

"Village of Carmacks Council respectfully acknowledges that we are meeting on the traditional territory of the Little Salmon Carmacks First Nation."

Agenda 24-23

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, December 3rd, 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 19th, 2024

4. DELEGATION

4.1 Larry Tricker Regarding Sewer Lagoon Project

4.2 John Laughlin Regarding Recreation Center

5. CORRESPONDENCE

6. REPORTS

6.1 Council Activity Reports

6.2 Mayor Report

6.3 Bylaw Report

6.4 Finance Report

6.5 Recreation Report

6.6 PWGM Report

6.7 CAO Report

6.8 AYC

7. BYLAWS

7.1 VOC Signing Authority By-Law 313-24 (Third Reading)

8. NEW & UNFINISHED BUSINESS

8.1 Review Tender for Grader Training

8.2 Reviewing Budget O&M for VOC

8.3 Reviewing Capital Budget for VOC

8 QUESTION PERIOD

9 INCAMERA

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

10 ADJOURNMENT

MINUTES FROM THE REGULAR MEETING OF THE COUNCIL FOR THE VILLAGE OF CARMACKS ON NOVEMBER 19th, 2024, IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Mayor: Justin Lachance

Councillors: C. Bellmore, T. Wheeler, D. Hansen D. Mitchell
Staff: P. Singh
Delegation: RCMP David McNeil

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

2. AGENDA: Council reviewed the agenda.

24-22-01 M/S Councillors D. Hansen/ T. Wheeler motioned that the agenda be accepted as amended.

CARRIED

3. MINUTES:

3.1 From the regular council meeting on November 5th, 2024

24-22-02 M/S Councillors C. Bellmore, D. Hansen motioned that the minutes be accepted as presented.

CARRIED

3.2 From the Special council meeting on November 13th, 2024

24-22-03 M/S Councillors T. Wheeler, D. Hansen motioned that the minutes be accepted as presented.

CARRIED

4. DELEGATION

4.1 RCMP Officer David MacNeil presented the October monthly report to the Mayor and Council, providing an overview of crime statistics and trends, community policing initiatives, and key public safety measures. Officer MacNeil engaged with Council to discuss ongoing safety concerns and collaborative approaches to enhance community well-being, addressing questions and feedback from members. The Council expressed

appreciation for the RCMP's efforts and commitment to ensuring the safety of the community.

5. CORRESPONDENCE

No correspondence.

6 . REPORTS

6.1 Councillor Activity Reports

Councillor D. Hansen attended the Remembrance Day event at recreation center and attended the special council meeting last week. Councillor Hansen also mentioned about The Government of Yukon presents the final commemorative medals to exceptional Yukoners in celebration of the Yukon's 125th anniversary. The recipients were nominated for displaying values of leadership and reconciliation and contributed significantly to the wellbeing of the territory. Fire Chief for Carmacks Volunteer Fire Department **Blake Vandecamp** is in the list of medal recipients and "Blake is known for his leadership and volunteerism in Carmacks, Blake has served as the Fire Chief with the Carmacks Fire Hall, been a coach and organizer with the Carmacks Hockey Association and an EMS first responder."

Councillor D. Mitchell went to watch hockey in during last week and mentioned that due to busy work schedule could not attended the special meeting.

Councillor T. Wheeler explained her experience at Remembrance Day event. She also mentioned that we need some adjustments at our official website.

Councillor C. Bellmore attended last week's special council meeting and expressed positive feedback regarding the concession at the recreation center, noting that both the initiative and the menu items were well-received.

6.2 Mayor's Report

Mayor Lachance attended last week's special council meeting and was also present at the Remembrance Day event at the recreation center, where he extended his gratitude to all council members for their attendance. He highlighted the positive progress of the concession at the recreation center, particularly during the Minor Hockey Association days. Additionally, he shared that the curling team from Carmacks is competing in Ontario, with their next game scheduled for this Thursday.

6.3 AYC

Councillor D. Hansen mentioned that the new elected officials training will be held on 29 and 30 November 2024. The AYC Board meeting will be held on December 1st, 2024.

BYLAWS

7.1. VOC CAO Appointment By-law 312-24

24-22-04 M/S Councillors T. Wheeler, D. Hansen motioned to Give the By- law 312-24 third reading and pass the bylaw with amendments.

CARRIED

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

24-22-05 M/S Councillors D. Hansen/ D. Mitchell motioned to give By-Law 311-24 By-law Enforcement Title Clarification third reading with amendments to the swearing in section, which is include RCMP and notary public as the authorized personnel for swearing in ceremony.

CARRIED

7.3. VOC Signing Authority By-law 313-24

24-22-06 M/S Councillors C. Bellmore / T. Wheeler motioned to give By-Law 313-24 VOC Signing Authority first reading.

CARRIED

24-22-07 M/S Councillors T. Wheeler/ D. Mitchell motioned to give By-Law 313-24 VOC Signing Authority second reading with amendments.

CARRIED

New & Unfinished Business

8.1 Joint Council meeting with LSCFN Proposal Date

Mayor and Council have proposed December 18th or 19th, 2024, or January 8th or 9th, 2025, as potential dates for the joint council meeting, indicating that any of these four dates would work for them.

8.2 Request for VoC – Municipal Employee Christmas – Service Shutdown & Time off

24-22-08 M/S Councillors C. Bellmore/D. Hansen motioned to grant three additional days off to all Village of Carmacks employees in celebration of Christmas.

CARRIED

8.3 VoC – Municipal Staff & Elected Officials Christmas Party Memo

Mayor and Council have decided to hold a Christmas get-together for all municipal employees, along with the Mayor and Council. The date will be determined based on employees input and the availability of the recreation center.

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

24-22-09 M/S Councillors C. Bellmore/T. Wheeler motioned to grant an exception to Megan Johnston, allowing her to keep 20-30 hens in a Country Residential zone. This exception is provided at the discretion of Council under the Animal Control By-law 252-18. CAO will provide the permit to Megan Johnston.

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.

ADJOURNMENT

24-22-10 M/S Councillor T. Wheeler/ C. Bellmore motioned to adjourn the at 7:47 PM.

Mayor Justin Lachance adjourned the meeting at 7:47 PM.

Mayor Justin Lachance

CAO Parminder Singh



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

Bylaw Constable's Report Monthly Report

November 2024

Summary of Activities

Occurrences	November 2024	Year to Date 2024	Details
Dogs at Large	2	18	Responded to reports of dogs at larges; engaged in public education and enforcement efforts.
Aggressive Dog Complaints	2	10	Investigated complaints about aggressive dogs, ensuring public safety and owner compliance.
Traffic Violations	3	9	Conducted enforcement in high-risk areas, issued warnings, and promoted safe driving practices.
Assist RCMP	2	2	Supported RCMP with MVI and Aggressive Dog Complaint
Public Encounters	5	25	Engaged with residents to address concerns, provide safety information, and foster relations.
Open Space Infractions	0	11	No violations or concerns reported in public parks or open spaces during this period.

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Village of Carmacks
P.O. Box 113
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Highlights

- **Community Safety Focus:** Addressed concerns about dogs at large, collaborated with the RCMP, and maintained a strong presence in high-risk areas. Approached by locals familiar with the Bylaw Constable about safety concerns.
- **Traffic Enforcement:** Focused on Unsecured Loads of Commercial and Private vehicles
- **Notable Occurrences:** Assisting RCMP on Robert Campbell Highway and one aggressive dog incident
- **Future Initiatives:** RCMP and Bylaw engaging in School Safety presentations in Spring (trail safety, bicycles etc)

Prepared by:

Cst Liam Ferraz

Village of Carmacks Bylaw Services

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Finance Department Report November 2024

Expenditure Summary

Please find attached the Expenditure Summary report for the month of November.

Bank Reconciliations

Due to the ongoing Canada Post strike, the statement for the General Account has not yet been received. However, I have successfully reconciled the Reserves and Project accounts. The details are included in the attached report.

Income Statement

The Income Statement for the period from January 1 to November 30, 2024, is also attached for your review.

Provisional and Capital Budget

All departments participated in the budget meeting this month. Attached are the proposed budgets for your review and discussion.

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Monthly Report to Council

Recreation Updates

Monthly Report to Council: November 2024

Prepared by: Chanel Johnnie

1. Overview

November has been a full and demanding month for the Recreation Department. While bookings and community events remain high, ongoing facility challenges and staffing pressures have made operations more difficult. Despite these challenges, the team continues to prioritize community engagement and the smooth running of everything.

2. Facility Updates

- **Notice of Closure:**

The Carmacks Recreation Complex was closed on Monday, November 11, 2024, in observance of the Remembrance Day statutory holiday.

- **Arena Challenges:**

- **Boilers:**

- Boiler 1 is currently the only operational unit.
- Boiler 2 stopped functioning a week after Budget Plumbing conducted repairs.
- Boiler 3 remains unrepaired, and the contractor has not returned as scheduled or responded to inquiries.

- **Ice Plant:**

- Currently operating on three compressors, with two non-functional. Repairs are anticipated mid-season.

- **Lobby Heating:**

- The lobby remains without heat despite attempts to adjust the thermostat and system controls. Space heaters have been provided as a temporary solution.



Monthly Report to Council

3. Community Events

- **National Addictions Awareness Week (NAAW):**
 - Hosted events for youth and elders and those in between, organized by LSCFN, focusing on education, support, and community connection.
- **Hockey Camp:**
 - Organized by LSCFN and First Assist, utilizing the Recreation Complex and drawing strong participation.
- **Christmas Bazaar:**
 - Held on Thursday, November 28, 2024, at the Recreation Complex.
- **Kids and Elders Trips to Town:**
 - Two successful trips were organized, providing youth and elders with access to Whitehorse for activities, shopping, and appointments.
- **Challenges Faced:**
 - Freezing temperatures created difficulty with the buses. Mechanical issues arose, causing delays and additional strain on the staff coordinating the trips.
-

4. Maintenance and Budget Concerns

- Continued maintenance issues, particularly with boilers and the ice plant, have created operational challenges.
- Contractor delays have compounded the situation.
- Budgetary flexibility may be needed to address these unexpected maintenance costs.

5. Upcoming Focus Areas

- Pursuing contractor solutions to repair boilers and restore full functionality to the ice plant.
- Preparing for December events, including SFN hockey tournament and holiday programming/events.



Monthly Report to Council

- Addressing heating issues in the arena lobby to improve visitor and staff comfort.

6. Challenges and Recommendations

- **Challenges:**
 - **Staffing burnout due to increased demand and frequent bookings in the last few months.**
 - **Maintenance delays and limited contractor availability.**
- **Recommendations:**
 - **Strengthen partnerships with alternative contractors for timely and reliable facility repairs.**
 - **Continue supporting staff with planned breaks and recognition of their efforts.**



Village of Carmacks
Public Works General Manager Report
Date: November 26, 2024

To: Chief Administrative Officer, Mayor, and Council
From: Jens Wylimczyk, Public Works General Manager

Treatment Plant

- **Flow Rates:** Operating at standard capacity with no fluctuations.
 - **Measurements:** All readings are within normal ranges.
-

Arena and Recreation Building

- **Arena:** Boiler issues persist; plumbers are scheduled for further repairs.
 - **Recreation Building:** Open for scheduled activities; all systems are functioning normally.
-

Landfill

- **Operations:** Normal activities are ongoing, including snow removal.
-

Collection System

- **Status:** Fully operational with no reported issues or disruptions.
-

Duplex

- **System Functionality:** Operating within normal parameters; no alarms or issues reported.
 - **Readiness:** The house is clean and ready for occupancy by the next CAO.
-

Equipment

- **Condition:** All equipment is in good condition with no immediate maintenance needs.
-



Recycling Facility

- **Operations:** Sorting, shredding, and baling systems are fully operational.
-

Old Firehall

- **Facility Status:** All systems and services are functioning smoothly; no issues reported.
-

New Firehall

- **Facility Status:** All systems and services are operating as expected with no reported issues.
-

Administrative Building

- **Facility Status:** Office equipment and systems are functioning normally with no maintenance issues.
-

Public Works Shop

- **Facility Status:** Equipment and processes are functioning smoothly with no issues reported.
-

Streets

- **Status:** Snow removal and sanding are in progress.
-

Additional Information

- **Old Fire Trucks:** Dale Best has expressed interest in purchasing the two old fire trucks.
-

Sincerely,
Jens Wylimczyk
Public Works General Manager



Village of Carmacks

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

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

To: Mayor & Council

Date: December 2, 2024

From: Parminder Singh, Interim Chief Administrative Officer, Village of Carmacks

Re: CAO Bi-Weekly Report

1. Council Appreciation

I want to extend my sincere thanks to Council for entrusting me with the role of Interim CAO. I am committed to ensuring seamless operations and providing the necessary support until a new CAO is appointed.

2. Project Updates

- **Canada Summer Jobs Funding:** The draft application to secure funding for summer student positions has been completed. Submission is pending final account confirmation, with approval anticipated early in 2025 to support timely hiring.
- **Community Development Fund:** I will meet with the Community Development Fund Advisor to discuss funding options for the municipal office roofing renovation project scheduled for next summer. The goal is to determine the funding we can secure for this initiative.
- **Housing Accelerator Fund (HAF):** Jane from Groundswell Planning will join us for an in-person meeting during the next Council session. The meeting is scheduled for 6:00 PM, one hour before the Council meeting. Jane will provide updates on the HAF, including our current standing and key decisions that require Council's input.

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Email: info@carmacks.ca



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3. AYC Newly Elected Training

Last week, I attended the Association of Yukon Communities (AYC) training alongside Council. The session provided valuable insights for newly elected officials, and I look forward to applying these strategies to enhance our operations and governance.

4. Key Topics

- **2025 Budget Development:** Finalization of the O&M and capital budgets is ongoing. We are prioritizing fiscal sustainability and reserve management. Council's input on key strategies will be addressed in later this meeting.
-

5. Strategic Planning

Planning for 2025 continues, focusing on infrastructure improvements and operational efficiencies. A detailed update will be shared at the next Council meeting.

6. Miscellaneous Updates

- **Staff Christmas Party:** The staff Christmas party is scheduled for December 16th. Invitations should have been received, and we look forward to celebrating with everyone.
-

Please let me know if there are any additional priorities or directives requiring immediate attention.

Kind regards,

Parminder Singh

Interim Chief Administrative Officer
Village of Carmacks

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



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

A by-law to establish the signing authority for the Village Of Carmacks.

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 upon the passing of this by-law

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

Parminder Singh
Chief Administrative Officer (Interim)



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

Tender Invitation: Practical Grader Equipment Training for Three Village of Carmacks Staff Members

Introduction

The Village of Carmacks invites qualified service providers to deliver hands-on, practical training for three members of our staff on the safe and effective operation of our grader equipment. This training will focus exclusively on the practical aspects to ensure staff are confident and proficient in grader operations.

Scope of Work

The selected service provider will be required to:

1. Provide Practical Training: Deliver comprehensive, hands-on training tailored to the operational requirements of the grader model owned by the Village of Carmacks.
 2. Focus on Safety: Emphasize safety protocols, pre-operation inspections, maintenance practices, and proper handling techniques.
 3. Certify Participants: Issue certificates of completion to the three staff members upon successful training.
 4. Training Duration: Conduct the training within [Insert Training Duration], scheduled at mutually agreed-upon dates.
-

Trainer Qualifications

The service provider must:

1. Have certified expertise in heavy equipment operations, particularly graders.
2. Possess a proven track record in delivering practical grader training.
3. Be familiar with safety standards and operational best practices.



Village of Carmacks
P.O. Box 113
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Proposal Requirements

Interested providers are requested to include the following in their proposal:

1. **Training Plan:** A detailed outline of the training structure, including topics covered and duration.
 2. **Trainer Credentials:** Proof of qualifications and experience of the trainer(s).
 3. **Cost Breakdown:** Total costs for training, including trainer fees, travel expenses, and any additional charges.
 4. **References:** Contact information for previous clients who have received similar training services.
-

Key Dates

- **Tender Release Date:** December 4th, 2024
 - **Proposal Submission Deadline:** December 11th, 2024, at 2:00 pm.
 - **Training Delivery:** To be scheduled after contract award.
-

Submission Instructions

Proposals can be emailed to cao@carmacks.ca or drop in-person at Village Office with the subject line “Grader Equipment Training Tender.”

Evaluation Criteria

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



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

Proposals will be evaluated on:

1. Training plan quality and relevance.
2. Trainer qualifications and experience.
3. Cost-effectiveness of the proposal.
4. References from similar projects.

Note: The Village of Carmacks reserves the right to accept or reject any or all proposals and to waive irregularities in the tendering process.

For Inquiries:

For questions or further information, please contact:
cao@carmacks.ca

We look forward to receiving your proposal.

Sincerely,

Village of Carmacks



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

Bid Submission Form

Village of Carmacks - Grader Equipment Training RFP

Please complete the following form and include all requested attachments with your proposal. Submit your completed bid to [Insert Submission Address/Email] by [Insert Deadline].

Section 1: Bidder Information

1. **Company Name:**

2. **Contact Name:**

3. **Position/Title:**

4. **Phone Number:**

5. **Email Address:**

6. **Company Address:**

Section 2: Training Details

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



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

1. Summary of Training Program:

Please provide a brief summary of your training program.

2. Training Curriculum:

Attach a detailed curriculum outlining the training topics, duration, and methods of delivery.

3. Trainer Qualifications:

Attach resumes and certifications of trainers who will deliver the training.

4. Certifications Provided:

Specify the certifications or qualifications participants will receive upon completion.

5. Proposed Training Timeline:

Section 3: Cost Proposal

1. Training Fee:

\$ _____

2. Travel Expenses (if applicable):

\$ _____

3. Material Costs:

\$ _____

4. Other Costs (please specify):

\$ _____

5. Total Proposed Cost:

\$ _____



Village of Carmacks
P.O. Box 113
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Section 4: References

Provide contact information for three clients for whom you have provided similar training services.

1. **Client 1:**

- Name: _____
- Organization: _____
- Phone: _____
- Email: _____

2. **Client 2:**

- Name: _____
- Organization: _____
- Phone: _____
- Email: _____

Section 5: Declaration

I/we, the undersigned, declare that the information provided in this bid submission is true and correct to the best of my/our knowledge.

- Name: _____
 - Title: _____
 - Signature: _____
 - Date: _____
-



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

Attachments Checklist

Please ensure all required documents are attached:

- Training Curriculum
- Trainer Resumes and Certifications
- Cost Breakdown
- References

Submission Instructions

Submit this form and all required documents to:

cao@carmacks.ca or drop it in-person at Village Office

Deadline: December 11, 2024

Thank you for your interest in partnering with the Village of Carmacks!