

Agenda 24-22

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, November 19th, 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 November 5th, 2024
- 3.2 Special meeting of November 13th, 2024

4. DELEGATION

- 4.1 RCMP Monthly Policing Report

5. CORRESPONDENCE

- 5.1 Megan Johnston – Chicken/Hens Inquiry (Animal Control By-law 252-18)

6. REPORTS

- 6.1 Council Activity Reports
- 6.2 Mayor Report
- 6.3 AYC

7. BYLAWS

- 7.1 By-law Enforcement Title Clarification By-law 311-24 (Third Reading)
- 7.2 VOC CAO Appointment By-Law 312-24 (Third Reading)
- 7.3 VOC Signing Authority By-Law 313-24 (First & Second Reading)

8. NEW & UNFINISHED BUSINESS

- 8.1 Joint Council Meeting with LSCFN Proposal Date
- 8.2 Request for VoC – Municipal Employee Christmas – Service Shutdown & Time off
- 8.3 VoC – Municipal Staff & Elected Officials Christmas Party Memo

9. QUESTION PERIOD

10. INCAMERA

(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 NOVEMBER 5th, 2024, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Justin Lachance

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

Staff: M. Cybulski, P. Singh, A. Wylimczyk, J. Wylimczyk, C. Johnnie, L. Ferraz

1. CALL TO ORDER: CAO M. Cybulski called the meeting to order at 7:00 PM.

SWEARING-IN CEREMONY

The swearing-in ceremony, officiated by Kathi Brent Brakefield, included the formal oath-taking of the following elected officials:

- Mayor Justin Lachance, sworn in to serve the community in his role.
- Councillor Dennis Mitchell has been sworn in as a dedicated member of the Council.
- Councillor Cory Bellmore has been sworn in as a dedicated member of the Council.
- Councillor Tara Wheeler has been sworn in as a dedicated member of the Council.
- Councillor Doris Hansen has been sworn in as a dedicated member of the Council.

2. AGENDA: Council reviewed the agenda.

24-21-01 M/S Councillors D. Hansen/ T. Wheeler motioned that the agenda be accepted. CARRIED

3. MINUTES: From the regular council meeting on October 15th, 2024

24-21-02 M/S Councillors D. Hansen/ D. Mitchell motioned that the minutes be accepted as presented. CARRIED

4. DELEGATION

4.1 Megan Johnston attended the Council meeting and requested an exception to Animal Control By-law 252-18 for the addition of chickens. The Council will review her request within 14 days or at the next scheduled Council meeting.

4.2 Balance BIOGAS representatives Jonathan Osborne and Devon Yacura presented to the new Mayor and Council regarding the ongoing project at the landfill. They provided a comprehensive overview of the project, explaining its current status, objectives, and future plans, ensuring the Council was fully informed about all aspects of the initiative.

5. CORRESPONDENCE

Patricia Cashin, representing Team Yukon, submitted a donation request to support the team's participation in upcoming curling events. The council acknowledged the importance of supporting local athletes.

Mayor Justin Lachance removed himself from the discussion as a conflict of interest as his wife be the part of the team.

24-21-03 **M/S Councillors D. Hansen/ D. Mitchell motioned to provide a donation of \$1,605 to support Team Yukon's participation in the upcoming curling championship. CARRIED**

6 . REPORTS

6.1 Councillor Activity Reports

Councillor D. Hansen congratulated She informed that she was not able to attend Halloween event because was not feeling well.

Councillor D. Mitchell was busy at work.

Councillor T. Wheeler informed the council that she will be not attending the newly elected official training on November 28-29, 2024, as she will be on her vacation and out of country.

Councillor C. Bellmore congratulated all the members of the council to be officially elected as member of the Council. She also expressed her experience at Halloween party event that it was a good event.

6.2 Mayor's Report

Mayor Lachance congratulated all the members of the council to be officially elected as member of the Council. He also informed the council about upcoming Remembrance Day event at recreation center November 11th at 11:00 Am.

6.3 By-law Constable Report

Liam Ferraz By-law officer provided monthly by law enforcement report from October 2024 to Council and broke it down verbally.

6.4 Fire Department Report

Council read provided report.

6.5 Recreation Department Report

Recreation Director C. Johnnie provided monthly recreation department report from October 2024 to Council and broke it down verbally.

6.6 Finance Report

Finance Officer A. Wylimczyk provided monthly finance report from October 2024 and January to October income statement to council.

6.7 Public Works & Operations Department Report

Public Works General Manager J. Wylimczyk provided monthly public works report from October 2024 and broke it down verbally.

6.8 CAO Report

CAO Matt Cybulski presented Council with a detailed written report, which he also broke down verbally. In his presentation, he explained the current projects in progress as well as those that have recently been completed. Additionally, he provided Council with a 90-day succession plan, outlining priority areas for the incoming CAO to focus on. This plan is designed to ensure a smooth transition and continuity of operations. As this was Mr. Cybulski's final week with the Village of Carmacks, he emphasized the importance of this roadmap for maintaining progress on key initiatives.

6.9 AYC

Councillor D. Hansen mentioned that the new elected officials training will be held at the end of November. The AYC Board meeting will be held on November 29th and the AYC Admin meeting on November 30th.

BYLAWS

7.1. Bylaw Enforcement Title Clarification By-law 311-24

24-21-04 M/S Councillors T. Wheeler/D. Hansen motioned to give By-Law 311-24 By-law Enforcement Title Clarification first reading.

CARRIED

24-21-05 M/S Councillors D. Hansen/ C. Bellmore motioned to give By-Law 311-24 By-law Enforcement Title Clarification second reading with amendments.

CARRIED

New & Unfinished Business

8.1 Appointment of Recreation Committee Council Delegation

24-21-06 M/S Councillors C. Bellmore/ D. Hansen motioned to Appoint Councillor D. Mitchell as a Recreation Committee Council Delegation.

CARRIED

8.2 Appointment of AYC Elected Official from Council

24-21-07 M/S Councillors C. Bellmore/ D. Hansen motioned to Appoint Councillor T. Wheeler as a AYC Elected Official from Council and Councillor D. Mitchell appointed as an alternate.

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.

24-21-08 M/S Councillor D. Hansen motioned to go in-camera at 8:55PM.

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

24-21-09 M/S Councillor D. Hansen motioned to go out of in-camera at 9:30 PM.

24-21-10 M/S Councillor D. Hansen motioned to go in-camera at 9:31 PM.

24-21-11 M/S Councillor D. Hansen motioned to go out of in-camera at 9:43 PM.

ADJOURNMENT

24-21-12 M/S Councillor D. Hansen/ T. Wheeler motioned to adjourn the at 9:44 PM.

Mayor Justin Lachance adjourned the meeting at 9:44 PM.

Mayor Justin Lachance

CAO Matthew Cybulski

MINUTES FROM THE SPECIAL MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON NOVEMBER 14th, 2024, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: J. Lachance

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

Staff: P. Singh

Regrets: Councillor D. Mitchell

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

AGENDA: Council reviewed the agenda.

- 01 M/S Councillors D. Hansen, T. Wheeler motioned that the agenda be accepted as presented.**

CARRIED

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.

- 02 M/S Councillor T. Wheeler D. Hansen motioned to go in-camera at 7:27PM.**

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

- 03 M/S Councillor T. Wheeler, C. Bellmore motioned to go out of in-camera at 7:50 PM.**

BYLAWS

3.1. VOC CAO Appointment By-law 312-24

- 04 M/S Councillors C. Bellmore, D. Hansen motioned to Give the By- law 312-24 first reading.**

CARRIED

05 M/S Councillors T. Wheeler, D. Hansen motioned to Give the By- law 312-24 second reading with amendments to Section 3, 4, 5 and remove Section 6.

CARRIED

ADJOURNMENT

06 M/S Councillor D. Hansen motioned to adjourn the meeting 8:00PM.

CARRIED

Mayor J. Lachance adjourned the meeting at 8:00PM.

Mayor J. Lachance

Municipal Clerk P. Singh

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

**Carmacks Detachment
“M” Division Yukon**

Canada 



OCCURRENCES	<u>October 2024</u>	Year to Date 2024	<u>October 2023</u>	Year to Date 2023
Assaults (All Categories)	2	35	4	28
Assistance/Suspicious Occurrence	3	40	2	40
Break and Enters	2	7	1	5
Cause Disturbance / Mischief/Breach of Peace	4	62	6	80
Drugs (all categories)	0	3	1	15
Fail to comply with conditions	1	8	0	12
False Alarms	1	34	3	23
Impaired Driving	0	16	0	21
Liquor Act	0	7	0	8
Mental Health Act	1	17	3	27
Missing Persons/Requests to Locate	0	4	0	3
Sexual Assault	1	3	1	9
Thefts (all categories)	1	22	2	19
Traffic (Speeding/Prohibited driver/etc.)	5	61	2	80
Uttering Threats	2	17	3	13
Vehicle Collisions	4	19	3	23
Wellbeing check	2	22	1	17
Other	5	80	4	73
Total Calls for Service	34	460	36	496

Service Calls Involving Alcohol	6	160	15	133
Prisoners held locally	0	10	0	11



VILLAGE OF CARMACKS BYLAW NO. 311-24

A Bylaw to Clarify the Title of Bylaw Enforcement Officers as Bylaw Services Constables and to Establish a Swearing-In Ceremony

WHEREAS Section 220 of the Municipal Act, Chapter 154, Statutes of the Yukon, provides that Council may create bylaws.

AND WHEREAS the Council of the Village of Carmacks deems it necessary to clarify the titles associated with the position of Bylaw Enforcement Officers and formalize their installation in office through an officiated swearing-in ceremony.

NOW THEREFORE the Municipal Council of the Village of Carmacks, Yukon Territory, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Citation of Bylaw

This bylaw may be cited as the "Bylaw Title Clarification and Swearing-In Ceremony Bylaw."

2. Purpose

The purpose of this bylaw is to:

- Clarify that all Bylaw Enforcement Officers employed by or contracted to the Village of Carmacks may also be referred to as "Bylaw Services Constables."
- Require that all individuals appointed to the position of Bylaw Services Constable be officially sworn in during a ceremony attended by the VoC Mayor and Council.

3. Designation of Title

- All individuals holding the title of Bylaw Enforcement Officer in the Village of Carmacks shall have the authority to be referred to as "Bylaw Services Constable" for the purposes of their duties and responsibilities.
- This designation shall not alter the powers, duties, or responsibilities of the Bylaw Enforcement Officers as outlined in existing bylaws.

4. Swearing-In Ceremony

- Upon appointment, each Bylaw Services Constable must participate in a formal swearing-in ceremony.



- This ceremony shall be officiated by the VoC Mayor and attended by Council members, at which the Constable will publicly take an oath of office, affirming their commitment to uphold the bylaws and ordinances of the Village of Carmacks.
- This requirement shall apply to all new appointees to the position of Bylaw Services Constable and shall be a prerequisite for their assumption of duty.

5. Effective Date

This Bylaw shall come into effect upon the Third and Final Reading.

READ A FIRST TIME this 5th day of November, 2024.

READ A SECOND TIME this 5th day of November, 2024.

READ A THIRD TIME and FINALLY PASSED this 19th day of November, 2024.

Mayor Justin Lachance _____

Chief Administrative Officer _____



**Village of Carmacks
BY-LAW #312-24**

A by-law to establish the position of Chief Administrative Officer and to make provision for appointments.

Whereas pursuant to section 183 of the Municipal Act, Chapter 154, RSY 2002, the council of the Village of Carmacks must establish by bylaw the position of Chief Administrative Officer and must appoint a person or persons to that position; and

Whereas the council of the municipality deem it proper and expedient to appoint a interim chief administrative officer.

Now Therefore, the Council of the Village of Carmacks, in open meeting assembled, hereby **ENACTS AS FOLLOWS:**

1. This by-law may be cited as the "Chief Administrative Officer Bylaw".
2. The position of Chief Administrative Officer of the Village of Carmacks is hereby established.
3. The Chief Administrative Officer shall be appointed by bylaw and shall hold office at the pleasure of the council.
4. The Council of the Village of Carmacks appoints Parminder Singh as the Interim Chief Administrative Officer for the Village of Carmacks.
5. This appointment is effective on passing of this Bylaw.

BY-LAW #288-23 shall be repealed on the retirement of the incumbent.

Read for the first time this 13th Day of November 2024.

Read for the second time this 13th Day of November 2024.

Read for the third and final time this 19th Day of November 2024.

Justin Lachance
Mayor

Interim Chief Administrative
Officer



**Village of Carmacks
BY-LAW #313-24**

A by-law to establish the position of Chief Administrative Officer and to make provision for appointment.

Whereas 186 Designated municipal officers (1) A council may, by bylaw, establish one or more designated municipal officer positions and appoint persons to those positions, and delegate powers, duties, and functions to those persons, and revoke the appointment of persons to those positions

Whereas 240 Signing authority (1) Cheques and other financial instruments must be signed by the mayor and the chief administrative officer or their designates. (2) A council may authorize by bylaw the mayor and the designated municipal officer to issue a single cheque, or authorize a transfer of funds, covering the total amount of payroll; the cheque or transfer of funds shall be deposited in the bank in a wages account and shall be paid out on cheques being signed by the designated municipal officer. (3) A signature under subsection (1) may be printed, lithographed, or otherwise reproduced if authorized by council. S.Y. 1998, c.19, s.240

Now Therefore, the Council of the Village of Carmacks, in open meeting assembled, hereby ENACTS

AS FOLLOWS:

1. This by-law may be cited as the "Municipal Officer - Signing Authority By-law".
2. The listing of Authorized Municipal Officers with Signing Authority of the Village of Carmacks is hereby established.
3. The listing of Authorized Municipal Officers with Signing Authority shall be appointed by bylaw and shall hold authority at the pleasure of council and in accordance with such terms and conditions of employment with the Village of Carmacks
4. The Council of the Village of Carmacks approves the authorized Signing Authority for the Village of Carmacks.
5. This listing is effective on passing of this by-law.
6. The listed officer shall have signing authority on behalf of the Village of Carmacks in-lieu of the CAO and the Mayor.

BY-LAW #292-23 shall be repealed on the retirement of the incumbent.

Read for the first time this 19th Day of November 2024.

Read a second time this 19th Day of November 2024.

Read a third and final time this 03rd Day of December 2024.

Justin Lachance
Mayor

Interim Chief Administrative
Officer



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

November 15, 2024

Mayor Justin Lachance and Council
Village of Carmacks
Carmacks, Yukon

Subject: Request for Approval of Paid Holidays and Municipal Christmas Party

Dear Mayor Lachance and Members of Council,

Whereas, as precedent from previous municipal service calendars during the holiday season, the Village of Carmacks (VoC) has observed a tradition of implementing a reduced holiday service schedule and complimentary paid holiday time off for its staff.

Whereas this practice has fostered a culture of goodwill, staff appreciation, and enhanced morale within the organization, enabling the VoC to continue delivering exceptional service to the community.

We kindly request the approval of the following:

1. Paid Holiday Time Off:

- A total of three (3) paid holidays during the festive season. Council may choose between the following options for scheduling:
 - Option 1: December 23, 24, and 27, 2024.
 - Option 2: December 27, 30, and 31, 2024.

These dates are proposed to complement statutory holidays and minimize operational disruptions while providing staff with an extended opportunity to enjoy the festive season.

2. Renewal of VoC Christmas Tradition:

- The renewal of the longstanding tradition of celebrating the holiday season through a Municipal Christmas Party. This event would allow the VoC to



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

recognize the hard work and dedication of its staff, foster camaraderie, and strengthen organizational spirit in celebration of the festive season.

- Should the Council approve this tradition, they are invited to determine a suitable date that ensures maximum participation from staff and Council members, allowing everyone to celebrate together.

These initiatives represent a meaningful gesture of appreciation for the VoC staff's contributions throughout the year and align with our shared commitment to a positive and supportive workplace culture.

Your support in approving this request would be greatly appreciated. Should you require additional details or wish to discuss these proposals further, please do not hesitate to reach out.

Thank you for considering this proposal.

Sincerely,
Village of Carmacks Staff

- 8.7.1. be applied only to the original applicant, Property or thing, or;
- 8.7.2. to 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 application.
- 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 transferrable 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. thereon 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 neighbours;
 - 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 (11PM and 7AM);

- 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 metres (0.33 m³) 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 m² of interior floor area per Hen;
 - 9.6.3. provide at least 0.92 m² 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