICLES

9.01 Except as otherwise indicated by a traffic control device or as provided for in this Part, no person shall operate, park, or stop to load or off-load a heavy vehicle upon any highway in the Carmacks Downtown Core/Village Hub/Urban Residential.

9.02 Except as provided for in this Part, no person shall operate a heavy vehicle on a highway not designated a truck route in Appendix "A" of this By-law.

9.03 Except as provided for in this Part, no person shall park a heavy vehicle upon a highway for more than two (2) consecutive hours.

9.04 For the purpose of access to and exit from a work site and for the purpose of loading or unloading furniture at a residence, a person may operate, stop, and park a heavy vehicle on any highway.

9.05 A person may operate a heavy vehicle in the Carmacks Downtown Core/Village Hub/Urban Residential Area between the hours of 6:00 AM and 11:00 AM and between the hours of 7:00 PM and 12:00 Midnight for the purpose of loading or off-loading the heavy vehicle. The Chief Administrative Officer or their delegate is hereby authorized to extend the hours of loading and off-loading for a heavy vehicle in an emergent situation.

9.06 For the purposes of Section 9.05, an emergent situation is one caused by illness of the operator; mechanical problems with the heavy vehicle; unforeseen road conditions; shortages of medical supplies, perishable foods, or fresh milk; or similar situations. Council by resolution may approve policies to regulate emergent situations.

9.07 Where an emergent situation occurs which prevents the operator of a heavy vehicle from complying with Section 9.05, the operator shall cause the situation to be reported to the Village Office on the next regular business day during regular hours. Any operator failing to report said occurrence is in contravention of this By-law.

9.08 Notwithstanding Section 9.05, a person is permitted at any time of the day to off-load fuel from a heavy vehicle to a power plant or service station within the Village, provided that the heavy vehicle shall be parked entirely on private property during the off-loading.

9.09 Where a heavy vehicle must operate on a highway not designated to be a truck route, such heavy vehicle shall proceed on the most direct and shortest route between the nearest truck route and the point of destination.

9.10 The operation of engine compression or engine exhaust brakes is prohibited in residential areas.

#### PART 10.00 TRACKED VEHICLES

10.01 Notwithstanding Section 4.12 above, a person may operate a tracked vehicle or equipment on any gravel or dirt road within an industrial subdivision and may load or unload tracked vehicles and equipment at or near a work site without the written permission of the Village, provided that the person shall be responsible for repairing any damage caused to the road in accordance with Section 4.06 above.

10.02 For the purpose of installing, maintaining, or altering installations in a road allowance, the Village and any public utility may operate tracked vehicles or equipment on a highway or in a road allowance, provided that the public utility has first obtained written authorization from the Village and provided that the owner shall be responsible for repairing any damage caused to the road in accordance with Section 4.06 above.

#### PART 11.00 MOTOR COACH/BUS OPERATIONS

11.01 Council by resolution may establish restricted areas of operation and regulations governing motor coaches and buses for the purpose of conducting tours. Within residential areas, a person may only operate a bus on bus routes designated by Council resolution and only between the hours of 8:00 AM and 9:00 PM.

11.02 A person shall not stop or park a bus on any highway in the Carmacks Downtown Core/Village Hub/Urban Residential Area for a duration of more than thirty (30) minutes, except for the purpose of loading and off-loading passengers and/or their luggage.

11.03 A person may only stop or park a bus in a residential area for the purpose of loading and off-loading passengers and/or luggage at locations designated by Council resolution.

- (1) Where a person, in order to reach a designated location in a residential area, must operate a bus on other than an approved bus route, they shall proceed on the most direct and shortest route between the nearest truck route and the designated location.

11.04 The use of down draft exhaust air conditioners and engine compression or engine exhaust brakes in residential areas is prohibited.

#### PART 12.00 GENERAL TRAFFIC CONTROL

12.01 The Council hereby delegates to the Chief Administrative Officer or their delegate the authority for designating and fixing "regulatory" or "warning" traffic control devices.



12.02 The Chief Administrative Officer or their delegate is hereby authorized to designate the location of, and to have erected, any other traffic control devices or signals of a "regulatory", "warning", or "advisory" nature not already authorized by this or any other By-law which might be necessary to ensure the safety of the traveling public and pedestrians and to assist with the free flow of traffic on the highways.

12.03 An inventory of all signs erected under the authority of this or other By-laws shall be kept by the Chief Administrative Officer in writing or in map form.

12.04 The Chief Administrative Officer or their delegate and an Officer are each authorized to sign, close, barricade, or otherwise prevent vehicle passage on any highway or bridge which, in their opinion, has become unsafe, and may, for the purposes of this Section, detour traffic for the distance or on any routes deemed expedient by the officials so authorized.

- (1) Devices erected for the purposes of this Section shall remain erected and in place until the Chief Administrative Officer or their delegate or an Officer is satisfied the highway or bridge is no longer unsafe.

12.05 Notwithstanding anything in this By-law, an Officer may direct traffic according to their discretion where they reasonably consider it necessary to do so in order to:

- (1) Ensure orderly movement of traffic,
- (2) Prevent injury or damage to persons or property,
- (3) Permit proper action in an emergency.

12.06 No operator of a vehicle shall make a U-turn in the Carmacks Downtown Core/Village Hub/Urban Residential Area unless signs have been erected permitting the making of a U-turn.

12.07 Vehicle operators are required to obey all regulatory signs erected under the authority of this By-law and to obey all directions from Officers issued in accordance with this By-law.

12.08 Where written permission of the Village is required or provided for under this By-law, it may be in the form of a letter, agreement, or standardized form signed by an Official of the Village.

## PART 13.00 SNOW REMOVAL

13.01 No person shall park or allow a vehicle to remain parked on any highway or portion of a highway in a manner that interferes with snow removal operations.

13.02 The Village may post temporary "No Parking" signs on highways scheduled for snow removal, and it is an offense to park in areas where such signs are posted.

13.03 Any vehicle found parked in contravention of Section 13.02 may be towed at the owner's expense.

13.04 Residents are responsible for clearing snow from sidewalks adjacent to their property within 24 hours after a snowfall.

13.05 No person shall deposit snow or ice from private property onto a highway or sidewalk.

#### PART 14.00 ADMINISTRATION

14.01 The Chief Administrative Officer is hereby authorized to design and approve all forms, agreements, and permits necessary for the administration of this By-law.

14.02 A person who obtains written approval from the Village for activities on highways or within road allowances in accordance with this By-law but who fails to comply with the conditions of those approvals is guilty of an offense.

14.03 Failure to comply with the conditions of a permit or agreement issued in accordance with this By-law renders the permit or agreement invalid, and any procedure or prosecution subsequent to the violation of a condition of a permit or agreement will proceed as though the permit or agreement did not exist.

14.04 Nothing in this By-law shall obligate municipal officials to issue any permit or agreement, or give approval to any activity.

#### PART 15.00 PROCEDURE AND PROSECUTION

15.01 For the purpose of procedure and prosecution under this By-law, the Council adopts the provisions of Part CCVII of the Criminal Code of Canada respecting summary conviction; the Canada Interpretation Act; and the Summary Convictions Act, Interpretation Act, Municipal Act, Highways Act, Motor Transport Act, and the Motor Vehicles Act of the Revised Statutes of the Yukon Territory and amendments thereto.

15.02 The conviction of a person under the provisions of this By-law does not operate as a bar to further prosecution for the continued neglect or failure on the part of the person to comply with the provisions of this By-law, or conditions, orders, or permits issued in accordance with this By-law.

15.03 In a prosecution for contravening this By-law, the existence of a traffic control device or signal is prima facie proof that the device was properly designated and erected by the proper authority without other or further proof.

15.04 A certificate or document purporting to be signed by the Chief Administrative Officer stipulating any particular relative to this By-law shall be admitted in evidence as prima facie proof of the facts stated in the certificate or document, without proof of the facts stated in the certificate or document, without proof of the signature or authority of the persons signing the certificate.

15.05 The owner of a vehicle is liable for any contravention of this By-law, regulations, or schedules in connection with the vehicle unless the owner proves to the satisfaction of the Judge trying the case that at the time of the offense, the vehicle was not being operated by them or by any other person having their consent, express or implied.

15.06 Where a person violates or contravenes any provisions of this By-law respecting the transportation of cargo or a piece of equipment or machinery, the shipper and the carrier shall be jointly and severally responsible for the violation or contravention unless the shipper or the carrier, as the case may be, produces evidence to show that they did not violate or contravene the provision.

15.07 While enforcing the provisions of this By-law, an Officer may do any reasonable thing relevant to stopping vehicles and determining the identity of drivers, offenders, or suspects, including contravening provisions of this By-law, providing such contravention is carried out in a manner which has concern for the safety of the general public.

15.08 Unless prohibited by territorial statute, an Officer may use any insignia, device, or piece of equipment that is reasonably necessary for carrying out duties imposed by this By-law.

15.09 All schedules, regulations, and acts of an Official of the Village or of the Road Protection Committee established under the authority of this By-law shall be deemed to have been made by By-law; and all such schedules, regulations, and acts shall be construed as part of this By-law.

15.10 For the intent and purpose of this By-law respecting the duties and powers of any Official and the Road Protection Committee, it shall be deemed sufficient for those officials to amend or rescind any schedule, regulation, or order and to record such action in writing, verified by the signature of the Official or one member of the Road Protection Committee, where appropriate, and the date of the action.

15.11 It shall be sufficient for the purpose of this By-law if signs required by this By-law are posted in the following forms and terms:

- (1) The speed limitations imposed by Part 5.00 "Rates of Speed" shall be expressed on signage in block numerals and may be preceded by "max" or "maximum" or "maximum speed" and may be followed by the terms "kmph" or "km/h". Speed signs featuring other alpha-numeric combinations that are in place at the time this By-law comes into effect shall continue to have effect but shall be replaced with new signs as it becomes convenient for the Village.
- (2) New stop signs shall be comprised of the word "STOP" in white lettering on a red octagonal or red circular background. Stop signs that are in place at the time this By-law comes into effect shall continue to have effect but shall be replaced with new signs as it becomes convenient for the Village.
- (3) New yield signs shall be comprised of the word "YIELD" in a contrasting color on a yellow triangular background, or a red triangle on a white background with or without the word "YIELD" in contrasting color. Yield signs that are in place at the time this By-law comes into effect shall continue to have effect but shall be replaced with new signs as it becomes convenient for the Village.
- (4) Parking signs and all other traffic control devices shall have contrasting colors of printing and background and shall use wording and/or symbols that clearly convey the intent of the restriction or warning. Parking signs and all other traffic control devices in place at the time this By-law comes into effect shall continue to have effect but shall be replaced with new signs as it becomes convenient for the Village.

## PART 16.00 PENALTIES

16.01 Any person who contravenes the provisions of Part 5.00 "Rates of Speed" is guilty of an offense punishable on summary conviction and is subject to the penalties for speeds as set out in Schedule "A" of this By-law.

16.02 Any person who contravenes the weight provisions of Part 6.00 "Weight Control on Highways and Bridges" as per the Motor Vehicle Act is guilty of an offense punishable in accordance with the overweight charges established in the Motor Transport Act of the Yukon Territory.

16.03 Any person who contravenes any other provisions as set out in Schedule "A" is guilty of an offense punishable on summary conviction and is liable to a penalty as set out in Schedule "A".

16.04 Any person who contravenes any provisions of this By-law for which a penalty has not otherwise been provided is guilty of an offense punishable on summary conviction and is liable to a fine of not less than twenty-five dollars (\$25.00) and not more than two thousand five hundred dollars (\$2,500.00), and in default of payment is liable to imprisonment for a term not exceeding six (6) months, or to imprisonment for a term not exceeding six (6) months without the option of a fine, or to both a fine and imprisonment.

16.05 A person served with notice of an offense of this By-law may pay to the Village the specified penalty, out of court, and in lieu of appearing in answer to a charge or information.

- (1) The voluntary payment option shall be valid for no more than ten (10) days following the issue of the notice. Thereafter, if the person does not pay the penalty, they may be summoned to appear before a Judge in answer to a charge or information.

16.06 Notwithstanding Section 16.05, an Officer may:

- (1) Issue to a person charged with an offense a summons forming part of a "Violation Ticket" according to the Summary Convictions Act, Violation Ticket Regulation, and indicate thereon the specified penalty applicable to the offense as prescribed in Schedule "A".
- (2) Issue to a person charged with an offense, a Criminal Code Form 6 Summons requiring a person to appear before a Judge of the Territorial Court of the Yukon in answer to a charge or information.

16.07 Service of notice of an offense referred to in Section 16.05 and 16.06 above shall be sufficient if it is:

- (1) Personally served, or
- (2) Attached to or left in or on the vehicle in respect of which an offense is alleged to have been committed, and/or
- (3) Mailed to the address of the registered owner of the vehicle or person in possession of the vehicle.

16.08 Any fine or penalty imposed under this By-law shall inure to the benefit of the Village.

16.09 Schedules "A" and "B" of this By-law may be amended from time to time by resolution of Council.

PART 17.00 EFFECTIVE DATE

17.01 This By-law shall come into full force and effect on the final 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.

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Mayor – Lee Bodie

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CAO – Matthew Cybulski

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## SCHEDULE "A"

### Penalties for Offenses

1. Damage or obstruction of a highway, culvert, or bridge
  - \$500.00
2. Affixing unauthorized material to traffic control devices
  - \$200.00
3. Excavating a highway without permission
  - \$1,000.00
4. Causing a disturbance to the traveled roadway surface
  - \$500.00
5. Improper parking in a restricted zone
  - \$50.00
6. Improperly Secured Load
  - \$50.00
7. Unauthorized use of heavy vehicle on non-designated routes
  - \$250.00
8. Parking in a snow removal zone
  - \$100.00

9. Depositing snow/rocks/debris on a highway or roadway

- \$150.00

10. Overweight vehicles

- As per Motor Transport Act of the Yukon Territory

11. Fail to obey a miscellaneous traffic control device

- \$100



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### Village of Carmacks Lease and Long-Term Rental Space Policy

#### 1. Purpose

The purpose of this policy is to establish guidelines for the leasing and long-term rental of Village of Carmacks (VoC) owned spaces. This policy aims to ensure that these spaces are utilized efficiently, effectively, and equitably, generating consistent revenue for the municipality while supporting community needs.

#### 2. Scope

This policy applies to all long-term rental and lease agreements for VoC-owned properties, including but not limited to office spaces, community centers, recreational facilities, and other municipal properties designated for lease or long-term rental.

#### 3. Definitions

- **Lease:** A contractual agreement where the VoC permits another party to use a property for a specified period in exchange for payment.
- **Long-Term Rental:** A rental agreement exceeding 12 months.
- **Lessee:** The party renting or leasing VoC-owned property.
- **Lessor:** The Village of Carmacks, as the owner of the property being leased or rented.

#### 4. Policy

##### 4.1 Eligibility

- Eligible lessees include individuals, businesses, non-profit organizations, and community groups.
- All lessees must comply with VoC regulations and zoning by-laws.

##### 4.2 Application Process

- Interested parties must submit a completed application form or email to the CAO along with any required documentation.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)





## Village of Carmacks

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Carmacks, YT Y0B 1C0

- Applications will be reviewed by the VoC administration, considering factors such as intended use, compliance with zoning regulations, and the benefit to the community.
- Successful applicants will be notified, and lease or rental agreements will be drafted accordingly.

### 4.3 Lease/Rental Agreements

- All leases and long-term rental agreements must be in writing and signed by both parties.
- Agreements must specify the term, rent amount, payment schedule, security deposit, permitted use, maintenance responsibilities, and any other relevant terms.
- The standard lease term will be three to five years, with an option for renewal subject to review and approval by VoC. The VoC does reserve the right to review leases annually.

### 4.4 Rental/Lease Rates

- Rental and lease rates will be determined based on market rates, property value, and intended use.
- A provision for an annual rental/lease rate increase of 4% will be included in all agreements to account for inflation and other cost increases.
- Rates will be reviewed and adjusted as necessary by VoC administration.

### 4.5 Payment Terms

- Rent/lease payments are due on the first day of each month.
- Late payments will incur a penalty as specified in the lease/rental agreement.
- Security deposits equivalent to one month's rent will be required and held in trust by VoC.

### 4.6 Maintenance and Repairs

- Lessees are responsible for maintaining the leased/rented space in good condition.
- Routine maintenance and minor repairs are the responsibility of the lessee.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

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- Major repairs and structural maintenance will be the responsibility of VoC unless otherwise specified in the agreement.

### 4.7 Use of Premises

- The leased/rented premises must be used for the purpose specified in the agreement.
- Any change in use must be approved in writing by VoC.
- Lessees must comply with all local, territorial, and federal laws, including health and safety regulations.

### 4.8 Termination

- VoC reserves the right to terminate the lease/rental agreement for non-compliance with terms, non-payment of rent, or other breaches of the agreement.
- Lessees may terminate the agreement with a notice period specified in the agreement, typically 60 days.

### 4.9 Renewal

- Lease/rental agreements may be renewed upon mutual agreement of both parties.
- Renewal terms and conditions will be negotiated and documented in a new agreement.

### 4.10 Insurance

- Lessees are required to carry appropriate insurance coverage for the duration of the lease/rental term.
- Proof of insurance must be provided to VoC prior to occupancy.

## 5. Review and Amendments

This policy will be reviewed annually and amended as necessary to ensure its effectiveness and relevance. Any amendments will be approved by the Village of Carmacks Council.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

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

### 6. Effective Date

This policy is effective as of March 2024.

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### Acknowledgment:

I, the undersigned, acknowledge that I have read and understood the Village of Carmacks Lease and Long-Term Rental Space Policy and agree to abide by its terms and conditions.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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This policy ensures that the VoC's leased and rented spaces are managed effectively, providing a clear framework for both the municipality and lessees, and includes provisions for annual rental/lease rate increases to account for inflation and other cost increases.

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



## Village of Carmacks

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

### Municipal Alcohol Management Policy

**Date Approved:** [Date]

**Department Responsible:** Recreation & Arena/Facility Operations

**Revision Dates:** [Date]

**Review Date:** [Date]

**Status:** Active

#### 1. Policy Statement

The Village of Carmacks (hereby referred to as “The Village”) Alcohol Management Policy provides for responsible management practices at events held at Village facilities where alcohol is available under the authority of a Special Event Permit.

#### 2. Scope

This Policy applies to all events hosted at Village-owned facilities which include the sale or consumption of alcohol and require a Special Event Permit.

#### 3. Definitions

- **Yukon Liquor Corporation:** Territorial regulatory agency with authority under the Yukon Liquor Act to regulate the alcohol sectors in accordance with the principles of honesty, integrity, and the public interest.
- **Capacity:** Limit of persons permitted in an occupied space. Determined by the Fire Code, use of the occupied space, health measures and restrictions, and Village limits.
- **Event Organizer:** Any individual, organization, committee, or other designation approved to use Village-owned facilities and engages in a contract with the Village for the use of Village-owned facilities.
- **Event Staff:** Individuals working on behalf of the Event Organizer to manage an event. Event Staff must wear identification and be Smart Serve/BARS Certified.

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## Village of Carmacks

P.O.Box 113

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- **Facility:** Any Village-owned or operated building, structure, or space, both indoors and outdoors.
- **Government-issued identification:** Current and valid photo identification issued by a Provincial, Territorial or Federal government.
- **Private Events:** Limited to invited guests only, not publicly advertised. No intent to gain or profit from the sale of liquor at the event and attendance tickets cannot be sold to the public.
- **Public Events:** Open to the public for anyone to attend, can be advertised, and fundraising and/or profit from the sale of liquor at the event is permitted with a Special Event Permit.
- **Special Event Review Team (SERT):** Municipal review group that reviews the event health and safety plan and provides guidance to Event Organizers. Consists of CAO, Recreation Director, Member of VoC Council, and a Community User Group Delegate.
- **Special Event Permit (SEP):** Approved document issued by the Yukon Liquor Corporation required any time liquor is offered for sale or consumption anywhere other than in a licensed establishment. The SEP is to be submitted to the Village prior to the event.

### 4. Policy

The Event Organizer may be held liable for injuries and damages arising from failing to adhere to the Yukon Liquor Act. The Event Organizer is responsible for adhering to the Village's Event Hosting Policy in addition to the requirements set forth within this Policy.

#### 4.1 Alcohol Permissible Facilities

The following Facilities have been designated by the Village as suitable for Special Event Permit functions, provided that the Event Organizer obtains a SEP from the Yukon Liquor Corporation and agrees to all conditions set out by the Village. Village Facilities are not alcohol-licensed establishments.

- Carmacks Recreation Complex
  - Community Hall/Gym
  - Bar Area

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Fax: (867)863-6606

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## Village of Carmacks

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- Arena/Slab
- Meeting Rooms
- Village Parks/Pavilions
  - Visitor Information Center
  - Merv Tew Park Pavilion
  - Pocket Park
  - Lot 90 Park

### **4.2 Obtaining a Special Event Permit**

- The Event Organizer must apply for a SEP through the Village of Carmacks.
- For Public Events hosted on Village property, the Event Organizer must seek a Designation of Municipal Significance (Letter of Endorsement) from the Village to attach with their SEP application.
- The Village reserves the right to refuse permission to host a licensed event on Village property and may impose any restriction or requirement deemed appropriate.
- The Event Organizer is responsible for ensuring the event adheres to the Yukon Liquor Act.

### **4.3 Controls for Serving Alcohol**

- All Event Staff must be at least 19 years of age and BARS/Smart Serve Certified.
- The Event Organizer must ensure that all guests purchasing or consuming alcohol are of legal age and provide current and valid Government-issued identification.
- If minors are attending a Public Event, they must be distinguished by a visible means, such as a hand stamp, while participants of drinking age should be distinguished by a wrist band.
- The Event Organizer must provide Event Staff to monitor the event as per Schedule 'B'. Event Staff shall:

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Fax: (867)863-6606

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## Village of Carmacks

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- Ensure guests who are minors are identified by a visible means.
- Ensure guests failing to provide valid ID are not permitted.
- Monitor event capacity.
- Remove guests displaying inappropriate behavior.
- Monitor exits to prevent alcohol from leaving licensed areas and promote safe transportation options.
- Encourage consumption of food, low alcohol beverages, and non-alcoholic beverages.
- Not serve oversized drinks, double shots, or beer in pitchers.
- Not permit drinking contests or volume discounts.
- Be aware of signs of intoxication and stop service to intoxicated guests.
- The Event Organizer must ensure:
  - Unused drink tickets are refunded on demand.
  - The Facility is adequately lighted, emergency signs are visible, and exits are clear.
  - Adherence to the Yukon Liquor Act, by refusing to serve minors or intoxicated guests.
  - Alcohol sales/service end no later than 1:00 am. No 'Last Call' announcements.
  - Removal of all alcohol from the Facility by 1:45 am and all guests vacate by 2:00 am.

### **4.4 Requirements for Event Organizers Hosting a Public Event**

- Attend a Special Event Review Team meeting and complete an Event Health and Safety Plan.
- Complete a Traffic Management & Waste Management Plan.
- Provide a licensed security guard at each public entrance.
- Ensure Event Staff remain unimpaired and do not consume alcohol during the event.

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## Village of Carmacks

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Carmacks, YT Y0B 1C0

- Adhere to Yukon Liquor Corporation requirements and display necessary signage.
- Provide additional resources like fencing, portable restrooms, and lighting if required.
- Promote safe transportation options for intoxicated guests.

### **4.5 Requirements for Event Organizers Hosting a Private Event**

- Attend a Special Event Review Team meeting if the event has 41 or more persons and complete an Event Health and Safety Plan.
- Ensure Event Staff remain unimpaired and do not consume alcohol during the event.
- Adhere to Yukon Liquor Corporation requirements and display necessary signage.
- Provide additional resources like fencing, portable restrooms, and lighting if required.
- Promote safe transportation options for intoxicated guests.

### **4.6 Non-Permissible Events**

- Events are subject to review and approval by the Village.
- Stag and Doe/Jack and Jill type events are not permitted on Village property.

### **4.7 Indemnification**

- The Event Organizer shall indemnify and hold harmless the Village, its officials, employees, and agents from claims arising from the event.
- The Event Organizer is responsible for all damages and additional cleaning costs if warranted.

### **4.8 Failure to Comply**

- Any violation of this Policy or the Yukon Liquor Act, will be treated seriously. Penalties may include consequences from the Yukon Liquor Corporation or police service and additional penalties from the Village.

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## Village of Carmacks

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- Village employees, police officers, and Yukon Liquor Corporation inspectors are permitted to inspect the event at any time.

### 5. Roles and Responsibilities

The Director of Culture and Recreation is responsible for overseeing and administering this Policy and may delegate authority to other employees to oversee and administer this Policy.

### 6. References and Related Documents

- Yukon Human Rights Act/Yukon Disability Act
- Yukon Liquor Corporation Resources
- Fire Code
- Yukon Liquor Act
- Village of Carmacks Event Hosting Policy/Municipal Rental Policy
- Village of Carmacks Respect and Responsibility Policy

### 7. Attachments

- Schedule 'A': Required Signage
- Schedule 'B': Event Staff Ratio for Events Hosted on Village Property

#### Schedule 'A' - Required Signage

The following sign must be posted during the event at the entrance, exit, and serving area.

#### Village of Carmacks

##### Responsible Alcohol Management for Event Organizers

It is against the law to serve anyone underage, to serve anyone to intoxication, and/or to serve someone who appears to be intoxicated. All Servers in this Facility are required to obey the law.

Report impaired drivers to police immediately.

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### Event Organizers must abide by the following rules:

- Proper ID must be presented to Event Staff when requested.
- A maximum of two (2) alcoholic beverages per person may be served at one time.
- Unused tickets may be redeemed for a refund at any time during the event.

### Schedule 'B' - Event Staff Ratio for Events Hosted on Village Property

The required number of Event Staff corresponding to approximate guest attendance is outlined below. These numbers are subject to change at the discretion of the Village.

Attendance	Facility	Bartenders/Servers (all Smart Serve Certified)	Floor Monitors	Police Officers
0-40	All Facilities	0	0	0
41-150	Village Parks, Community Hall	2	2	Off-duty police officers may be required
151-500	Village Parks, Community Hall	2	4	
501-600	Village Parks, Community Hall	3	8	
601-800	Village Parks, CRC (Municipal events)	3	12	Off-duty police officers may be required

This policy will be reviewed every two years or as required.

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## Village of Carmacks

P.O.Box 113  
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### **Village of Carmacks Facility Rental Policy**

#### **Purpose:**

This policy outlines the guidelines for the rental and usage of municipal facilities in the Village of Carmacks to ensure clarity, fairness, and safety for all users.

#### **Scope:**

This policy applies to all municipal facilities, including but not limited to the Carmacks Recreation Complex, Merv Tew Park, and the Fire Hall.

#### **Policy Statement:**

##### **1. Non-Endorsement Clause:**

- The Village of Carmacks does not endorse any private or public event through the rental or paid usage of its municipal facilities.
- The Village of Carmacks does not endorse the opinions, political affiliations, or advocacy of the paid rental users of its municipal facilities.

##### **2. Facility Rental and Usage Guidelines:**

- All facility rentals must comply with the terms and conditions outlined in the rental agreement.
- Users must ensure that their activities do not conflict with municipal policies, bylaws, or regulations.
- The facilities must be used in a manner that respects the rights and safety of all community members.

##### **3. Responsibilities of Users:**

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Fax: (867)863-6606  
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## Village of Carmacks

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- Users are responsible for maintaining the cleanliness and condition of the facilities during and after their event.
- Any damage to the facilities or equipment must be reported immediately and may result in additional charges.

#### 4. **Application Process:**

- All rental requests must be submitted through the official rental application form available at the Village of Carmacks office, Carmacks Recreation Complex, or website.
- Rental requests will be reviewed on a first-come, first-served basis, and approval is subject to availability and compliance with this policy.

#### 5. **Fees and Charges:**

- Rental fees and charges will be outlined in the rental agreement and must be paid in full prior to the event.
- Any additional costs incurred during the event (e.g., extra cleaning, damages) will be billed to the user.

#### 6. **Cancellation Policy:**

- Cancellations must be made in writing at least 72 hours prior to the event to receive a full refund.
- Cancellations made less than 72 hours before the event may result in a partial or no refund, as outlined in the rental agreement.

#### 7. **Compliance and Enforcement:**

- The Village of Carmacks reserves the right to refuse or cancel any rental request that does not comply with this policy.

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## Village of Carmacks

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Carmacks, YT Y0B 1C0

- Non-compliance with this policy may result in the loss of rental privileges and additional penalties.

### **8. Municipal Alcohol Management:**

- For events where alcohol will be served, users must obtain a Special Event Permit (SEP) from the Yukon Liquor Corporation and comply with all Municipal Alcohol Procedures as outlined in the Village of Carmacks Municipal Alcohol Management Policy.
- This includes ensuring that all Event Staff are at least 19 years of age and BARS/Smart Serve Certified, that legal drinking age is enforced, and that no oversized drinks or drinking contests are permitted.
- Event Organizers must provide an Event Health and Safety Plan, adhere to all requirements for alcohol service, and promote safe transportation options for intoxicated guests.
- Alcohol service must end no later than 1:00 am, with all alcohol removed from the facility by 1:45 am and all guests vacated by 2:00 am.
- The Event Organizer is responsible for ensuring compliance with the Yukon Liquor Act and may be held liable for any damages or injuries resulting from failure to adhere to this policy.

### **9. Insurance and Liability:**

- Users must provide proof of insurance coverage for their event, including general liability and, where applicable, alcohol liability.
- The Village of Carmacks disclaims any liability for damages or losses incurred during the event.

### **10. Noise and Public Disturbance:**

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## Village of Carmacks

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Carmacks, YT Y0B 1C0

- Events must comply with noise regulations to ensure they do not disturb the local community. Noise levels must be kept within acceptable limits, especially during late hours.
- Events involving amplified music or sound must end by 11:00 PM unless special permission is granted.

### 11. Emergency Procedures:

- Users must have an emergency plan in place and ensure all participants are aware of emergency procedures.
- Emergency contacts and first aid provisions should be readily available at the event.

### 12. Waste Management:

- Users are responsible for the proper disposal of all waste generated during the event.
- Recycling and composting should be encouraged, and all waste should be disposed of in accordance with local regulations.

### 13. Public Engagement and Feedback:

- The Village of Carmacks encourages users to engage with the community and seek feedback to improve future events.
- Feedback can be submitted to the Village office to ensure continuous improvement in facility usage.

### Contact Information:

For further information or to request a rental application, please contact the Village of Carmacks at 867-863-6271 or visit the official website.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

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

**Reviewed by Council:** This policy has been reviewed and approved by the Village of Carmacks Council on [Date].

### Signatories:

Chief Administrative Officer (CAO): \_\_\_\_\_

Date: \_\_\_\_\_

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

This policy is designed to ensure that all facility rentals in the Village of Carmacks are conducted in a manner that is safe, respectful, and beneficial to the community.

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### Appendices:

#### Appendix A: Rental Rates and Fees

##### Carmacks Recreation Complex:

- **Gymnasium:** \$40/hour (\$250 All-day)
- **Meeting Room:** \$30/hour (\$200 All-day)
- **Multi-Purpose Room:** \$30/hour (\$200 All-day)
- **Kitchen:** \$35/hour (\$225 All-day)
- **Hockey Ice Pad - Adult Prime:** \$160/hour; Non Prime: \$105/hour

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- **Hockey Ice Pad - Minor Prime:** \$100/hour; Non Prime: \$65/hour
- **Floor Slab (May to Sept):** \$60/hour or \$400 All Day
- **Ice Pad - Curling Prime:** \$130/hour; Non Prime: \$100/hour

### **Additional Services:**

- **Dasher Board Advertising:** \$1500 - \$5000/year
- **Wall Banners:** \$1000 - \$5000/year
- **In-Ice Logo:** \$2500/year
- **TV Digital Ads:** \$250/year

### **Appendix B: Facility Rental Agreement**

Please see the Facility Rental Agreement Form (CRC\_Rental\_Form.pdf) for detailed terms and conditions, including special instructions for rentals, damage responsibility, and alcohol service procedures.

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This Facility Rental Policy integrates the guidelines and procedures from the provided documents to ensure comprehensive coverage of all aspects related to the rental and usage of municipal facilities in the Village of Carmacks.

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 Event Hosting Policy**

**Purpose:** The Event Hosting Policy establishes guidelines and procedures for hosting events within the Village of Carmacks to ensure events are conducted safely, respectfully, and in alignment with the community's values and regulations.

**Scope:** This policy applies to all events hosted within the Village of Carmacks, whether in municipal facilities, public spaces, or other designated areas.

#### **Policy Statement:**

##### **1. Non-Endorsement Clause:**

- The Village of Carmacks does not endorse any private or public event through the hosting or facilitation of events within its jurisdiction.
- The Village does not endorse the opinions, political affiliations, or advocacy of event hosts or participants.

##### **2. Event Planning and Application:**

- All events must be approved through an official application process. Applications are available at the Village of Carmacks office or on the official website.
- Event applications should be submitted at least 30 days prior to the planned event date to allow sufficient time for review and approval.

##### **3. Safety and Compliance:**

- Event hosts must ensure their activities comply with all municipal policies, bylaws, and regulations.
- Hosts are responsible for maintaining a safe environment for all participants and ensuring that activities do not disrupt public order or safety.

##### **4. Responsibilities of Event Hosts:**

- Hosts must maintain the cleanliness and condition of the venue during and after the event.

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## Village of Carmacks

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- Any damage to facilities or equipment must be reported immediately and may result in additional charges.

### 5. Fees and Charges:

- Applicable fees and charges for hosting events will be outlined in the event agreement and must be paid in full prior to the event.
- Additional costs incurred during the event (e.g., extra cleaning, damages) will be billed to the host.

### 6. Cancellation Policy:

- Cancellations must be made in writing at least 72 hours prior to the event to receive a full refund.
- Cancellations made less than 72 hours before the event may result in a partial or no refund, as outlined in the event agreement.

### 7. Alcohol and Special Occasions:

- For events where alcohol will be served, hosts must obtain the appropriate licenses (e.g., Special Occasion Permit) and comply with all Municipal Alcohol Procedures and Yukon Liquor Corporation rules.
- This includes ensuring smart-serve trained bartenders are used, drink tickets are sold separately, and no last call is announced.

### 8. Insurance and Liability:

- Event hosts must provide proof of insurance coverage for their event, including general liability and, where applicable, alcohol liability.
- The Village of Carmacks disclaims any liability for damages or losses incurred during the event.

### 9. Noise and Public Disturbance:

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## Village of Carmacks

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- Events must comply with noise regulations to ensure they do not disturb the local community. Noise levels must be kept within acceptable limits, especially during late hours.
- Events involving amplified music or sound must end by 11:00 PM unless special permission is granted.

### 10. Emergency Procedures:

- Event hosts must have an emergency plan in place and ensure all participants are aware of emergency procedures.
- Emergency contacts and first aid provisions should be readily available at the event.

### 11. Waste Management:

- Event hosts are responsible for the proper disposal of all waste generated during the event.
- Recycling and composting should be encouraged, and all waste should be disposed of in accordance with local regulations.

### 12. Public Engagement and Feedback:

- The Village of Carmacks encourages event hosts to engage with the community and seek feedback to improve future events.
- Feedback can be submitted to the Village office to ensure continuous improvement in event hosting.

**Compliance and Enforcement:** The Village of Carmacks reserves the right to refuse or cancel any event that does not comply with this policy. Non-compliance may result in the loss of hosting privileges and additional penalties.

**Contact Information:** For further information or to submit an event application, please contact the Village of Carmacks at 867-863-6271 or visit the official website.

**Reviewed by Council:** This policy has been reviewed and approved by the Village of Carmacks Council on [Date].

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

**Signatories:**

---

Chief Administrative Officer (CAO)

Date: \_\_\_\_\_

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Mayor

Date: \_\_\_\_\_

---

This policy is designed to ensure that all events in the Village of Carmacks are conducted in a manner that is safe, respectful, and beneficial to the community.

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## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### **Village of Carmacks (VoC) Respect and Responsibility Policy**

**Purpose:** The Village of Carmacks (VoC) is committed to fostering a respectful, inclusive, and professional environment for all employees, volunteers, contractors, and visitors. This policy outlines the expectations for behavior and responsibility to ensure a positive and productive workplace.

**Scope:** This policy applies to all employees, volunteers, contractors, and visitors of the Village of Carmacks. It covers behavior within the workplace, during work-related activities, and in any situation where an individual is representing the VoC.

#### **Policy Statement:**

##### **1. Respect for Individuals:**

- All individuals shall be treated with dignity, fairness, and respect.
- Discrimination, harassment, bullying, and any form of disrespectful behavior are strictly prohibited.
- Everyone is entitled to work in an environment free from hostility, intimidation, or any offensive conduct.

##### **2. Professional Conduct:**

- All individuals are expected to conduct themselves in a professional manner.
- Communication should be courteous, clear, and constructive.
- Conflicts should be resolved through respectful dialogue and mediation where necessary.

##### **3. Responsibility:**

- Everyone is responsible for their own behavior and should act in a manner that reflects positively on the VoC.
- Individuals are encouraged to speak up if they witness or experience any form of disrespectful behavior.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

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- Managers and supervisors have a responsibility to address and resolve issues of disrespectful behavior promptly and effectively.

#### 4. **Inclusivity and Diversity:**

- The VoC values diversity and promotes inclusivity within the workplace.
- All individuals are encouraged to contribute their unique perspectives and talents.
- Discrimination based on race, gender, age, disability, religion, sexual orientation, or any other protected characteristic will not be tolerated.

#### 5. **Safety and Well-being:**

- The safety and well-being of all individuals are paramount.
- Any behavior that threatens the safety or well-being of others will be addressed immediately.
- The VoC is committed to providing resources and support for those affected by disrespectful behavior.

#### 6. **Implementation and Enforcement:**

- This policy will be communicated to all employees, volunteers, contractors, and visitors.
- Training and awareness programs will be provided to ensure understanding and compliance.
- Violations of this policy will be addressed through appropriate disciplinary action, up to and including termination of employment or contract.

#### 7. **Reporting and Support:**

- Individuals are encouraged to report any incidents of disrespectful behavior to their supervisor, manager, or HR department.
- Confidentiality will be maintained to the extent possible while investigating and resolving complaints.

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Fax: (867)863-6606

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## Village of Carmacks

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Carmacks, YT Y0B 1C0

- Support and resources, including counseling, will be made available to those affected by disrespectful behavior.

**Review and Revision:** This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective in promoting a respectful and responsible workplace.

**Approval:** This Respect and Responsibility Policy has been approved by the Village of Carmacks Council and is effective as of [Date].

### Signatures:

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[Name]  
Chief Administrative Officer  
Village of Carmacks

---

[Name]  
Mayor  
Village of Carmacks

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



## Village of Carmacks

P.O.Box 113

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### Village of Carmacks Recreation Subsidy Policy

#### 1. Purpose

The Village of Carmacks recognizes the importance of recreation in promoting the health, well-being, and quality of life for its residents. This policy aims to provide financial assistance to individuals and families in need, ensuring that all residents have the opportunity to participate in recreational programs and activities.

#### 2. Definitions

- a. **Subsidy:** Financial assistance provided to eligible individuals or families to reduce the cost of participation in recreational programs and activities.
- b. **Recreation Programs:** Structured activities and programs offered by the Village of Carmacks, including but not limited to sports, fitness classes, swimming lessons, and cultural activities. Out of community programs/activities are eligible for the VoC Recreation Subsidy policy and program.
- c. **Eligible Individuals/Families:** Residents of the Village of Carmacks who meet the criteria for financial assistance as outlined in this policy.

#### 3. Eligibility Criteria

- a. **Residency:** Applicants must be residents of the Village of Carmacks.
- b. **Income:** Eligibility for subsidies will be based on household income. Applicants must provide proof of income to demonstrate financial need.
- c. **Special Circumstances:** Consideration will be given to applicants experiencing temporary financial hardship due to unforeseen circumstances such as job loss, medical emergencies, or other significant life events.

#### 4. Application Process

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)





## Village of Carmacks

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a. Application Form: Applicants must complete the Recreation Subsidy Application Form, available at the Village Office and online on the Village's website.

b. Supporting Documents: Applicants must submit the following documents along with the application form:

- Proof of residency (e.g., utility bill, lease agreement)
- Proof of income (e.g., pay stubs, income tax return)
- Any additional documents supporting special circumstances (if applicable)

c. Submission: Completed application forms and supporting documents should be submitted to the Village Office in person, by mail, or electronically.

### **5. Review and Approval**

a. Review Committee: The Recreation Committee will review all applications to determine eligibility. The committee may include the Recreation Director, a member of the Village Council, and other appointed members.

b. Confidentiality: All information provided by applicants will be kept confidential and used solely for the purpose of determining subsidy eligibility.

c. Approval: Approved applicants will receive a subsidy amount based on their level of financial need, up to a maximum percentage of the program fee as determined by the Recreation Committee.

### **6. Subsidy Allocation**

a. Funding: Subsidies will be funded through the Village's recreation budget and any additional grants or donations received for this purpose.

b. Amount: The subsidy amount will vary based on available funding and the number of eligible applicants. The maximum subsidy amount will be determined annually by the Village Council.

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## Village of Carmacks

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Carmacks, YT Y0B 1C0

c. Disbursement: Subsidies will be applied directly to the cost of the recreation program or activity. Applicants will be responsible for paying any remaining balance.

### **7. Program Evaluation**

a. Annual Review: The Recreation Committee will conduct an annual review of the subsidy program to assess its effectiveness and make recommendations for improvements.

b. Reporting: A report on the subsidy program, including the number of applicants, total subsidies awarded, and program impact, will be presented to the Village Council annually.

### **8. Communication**

a. Promotion: The Village will promote the Recreation Subsidy Program through various channels, including the Village website, social media, community newsletters, and public notices.

b. Assistance: Village staff will be available to assist residents with the application process and answer any questions regarding the subsidy program.

### **9. Effective Date**

This policy will come into effect upon approval by the Village Council and will be reviewed annually to ensure its continued relevance and effectiveness.

#### **Approved by:**

Lee Bodie, Mayor  
Matthew Cybulski, CAO  
Village of Carmacks

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This draft policy aims to provide clear guidelines for the administration of recreation subsidies, ensuring transparency, fairness, and accessibility for all residents of Carmacks.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### Village of Carmacks Council & Staff Relations Policy

#### 1. Purpose

The purpose of this policy is to establish guidelines for the working relationship between the Council of the Village of Carmacks (VoC) and its employees, ensuring mutual respect, trust, and effective communication, in compliance with the Yukon Municipal Act.

#### 2. Guiding Principles

The relationship between Council members and staff is founded on the following principles:

- **Respect:** Both parties shall respect each other's roles, responsibilities, and contributions to the municipality.
- **Communication:** Open, honest, and timely communication is essential for effective governance and service delivery.
- **Trust:** Mutual trust is crucial for building a collaborative working environment.
- **Accountability:** Both Council and staff are accountable to the public and each other in their roles.

#### 3. Roles and Responsibilities

##### 3.1 Council Members

- Provide leadership and set the strategic direction of the municipality.
- Establish policies that guide the operations and activities of the municipality.
- Respect the professional expertise and independence of staff.
- Refrain from engaging in the day-to-day operations of the municipality.

##### 3.2 Chief Administrative Officer (CAO)

- Serve as the primary liaison between Council and staff.
- Ensure that Council's directives are implemented effectively by staff.

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## Village of Carmacks

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- Provide professional advice and information to assist Council in decision-making.
- Oversee the administration and operations of the municipality.

### **3.3 Staff**

- Implement Council's policies and directives through the administration of municipal operations.
- Provide unbiased, professional advice and information to the CAO and Council.
- Respect the governance role of Council and work within the established policies and procedures.

### **4. Communication Protocols**

- All communication between Council members and staff should be conducted through the CAO or designated senior staff members, unless otherwise directed.
- Council members should not issue direct instructions to staff but rather communicate requests and concerns through the CAO.
- Staff are encouraged to provide accurate and timely information to Council through the CAO.

### **5. Conflict Resolution**

- Any conflicts between Council members and staff should be addressed promptly and professionally.
- The CAO is responsible for mediating conflicts between staff and Council members. If the conflict involves the CAO, the Mayor may mediate.
- If a resolution cannot be reached, the matter may be escalated to an external mediator, as deemed necessary.

### **6. Training and Development**

- Council and staff shall receive regular training on roles, responsibilities, and effective communication strategies to support a positive working relationship.

### **7. Review and Amendments**

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- This policy shall be reviewed periodically to ensure its relevance and effectiveness. Amendments to the policy may be made by Council resolution.

### 8. Acknowledgement

All Council members and staff of the Village of Carmacks are required to acknowledge their understanding and acceptance of this policy.

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#### Council Acknowledgement

By signing below, I acknowledge that I have read and understand the Village of Carmacks Council & Staff Relations Policy.

Name	Signature	Date

#### Employee Acknowledgement

By signing below, I acknowledge that I have read and understand the Village of Carmacks Council & Staff Relations Policy.

Name: \_\_\_\_\_

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## Village of Carmacks

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### CAO & Mayor Signatory

This policy is hereby approved by the Village of Carmacks Council and is effective as of the date signed below.

Position	Name	Signature	Date
Mayor			
CAO			

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This policy is designed to ensure that the working relationship between the Council and staff of the Village of Carmacks is built on mutual respect, clear communication, and a shared commitment to serving the community effectively.

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